

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, August 12, 2025
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.

Videoconferencing: meet.google.com/oac-snyd-gqx

Audio: [+1 219-779-8395](tel:+12197798395) PIN: 468 962 640#

All videoconferencing options may be subject to modifications. Please check www.sau63.org for the latest information.

- I. CALL TO ORDER-Dennis Golding-Chair**
- II. PLEDGE OF ALLEGIANCE**
- III. ADJUSTMENTS TO THE AGENDA**
- IV. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees or students be directed to the Superintendent in accord with the processes set forth in School Board Policies KE, KEB and BEDH.
- V. BOARD CORRESPONDENCE**
 - a. Reports**
 - i. Business Administrator's Report
 - ii. Principals' Reports
 - iii. Curriculum Coordinator's Report
- VI. POLICIES**
 - a. 1st Reading**
 - i. AB-New Hampshire Parental Bill of Rights
 - ii. JICJ-Unauthorized Communication Devices
 - b. 2nd Reading**
 - i. JICD-Student Discipline and Due Process
 - ii. ADC-Prohibitions Regarding Use and Possession of Tobacco products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds
 - iii. BGAA-Policy Development, Adoption and Review
 - c. Withdrawals**
 - i. JICJ-R-Procedures for Handling Unauthorized Communication Devices
 - ii. BG-Board Policy Process
 - iii. BGA-Policy Development System
 - iv. BGB-Policy Adoption
 - v. BGC-Policy Review and Evaluation/Manual Accuracy Check
 - vi. BGE-Policy Dissemination
- VII. ACTION ITEMS**
 - a. Approve Minutes of Previous Meeting**
 - b. Approve Non-resident Student per Policy JFAB**
- VIII. COMMITTEE REPORTS**
 - i. Policy Committee**

- IX. RESIGNATIONS/APPOINTMENTS/LEAVES**
 - a. Resignation-Paul Flanagan-WLC PE Teacher**
 - b. Resignation-Donna Garnham-Food Service**
 - c. Appointment-Thomas Coyle-WLC PE Teacher**
 - d. Appointment-Daniel Heise-WLC PE Teacher**
 - e. New Hire FYI-Chris Conway-IT Technician**
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**
- XII. ADJOURNMENT**

INFORMATION: Next School Board Meeting-August 26, 6:30 PM at WLC

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

August 2025 WLC
Tom and Katie

Facility

- We have a GREAT team
 - Picture in Superintendents welcome back letter
- Facility in great shape
 - Rolling out the red carpet..

Summer Programming

- Competency Recovery ran for two weeks after the school year ended
- Mental Health Days with Alice, stop in for some fun activities
- Drama Camp - the week of August 4th FRES and WLC (11 campers)

Staffing:

- Waited for the right individuals to become members of our team
- Welcome to another WLC year. Letter sent Wednesday, August 6th

School Community

- Report about WLC sent to Parents and shared with the community on Wednesday, July 30th
- Welcome to the school year letter sent to parents/ students: Monday, August 6th.

Annual Handbook - updates

- [25-26 Draft Student Handbook](#)

Van transportation training

- Bus Certificate training completed August 4th and 5th
 - Six individuals attended

Athletics

- Reminders about Fall requirements - every two weeks
 - Concussion testing: Week of August 4th.
- High School begins Monday, August 18th
 - First games: Boys 8/28 @ 3pm; Girls 8/28 @ 5pm; X-Country 9/29 @ 4:30pm; Golf 8/27 @ 4pm
- Middle School begins Monday, August 25th after school
 - First Games: Boys 9/10 @ 3:30pm; Girls 9/15 @ 3:30pm

Important Dates:

- **August 25:** First day of school
- **August 29:** No School
- **September 1:** No School
- **September 2:** Milford CTE first day of school

- **September 3:** Add/Drop ends
- **September 4:** Picture Day
- **September 8-11:** iReady testing for students in grades 6-9
- **September 12:** Seniors Mt. Monadnock Hike Field Trip
- **September 18:** Open House from 5-6pm
- **September 19:** Early Release for students with an 11:45 dismissal time

FLORENCE RIDEOUT ELEMENTARY SCHOOL
18 TREMONT STREET
WILTON, NEW HAMPSHIRE 03086
(603) 732-9229
www.sau63.org

Stacy Maghakian, Principal

Christina Gauthier, Admin. Assistant

Principal Report
FRES & LCS
August 12, 2025

Transitioning

It has been a pleasure getting to know some of the staff over the past few weeks. I've especially appreciated the opportunity to meet students and staff through our summer programming—it has made for a smooth and welcoming transition into my new role.

I am incredibly grateful for the support of our office and custodial staff, who have helped me understand daily routines and procedures and have shared valuable insights to strengthen our schools. Special thanks to Christina Gauthier, Sherry LeBlanc, Marissa Hofstetter, and Samantha Dignan for their time and guidance.

In late July, I met with the Leadership Team, where we discussed several key topics, including areas of focus for the coming year. One of our primary goals will be to enhance both team collaboration and overall school culture.

We look forward to sharing our successes and upcoming events with families and the community through our soon-to-be-launched Facebook page.

Summer Programming

A heartfelt thank you to our program organizers, coordinators, ABAs, and support staff for a successful summer session, including **Summer Academy**, **ESY**, and **RISE**. It was uplifting to see so many smiling faces arrive each day! (My apologies if I don't yet know every name and face—I'm still learning!)

Thank you also to our custodial team for all their hard work—beautifying our floors, supporting classroom transitions, and installing new sensory paths. We're excited to see students enjoy these additions soon!

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Staffing Update

We're excited to welcome two new staff members:

- **Melanie Zabloutny**, 5th Grade Teacher
- **Patti Donaldson**, School Counselor

We are continuing to hire substitute teachers and paraprofessionals. Interested candidates are encouraged to apply via [SchoolSpring.com](https://www.schoolspring.com).

Start of the 2025–26 School Year & Dismissal Change Reminder

The first day of school for students at **FRES** is **Monday, August 25, 2025**.

At **LCS**, the school year will begin with screening assessments over the first two and a half days. **Thursday, August 28th** will be a family visit day and bus orientation for Kindergarten students, and the **first full day of Kindergarten** will be **Tuesday, September 2nd**.

Important dismissal change:

- **LCS** will now dismiss at **2:15 PM**.
- **FRES** will continue to dismiss at **2:35 PM**.

We are excited to welcome everyone back and are committed to creating a positive and enriching school year for all!

Updates to the Student Handbook

- View current handbook: [FRES & LCS Parent/Student Handbook 2024–2025](#)
- View draft 2025–2026 handbook: [FRES & LCS Parent/Student Handbook 2025–2026](#)

Key updates include:

- Improved formatting and grammar throughout
- Updated Table of Contents
- Updated staff directory
- Updated links to SAU board policies
- Updated report card dates
- Revised discipline section to reflect district alignment

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Important Dates

- **August 5, 2025** – Classroom welcome letters mailed to families
- **August 7, 2025** – Final day of RISE
- **August 18–19, 2025** – New Teacher Orientation
- **August 20–22, 2025** – Welcome Back and Professional Development Days for staff
 - **August 21, 2025** – FRES Meet and Greet, 2:00–3:00 PM
- **August 25, 2025** – First Day for Students at FRES / First Day of Kindergarten Screening at LCS
- **August 28, 2025** – Kindergarten Family Visit & Bus Ride Day
- **September 2, 2025** – First Full Day for Kindergarten (Note LCS dismissal at 2:15 PM)
- **September 4, 2025** – FRES Parent Information Night, 6:00–7:00 PM
- **September 11, 2025** – LCS Parent Information Night, 6:00–7:00 PM
- **September 22, 2025** – PTO Meeting, 6:00 PM
- **September 26, 2025** – PTO BINGO Night

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Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

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Curriculum Coordinator Report August 12, 2025

Professional Learning

Professional Learning

We had many professional learning opportunities available to staff this summer. Some of the professional learning was held in-district, and some of the learning was held out of district. The professional learning was focused on individual teacher needs, as well as continuing to deepen our knowledge and understanding of the new minimum standards for education, with a focus on the middle and high school social studies department. Two teachers at FRES took the opportunity to attend Responsive Classroom training, a 3-day training supporting teachers with building classroom environments to support management and student learning. Our middle-high school music teacher attended a multi-day musical theater training. Our social studies department attended two days of professional learning facilitated by Superintendent Weaver for one day and me for the second day. This learning was specifically focused on the changes in the minimum standards for education. The two days were productive, resulting in several ideas and strategies to support the new standards. In addition, Katie Gosselin and I attended a professional development day, working with district and building leaders from other districts to learn more and dig deeper into the new minimum standards.

