

POLICY COMMITTEE MEETING MINUTES

March 3, 2025 9:00 am

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

Committee Members present: Christopher Boniakowski; Joy Engel

Others present: Jeff Thoreck, Athletic Director; Sarah Gagne, Volunteer 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

- [JJI](#) - Athletic Philosophy and Beliefs
 - [JJI-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 JJI to the March 11, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [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. First reading of Policy EEA took place at the February 11th School Board meeting. No comments have been received.

Action:

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

- [JICIA](#) - Weapons, Violence and School Safety

Minutes:

Policy JICIA was last reviewed in 2013. Recommended changes align language to the statute and provide greater clarity. First reading of Policy JICIA took place at the February 11th School Board meeting. No comments have been received.

Action:

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

- [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. First reading of Policy BEDF took place at the February 11th School Board meeting. No comments have been received.

Action:

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

- [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 revisited the threshold amount of a donation needing Board approval. The policy language was revised to ensure public communication when the school department receives a gift or donation that requires a reciprocal action.

Action:

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

New Business

- [IJOC](#) - School Volunteers

Minutes:

Policy IJOC was last reviewed in 2017. Sarah Gagne has recommended the addition of language that aligns with our current practices and clearly addresses the prohibited practice of the capturing of photos and videos.

Action:

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

- [BCA](#) - Board Ethics
 - MSMA [BCA](#) - Board Ethics

Minutes:

Policy BCA was last reviewed in 2013. Although this policy is not required, it is recommended that the School Board Manual includes a statement of ethics. The Committee reviewed the MSMA sample language and recommended changes to bring greater clarity to the policy.

Action:

Move Policy BCA to the agenda of the March 31st Policy Committee Meeting for review of language changes and continued discussion.

Other Business

Upcoming policies for review

- [IJND](#) - CESD Web Sites/Web Pages

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- [IJND-R](#) DWM District Website and Social Media
- [IJNDC](#) - MSMA Sample Policy
- [IJNDC-R](#) MSMA Sample Procedure
- [BEC](#) - Executive Session
- [FFAA](#) - Memorial Scholarships and Gifts

Last reviewed in 2013. No MSMA Model policy.

Adjourn Meeting Time: 9:50am

Next Meeting: March 31, 2025

Meeting Schedule

- 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)
- [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)
- [IJI](#) - 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)
- [IICH](#) - Drug and Alcohol Use (11/18/14)
- [IICK](#) - 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)