

**POLICY COMMITTEE
MEETING
AGENDA**

March 30, 2022 3:00 pm

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

Committee Members present:

Others present:

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

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

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. The policies went before the School Board for First Reading on March 8, 2022. IJOC was added as a cross-referenced policy in BCB. No other additional comments have been received.

- [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. GBN-R1 & RS do not require board approval as they are administrative procedures. Policy GBN went before the School Board for First Reading on March 8, 2022. No additional comments have been received.

New Business

- [BHC](#) - Board Relationships and Communications with Staff

CESD currently has no written policy addressing board relationships and communications with staff. MSMA recommends inclusion of this policy in the manual as it addresses an important aspect of the Board's role and members responsibilities. In addition, the law now requires the School Board to "regularly communicate with employees... and public who reside within the boundaries of the school administrative unit." It is important to acknowledge that the Board continues to communicate with staff and community as a whole body, with the Chair as spokesperson.

- [GCFB](#) - Recruiting and Hiring of Administrative Staff (Administrators)

"Familial status" is recognized as a protected category for employees under the Maine Human Rights Act, effective 10/18/21, is needed. No changes are needed in the accompanying administrative procedure [GCFB-R](#).

- [IJOA-R](#)

- [IJOA-E1](#)
- [IJOA-E2](#)

IJOA was updated and adopted with review and revisions at the January 11, 2022 School Board regular business meeting. The Policy Committee is being asked to review for awareness the accompanying procedure and form.

Other

- Meetings schedule - 4th Thursday of the month whenever possible
- Future reviews
 - [IJOOC](#) - Volunteers ([MSMA Sample IJOOC](#))

Adjourn Meeting Time:

Next Meeting: April 28, 2022 3:00

POLICY COMMITTEE
MEETING
AGENDA

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
- [IJI](#) - Selection of Educational Material
- [IJNDB/IJNDB-R](#) - Student Computer and Internet Use/Procedure
- [IJOC](#) - Volunteers
- IKE - Promotion, Retention, & Acceleration of Students/Progress Through Grades
- [JEa](#) - Compulsory Student Attendance
- JHD - Suspension of Students
- [JIC](#) - System-Wide Student Code of Conduct
- [JICH](#) - Drug and Alcohol Use
- [JICIA](#) - Weapons, Violence and School Safety
- [JICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample)
- [JJIF](#) - Management of Concussions and Other Head Injuries
- [JK](#) - 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