New Teacher Orientation

New Teacher Orientation is scheduled for the 18th and 19th of August and will be co-hosted by Katie Gosselin, Assistant Principal at WLC. Teachers will be introduced to our district leadership team, learn about iReady, go on a tour of our towns, learn about our curriculum, and so much more! We have so many wonderful staff members who have offered to be mentors this year, including Joe Sullivan, Melissa Norton, Taryn Anderson, Olympia Clark, Mary Beth Wiley, Alice Bartoldus, and Sandy Reid. We are excited to meet with our new teachers and support them in acclimating to WLCSD.

Teacher Welcome Back Days

Our whole staff Welcome Back Day will take place on Thursday, August 21st, where we look forward to welcoming all staff back to school. Teachers will have three days to prepare for the upcoming school year. One day will be dedicated to classroom setup per the CBA, the second day will be district-level and building-level meetings. On our final day, we will have a guest speaker, Polly Bath, come to speak to the staff about managing tricky behavior in classrooms. We will also have our Open House at FRES

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and WLC, where parents and students can come into the buildings early to meet teachers and take a tour of the buildings.

In addition to all of this professional development, I worked with the administrative team, head nurse, and school counselor to draft a rough outline of our professional development calendar for the year.

Curriculum

Even though it was summer, Curriculum work still needed to be reviewed. I continued to review our standings with the new Ed 306 Rules - The Minimum Standards for Education per the New Hampshire Department of Education. I am currently working on a document to share with the board around the standards and competencies we use as a district.

Instruction

This summer started off with finishing up summative evaluations for teachers at FRES. We also had students take advantage of the opportunities to continue their learning this summer. We offered Summer Academy for students going into grades 1-5, with 15 students attending this learning opportunity. Ms. Bartoldus offered a “Chill” opportunity for students in grades 6-12; two students attended this regularly. In addition, we offered a theater camp for students going into grades 1-12, run by our Music Teachers, Taryn Anderson and Morgan Kudlich. 11 students participated in this opportunity. Due to the way WIN was facilitated this year, WLC had fewer than 10 students participate in competency recovery.

Assessment

The assessment calendar for the year has been solidified, including state and district assessments. iReady has been set up for teacher usage. The results from our students' Advanced Placement exams (AP exams) are in and were reviewed by our administrative teams. This data will be shared out at our next data presentation.

FRES

At FRES, I collaborated with our new building principal, Stacy Maghakian.

Grants

About halfway through the year last year, I started managing Title II and Title IV grant funding. These grants help to offset our professional learning costs and provide our students with enrichment opportunities that are not allocated in our district budget. According to federal mandates, we are required to share the funding and consult on how the funding is spent with any private school within our town. This summer, I met with the representatives from High Mowing several times to ensure they are provided with the “equitable services” required by these grants. Grant cycles are run from July 1st of the current year through September 30th of the next school year. For example, the 2023-2024 grant runs from July 1, 2023, to September 30, 2025. The private school, however, has to spend its funding within the academic year, so the 2023-2024 grant has to be spent by the end of that school year. High Mowing was unable to spend all of its funding in both Title II and Title IV within the 2023-2024 school year.

AB - NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

Category: *Required*

Related Policies: *ECAF, EEAA, IGE, IHAM, IHAM-R, IK, ILD, JCA, JIC, JICD, JICD-R, JJJ, JKAA, JLCB, and JRA*

Special note (delete following adoption)- this sample was created in response to the passage of the New Hampshire Parental Bill of Rights (HB2, chaptered as 2025 N.H. Laws 141:455 and codified in new RSA 189-B). The full statute has several other policy and practice impact provisions which, unlike the pieces in this sample, do not require printing in student and employee handbooks and will be reviewed by the Policy Committee during the Fall Legislative review annual process.

A. New Hampshire Parental Bill of Rights

- I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:
 1. To direct the upbringing and the moral or religious training.
 2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.
 3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.
 4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.
 5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.
 6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.
 7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

AB - NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).
9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.
11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.
12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.
13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).
14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.
15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.
16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.
17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.
18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.
19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

AB - NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).
2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).
3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent to cause a **complete copy of Section A** (the Parental Bill of Rights) of this policy to be published:

1. Each year in the School District's annual report each year;
2. Permanently on the District's website; and
3. Each year in every student and employee handbook.

District Policy History:

First reading:

Second reading/adopted:

District revision history:

Legal References:

NH Statutes	Description
RSA 126-U	<u>Limiting the Use of Child Restraint Practices</u>
RSA 141-C:20-a	<u>Immunization</u>
RSA 141-C:20-c	<u>Exemptions</u>

AB - NEW HAMPSHIRE PARENTAL BILL OF RIGHTS

RSA 186:11, IX-b	<u>Health and Sex Education</u>
RSA 186:11, IX-c	<u>Objectionable Course Material</u>
RSA 186:11, IX-d	<u>Duties of State Board of Education</u>
RSA 186:11, IX-e	<u>Notice to Parents/Guardian Required</u>
RSA 189:66	<u>Data Inventory and Policies Publication</u>
RSA 189:67	<u>Limits on Disclosure of Information</u>
RSA 189:68	<u>Student Privacy</u>
RSA 193:1	<u>Duty of Parent; Compulsory Attendance by Pupil</u>
RSA 193:13	<u>Suspension and Expulsion of Pupils</u>
RSA 193:3	<u>Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance</u>

Federal Regulations

Description

34 CFR. Part 99	<u>Family Educational Rights and Privacy Act Regulations</u>
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Federal Statutes

Description

20 U.S.C. § 1232h	<u>Protection of Pupil Rights Amendment (PPRA)</u>
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Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

JICJ - UNAUTHORIZED COMMUNICATION DEVICES

Category: *Required*

Related Policies: *EHAB, JIC, and JICL*

Special note (delete once adopted) - The Board should adopt this policy as soon as possible to have it in place by the beginning of the school year and included in the handbook. Much of the content in this policy is specifically required by the new statute (RSA 189:1-a, V), while the remainder is intended to clarify some of the ambiguities included in the statute (e.g., the failure to include a definition of "personal communication device"). Before changing the content, please either review the statute, or consult with local counsel or the NHSBA Policy Services Director. If your district allows use of laptops/Chromebooks or other devices for classwork but does not provide or make those devices available to all students, see endnote #1.

Revision notes: July 2025, replaced in its entirety (old text seen below in strikeout) to reflect passage of RSA 189:1-a, V (see HB2 chattered as 2025 N.H. Laws 141:455), which requires a "bell-to-bell" cell phone ban policy.

