

**POLICY COMMITTEE
MEETING
MINUTES**

April 28, 2025 ~~9:00 am~~ **4:00 pm**

Location: Town Hall **Asst Superintendent's Office**, 320 Ocean House Rd., Cape Elizabeth

Committee Members present: Caitlin Sweet, Chair; Joy Engel

Others present: 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

- [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. First reading of the policy took place at the April 8th School Board meeting. No comments were received.

Action:

Move Policy BCA to the May 13, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [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 were made to the policy to clarify statute requirements. First reading of the policy took place at the April 8th School Board meeting. No comments were received.

Action:

Move Policy BEC to the May 13, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

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

Minutes:

Policy FFAA was last reviewed in 2013. Minor adjustments were made to the policy language. First reading of the policy took place at the April 8th School Board meeting. Policy FF was added as a cross-referenced policy in response to a Board member comment. No other comments were received.

Action:

Move Policy FFAA to the May 13, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [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. Additionally, course requirements in Science were added to include an earth and/or environmental science experience. The Committee discussion focused on potential impact the requirements might have on course progression and selection. First reading of the policy took place at the April 8th School Board meeting.

Action:

Move Policy IKF to the May 13, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

New Business

- Removing Homeschool participation policy evidence from the School Board Policy manual.
 - [JJLAB-E/form 2/form 3/form 4](#) - Private School Students Access to CESD Extracurricular (12/13/11)

School Board approval is not needed for this action.

- [CB](#) - School Superintendent

Policy CB was last reviewed in 2013. A procedural change is recommended. Language was added to address the Superintendent's absence at a School Board meeting should the need arise.

Action:

Move Policy CB to the May 13, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [CHD](#) - Administration In the Absence of Policy

Policy CHD was last reviewed in 2013. No changes are recommended.

Action:

Move Policy CHD to the May 13, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [CHA](#) - Development of Administrative Procedures

It is recommended that the Board develop a policy to clarify the role of administrative procedures in supporting and implementing the Board's policies.

Action:

Move Policy CHD to the May 13, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [BEDBA](#) - Agenda Format

Superintendent Record requests adjustments to the order of items presented on the agenda.

Action:

Move Policy BEDBA to the May 13, 2025 agenda of the School Board Regular Business Meeting for First Reading.

Other Business

- [KDC-R](#) - Needs approval to accompany KDC
- Set Fall meeting schedule

Upcoming policies for review

- [BEDG](#) - Minutes (4/9/13)
- [EGAD](#) - Copyright Compliance
 - [EGAD-R](#) Administrative Procedures
 - [EGAD MSMA Model Policy](#)

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- [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
 - [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. [BIA](#) - New Board Member Orientation (4/9/13)
- [BIB](#) - Board Member Development Opportunities (4/9/13)

Adjourn Meeting Time: 4:40

Next Meeting: June 2, 2025

Meeting Schedule

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)

- [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)
- [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)
- [IHCD](#) - 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)
- [IEA](#) - 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)
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)