

**POLICY COMMITTEE
MEETING
MINUTES**

June 2, 2025

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

Committee Members present: Caitlyn Sweet, Chair; Christopher Bonikowski; 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

- [CB](#) - School Superintendent

Minutes:

Policy CB was last reviewed in 2013. Language was added to address the Superintendent's absence at a School Board meeting should the need arise. First reading of the policy took place at the May 13th School Board meeting. No comments have been received.

Agenda:

Move Policy CB to the June 10, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

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

Minutes:

Policy CHD was last reviewed in 2013. No changes are recommended. First reading of the policy took place at the May 13th School Board meeting. No comments have been received.

Agenda:

Move Policy CHD to the June 10, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

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

Minutes:

The Policy Committee recommends that the Board develop a policy to clarify the role of administrative procedures in supporting and implementing the Board's policies. First reading of the new policy took place at the May 13th School Board meeting. No comments have been received.

Agenda:

Move Policy CHA to the June 10, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [BEDBA](#) - Agenda Format

Minutes:

Superintendent Record requests adjustments to the order of items presented on the agenda. First reading of the policy took place at the May 13th School Board meeting. No comments have been received.

CAPE ELIZABETH SCHOOL DEPARTMENT

Agenda:

Move Policy BEDBA to the June 10, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

New Business

- Set Fall meeting schedule

Minutes:

Moving forward next year

- Policies are queued up and drafted. These will be shared with the new person heading policy.
- Invite Troy Patterson, Director of Instructional Technology, to the September meeting to discuss AI and use of screens in classrooms and schools
- Next meeting will be August 26th at 8:30.
- SY 2025-26 meeting schedule will be set at the August meeting.

Other Business

Upcoming policies for review

- [BEDG](#) - Minutes (4/9/13)
- [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
 - [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: 9:15am

Next Meeting: August 26th 8:30

Meeting Schedule - *To be set at the August meeting*

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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)
- [CB](#) - School Superintendent
- [CHD](#) - Administration In the Absence of Policy
- [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)
- [IEA](#) - Compulsory Student Attendance (1/14/14)
- [IHB](#) - Student Truancy (2014)
- [IIC](#) - 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)
- [JLDBG](#) - Reintegration of Juveniles from Correctional Facilities (11/17/15)
- [JLF](#) - Child Abuse Reporting, Prevention, and Education (3/10/20)