~~Age appropriate protocols will be developed by the schools and approved by the school board as part of student handbooks.~~

A. Purpose

The District is committed to providing students with a learning environment free from disruptions. Use of personal communication devices (cell phones, tablets, laptops, other communication devices, smartwatches, etc.) for nonacademic means often leads to disruptions in the learning environment for both individual students and the classroom.

For the purposes of this policy, a personal communication device is defined as any non-district provided internet/ cellular-capable device that can support voice or video calls, texts, emails, or instant messages. Personal communication devices include, but are not limited to: cellphones, tablets, laptops, and smartwatches. For ease of reference, devices provided by the district for instructional use shall be referred to as "district-owned" or district-provided" devices.

B. Restrictions

Student use of personal communication devices is **strictly prohibited** from when the first bell rings to start instructional time until the dismissal bell rings to end the academic school day (referred to as "the school day"). The school day includes lunch periods, passing time, and recesses.

Students participating in extracurricular activities, co-curricular activities, field trips or other activities outside of the school day shall abide by the rules and consequences established for personal communication devices set by the coach, instructor, sponsor or other designated supervisor for the activity. However, **in no event** shall personal communication devices (or any other device with photographic or recording capabilities) be used in locker rooms, bathrooms, or any other location where such use could violate another person's reasonable expectation of privacy.

JICJ - UNAUTHORIZED COMMUNICATION DEVICES

If digital devices are used to enhance learning in the classroom, the District is responsible for providing District-owned devices. Personal communication devices may be used during the school day **ONLY** when no district-provided devices are available for all students, and use of the personal communication device may **ONLY** be used for approved academic and instructional purposes. In accordance with this policy, no personal communication device be used during the school day for personal communication.

While it is best practice that these devices are not brought to school, if these devices are brought to school, they shall be kept with the power turned off in a student's assigned locker, backpack, or handbag. The District may introduce other methods of storing devices, such as Yondr Pouches (secure, lockable pouches that allow students to keep their devices with them), device bins, and other staff-controlled methods of storing devices. The District will not be responsible for loss, damage or theft of any electronic communication device brought to the school.

C. Exceptions

Students with medical needs, such as insulin pumps and glucose sensors, or disabilities that require a device to support their learning as identified by their individualized education program (IEP) or plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. section 794, or a multilingual student with appropriate language access programs and services pursuant to Title VI of the Civil Rights Act of 1964 shall be exempt from this policy. Additionally, the superintendent or their designee may approve additional exceptions on a case-by-case basis or through an administrative decision recorded in the student handbook, with respect to student medical, disability, or language proficiency needs.

D. Consequences and Violations

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action. The school reserves the right to monitor, inspect, copy, and review a student's personal electronic device subject to the limitations of RSA 189:70, if there is reasonable suspicion to believe that a student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

Consequences for violations of this policy will be pursuant to the Student Handbook. Additionally:

1. First Offense: Warning and confiscation of the device for the remainder of the school day.
2. Second and Subsequent Offenses: The electronic communication device will be confiscated. A disciplinary referral will be written. The student's parent/guardian must pick up the device from the principal or superintendent's office.

E. Review

The Superintendent shall annually review policy in collaboration with parent(s) and teachers with a report and recommendations for policy changes to be delivered to the Board no later than April 1st of each school year.

F. Dissemination

JICJ - UNAUTHORIZED COMMUNICATION DEVICES

The Superintendent shall ensure that information regarding the prohibition against using personal communication devices during the school day is included in all student handbooks, and included in "beginning of school year" materials provided to parents/guardians.

District Policy History:

First reading: September 14, 2010

Second reading/adopted: October 12, 2010

Reviewed: August 27, 2019, September 10, 2019, September 24, 2019

District revision history: September 24, 2019

Legal References:

NH Statutes	Description
RSA 189:68	<u>Student Privacy</u>
RSA 189:68-a	<u>Student Online Personal Information</u>
RSA 189:70	<u>Educational Institution Policies on Social Media</u>
RSA 644:21	<u>Searches of Portable Electronic Devices</u>

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

JICD - STUDENT DISCIPLINE and DUE PROCESS

Category: Required

*Related Policies: JI, JIC, JICI & JICK
See also Appendix JICD-R*

A. Policy Statement.

This Wilton-Lyndeborough Cooperative School District policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion.

Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Student Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences.

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to follow the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Student Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond **the opportunity to resolve the issue.**

Removals under this policy are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extracurricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by classroom, school or District rules, or the Student Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the

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detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. Parents/guardians shall be notified at least 24 hours prior to a student serving detention.

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. Parents/Guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the Student Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.

6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.

a. Short-term suspension A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short-term suspension may be imposed only for:

i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, an act of theft, credible threats of violence, destruction or violence, as defined in RSA 193-D:1); or

ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Student Code of Conduct.

Pursuant to RSA 193:13, XI (b) and Board policy JIC, a short suspension over 5 days must conform to the standards included in the Student Code of Conduct.

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Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary action taken). See New Hampshire Department of Education Rule Ed 317.04(e).

b. Long-term suspension A "long-term suspension" is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to issue a long-term suspension of a pupil for a period in excess of ten (10) school days. Provided that if the Superintendent issued the original short-term suspension, then the School Board must either appoint another person to continue the short-term suspension and issue the long-term suspension (in accordance with the procedures set forth in Ed 317.04 (f) and 317.04 (j), or do so itself.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun while on school property.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but the process must comply with the requirements of **Ed 317.04 (f), and 317.04 (j)** including, without limitation, the requirements for advance notice and a written decision.

c. Appeal of long-term suspension Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's (or other person designated under B.6.b, above) hearing and written decision required under N.H. Dept. of Education Rule Ed. 317.04 (f)(3), and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

d. Educational Assignments As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.

e. Alternative Educational Services The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended in **excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.

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f. Re-entry Meetings and Intervention Plans Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, reteaching expectations, and identifying any necessary supports.

g. Attendance Safe Harbor A student may not be penalized academically solely by virtue of missing class due to a suspension.

7. "Expulsion" means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV.

a. Grounds for Expulsion An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:

- i. A repetition of an act that warranted long-term suspension under section B.6.b, above;
- ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
- iii. Any act of violence pursuant to RSA 651:5, XIII;
- iv. Criminal threatening pursuant to RSA 631:4, II (a); OR
- v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
- (2) The pupil's disciplinary history.
- (3) Whether the pupil is a student with a disability.
- (4) The seriousness of the violation or behavior committed by the pupil.
- (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
- (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

b. Due Process to Be Afforded Prior to Expulsion Prior to any expulsion, the District will ensure that the due process standards set forth in **Ed 317.04 (f) through 317.04 (j)** are followed.

c. Duration of Expulsion An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B. 7.a.v, shall be for a period of not less than 12 months.

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d. Educational Services The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

1. Modification by Superintendent Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.

2. Review and Reinstatement by Board A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.

3. Modification of Expulsion for Firearms A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

D. Appeals to the State Board of Education Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.

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E. Sub-committee of Board For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.

F. Superintendent and Principal Designees Except where otherwise stated in this policy, the Superintendent may delegate any authority she/he has under this policy, and a principal may delegate any authority she/he has under this policy to other appropriate personnel.

G. Disciplinary Removal of Students with Disabilities If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

H. Notice and Dissemination This policy shall be made available to families, students and staff as provided in Board Policy JIC.

