

POLICY COMMITTEE MEETING MINUTES

January 6, 2025 9:00 am

Location: Council Chambers space in Town Hall, 320 Ocean House Rd., Cape Elizabeth

Committee Members present: Caitlin Sweet, Chair; Christopher Bonakowski; Joy Engel

Others present: Jeff Thoreck, Athletic Director; Monica Cooke, Transportation Director; Jay Madden, Transportation Coordinator; Michelle McClellan, Assistant Superintendent

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.

Purpose and Charge of the Policy Committee

Members reviewed the purpose and charge of the committee.

[Purpose Document](#)

Old Business

- [GCSB - Social Media Use for School Employees](#)

Minutes:

In response to recent court rulings regarding First Amendment rights and social media, legal counsel recommends updating our policy to include clear guidelines on the use of social media by staff. This sample policy, developed by Drummond -Woodsum, is intended to provide guidance and protection to the district and its employees as they attempt to communicate effectively with stakeholders (i.e. students, families, community). The policy requires staff to provide language clarifying that opinions shared represent personal views, not those of the school department, when posting on social media. The committee discussed the use of social media platforms as a communication tool and the potential problems that subsequently arise. Additional language was added to ensure that social media would be used as a supplementary source of communication, to push out information being communicated, and secondary to those strategies that directly reach students, families and the community.

Final language adjustments were made to bring greater clarity. Procedure language will remain in the policy at the recommendation of legal council.

Action:

Move Policy BDB to the January 14, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [III](#) - Athletic Philosophy and Beliefs
 - [III-R](#) Procedure

Minutes:

Policy JJI was last reviewed in 2007. At the November meeting, the Committee discussed this policy and its purpose at length. Statements of philosophy in the policy manual serve the School Board during decision-making. The policy will

address all extra-curricular activities, including athletics. The belief statements have been removed from the policy and will be placed in extra-curricular notification documents.

The Committee recommends including JJI-R in the Policy Manual, as it provides clear guidance on the administrative structure and athletic teams organization.

Action:

Move Policy JJI to the agenda of the February 5, 2025 Policy Committee Meeting for review of final revisions.

Procedure JJI-R will move to the School Board agenda approval following the approval of Policy JJI.

New Business

- [EEA](#) - Student Transportation Services

Minutes:

Policy EEA was last reviewed in 2013. Recently, community members from the Brentwood neighborhood have approached the Board requesting it reconsider the walk-to-school zone for Pond Cove students. Monica Cooke, Director of Transportation, and Jay Madden, Transportation Coordinator, provided the committee with information regarding the current walk zone, numbers of Pond Cove students in the walk zone, and the potential impact of changes to the walk zone. Members discussed the safety challenges for students in the Brentwood neighborhood on the south side of Scott Dyer Road. There is no crossing guide and securing a guide has been very difficult. The Committee will continue discussion at the next meeting and consider potential adjustments to the policy.

Action:

Move Policy EEA to the agenda of the February 5, 2025 Policy Committee Meeting for continued discussion.

- [BEDD](#) - Rules of Order

Minutes:

Policy BEDD was last reviewed in 2013. No changes are recommended.

Action:

Move Policy BEDD to the January 14, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [JICIA](#) - Weapons, Violence and School Safety (9/10/13)
 - [JICIA MSMA Sample](#)

Minute:

Policy JICIA was last reviewed in 2013. Recommended changes align language to the statute and provide greater clarity. The Committee discussed expansion of the 500 feet prohibited limit. JICIA will be reviewed again at the next policy committee meeting.

Action:

Move Policy JICIA to the agenda of the February 5, 2025 Policy Committee Meeting for continued discussion.

Other Business

- Confirm standing committee meeting dates

Minutes:

Meetings are scheduled for 9:00 am on the following dates.

- February 5, 2025
- March 31, 2025
- April 28, 2025
- June 2, 2025

Upcoming policies for review

- [IJND](#) - CESD Web Sites/Web Pages
 - [IJND-R](#) DWM District Website and Social Media

**POLICY COMMITTEE
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- [IJNDC](#) - MSMA Sample Policy
 - [IJNDC-R](#) MSMA Sample Procedure
- [KCD](#) - Public Gifts/Donations to the School
 - [MSMA KCD](#)
 - [KCD-R](#) Accepting Gifts Administrative Procedure
- [BEDF](#) - Voting Methods and Quorums (4/9/13)
 - [BEDF MSMA Sample](#)
-  Copy of Policy IJOC

Adjourn Meeting Time: 10:20am

Next Meeting: February 5, 2025 9:00 Wm. Jordan Conference Room - Town Hall

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

- [AC](#) - Nondiscrimination/Equal Opportunity and Affirmative Action
- [ACAA](#) - Harassment of Students
 - [ACAA-R1](#) - Student Discrimination and Harassment Complaint Procedure
 - [ACAA-R2](#) - Student Sex Discrimination/Harassment Complaint Procedure
- [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)
- [BEC](#) - Executive Sessions (9/9/13)
- [BEDF](#) - Voting Methods and Quorums (4/9/13)
- [BEDG](#) - Minutes (4/9/13)
- [BIA](#) - New Board Member Orientation (4/9/13)
- [BIB](#) - Board Member Development Opportunities (4/9/13)
- [EBCF](#) - Use of Automated Emergency Defibrillator (6/11/13)
 - [MSMA Sample](#)
- [ECB](#) - Pest Management (2/12/19)
- [EEAEAA](#) - Drug and Alcohol Testing of School Bus Drivers (8/28/12)
- [EEAEAA-R](#) - Drug and Alcohol Testing of School Bus Drivers Administrative Procedures
- [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)
- [JJIAB-E/form 2/form 3/form 4](#) - Private School Students Access to CESD Extracurricular (12/13/11)
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)