

APPROVED Organizational Committee - Minutes
Monday, April 1, 2024

The Organizational Meeting was called to order at 6:16pm.

Attendees: Bailey Sweet, Richard Merkt, Josh Prather, Kevin McDonald, Executive Director Kerry Bedard, *via Zoom*: Barry Tanner, Lori Finn

The key goals and oversight responsibilities for the Organizational Committee were reviewed along with a Roadmap that captures the current tasks and associated deadlines from the committee. Key areas include enrollment, policy, safety and organizational success. Please note for committee members, Action Items are in **bold**.

- I. Enrollment
 - A. Executive Director Bedard plans to seek NH State Board approval in June to present a revised vision statement and enrollment numbers for 2025-27. Enrollment numbers will be presented for Board Approval at the 5/9 meeting.
 - B. K. Bedard to provide B. Sweet files to update enrollment and charter accordingly.**
- II. Policy
 - A. The Committee reviewed the incredible work completed by Lori Finn - the LCA Policy Index. This will track our policies, approvals, renewals and action items required for any policy.
 - B. The following policies were reviewed, edited and approved. **They will be posted on the LCA website for community review and circulated to the Board for the 4/11 meeting for approval:**
 - 1. JICK Bullying
 - 2. JLDBA Behavior Management
 - 3. JIC Student Conduct
 - 4. JKAA Restraints and Seclusion
 - 5. JIA Due Process
 - 6. JICI Weapons
 - 7. ACG Grievance Process
 - C. All policies approved by the Board at the 3/28 meeting will be finalized by **Lori Finn and provided to Leah Seymour to be posted to the LCA website.**
 - D. Remaining policies will be submitted for approval for the 5/9 Board Meeting.
 - E. The Committee plans to update Family and Staff Handbooks over Summer 2024 to reflect all approved policies.
 - F. Consideration for a policy regarding after-school club criteria was postponed to the May 6 Committee meeting.
- III. Safety

- A. Executive Director Bedard reviewed current safety procedures and practices and K. McDonald walked through the Safety Action Plan. The following are outcomes and action items from that discussion:
 - 1. **K. Bedard will schedule emergency preparedness training for August 2024 Professional Development with faculty and staff at the recommendation of SRO Justin Hyland.**
 - 2. The Committee plans to work towards a MOU with the local emergency departments:
 - a) **K. Bedard to reach out to Sergeant Zanakas at the Peterborough Police Department – request template**
 - b) **School Readiness Program State Checklist:**
<https://schoolsafetyresources.nh.gov/school-readiness-program/>
 - c) **K. McDonald to invite PD to an upcoming committee meeting.**
 - 3. **K. Bedard to share the Safe Grant with the committee.** The Committee plans to review and discuss at the May 6 meeting to determine how/what to execute before the grant expires Dec 2024.
 - 4. Confirmed written notice to PD is required per [Section 193-D:4 Written Report Required. \(state.nh.us\)](#). Lori to incorporate in appropriate policy.
- IV. Organizational Success
 - A. The committee discussed using the CSP grant to purchase buses to alleviate drop off line congestion and allow for field trip travel. The committee will review again at a later date.

The committee adjourned at 8:15pm.

Minutes were approved on 4/30/2024.