I. Conflict in Law or State Regulation If any provision of this policy shall conflict with State or Federal law, or regulations of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

District Policy History:

First Reading: June 2, 2010, January 4, 2022, June 24, 2025

Second Reading: July 13, 2010, January 18, 2022

Final Adoption/Revision: August 10, 2010, January 18, 2022

Legal References:

NH Case Law	Description
162 N.H. 38, 27 A.3d 689 (2011)	<u>In re Keelin B.</u>
NH Statutes	Description
RSA 159:26	<u>Firearms, Ammunition, and Knives; Authority of the State</u>
RSA 186-C	<u>Special Education</u>
RSA 189:15	<u>Regulations</u>
RSA 193-D	<u>Safe School Zones</u>

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RSA 193:13	<u>Suspension and Expulsion of Pupils</u>
RSA 631:4	<u>Criminal Threatening</u>
RSA 651:5, XIII	<u>“Act of Violence”</u>

NH Dept of Ed Regulation	Description
N.H. Code Admin. Rules Ed 1100 (Chapter)	<u>Chapter Ed 1100 Standards for the Education of Children with Disabilities</u>
N.H. Code Admin. Rules Ed 1102.01(t)	<u>N.H. Dept. of Ed. Admin. Rule – Ed. 1102.01(t)</u>
N.H. Code Admin. Rules Ed 1124.01	<u>N.H. Dept. of Ed. Admin. Rule – Ed. 1124.01</u>
N.H. Code Admin. Rules Ed 306.04(a)(3)	<u>Student Discipline</u>
N.H. Code Admin. Rules Ed 306.04(f)	<u>Student Discipline</u>
N.H. Code Admin. Rules Ed 306.04(g)	<u>Suspension & Expulsion</u>
N.H. Code Admin. Rules Ed 317.04	<u>Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures</u>

Federal Statutes	Description
18 U.S.C. 921 et seq.	<u>Firearms</u>
20 U.S.C. § 1400-1417	<u>Individuals with Disabilities Education Act (IDEA)</u>
20 U.S.C. § 7151	<u>Gun-Free Schools Act</u>
29 U.S.C. 794	<u>Rehabilitation Act of 1973 (Section 504)</u>
42 U.S.C. 12101, et seq.	<u>Title II of The Americans with Disabilities Act of 1990</u>

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ADC - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

Category: Required

Related Policies:

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

In accordance with State law, no person shall use any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the Wilton-Lyndeborough Cooperative School District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

- A. **Definitions.** *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine or *e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

"Employee" shall mean every employee, stipended position (e.g., coach, trainer, drama coach, etc.), candidate, designated volunteer (whether direct or through a volunteer organization), or any other service where the contractor or employees of the contractor provide services directly to students of the District, or any applicant/person seeking to serve in any of those positions.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within

ADC - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.

Students are also subject to the provisions of D.2, below.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

The principal will develop regulations, which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.

C. Employees

No employee shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine, in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

Employees are also subject to the provisions of D.2, below.

D. All other persons

ADC - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

1. No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine in any facility, in any school building or vehicle, or anywhere on school grounds maintained by the District.
2. Additionally, no person, including, without limitation, students or employees (as defined above), may sell, give or furnish tobacco products, e-cigarettes, or e-liquid to any person under 21 in or upon any school facility.
3. The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, e-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. **Implementation and Notice - Administrative Rules and Procedures.**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

***Note: ADC replaced policies GBED, JICG
District revision history:***

First reading: May 11, 2010, August 23, 2022, June 24, 2025

Second Reading: June 2, 2010, September 20, 2022

Final Adoption: June 13, 2010

Revised: October 11, 2022

Legal References:

NH Statutes	Description
RSA 126-K:2	<u>Definitions</u>

ADC - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS

RSA 126-K:7	<u>Use of Tobacco Products on Public Educational Grounds Prohibited</u>
RSA 126-K:8	<u>Youth Access to and Use of Tobacco Products, Special Provisions</u>
RSA 126-K:6	<u>Possession and Use of Tobacco Products by Minors</u>
RSA 155:64 – 77	<u>Indoor Smoking Act (Act starts at section 155:64)</u>

Federal Statutes	Description
20 U.S.C. 7973	<u>Nonsmoking Policy for Children's Services</u>

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BGAA - POLICY DEVELOPMENT, ADOPTION, and REVIEW

Category: Recommended

Related Policies: BAAA, BDE, BDF, BEDH, & BGE

The development and adoption of policies that govern the Wilton Lyndeborough Cooperative School District is one of the School Board's most important functions. Board policies establish the goals, direction and structure of the district under the authority of applicable statutes and regulations. In addition to policies required by state and federal laws and regulations, the Board adopts policies to provide direction to the Superintendent and other administrators in the management of the district, to guide the education program, and to provide clear expectations for school staff, students and parents.

Board policies are intended to provide the framework for district operations and the educational system. In general, the operational details as to how policies will be implemented are contained in administrative procedures developed by the administration. However, the Board may adopt administrative procedures concerning its own operations, or when an issue is of sufficient legal importance to warrant a Board-level procedure.

- A. Policy Committee Responsibilities and Meetings. The Board's Policy Committee with the advice and counsel of the Superintendent, is responsible for recommending policies and policy actions to the full Board for its consideration, including adopting new policies, revising existing policies and deleting obsolete policies.
- B. Policy Committee Meetings and Agendas. The Superintendent or his/her designee, in consultation with the Policy Committee Chair shall prepare all agendas for the meetings of the Policy Committee.
- C. Review of Existing Manual. The Policy Committee shall establish a schedule for reviewing existing Board policies, and forming recommendations regarding the same for the Board.
- D. Procedures for Policy Development and Review.
 1. Individual Board members, Board standing or special committees, the Superintendent or other interested persons may submit policy suggestions, concerns, and/or drafts to the Policy Committee, in care of the Superintendent.
 2. The Superintendent or designee is responsible for notifying the Board and the Policy Committee of all policy updates and revisions provided by the New Hampshire School Boards Association. The Policy Committee will review such updates and make recommendations deemed appropriate under this policy.
 3. The Policy Committee, with the assistance of the Superintendent, will review and research policy suggestions and prepare draft policies, as appropriate. The Policy Committee may delegate research and initial drafting to other Board standing committees, to District staff or others at the discretion of the Policy Committee and the Superintendent. (E.g., a policy concerning computer use may first be delegated to the Technology Committee.) If a policy is referred to a committee, staff, professional or other person for initial review/drafting, the policy shall be reviewed by the Policy Committee before submission to the full Board.

BGAA - POLICY DEVELOPMENT, ADOPTION, and REVIEW

4. The Superintendent should seek counsel of the School Board's attorney or the New Hampshire School Boards Association when there may be a question of legality or proper legal procedure in the substance of any proposed or current board policy.
 5. The Policy Committee may also seek input from other affected persons and/or groups as appropriate.
 6. The Policy Committee will provide reports to the full board following a committee meeting, not to exceed once a month. The reports will include the Policy Committee's recommendations for new policies (including full text of policies/revisions to be considered for action by the Board), as well as recommendations for repeal of existing policies. Policy Committee reports should also include any information requested by the full board, and any other information deemed appropriate by the Policy Committee.
- E. Board Actions Required to Approve, Revise or Repeal Policies. Any final action regarding the approval of a new policy, or revision or repeal of an existing policy, requires a majority vote of a quorum of the board at a public meeting.
1. Policy Committee reports shall be placed on the agenda of a regular Board meeting and will be made part of the agenda package for that meeting.
 2. All new policies, and/or revisions to existing board policies are subject to a "first reading" by the full board to occur at a regular board meeting. (There is no requirement that proposed policies/revisions be read aloud at the meeting, although either a majority of the Board or the Chair may determine that actual reading is appropriate).
 3. The Board will allow opportunity for public comment on policy proposals per Board policy BEDH.
 4. Any changes agreed upon or requested by the Board during the first reading shall be made by the *Superintendent OR Policy Committee OR designee* prior to the second reading.
 5. At the next Board meeting (or a later meeting if so agreed by the Board), the policy shall be placed on the agenda for a second (or additional) reading, and action. Amendments may be made and acted upon at that meeting, or may be referred for further revision, etc.
 6. Prior to final approval by the Board, each policy will be titled, dated, and *coded consistent with the classification system used by the New Hampshire School Boards Association*.
 7. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.

