

**POLICY COMMITTEE
MEETING
AGENDA**

February 22, 2022 9:00 am

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

Committee Members present:

Others present:

Old Business

- [BBAB](#) - Student School Board Representative
 - [BBAB-R](#) - Student School Board Representative Policy Guidelines

Mr. Springer and Ellie Gagne presented revised procedures for selection and responsibilities of student representatives and answered committee member questions. The process for selection has been streamlined, better aligns with the system in place, and is more manageable for students interested in the positions. The policy went before the School Board for First Reading on February 8, 2022. No additional comments have been received.

- [AC](#) - Nondiscrimination/Equal Opportunity and Affirmative Action
- [ACAB](#) - Employee Discrimination/Harassment and Title IX Sexual Harassment
 - [ACAB-R](#) - Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures

Although these three policies/policy procedures were recently substantially revised (9/8/2020), addition of “familial status” as a protected category for employees under the Maine Human Rights Act, effective 10/18/21, is needed. Employee forms and notices have been updated to reflect this change. Cross referenced policies were updated to include recently approved GBGB - Workplace Bullying. The policy went before the School Board for First Reading on February 8, 2022. No additional comments have been received.

New Business

- [BCB](#) - Board Member Conflict of Interest
 - [MSMA BCB](#)
- [BCC](#) - Nepotism
 - [MSMA BCC](#)

Additional language in both policies is needed to address statutory requirements. Also, LD 1632 allows for a spouse of a Board member to fill a stipend position and/or volunteer under certain conditions. This law is in place until July 1, 2024 barring further legislative action. This is not a required addition to board policy. Its addition to BCB and BCC is optional.

- [GBN](#) - Family and Medical Leave ADD: [GBN-R1](#) [GBN-R2](#)

Additional cross references were added to document the inclusion of administrative procedures. GBN-R1 aligns with Federal FMLA requirements. GBN-R2 aligns with Maine FMLA.

Other

- Committee Norms: Proposed
 - 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.
- Meetings schedule
March 17, 2022 - 3:00

Adjourn Meeting Time:

Next Meeting:

POLICY COMMITTEE
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Policies in need of review/development

- [ACAD](#) - Hazing
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices
- [BHC](#) - Board Communication with Staff
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [DJ/DJ-R](#) - Bidding Purchasing Requirements (We have this under DJE)
- [DJH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct
- EBCA - Comprehensive Health and Safety Emergency and Management Plan
- [ECB](#) - Pest Management
- [EEAEEA/EEAEEA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures
- [GCFB/GCFB-R](#) - Recruiting and Hiring of Administrative Staff/Procedures
- [GCSA/GCSA-R](#) - Employee Computer and Internet Use/Procedure
- [IHBAA](#) - Referral and General Education Interventions
- [IHBG](#) - Home Instruction Program
- [IHBGA](#) - Home Schooling - Participation in School Programs
- [IHCDA](#) - Post-Secondary Enrollment Options
- [III](#) - Selection of Educational Material
- [IJNDB/IJNDB-R](#) - Student Computer and Internet Use/Procedure
- IKE - Promotion, Retention, & Acceleration of Students/Progress Through Grades
- [IEA](#) - Compulsory Student Attendance
- JHD - Suspension of Students
- [IIC](#) - System-Wide Student Code of Conduct
- [IICH](#) - Drug and Alcohol Use
- [IICIA](#) - Weapons, Violence and School Safety
- [IICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample)
- [IJIF](#) - Management of Concussions and Other Head Injuries
- [IK](#) - Student Discipline
- JKE - Expulsion of Students
- JKE-R - Expulsion Guidelines
- [JKF](#) - Disciplinary Removal of Students with Disabilities
- JKF-R - Disciplinary Removal of Students with Disabilities Administrative Procedure
- [JLCB](#) - Immunization of Students
- [JLCC](#) - Communicable/Infectious Diseases
- [JLCD](#) - Administering Medications to Students
- JLDA - Wellness (ours is [JL](#) - Student Wellness)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education
- [JRA](#) - Student Records and Information
- [KBF](#) - Parent Involvement with Title I
- [KDA](#) - Public Information Program