

CESD POLICY COMMITTEE

Minutes

August 25, 2026 4:00pm

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

Committee Members Present: Caitlin Sweet, Chair; Christopher Boniakowski; Joy Engel

Others present: Ryan Fairchild, Assistant Superintendent

Introductions/ Review of Committee Purpose and Norms

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 - No Old Business

New Business

- [BEDH](#) - Public Participation

Minutes:

In light of a recent court preliminary finding and to provide clear guidance to Board members, the Chair and the public, updates to the policy will be considered. While ensuring the right to free speech under the First Amendment, Boards may impose reasonable time, place and manner restrictions on expressive activity during the public comment period to ensure that the Board's business meeting is not disrupted and to ensure compliance with confidentiality and privacy laws. The committee is seeking greater clarity about the public comment and certain terms within the policy.

Action:

No action was taken. This policy will be reviewed at the September 15, 2026 policy committee meeting.

- [JLF](#) - Reporting Child Abuse and Neglect

Minutes:

In 2026 changes were made to the mandated reporting law. Those changes include:

1. All school personnel are designated as mandated reporters;

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2. Reports must be made within 24 hours of known or suspected abuse or neglect;
3. Whenever possible, the person with first-hand information about the suspected child abuse or neglect must make the report; and
4. School volunteers reporting obligations are addressed separately from school personnel.

The committee is seeking greater clarity around the truancy language within the policy in hopes to provide a clear understanding of what is expected of students, families and school personnel.

Action:

No action was taken. This policy will be reviewed at the September 15, 2026 policy committee meeting.

- [JLFA](#) - Sexual Abuse Prevention and Response

Minutes:

Since no action was taken on policy JLF the committee did not discuss the removal of policy JLFA.

Action:

No action was taken on the policy. This policy will be reviewed at the September 15, 2026 policy committee meeting.

Other Business

- Meeting dates for SY2026-27

Minutes:

Policy Committee meetings will be held on the third Tuesday of every month at 8:30 am in the Jordan Conference Room at the Cape Elizabeth Town Hall. The exact dates for the 2026-2027 school year are as follows:

Sept. 15	Feb. 16
Oct. 20	March 16
Nov. 17	April 20
Dec. 15	May 18
Jan. 19	June 15

Adjourn Meeting Time: 5:00 pm

Next Meeting: September 15, 2026 at 8:30 am

Upcoming policies

[JKAA](#) - Use of Physical Restraint and Seclusion

[JKAA-R](#) - Procedures on Physical Restraint and Seclusion

[IKFA](#) - Early Graduation

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

[MSMA EBCF](#) 2026

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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)

- [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
- [EBCF](#) - Use of Automated Emergency Defibrillators (2026)
- [ECB](#) - Pest Management (2/12/19)
- [GCOA](#) - Supervision and Evaluation of Professional Staff (9/10/13)
- [GCOC](#) - Evaluation of Administrative Staff (9/10/2013)
- [GDO](#) - Evaluation of Support Staff (9/10/2013)
 - [Dayton GDO](#)
- [ICAA](#) - Religious Holidays (9/10/2013)
- [IGA](#) - Curriculum Development (9/12/17)
- [IHBB](#) - Gifted and Talented (9/10/2013)
 - [MSMA IHBB](#)
- [IHBG](#) - Home Instruction Program (1/14/14)
- [IHBGA](#) - Homeschooling - Participation in School Programs (1/14/14)
- [IHCDA](#) - Post-Secondary Enrollment Options (1/14/14)
- [IJJ](#) - 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)
- [JKAA](#) - Use of Physical Restraint and Seclusion (2021)
 - [MSMA JKAA](#) - 2025
 - [CESD JKAA-R](#)
 - [MSMA JKAA-R](#) - 2025
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)