BGAA - POLICY DEVELOPMENT, ADOPTION, and REVIEW

8. Approved policies become effective immediately unless the motion to approve the policy, or the policy itself, includes a specific implementation date.

F. Minor Revisions by Policy Committee.

The Board authorizes the Policy Committee to make non-substantive corrections and minor changes to existing policies provided that the Policy Committee shall document such modifications and report the same at the next meeting of the School Board. For the purposes of this policy, “non-substantive changes” shall include: grammatical, typographical or other clerical changes; addition or deletion of legal, cross or other references; policy code or policy class designation changes; or correcting mis-identified or modified job titles (e.g., “school counselor” in place of “guidance counselor”). Upon review of such report from the Policy Committee, the Board may take such action as the Board deems appropriate, including accepting the report without objection or other formal action.

G. Suspension or Waiver of Policy Process.

1. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that public notice of the proposed action was given at least 10 days and that each Board member was notified of the proposed action. For purposes of notification, a meeting agenda delivered to each Board member is deemed sufficient if it identifies the policy to be acted upon.
2. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy, or to suspend or revise an existing policy. In such instances, the meeting minutes should reflect the nature of the circumstances warranting the suspension of the normal procedures.

H. Policy Dissemination, Records and Manual Updates.

1. All Board policies, and any written administrative rules and regulations implementing such policies constitute governmental records and are subject to the provisions of RSA 91-A.
2. Notice of new, revised and deleted policies should be provided to affected groups (i.e., school staff, students, parents) and posted on the district website and by other such appropriate means determined by the Superintendent.
3. The Superintendent shall retain as government records copies of all policies deleted from the Board policy manual.
4. An up-to-date policy manual shall be maintained on the District’s website with a hard copy, in the Superintendent’s Office. The Superintendent shall also assure that any hard copies of the District’s policy manual are recalled annually and updated as appropriate.

BGAA - POLICY DEVELOPMENT, ADOPTION, and REVIEW

District Policy History:

First reading: June 24, 2025

Second reading/adopted:

District revision history:

Legal References:

NH Statutes	Description
RSA 189:74	<u>School Board Public Comment Period</u>
RSA 91-A:2	<u>Meetings Open to Public</u>

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

JICJ-R

PROCEDURES FOR HANDLING UNAUTHORIZED

COMMUNICATION DEVICES

Disciplinary Action

Any student who is in possession of, or uses an unauthorized beeper, portable cellular phone or similar portable communications device, may be suspended from school for up to two consecutive days by the superintendent or his/her designated representative. The superintendent or his/her designee will immediately notify the parent/guardian of the offense and disciplinary action. All such devices will be confiscated and turned over to the parent/guardian.

Authorization to Carry Portable Communications Devices

All beepers, portable cellular phones, and similar portable communications devices are unauthorized except as follows. The principal or principal's designee may authorize the carrying of portable communications device upon showing of good cause by a students' parent(s) or guardian(s). Any authorization, must and may specify conditions, including hours or allowed use. The student must carry the written authorization whenever s/he is in possession of the portable communications device. Failure to carry the written authorization shall result in the confiscation of the device but the student may avoid suspension by producing the written authorization. Abuse of an authorization is grounds for the revocation of the authorization. Any teacher or administrator may inspect the written authorization at any time.

Student Handbooks

Student handbooks shall include a rule prohibiting the use of beepers, Portable cellular phones, and other portable communications devices in School buildings pursuant to this regulation and policy JICJ.

See policy JICJ

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BG - BOARD POLICY PROCESS

The Wilton-Lyndeborough Cooperative School Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BGA - POLICY DEVELOPMENT SYSTEM

The Wilton-Lyndeborough Cooperative School Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given at a previous Board meeting and that each Board member was notified of the proposed action. for purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy.
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. Manuals will be provided to each Board member and at least one master copy will be kept in each school district and one master copy in the SAU central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as

FOR WITHDRAWAL

instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

BGB - POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of Wilton-Lyndeborough Cooperative School Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

For Withdrawal

BGC - POLICY REVIEW AND EVALUATION/MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Wilton-Lyndeborough Cooperative School Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulations manuals annually for purposes of administrative updating and Board review.

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

For Withdrawal

BGE - POLICY DISSEMINATION

The policy manual is a public document. The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the Board, and to persons in the community insofar as conveniently possible. Manuals will be available for inspection at the Superintendent's office, and each Principal's office.

All policy manuals shall remain the property of the School Board and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the administrative head of the School District.

The Superintendent is responsible for ensuring an annual update of all manuals.

Legal References:

RSA 91-A:4, Minutes and Records Available for Public Inspection

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, June 24, 2025
Wilton-Lyndeborough Cooperative M/H School
6:30 p.m.**

The videoconferencing link was published several places including on the meeting agenda.

Present: *Dennis Golding, Brianne Lavalley, John Zavgren, Michelle Alley, Paul White, Darelene Anzalone, Diane Foss, and Jonathan Lavoie (6:32pm)*

Superintendent Peter Weaver, Technology Director Nicholas Buroker, and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Golding called the meeting to order at 6:31pm.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. PUBLIC HEARING RSA--UNANTICIPATED REVENUE RSA 198:20-b

The hearing reconvened at 6:32pm. Chairman Golding reviewed the Board held a preliminary Public Hearing on June 10, 2025, where they anticipated receipt of funds from the district's property insurance provider in excess of \$20,000 for a January 2025 insurance claim. The final reimbursement was not finalized on June 10th, and the Public Hearing was continued to June 24, 2025. On June 17, 2025, Primex, the District's property insurance provider, notified the School District that they will make payment in the amount of \$56,039.62 for the January 2025 Freeze claim at the Middle-High School. He informed the members that they need to decide whether or not to accept the funds. He asked for any questions or comments from the Board. Ms. Foss voiced she wants to accept it and does not see a reason not to. No further board comments were made. Chairman Golding asked for any public comment. There was no public present. Superintendent read the names and numbers online asking for any comment. No public comment was heard. Chairman Golding closed the hearing at 6:33pm and returned to the board meeting.

A MOTION was made by Ms. Lavalley and SECONDED by Ms. Foss to accept \$56,039.62 in unanticipated revenues from Primex for payment of a January 2025 insurance claim.

Voting: all aye, motion carried.

IV. ADJUSTMENTS TO THE AGENDA

Superintendent requested to add 3 additional nominations.

A MOTION was made by Ms. Lavalley and SECONDED by Ms. Foss to accept the adjustments to the agenda under resignations, appointments and leaves for the nomination of Stacy Maghakian, Joseph Wedge, and Megan McLaughlin.

Voting: all aye, motion carried.

V. PUBLIC COMMENTS

The public comment section of the agenda was read. Superintendent called out all the phone numbers and names joined in the meeting asking if they wanted to comment. There was no public comment.

