

# CESD POLICY COMMITTEE

## MEETING Minutes

December 17, 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, Dave Bagasarian-Facilities Director, Sarah Rubin-Principal of Cape Elizabeth Middle School

### 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](#).

### Old Business

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

#### Minutes:

Policy EBCF was last reviewed in 2013. The Cape Elizabeth School Board recognizes that medical emergencies may arise on school property that warrant the use of an Automated External Defibrillator (AED). The school department has AEDs for use in emergencies. First reading took place at the December 9th School Board regular business meeting. No additional comments regarding this policy have been received.

#### Action:

Move policy EBCF forward to the January 13, 2026 agenda of the School Board Regular Business Meeting for second reading and approval.

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

#### Minutes:

Policy FA was last reviewed in 2013. 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. The committee reviewed the policy, made additional changes.

#### Action:

Move policy FA forward to the January 13, 2026 agenda of the School Board Regular Business Meeting for First reading.

- [IICI](#) - 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. At the December meeting, Sarah Rubin, Principal of Cape Elizabeth Middle School shared with the committee the feedback she had received from middle schools in the surrounding communities. Of the 9 middle school administrators she heard from three schools, Lincoln Middle School, Bath Middle School and Mt. Ararat Middle School has implemented the use of yondr pouches. Principal Rubin stated that the students at the middle school have responded well to the restrictions that have been put in place. Expectations around electronic devices have been tied into the school wide expectations.

Action:

The Policy Committee will continue discussion of Policy JICJ at the January 21, 2026 Policy Committee meeting.

### **New Business**

- Temperature Standards for school facilities
  - [20-A MRSA §1001, sub-§23](#)
  - [Drafted Guidelines](#)

Minutes:

[20-A MRSA §1001, sub-§23](#) was passed by the legislature on June 15, 2025 requiring school units to create a policy that establishes minimum and maximum air temperature for school buildings. The law requires districts to seek guidance from the MDOE. Dave Bagdasarian, Facilities shared the feedback he received from the Maine Department of Education. The department of education is not recommending any specific minimum or maximum temperature standards at this time. The committee reviewed the guideline document that Dave created. DrummondWoodsum is working on drafting a policy.

Action:

The committee will review the draft policy at the January 21, 2026 meeting.

- [GCQC](#) - Resignation of School Unit Employees

Minutes:

Policy GCQC was last reviewed in 2013. No changes to the policy are recommended.

Action:

Move policy GCQC forward to the January 13, 2026 School Board Regular Business meeting for first reading.

### **Other Business**

Upcoming policies for review

- [GA](#) - Personnel Goals
- [GBEBB](#) - Staff Conduct With Students
- [GBEC](#) - Drug Free Workplace

Adjourn Meeting Time: 9:30 am

Next Meeting: January 21, 2026

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

January 21, 2026

April 15, 2026

February 18, 2026

May 20, 2026

March 18, 2026

June - TBD

## **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
  - [AD MSMA](#)
- [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)
- [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)
- [IEA](#) - 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)