

CESD POLICY COMMITTEE

MEETING

Minutes

October 15, 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; Lisa Melanson, Michael Young

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

- [BIA](#) - New Board Member Orientation

Minutes:

Policy BIA was last reviewed by the Board in 2013. Recommended language additions provide clarity to FOAA training obligations, address social media use, and provide a relevant cross-reference. The committee reviewed policies from other districts. The committee would like to discuss new board member orientation with the full board, and gather feedback from them.

Action:

To table the policy and not move it forward for first reading. Committee members want to explore orientation options with the full board prior to moving this policy forward. The committee will review this policy at a later date.

- [BIB](#) - Board Member Development Opportunities

Minutes:

Policy BIB was last reviewed in 2013. Minor recommended language changes provide greater clarity for board members. The committee decided to gather information from other districts, and will review the policy again at the October meeting.

Action:

Move Policy BIB to the November 12, 2025 agenda of the School Board Regular Business Meeting for First Reading.

New 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. The district has

contracted with Crescent Cove Research Solutions to survey Cape Elizabeth High School parents, students and staff regarding the use of cell phones and other electronic devices within the school. The district is also taking the following actions:

- CEHS administration will observe students during lunch to see how they are interacting with each other
- Members of the District Leadership Team (DLT) will reach out to York High School, Morse High School to learning how the implementation of the new cell phone policy and procedures are working
- Members of DLT will connect with other schools across Cumberland County
- Members of DLT will review and answer school board questions
- The Superintendent and Assistant Superintendent will gather information from companies that provide storage and non-use of cell phone solutions during school hours
- We will work to educate students on the use of cell phones and the possible impacts of social media

Action:

Policy JICJ will be placed on the agenda of the November 19, 2025 Policy Committee meeting for continued review and discussion.

Other Business

Upcoming policies for review

- [EBCE](#) - Use of Automated Defibrillators
- [FA](#) - Facilities Development Goals/Priority Objectives
- [GA](#) - Personnel Goals

Adjourn Meeting Time: 9:30 am

Next Meeting: November 19, 2025

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

November 19, 2025	March 18, 2026
December 17, 2025	April 15, 2026
January 21, 2026	May 20, 2026
February 18, 2026	June - TBD

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
 - [AD MSMA](#)
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices (12/11/18)
- [CB](#) - School Superintendent
- [CHD](#) - Administration In the Absence of Policy
- [EBCF](#) - Use of Automated Emergency Defibrillator (6/11/13)
 - [MSMA Sample](#)
- [ECB](#) - Pest Management (2/12/19)
- [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)
- [GCCG](#) - Teacher Job Share (8/27/2013)
- [GDO](#) - Evaluation of Support Staff
 - [Dayton GDO](#)
- [IGA](#) - Curriculum Development (9/12/17)
- [IHBBG](#) - 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)