VI. BOARD CORRESPONDENCE

a. Reports

i. Superintendent's Report

Superintendent spoke of purchasing a van after July 1 in FY 26 using funds from the budgeted SPED transportation line which would be for transporting a couple of SPED students to Massachusetts which currently costs about \$270 a day. He spoke of needing to add lights as required to the van. He informs the group that he has been speaking to the Milford Superintendent about the possibility of including a student of theirs who attends the same school which would include further savings if it worked out. He confirms we could also use the van for back-up athletics. He confirms nothing will be done until after July 1 if approved. He informs them that if there is a significant change in the financial model (outlined in his report) then he will bring it back to the Board in August. If there are any significant flags such as the cost is \$70,000 for example vs. the \$45,000-\$65,000 he quotes in his report, then he would bring it back to the Board. He adds that he wants to stay within that price range and is hopeful of having continued savings if it is acquired. He is hoping the Board will discuss this and take a vote. Chairman Golding asked the members for any questions. A question was raised whether it would take care of the problems that were had with transportation

or most of it. He explained with the new policy that allows parents to transport and having 2 vans, the goal would be to mitigate the issues. He feels we would have plenty of drivers and does not feel that would be an issue. He spoke of Butler needing to collapse routes due to no drivers and not being able to transport students to athletic events. He believes the van will help with the athletic events. A brief discussion was had purchasing a new van vs. a used one as is outlined in his report. If there was a van that was new and close in price, we would need to bring that back to the Board. He confirms part of the quoted cost includes outfitting the van with lights and maybe a stop sign as well. There was a brief discussion about whether or not a special license was needed to drive the van. Superintendent confirms that it would be looked at and a possibility that the driver would need to take the 10-hour course, test, and finish requirements with the state. He has attended the 10-hour course already. He confirms the van would not need specialized set up inside the van. He confirms the funds would come from the SPED transportation line in FY 26 which is what we would use to pay the bus company to drive the students. Superintendent was asked if there would be additional cost to staffing lines for drivers and if we are using the van for both purposes is that going to be impacting others as sometime students in athletics get dismissed earlier and the van may not be back until 3:15pm for example. Superintendent explains there are still a lot of challenges to work out and it is complicated. Just because we solve the van, it doesn't mean we have solved all the problems such as timing and certified drivers. He confirms we have a driver for Massachusetts school. He spoke of having a good problem to solve which is that 21 students are going to the CTE program next year. We went from 5 to 21. He spoke about working with Milford regarding the possibility of driving their student down to Massachusetts and in turn they have CTE vans and drivers during the day. Could they come and pick up our students and then drop them off for CTE and bring them back sort of like a trade. We are trying to work out those little details because that is another problem we are trying to solve. There was a brief discussion about whether Milford has a welding program. Superintendent confirms they do not at this time that was part of the bond they were trying to pass but confirms meeting with Hitchiner Manufacturing and inviting them to look at our space at WLC and the potential option of us hosting the program. He spoke of people finding value in the vocations again and those types of programs. Parents and kids are seeing that you don't have to go to college for 4 years and you can have a great career. These careers are very lucrative. If you can finish the welding program you can go anywhere and have a great job. We are working on the problem and will have a solution before the school year starts.

A MOTION was made by Mr. Lavoie and SECONDED by Ms. Foss to allow the Superintendent to explore the van idea.

Superintendent confirms he would like to purchase the van if it is within the price range (\$45,000-\$60,000) so that we can move forward with outfitting it.

Mr. Lavoie AMENDED his motion to include "purchase the van within the price range described" (\$45,000-\$60,000) instead of explore the van idea.

Voting: all aye, motion carried.

ii. Technology Director's Report/Data Governance Plan

Mr. Buroker reported the Data Governance Plan remains mostly the same as last year, with the big change regarding the PowerSchool breach, we implemented a 1-year expiration on staff passwords and administrators having a 6-month expiration on passwords. It would not have stopped the breach but if PowerSchool had followed that paradigm it would have. The live stream of graduation was successful although the audio needs some work. The Chromebook return this year was successful and smoothest it has ever been, and all the credit goes to his technician here at WLC. He is conspiring with Principal Ronning regarding making the morning announcements live streamed which seems feasible to him and to also get the Chromebooks out to students prior to the first day of school. There are a couple opportunities where students come in particularly student athletes, they have to get their concussion testing and the medical part etc. It was suggested that we could get them out to students prior allowing them to start their first day with them in hand. He comments that it has been a somber and reflective end of year. The intern is graduating and moving on and our technician at FRES has accepted a position in Merrimack Valley School District and will be moving on as well. They will both be missed.

VIII. POLICIES

a. 1ST Reading

i. JICD-Student Discipline and Due Process

Ms. Lavallee informed the group we are still submitting policies the committee approved of back in March. This is the 1st reading with changes in red. She asked for any questions or comments. None heard. It will return for a 2nd read in August.

ii. ADC-Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds

Ms. Lavallee informs the group that the changes are in red and include minor changes relating to the annual review and law changes. She asked for any questions or comments. None heard. It will return for a 2nd read in August.

iii. BGAA-Policy Development, Adoption, and Review

Ms. Lavallee reported this is a new policy. A number of policies which are to be withdrawn were condensed into this one policy which reviews the process of developing policies. She did not ask for withdrawals of the policies under the withdrawal section as they will be back on the agenda for the meeting in August for withdrawal as she wanted to allow people time to review them and would not withdraw until policy BGAA is adopted.

Ms. Anzalone suggested a language change to the last sentence in JICD, letter B, number 1 regarding allowing the student to respond and should it be changed to correct the behavior. A discussion was had regarding allowing the student to respond and how that language is interpreted. Discussion included that there are different responses to behaviors and examples were given. There are behaviors directly witnessed, and it is mostly cut and dry and then behaviors which are not. There are responses where it is appropriate to correct the behavior and responses where either it can't be corrected because it already happened, or the student was not the one infracting. Maybe the response is to correct the behavior or maybe it is to explain. It was noted that it could be interpreted as the student can be disrespectful and argue back escalating the behavior. It was discussed that the staff member would warn the student that they will be removed if they do not correct the behavior and that allows the student to respond by correcting the behavior. Each classroom has a set of rules and certain behaviors which are automatic removal, and they are made aware of this in the beginning of the year and then there are the gray areas. Discussion was had regarding changing the language including removing to respond and adding resolve or remediate the action or resolve the issue. Consensus is to remove "to respond" and add "the opportunity to resolve the issue". This policy will be amended and will be returned for a 2nd read at the next meeting in August.

b. Withdrawal

- i. **GB-Board Policy Process** (should be BG)
- ii. **BGA-Policy Development System**
- iii. **BGB-Policy Adoption**
- iv. **BGC-Policy Review and Evaluation/Manual Accuracy Check**
- v. **BGE-Policy Dissemination**

Withdrawals will return to the next meeting in August.

VI. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Ms. Foss and SECONDED by Ms. Alley to approve the minutes of June 10, 2025, as written. Voting: seven ayes and one abstention from Mr. White, motion carried.

b. July/August appointments

Chairman Golding reviewed with the members what we normally do since there is not a meeting in July if we have an opening that gets filled, the Superintendent would like the opportunity to allow the person to start in July. Normally we elect one board member to authorize it and then we come back to the next meeting, and we all vote on it instead of having to wait until the school year has almost started. There was a brief discussion about this. Superintendent confirmed we have the PE position open, and it would be good to have the support to move forward with a candidate even if someone were to resign before the board reconvenes in August. Chairman Golding reviewed all the members have the opportunity to read the resumes and provide feedback immediately to the person who is chosen to authorize and that person will email (communicate) to the Superintendent to move forward or not. It was noted that a 2nd person (alternate) would be good to have in case.

A MOTION was made by Mr. Lavoie and SECONDED by Ms. Anzalone to nominate Chairman Golding to have the authority to appoint teachers until the board reconvenes.

Mr. Lavoie AMENDS his motion to include Chairman Golding as the primary and Mr. Zavgren as the alternate, Ms. Anzalone seconds.

