

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING
Thursday, February 26th, 2026
Wilton-Lyndeborough Cooperative Library
6:00 p.m.**

Videoconferencing: meet.google.com/wve-qgeu-pzd

Audio: +1 609-450-3660 PIN: 252 647 318#

- I. CALL TO ORDER**
- II. REVIEW MEETING MINUTES**
 - a.** 10/24/2025
- III. OLD BUSINESS**
 - a.** TITLE IX (legal update)
 - b.** JJIC: (legal/legislative update)
 - c.** EBCH-R - Chemical Safety and Chemical Hygiene Administrative Procedure
 - d.** EEAA - Video and Audio Surveillance on School Property
 - e.** ILD - Educational Questionnaires, Surveys, and Research
- IV. NEW BUSINESS**
 - a.** Legislative Update/NHSBA Policy updates
- V. PUBLIC COMMENT**
- VI. SETTING NEXT MEETING DATE AND AGENDA**
- VII. ADJOURNMENT**

EEAA - VIDEO and AUDIO SURVEILLANCE ON SCHOOL PROPERTY

Category: *Recommended*

Related Policies: *AB, ECAF, EHB, EHB-R, JIC, JICC, JICD, JICD-R, and JRA*

The Wilton-Lyndeborough Cooperative School Board authorizes the use of video and/or audio devices on Wilton-Lyndeborough Cooperative School District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment **consistent with applicable law and School Board policies. Notwithstanding other Board policies, the Superintendent is authorized to allow video and/or audio recordings to the extent allowed by applicable law.**

Surveillance.

Video surveillance is authorized on District property, including, without limitation, school buses and other district provided transportation, to ensure the health, welfare, and safety of all students, staff, and visitors to District property and to safeguard District buildings, grounds, and equipment.

1. Audio Surveillance.

Although video surveillance is permissive, surveillance with audio recording is only permitted on school buses – whether such buses are operated by the District or not - in accordance with RSA 570:A-2, II (k) and Board policy *ECAF*. Audio recordings are also authorized in classrooms per Section D below.

2. Video Surveillance.

The Superintendent or his/her designee will approve appropriate locations for surveillance cameras. Placement of cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or dressing or locker rooms.

Signs will be posted on school property to notify students, staff, and visitors that video recording devices may be in use. Parents and students will also be notified through the student handbook, **as well as the District and school websites.** All persons will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording.

~~Video tapes may be reviewed by District personnel for discipline and evaluation purposes. If disciplinary action is taken as a result of the video tape, the parent/guardian of the student may request to view the tape with the Principal or Superintendent. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable laws related to record maintenance and retention.~~

A. Video and Audio Recordings Used for Student Discipline Matters.

~~Videos containing~~ **audio recordings in District possession, whether or not recorded by District equipment, that contain** evidence of a violation of student conduct rules, **school board policy,** and/or state or federal law, will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. **Any release or viewing of the recording will be in accordance with the law. Notwithstanding this paragraph, use of video/audio surveillance on school buses shall be in accordance with Policy ECAF.**

ECAA - VIDEO and AUDIO SURVEILLANCE ON SCHOOL PROPERTY

In the event any audio or video recording (from whatever source) is used as part of a student discipline proceeding, such video may become part of a student's education record. If recording does become part of a student's education record, the provisions of Policy JRA shall apply. (In accordance with RSA 570:A-2 and Board policy ECAF, retention and use of audio recordings gathered via bus surveillance have stricter requirements than video only or recordings from non-District sources.)

B. Video and Audio Recordings Used for Special Education Purposes.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

C. Additional Video and Audio Recordings Authorized.

The school board permits the video and audio recording of the following school-related activities. The following purposes are not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

- Extracurricular/co-curricular activities
- Musical performances, band, concert band, ensemble, orchestra, choir
- Drama activities
- Club events
- Sporting events, including both inter and intra-scholastic
- Other activities such as student senate, yearbook, school pride, ROTC
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

D. Consultation with Counsel.

The Superintendent (and other administrators if the Superintendent is unavailable) is specifically authorized to seek and obtain legal advice from the School Board/District's attorney with respect to any new use of surveillance or audio recordings, and/or relative to the use, sharing, ownership, retention and/or destruction of video or audio recordings.

Note

~~NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. However, NHSBA strongly recommends that if your school board has authorized or is going to authorize the use of video and/or audio surveillance or recordings on school grounds, you have in place a policy before doing so.~~

District Policy History:

First reading: September 14th, 2010

Second reading/adopted: October 12th, 2010

District revision history:

Legal References:

EEAA - VIDEO and AUDIO SURVEILLANCE ON SCHOOL PROPERTY

NH Statutes	Description
RSA 189:65	<u>Definitions</u>
RSA 189:68	<u>Student Privacy</u>
RSA 570-A:2	<u>Capture of Audio Recordings on School Buses Allowed</u>

Federal Statutes	Description
20 U.S.C. §1232g	<u>Family Educational Rights and Privacy Act (FERPA)</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.

ILD - EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students.

Parents/guardians will have the right to deny permission for their child to participate in taking the survey. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so in the administrative office. Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many

purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the school board as to content and purpose. The results of such approved surveys must be shared with the school board.

Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Appendix ILD-R

First Reading: September 14, 2010

Second Reading: October 12, 2010

Final Adoption: October 12, 2010

**WILTON-LYNDEBOROUGH COOPERATIVE
POLICY COMMITTEE MEETING MINUTES
Friday, October 24th, 2025
Wilton-Lyndeborough Cooperative Library
6:00 p.m.**

I. CALL TO ORDER at 6:02pm *Brianne Lavallee, Erin Collins, Jon Lavoie, and Cynthia Foss present,*

II. REVIEW MEETING MINUTES

a. 03/26/2025

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept the meeting minutes as written.

Voting: 4 ayes, motion carried.

III. OLD BUSINESS

a. DID - Fixed Assets (Inventories) Discussion was had regarding progress on the updates needed; the committee feels comfortable moving forward after filling in the dollar amount in paragraph two on page one; committee will reach out to the BA for advice and then send to the Board for approval.

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept Policy DID with the addition of the dollar amount page one, paragraph two and send to the Board for approval
Voting: 4 ayes, motion carried.

b. TITLE IX (legal update) No new updates from legal;

c. JJJ & JJIC: (legal/legislative update) discussion was had; JJJ is a required policy but it appears our language is up to date, so no changes will be needed; JJIC also reviewed and discussed related to the choice of complying with HB1205 and the February 5th Executive Orders OR the NH Supreme court preliminary injunction finding HB1205 both unconstitutional and violative of Title IX. **There are risks related with choosing one or the other, and the extent or scope of those risks will depend on local circumstances. Discussion was had that Mr. Weaver would need to consult with their private legal counsel before making further recommendations to the School Board.**

d. IHBCA - Pregnant Students (legal update); discussion was had regarding the updates needed and discussed in committee previously; draft reviewed

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept Policy IHBCA and send to the Board for approval
Voting: 4 ayes, motion carried.

e. EBCH-R - Chemical Safety and Chemical Hygiene Administrative Procedure; Peter is still working on the updates to this Policy

f. DFGA-R- Crowdfunding Form; discussion was had that the draft is completed and appears to be up to date; awaiting a final check by Kristie Laplante; this is an R-policy so it does not require Board approval since it's for Administrative purposes

47 **g. FF - Naming New Facilities;** discussion was had regarding removal of
48 redundant language and condensing down; new draft created in meeting

49 *A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept Policy FF and send*
50 *to the Board for approval Voting: 4 ayes, motion carried.*
51

52 **IV. NEW BUSINESS**

53 **a. Legislative Update;** updated provided to committee that the NHSBA webinar on
54 policy changes related to Legislation has been rescheduled; Erin Collins and Brianne Lavallee are
55 scheduled to attend and will bring forward more information at our next meeting.

56 **b. DGA- Authorized Signatures;** draft reviewed and discussion had; our last update
57 was in 2014; NHSBA completed a review in 2020 to give more structure to who should be signing
58 documents on behalf of the district, to more clearly reflect the provisions of RSA 197:23-a, and to
59 recognize the use of electronic signatures and pre-approval of payments; this is a required Policy; draft
60 approved by committee; discussion was had regarding [Kristie LaPlante](#) double checking it and then
61 sending it to the Board if no changes are recommended by her.

62 *A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept Policy DGA and*
63 *send to the Board for approval following a review by Kristie LaPlante Voting: 4 ayes, motion*
64 *carried.*
65

66 **c. DK- Payment Procedures;** discussion was had our last update was in 2011; this
67 is a required Policy, NHSBA revised and retitled sample policy DK to better align with Board policies
68 relative to authorized signatures and digital signatures (new), with, RSA 197:23-a, and additional
69 general practices regarding protocols for disbursement of District moneys. Draft reviewed, no new
70 changes recommended; discussion was had regarding [Kristie LaPlante](#) double checking it and then
71 sending it to the Board if no changes are recommended by her.

72 *A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to accept Policy DK and*
73 *send to the Board for approval following a review by Kristie LaPlante Voting: 4 ayes, motion*
74 *carried.*
75

76 **d. EEAA - Video and Audio Surveillance on School Property;** discussion was
77 had this is a recommended policy; there may be changes needed related to recent legislation; our
78 last update was in 2010; NHSBA has updated it three times since, September 2021, revisions were
79 made to emphasize that particular statutory restrictions apply to audio recordings, to clarify this
80 policy's relationship with Policy ECAF, and to clarify language. Additional changes included added
81 legal and policy references, and formatting to improve usability. September 2016, revisions made due
82 to substantial amendments to RSA 189:68 which expanded the permitted uses of recording devices in
83 classrooms. September 2015, revisions made to reflect enactment of RSA 189:68, the original version
84 of which greatly limited the use of audio or video recordings in the school; committee will look at
85 updates and bring draft to next meeting.

86 **e. ILD - Educational Questionnaires, Surveys, and Research;** discussion was had
87 this is a required policy; updates are needed; Jon Lavoie volunteered to complete a new draft and
88 bring to the next meeting; Brianne Lavallee will email a copy of our policy template, the districts
89 current version and the NHSBA updated version for him to work on;

90 **V. PUBLIC COMMENT;** no public present

VI. SETTING NEXT MEETING DATE AND AGENDA; discussion was had regarding the next meeting; committee members proposed November 17th at 6pm tentatively; subject to change but Brianne Lavallee will communicate with Administration to set the date and time.

VII. ADJOURNMENT

A MOTION was made by Jon Lavoie and SECONDED by Erin Collins to adjourn Voting: 4 ayes, motion carried.

Meeting adjourned at 6:36pm

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.