

**POLICY COMMITTEE
MEETING
Minutes**

September 17, 2025 8:30am

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

Committee Members present: Caitlin Sweet, Joy Engel, Chris Boniakowski

Others present: Lee Schroeder

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

[EGAD](#) - Copyright Compliance

- [EGAD-R](#) Administrative Procedures

Minutes:

Policy EGAD was last reviewed in 2013. A minor language addition is recommended in the policy and procedure. The first reading of the policy took place at the September 9, 2025 Regular Business Meeting. No comments have been received.

Actions:

Move Policy EGAD to the October 14, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [IJND](#) - CESD Web Sites/Web Pages

Minutes:

Policy IJND was last reviewed in 2013. MSMA and Drummond Woodsum recommend adoption of administrative procedures to support the policy. The first reading of the policy took place at the September 9, 2025 Regular Business Meeting. No comments have been received.

Actions:

Move Policy IJND to the October 14, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

- [BEDG](#) - Minutes

Minutes:

Last reviewed in 2013. Minor additions are recommended. The policy committee added language that made it clear that rules governing School Board Meeting Minutes are distinct from the rules that govern executive sessions. Policy BEC and BE were added as references to this policy. The first reading of the policy took place at the September 9, 2025 Regular Business Meeting. No comments have been received.

Actions:

Move Policy BEDG to the October 14, 2025 agenda of the School Board Regular Business Meeting for Second Reading and approval.

New Business

- [BIA](#) - New Board Member Orientation

Minutes:

Policy BIA was last reviewed by the Board in 2013. Recommended language additions provide clarity to FOAA training obligations, address social media use, and provide a relevant cross-reference. The committee decided to gather information from other districts, and will review the policy again at the October meeting.

Actions:

Move to the October 15, 2025 Policy Committee meeting agenda for continued review and discussion.

- [BIB](#) - Board Member Development Opportunities

Minutes:

Policy BIB was last reviewed in 2013. Minor recommended language changes provide greater clarity for board members. The committee decided to gather information from other districts, and will review the policy again at the October meeting.

Actions:

Move to the October 15, 2025 Policy Committee meeting agenda for continued review and discussion.

Other Business

Upcoming policies for review

- [IICI](#) - Student Use of Cell Phones and Other Electronic Devices

Adjourn Meeting Time: 9:35 am

Next Meeting: October 15, 2025

Policy Committee Meetings are held on the third Wednesday of each month from 8:30am-9:30am.

October 15, 2025	March 18, 2026
November 19, 2025	April 15, 2026
December 17, 2025	May 20, 2026
January 21, 2026	June - TBD
February 18, 2026	

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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)
- [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)
- [GBEBB](#) - Staff Conduct with Students (8/27/2013)
- [GBEC](#) - Drug Free Workplace (8/27/2013)
- [GCG](#) - Long Term and Short Term Use of Substitute Professional Staff Employment (8/27/2013)
- [GCGC](#) - Teacher Job Share (8/27/2013)
- [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)
- [III](#) - 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)
- [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)