Voting: all aye, motion carried.

VII. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Resignation-Jeffrey Caisse-WLC MS Science Teacher

Superintendent reviewed the resignation. He had not signed his contract.

b. Appointment-Joshua Reid-WLC Computer Science Teacher

Superintendent reviewed the nomination.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to appoint Joshua Reid, Computer Science/Technology Teacher at WLC, Bachelors, Step 3, salary of \$50,000.

Voting: all aye, motion carried.

• Appointment-Joseph Wedge-WLC Science/Social Studies Teacher

Superintendent reviewed the nomination.

A MOTION was made by Ms. Lavallee and SECONDED by Mr. White to appoint Joseph Wedge, Science/Social Studies Teacher at WLC, Bachelors, Step 1, salary of \$48,000.

181 *Voting: all aye, motion carried.*

- 182
- 183 • **Appointment-Megan McLaughlin-WLC English/Social Studies Teacher**
- 184 Superintendent reviewed the nomination.

185

186 *A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to appoint Megan McLaughlin, English/Social Studies*

187 *Teacher at WLC, Bachelors, Step 1, salary of \$48,000.*

188 *Voting: all aye, motion carried.*

- 189
- 190 • **Appointment- Stacy Maghakian-FRES/LCS Principal**
- 191 Superintendent reviewed the nomination.

192

193 *A MOTION was made by Ms. Foss and SECONDED by Mr. White to appoint Stacy Maghakian as the FRES/LCS Principal at a*

194 *salary of \$111,000.*

195 *Voting: all aye, motion carried.*

196

197 Chairman Golding welcomed Ms. Maghakian. Superintendent informed the group she will be starting in July.

198

199 **VIII. PUBLIC COMMENTS**

200 The public comment section of the agenda was read. Superintendents called out all the phone numbers and names joined in the

201 meeting asking if they wanted to comment. There was no public comment.

202

203 **IX. SCHOOL BOARD MEMBER COMMENTS**

204 Ms. Alley voiced support for the 2nd van purchase and appreciates the research done with that and getting it for our schools.

205

206 Mr. Zavgren commented that he thinks the van is a good idea and looks forward to hearing more about it.

207

208 Ms. Foss commented that she doesn't think it is a secret to folks on the Board about what a great job Mr. Buroker does in terms

209 of navigating our technology. It seems like an easy thing but the minute you have 1 crisis it can all blow up. She really

210 appreciates what he does and the recognition he gave his subordinates. She appreciates the time the Superintendent spent on

211 researching the van and trying not to cancel on kids and hopefully this is a step in the right direction on curbing those things.

212

213 Chairman Golding welcomed everyone who was appointment this evening and can't wait to talk to Ms. Maghakian and hear her

214 plans for the year at FRES.

215

216 **X. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)**

217 *A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to enter Non-Public Session to review the non-public*

218 *minutes, RSA 91-A: 3 II (C) at 7:23pm.*

219 *Voting: via roll call vote, all ayes, motion carried.*

220

221 **RETURN TO PUBLIC SESSION**

222 The Board entered public session at 7:28pm.

223

224 *A MOTION was made to seal the non-public session minutes by Mr. Lavoie.*

225 *Mr. Lavoie RESINDED his motion.*

226

227 **XI. ADJOURNMENT**

228 *A MOTION was made by Mr. Lavoie and SECONDED by Ms. Alley to adjourn the Board meeting at 7:28pm.*

229 *Voting: all aye, motion carried.*

230

231 *Respectfully submitted,*

232 *Kristina Fowler*

**Nonpublic Session Minutes
Wilton-Lyndeborough Cooperative School District
Wilton-Lyndeborough Cooperative MS/HS**

Date: 6/24/25 **Time:** 7:23pm

Members Present: Dennis Golding, Brianne Lavallee, John Zavgren, Darlene Anzalone, Michelle Alley, Paul White, Jonathan Lavoie, and Diane Foss

A MOTION was made by Ms. Lavallee and SECONDED by Ms. Foss to enter Non-Public Session to review the non-public minutes, RSA 91-A: 3 II (C) at 7:23pm.

Voting: via roll call vote, all ayes, motion carried.

Specific Statutory Reason cited as foundation for the nonpublic session:

____ RSA 91-A:3, II(a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

 x RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session:

Dennis Golding	Aye
Paul White	Aye
John Zavgren	Aye
Brianne Lavallee	Aye
Michelle Alley	Aye
Darlene Anzalone	Aye
Diane Foss	Aye
Jonathan Lavoie	Aye

Entered nonpublic session at 7:23p.m.

Other persons present during nonpublic session: Clerk Kristina Fowler

Description of matters discussed and final decisions made: Nonpublic minutes of June 10, 2025, were reviewed.

A MOTION was made by Ms. Alley and SECONDED by Ms. Lavallee to approve the non-public minutes of June 10, 2025, as written.

Voting: seven ayes, one abstention from Mr. White, motion carried.

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

A MOTION was made by Ms. Lavallee and SECONDED by Mr. Lavoie to exit the Non-Public Session at 7:28pm.

Voting: all aye, motion carried.

Public session reconvened at 7:28pm.

*A MOTION was made to seal the non-public session minutes by Mr. Lavoie.
Mr. Lavoie RESINDED his motion.*

These minutes recorded by: Kristina Fowler



Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: Paul Flanagan
FROM: Peter Weaver
DATE: July 30, 2025
RE: Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your email dated July 21, 2025, that you intend to resign your position as Physical Education Teacher.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.



Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: Donna Garnham
FROM: Peter Weaver
DATE: August 5, 2025
RE: Resignation

In accordance with Policy GCQC:

“A resignation by a licensed employee who is under contract to the school should be submitted to the Superintendent. Said resignation of a licensed employee may take effect on a date approved by the Superintendent acting as agent of the School Board.

I am in receipt of your text dated July 29 that you have resigned your position in Food Services.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.



Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: The WLC School Board
FROM: Peter Weaver
DATE: August 5, 2025
RE: Nomination for WLC Physical Education Teacher

Please accept this as the nomination of Thomas Coyle as a Physical Education Teacher for WLC. Mr. Coyle has served as a Digital Content and Social Media Specialist at Franklin Pierce College from August 2023 to February 2025. He has experience as a Marketing Media Specialist with Hitchiner Manufacturing and Associated Grocers of New England and at University of Massachusetts Lowell he served as the Assistant Director for Communications-Athletics from September 2015-November 2019. Mr. Coyle earned a Bachelor of Art Degree from Franklin Pierce University in Communications Studies and is pursuing a Master of Business Administration, Sport Management.

There were twenty applicants for this position. The budgeted salary for this position is \$52,000. I recommend a motion to appoint Thomas Coyle as a Physical Education Teacher at WLC at a salary of \$52,800, Bachelor's +15, Step 5.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking, and responsible citizenship.

THOMAS M. COYLE

6 Stonewall Dr., Milford, NH 03055 | (617) 686-6374 | tcoyle17@gmail.com

FRANKLIN PIERCE UNIVERSITY

Digital Content & Social Media Specialist

Rindge, NH

Aug. 2023-Feb 2025

- Oversaw University social media platforms and serve as campus photographer
- Managed a team of over 20 student worker photographers and content creators
- Led the development and implementation of the University TikTok page

HITCHINER MANUFACTURING

Marketing Communications Specialist

Milford, NH

July 2022-May 2023

- Entrusted with the oversight of all internal and external corporate marketing and communication initiatives.
- Restored and revitalized social media presence after security issues corrupted prior existing channels.
- Ran point for the organization's rebranding campaign including execution of implementation of new logos, branded collateral throughout campus and across social media platforms.
- Developed and coordinated various promotional and awareness campaigns for new ventures on campus.
- Collaborated with human resources on new ways to attract prospective employees via social media, job fairs and digital marketing on campus.

