

POLICY COMMITTEE MEETING MINUTES

March 31, 2025 9:00 am

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

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

Others present: Mark Ashe, CEHS Social Studies Department Head; John Springer, CEHS Principal; Michelle McClellan, Asst. 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

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

Minutes:

Policy JJI was last reviewed in 2007. 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. The Committee recommends including JJI-R in the Policy Manual, as it provides clear guidance on the administrative structure and athletic teams organization. Comments received during the First Reading at the March 11th School Board meeting were reviewed. Cross-referenced policies reflect related policies that are currently in the Policy manual. JJI-R will remain in the manual as it provides guidance and clarity regarding the intent and purpose of extracurricular activities at each level.

Action:

Move Policy JJI to the April 8, 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 recommends 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 that the public is noticed when the school department receives a gift or donation that requires a reciprocal action. This would be done at a public meeting of the School Board. First Reading took place at the March 11, 2025 School Board meeting. No comments were received.

Action:

Move Policy KCD to the April 8, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [IJOC](#) - School Volunteers

Minutes:

Policy IJOC was last reviewed in 2017. Sarah Gagne, Volunteer Coordinator, has recommended additional language that aligns with current practice and clearly addresses the prohibited practice of the capturing of photos and videos by our volunteers. First Reading took place at the March 11, 2025 School Board meeting. No comments were received.

Action:

Move Policy IJOC to the April 8, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [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 April 8, 2025 agenda of the School Board Regular Business Meeting for First Reading.

New Business

- [BEC](#) - Executive Session

Minutes:

Policy BEC was last reviewed in 2013. The accompanying evidence document (BEC-E) was deleted from the policy manual at that time. Language additions and deletions that clarify statute requirements were made to the policy.

Action:

Move Policy BEC to the April 8, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [FFAA](#) - Memorial Scholarships and Gifts

Minutes:

Policy FFAA was last reviewed in 2013. Minor adjustments were made in the policy language.

Action:

Move Policy FFAA to the April 8, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [IKF](#) - Graduation Requirements

Minutes:

Principal Springer is recommending changes to the graduation requirements. Starting with the Class of 2029, students will be required to complete 35 credits in Social Studies, with the addition of World Language II. Mr. Ashe reviewed the rationale and impact of the change on student courses.

Action:

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

Other Business

Upcoming policies for review

- [EGAD](#) - Copyright Compliance
 - [EGAD-R](#) Administrative Procedures
 - [EGAD MSMA Model Policy](#)
 - [EGAD MSMA Model Procedure](#)

Policy EGAD was last reviewed in 2013. A minor language addition is recommended in the policy and procedure.

- [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

Last reviewed in 2013. No MSMA Model policy.

Adjourn Meeting Time:

Next Meeting: April 28, 2025

Meeting Schedule

- 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)