

CESD POLICY COMMITTEE

MEETING Minutes

November 19, 2025 8:30am

Location: Jordan Conference Room, 320 Ocean House Rd., Cape Elizabeth

Committee Members present: Caitlyn Sweet, Chair; Christopher Boniakowski; Joy Engel

Others present: Ryan Fairchild, Assistant Superintendent; Lee Schroeder, School Board Member; Sonia Pareja, Foreign Language Teacher at CEHS; Jill Young Nurse at CEHS; Brook Pidhajecky, Nurse at CEMS; Dr. Joseph Greenberg, Principal of CEHS and Dave Bagasarian, Facilities Director

Introductions & Committee Norms

- Be respectful
- Share the air
- Aim for consensus
- Aim to conclude at set time (1 hour)
- Reach consensus on policy revision prior to moving the policy to the School Board for readings and approval.

Notice to the public: The purpose of Board Standing Committees is to conduct the work of the School Board. Because there is no public comment at policy committee meetings, questions and comments regarding policies can be directed to policy committee members outside of policy committee meetings. Email addresses for school board members can be found on the [Cape Elizabeth School Department website](#).

Permission was granted to move new business to the top of the agenda.

New Business

- [EBCF](#) - Use of Automated Defibrillators

Minutes:

The Cape Elizabeth School Board recognizes that medical emergencies may arise on school property that warrant the use of an Automated External Defibrillator (AED). Jill Young, Nurse at Cape Elizabeth High School shared that the school department has AEDs for use in emergencies. Nurse Young stated that all three school nurses agree with the recommended language additions, and that doing so would bring the policy into alignment with current regulatory obligations.

- [FA](#) - Facilities Development Goals/Priority Objectives

Minutes:

In an effort to overcome deficiencies in its physical plant, the district needs to make every effort to remodel existing facilities or when necessary work with the community to build new ones that will offer the best possible physical environment for learning and teaching. Dave Bagasarian, Facilities Director reviewed the proposed policy changes with the committee. The committee agreed to continue its discussion of the policy during its December meeting and along with its review of a draft policy regarding temperature standards for school facilities.

CE POLICY COMMITTEE

MEETING

Agenda

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Old Business

- [JICJ](#) - Student Use of Cell Phones and Other Electronic Devices

Minutes:

Policy JICJ was last reviewed in 2021. The School Board has requested that the Policy Committee review the policy in light of recent community interest in the use of cell phones and other electronic devices at school. Dr. Joseph Greenberg, Principal of Cape Elizabeth High School shared with the committee the feedback he has received from other schools that instituted bell-to-bell cell phone and other electronic devices restrictions, and what other high schools within Cumberland County are currently doing in regards to the cell phone use in schools.

Other Business

Upcoming policies for review

- [GA](#) - Personnel Goals
- [GBEBB](#) - Staff Conduct With Students
- [GBEC](#) - Drug Free Workplace
- [GCQC](#) - Resignation of School Unit Employees (No changes)
- [FA](#) - Facilities Development Goals/Priority Objectives
- Temperature Standards for school facilities

Adjourn Meeting Time: 9:32 am

Next Meeting: December 17, 2025

Policy Committee Meetings are held on the third Wednesday of each month from 8:30am-9:30am.

December 17, 2025

April 15, 2026

January 21, 2026

May 20, 2026

February 18, 2026

June - TBD

March 18, 2026

CE POLICY COMMITTEE

Purpose and Charge of the Policy Committee

Members reviewed the purpose and charge of the committee.

Purpose Document

Policies in need of review/development (dates of last revision)

- [ACAD](#) - Hazing (11/10/20)
- [AD/AD-R](#) - Educational Philosophy (11/13/12) Required
 - [ADMSMA](#)
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices (12/11/18)
- [CB](#) - School Superintendent
- [CHD](#) - Administration In the Absence of Policy
- [ECB](#) - Pest Management (2/12/19)
- [GA](#) - Personnel Goals
- [GBEBB](#) - Staff Conduct with Students (8/27/2013)
- [GBEC](#) - Drug Free Workplace (8/27/2013)
- [GCG](#) - Long Term and Short Term Use of Substitute Professional Staff Employment (8/27/2013)
- [GCGC](#) - Teacher Job Share (8/27/2013)
- [GCQC](#) - Resignation of School Unit Employees (No changes)
- [GDO](#) - Evaluation of Support Staff
 - [Dayton GDO](#)
- [IGA](#) - Curriculum Development (9/12/17)
- [IHBG](#) - Home Instruction Program (1/14/14)
- [IHBGA](#) - Homeschooling - Participation in School Programs (1/14/14)
- [IHCDA](#) - Post-Secondary Enrollment Options (1/14/14)
- [III](#) - Selection of Educational Material (1/14/14)
- [IKE](#) - Promotion, Retention, & Acceleration of Students/Progress Through Grades (9/12/17)
- [JEA](#) - Compulsory Student Attendance (1/14/14)
- [JHB](#) - Student Truancy (2014)
- [JIC](#) - System-Wide Student Code of Conduct (11/18/14)
- [JICH](#) - Drug and Alcohol Use (11/18/14)
- [JICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample) (ours 11/10/20)
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)