

POLICY COMMITTEE MEETING

MINUTES

February 5, 2025 9:00 am

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

Committee Members present: Caitlin Sweet, Chair; Chris Bonakowski; Joy Engle

Others present: Monica Cooke, Director of Transportation; 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.

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

First reading of the policy took place at the January 14th School Board meeting. No comments were received.

Actions:

Move Policy GCSB to the February 11, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

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

Minutes:

Policy JJI was last reviewed in 2007. 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 was changed to 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. Additional language has been added to bring clarity to the intent and purpose of extracurricular activities at each level. 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 JJJ to the agenda of the March 3rd Policy Committee Meeting for continued discussion.

- [EEA](#) - Student Transportation Services

Minutes:

Policy EEA was last reviewed in 2013. In the Fall, community members from the Brentwood neighborhood 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. It was determined that the current policy addresses this need for exception under C. Hazardous Walking Conditions. Additional language was developed to provide an example of hazardous conditions that addresses the presenting need.

Actions:

Move Policy EEA to the February 11, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [BEDD](#) - Rules of Order

Minutes:

Policy BEDD was last reviewed in 2013. No changes are recommended. First reading of the policy took place at the January 14th School Board meeting. No comments were received.

Actions:

Move Policy BEDD to the February 11, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

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

Minutes:

Policy JICIA was last reviewed in 2013. Recommended changes align language to the statute and provide greater clarity.

Actions:

Move Policy JICIA to the February 11, 2025 agenda of the School Board Regular Business Meeting for First Reading.

New Business

- [BEDF](#) - Voting Methods and Quorums

Minutes:

Policy BEDF was last reviewed in 2013. Language was added to address the Board's obligation to open public voting.

Actions:

Move Policy BEDF to the February 11, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [KCD](#) - Public Gifts/Donations to the School

Minutes:

Policy KCD was last reviewed in 2016. The Business Manager is recommending an adjustment to the gift value that requires School Board approval for acceptance. In order to bring alignment between policies, the Committee will revisit the threshold amount of a donation needing Board approval. The Committee will continue the discussion regarding gifts/donations and ethics.

- [KCD-R](#) Accepting Gifts Administrative Procedure
- [DIH](#) Purchasing and Contracting Procedure: Staff Code of Conduct
- [DH](#) Fundraising
- [DE-R](#) Fundraising Administrative Procedures

Actions:

Move Policy KCD to the agenda of the March 3rd Policy Committee Meeting for continued discussion.

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Other Business

Upcoming policies for review

- [IJND](#) - CESD Web Sites/Web Pages
 - [IJND-R](#) DWM District Website and Social Media
 - [IJNDC](#) - MSMA Sample Policy
 - [IJNDC-R](#) MSMA Sample Procedure
- [IJOOC](#) - School Volunteers

Adjourn Meeting Time: 10:00am

Next Meeting: March 3, 2025 in Town Hall

Meeting Schedule

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

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)

- [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)
- [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)
- [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)
- [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)