

**POLICY COMMITTEE
MEETING
AGENDA**

May 24, 2023 4:00 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

- Revise [BEDH](#)
 - [MSMA BEDH](#)

BEDH requires review to ensure alignment with recent legislation and that Board meetings are run efficiently and in a manner that allows the Board to conduct its business. The Committee reviewed the sample policy provided by MSMA to assist in making revisions. Given the issues faced by School Boards in providing appropriate and adequate opportunities for the public to make comment during meetings, the Committee will continue to review and adjust this policy at the next Committee meeting.

- [BBAA](#) - School Board Powers and Responsibilities

Changes to the policy address the Board's responsibility to speak collectively as a body, not as individual members. It was suggested that the policy include a statement stating that upon being sworn in, Board Members are obligated to represent the best interests of the school department and its students in carrying out their duties. The Committee will continue to review and adjust this policy at the next Committee meeting.

- [DIE](#) - Bidding Purchasing Requirements
- [DIH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct

At the request of committee members, the Committee reviewed policies used in the bid/purchase and procurement process. Marcia Weeks, Business Manager, reviewed and made recommendations for language changes and additions to align with procedures currently utilized and recommended by the auditor. First reading of the policy took place at the May 9th Regular Business Meeting of the School Board. No comments or suggestions have been received.

- [III](#) - High School Co-Curricular and Extracurricular Activities Eligibility and Code of Conduct

Updates to the procedures used in determining length of eligibility and physical examination requirements are needed, specifically in the designating length of ineligibility and requirements of physical examinations. Other suggested changes align language between policies (JICH). First reading of the policy took place at the May 9th Regular Business Meeting of the School Board. No comments or suggestions have been received.

- [EEEEAA/EEEEAA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures

The policy was last reviewed in 2012. No changes to policy are recommended, however, the procedure has minor changes in language. First reading of the policy took place at the May 9th Regular Business Meeting of the School Board. No comments or suggestions have been received.

New Business

- Set June and August meeting dates.

Adjourn Meeting Time:

Next Meeting: June , 2023

POLICY COMMITTEE
MEETING
AGENDA

Policies in need of review/development (dates of last revision)

- [ACAD](#) - Hazing (11/10/20)
- [AD/AD-R](#) - Educational Philosophy (11/13/12)
- [ADA](#) - School District Goals and Objectives (8/28/12)
- [ADC](#) - Smoking & Possession of Tobacco Products/Electronic Smoking Devices (12/11/18)
- [ADF](#) - School Unit Commitment to Learning Results (8/28/12)
- [BBAA](#) - School Board Powers and Responsibilities (Update needed) (1/8/19)
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [DJ/DJ-R](#) - Bidding Purchasing Requirements (We have this under DJE) (12/12/17)
- [DJH](#) - Purchasing and Contracting: Procurement Staff Code of Conduct (12/12/17)
- [EBCA](#) - Comprehensive Health and Safety Emergency and Management Plan - 2/23 (8/28/12)
- [ECB](#) - Pest Management (2/12/19)
- [EEAEEA/EEAEEA-R](#) - Drug and Alcohol Testing of School Bus Drivers/Procedures 2/23 (8/28/12)
- [GCI](#) - Professional Staff Development Opportunities (11/13/12)
- [IGA](#) - Curriculum Development (9/12/17)
- [IHBAK](#) - Life Sustaining Emergency Care
- [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)
- JHD - Suspension of Students
- [JIC](#) - System-Wide Student Code of Conduct (11/18/14)
- [JICH](#) - Drug and Alcohol Use (11/18/14)
- [JICIA](#) - Weapons, Violence and School Safety (9/10/13)
- [JICK](#) - 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)
- [JJIBB](#) - Sportsmanship (9/9/08)
- [JJIF](#) - Management of Concussions and Other Head Injuries (10/9/18)
- [JJIG](#) - Evaluation of Coaches (6/10/03)
- [JKE](#) - Expulsion of Students (12/11/12)
- [JKE-R](#) - Expulsion Guidelines (12/11/12)
- [JKF](#) - Disciplinary Removal of Students with Disabilities (12/11/12)
- [JKF-R](#) - Disciplinary Removal of Students with Disabilities Administrative Procedure (4/8/08)
- [JLCB](#) - Immunization of Students (9/11/18)
- [JLCC](#) - Communicable/Infectious Diseases (12/11/18)
- [JLCD](#) - Administering Medications to Students (12/12/17)
- [JLCE](#) - First Aid (6/1998)
- [JLCEA](#) - Managing Students with Food Allergies (1/11/05)

- [JLCDA - MSMA](#) - Medical Marijuana in Schools
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)
- [JRA](#) - Student Records and Information (3/12/19)
- [JRA-R/JRA-E](#) -FERPA Procedures and Form (11/13/09 & 12/13/11)
- [KBF](#) - Parent Involvement with Title I (10/13/09)
- [KCE](#) - Receiving Education Foundation Funds (12/12/06)
- [KDB](#) - Freedom of Access (12/12/12)
- [KDA](#) - Public Information Program
- [KI](#) - Visitors to Schools (5/12/09)
- [KLD](#) - Public Complaints about School Personnel (5/12/09)
-

Given the change in law and Policy BHC, the Committee will consider development of policy to address public communication and information. MSMA has sample policy to guide the discussion and to assist in determining if policy development is recommended. ([KDA](#) - Public Information Program) The committee will revisit this policy at an upcoming meeting.