

**POLICY COMMITTEE
MEETING
AGENDA**

September 6, 2023 4:00 pm

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

Committee Members present:

Others present:

Review 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 comments during meetings, the Committee recommends the Board adopt language to clarify the procedures to be used. The policy was reviewed at the May meeting and recommended for First Reading by the School Board.

- [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 recommends adoption of the policy as revised. The Committee would also like to see language added to the CESD website identifying board members' role and responsibility to represent the best interest of the students and school department in decision making. The policy was reviewed at the May meeting and recommended for First Reading by the School Board.

New Business

- **Set meeting dates.**
- [BDE-R](#) Standing Committees Operating Procedures

Given the increased capacity in technology available, the School Board may want to consider recording standing committee meetings as a means of increased accessibility and transparency.

- The School Nurses reviewed and made recommendations for the following health-related policies.
 - [JLCA](#) - Physical Examination Requirements and Sharing Information Between School & Home

Minor edits, legal and cross references, and alignment with current practice and requirements were made.

- [ILCB](#) - Immunizations of Students and Communicable Diseases

Language updates align with current statutory requirements.

- [ILCC](#) - Communicable Infectious Diseases

Language addressing return to school requirements was added.

- [ILCE](#) - First Aid

This policy was last reviewed in 1998. Procedural language has been removed from the policy.

Administrative procedures are included in staff handbooks and reviewed with staff during opening day workshops.

- [ILCD](#) - Administration of Medication to Students

- [Administration of Naloxone \(Narcan\) in Schools](#)

The addition of language from the MSMA sample policy ensures the policy meets requirements and addresses the use of naloxone in schools by school nurses.

Other policies for review

- [ILCDA](#) - Medical Marijuana in Schools

The MSMA sample policy language additions ensure the policy is in compliance with the Maine Medical Use of Marijuana Act.

- [ILCEA](#) - Managing Students with Food Allergies

- [JJIF](#) - Management of Concussions and Other Head Injuries

Suggested language from MSMA sample policy ensures the policy meets requirements.

- [IHBEA](#) - English Learners

- [JIIG](#) - Evaluation of Coaches (6/10/03)

- [JIIBB](#) - Sportsmanship (9/9/08)

- [KCE](#) - Receiving Education Foundation Funds (12/12/06)

- [KDB](#) - Freedom of Access (12/12/12) In need of update

Adjourn Meeting Time:

Next Meeting:

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)
- [Administration of Naloxone \(Narcan\) in Schools](#)
- Use of Social Media
- [EBCA](#) - Comprehensive Health and Safety Emergency and Management Plan - 2/23 (8/28/12)
- [ECB](#) - Pest Management (2/12/19)
- [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)
- [III](#) - 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)
- JHD - Suspension of Students
- [IIC](#) - System-Wide Student Code of Conduct (11/18/14)
- [IICH](#) - Drug and Alcohol Use (11/18/14)
- [IICIA](#) - Weapons, Violence and School Safety (9/10/13)
- [IICK](#) - Bullying and Cyberbullying in Schools (MSMA Sample) (ours 11/10/20)
- [JIAB-E/form 2/form 3/form 4](#) - Private School Students Access to CESD Extracurricular (12/13/11)
- [JIBB](#) - Sportsmanship (9/9/08)
- [JIG](#) - 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)
- [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)
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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.