ASSOCIATED GROCERS OF NEW ENGLAND

Marketing Media Specialist

Pembroke, NH

Nov. 2019-July 2022

- Oversaw company's marketing efforts at a corporate level and a retail level by serving as the key contact with customers and vendors on services relating to websites, eCommerce, shopper loyalty, and shopper marketing.
- Coordinated the execution and implementation of company digital media through the creation of content for websites, email campaigns and social media channels.
- Provided and analyzed analytics/insights data from web presences and shared the data with customers and AGNE leadership as appropriate.
- Created and updated content for search engine optimization, organically increasing traffic to AG's website along with its members to increase their website traffic and appearance in searches.
- Supplied guidance to customers on how to effectively manage digital and social platforms such as advising on posting frequency, expected response times, or ways to respond to sensitive or critical posts or messages.

UNIVERSITY OF MASSACHUSETTS LOWELL

Assistant Director for Communications – Athletics

Lowell, MA

Sept. 2015-Nov. 2019

- Strategized with the Director of Communications to coordinate effective digital communication strategies.
- Collaborated with staff from marketing, ticketing, corporate sponsorship, and digital media to plan, create, and execute promotions, in-game elements and community events.
- Fostered relationships with national and local media, season-ticket holders, coaches, student-athletes, and community.
- Developed marketing materials to help promote UMass Lowell at events and athletic competitions through development and execution of strategic communications.
- Oversaw planning and execution of social media and website content and engagement.
- Functioned as primary communications and media contact for Men's Soccer, Women's Basketball and Baseball.
- Researched and produced all communications including press releases, game notes, game programs and feature articles.

PROFICIENCIES

Adobe Creative Suite (After Effects, InDesign, Lightroom, Photoshop, Premier), Sprout Social, Hootsuite, MailChimp, SIDEARM Sports Web Design, WIX, Your Membership, WebStop, Freshop,

FRANKLIN PIERCE UNIVERSITY

Master of Business Administration, Sport Management, intended 2026

BRIDGEWATER STATE UNIVERSITY

Bachelor of Arts, Communication Studies, 2013



Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-732-9227

Peter Weaver
Superintendent of Schools

Ned Pratt
Director of Student Support Services

Kristie LaPlante
Business Administrator

TO: The WLC School Board
FROM: Peter Weaver
DATE: August 5, 2025
RE: Nomination for Physical Education Teacher

Please accept this as the nomination of Daniel Heise as a Physical Education Teacher for WLC. Mr. Heise has served most recently as a Mountain Adventure Guide at Bretton Woods Ski Resort and a Ski Technician at Christy Sports. He served as a Game Operation Intern at Johnson & Wales University Athletics and Firecracker Sports. Mr. Heise has a Bachelor of Science Degree in Entertainment, Events and Sports Management.

There were twenty applicants for this position. The budgeted salary for this position is \$56,600. I recommend a motion to appoint Daniel Heise as a Physical Education Teacher at WLC at a salary of \$48,000, Bachelors, Step 1.

Wilton-Lyndeborough Cooperative School District provides a safe and educational environment that promotes student exploration, critical thinking and responsible citizenship.



EDUCATION

**Johnson & Wales University | B.S. in Sports, Entertainment and Event Management
with Specialization in Sports Management**

2018 – 2022

Graduate, May 2022, GPA: 3.28, Dean's List



EXPERIENCE

Mountain Adventure Guide | Bretton Woods Ski Resort

JUNE. 2024 – OCT. 2024, MAY 2025 - PRESENT

- Act as a guide for a variety of outdoor guided activities (ex. Canopy Tour, Rock Climbing, Hiking)
- Responsible for the safe operation of all aspects related to the canopy tour and rock climb
- Provide exceptional customer service through patience and sensitivity to guest fears and concerns
- Maintain a professional attitude regarding conversations and interactions with guests
- Inspect all equipment daily and while on course
- Ensure effective documentation of all training and maintenance

Bartender | Omni Mount Washington Hotel (Fabyan's Station)

OCT. 2024 – MAY 2025

- To properly set-up and maintain a clean efficient bar throughout the shift.
- Approach and greet guests and check back with guests to ensure satisfaction.
- Maintain uniform appearance standards.
- Complete other duties as assigned by the manager.

Rental Technician | Christy Sports Breckenridge Village

DEC. 2023 – APRIL 2024

- Greet customers
- Properly fit customers with boots/skis/snowboards
- Setup rental equipment to ensure safety and proper use
- Use EasyRent reservation system to check in/out and process payment for customers
- Unpack inventory, rental equipment, stock shelves and keep track of inventory
- Tune and repair store rental and customer's personal equipment

General Manager | Saratoga Sports Club

JAN. 2023 – NOV. 2023

- Provide exceptional customer service to all new and recurring customers.
- Manage our booking system and support customers in using our website or booking new space.
- Manage and run private or small group lessons and birthday parties for children and young adult 7 to 18 years of age
- Provide day-to-day leadership and management of operations and staff.
- Oversee facilities preparation for various activities.
- Oversee day to day maintenance as well as new projects and improvements (ex: turf, nets, signage, cleaning, etc.).

Game Operations Intern | Johnson & Wales University Athletics

AUG. 2021 – DEC. 2021

- Complete game-day operations tasks as assigned including assisting with customer service serving as a liaison for the athletics department to various guest personnel, etc.
- Ensure proper set-up of all home athletic contests on campus as well as some off-campus facilities
- In game operations include scoreboard operation, music, public address announcing, broadcast production, broadcast announcing, camera operation, linesperson, ball person and more
- Break down each event with accuracy and care to ensure all items are secured

Store Attendant & Event Planner | Shir-Roy Camping Area

MAY 2012 – SEPT 2022

- Communicate with campers, helping them to site, taking reservations over the phone and in person, selling goods in a retail store and running activities for children.
- Plan event operations like: Casino night, Field Day, Halloween trickier-treating event/Party
- Grounds maintenance/Carpentry: mowing, site clean-up, painting, deck building.

Game Operations Intern | Firecracker Sports

MAY 2021 – AUG. 2021

- Managing all aspects of the tournaments and games; confirming that the field is ready, taking initiative to prep the field between games, confirming umpires and teams are on property at reasonable times, ensure games start on time and end in a timely manner
- Keep score using Game Changer app and report final score to tournament director after each game
- Providing information to all tournament attendees

Athletic Coach

Seasonal

- **Assistant Coach**, Post 4 American Legion
(06/14/20 – 08/14/20)
Baseball, 16 – 19-year old's
- **Head Coach**, Private Coaching Lessons
(01/15/18 – 03/25/18)
Baseball, 6 – 16-year old's
- **Head Coach**, Winchester School
(11/15/17 – 02/28/18)
Basketball, Co- Ed, 8 – 10-year old's
- **Head Coach**, Great Keene Baseball League
(08/15/17 – 10/15/17)
Baseball, 12 – 16-year old's



SKILLS & CERTIFICATIONS

- Leadership
- Teamwork
- Organization
- Time Management
- Problem Solving
- Fast Learner
- Computer Proficient
- QPR Suicide Prevention Cert.



ACTIVITIES

Collegiate Athlete | Johnson & Wales University Baseball

AUG. 2018 – MAY 2022

- 2021 and 2022 GNAC Conference Champions
- 2020, 2021, and 2022 Academic All-Conference Team

Interact | Keene Rotary Club

NOV. 2015 – MAY 2018

- Volunteered in the local community as well as Internationally.