

**POLICY COMMITTEE
MEETING
Minutes**

August 11, 2025 3:00 pm

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

Committee Members present:

Others present:

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

None

New Business

- Set Fall meeting schedule

Minutes:

The policy committee established a schedule for the upcoming 2025-2026 school year. Policy committee meetings will be held once a month on the third Wednesday of the month from 8:30am-9:30am in the Jordan Conference Room at Town Hall. Any changes to dates, times and locations will be shared with committee members and the public. The committee will meet again on September 17, 2025 from 8:30am-9:30am in the Jordan Conference Room.

- New legislation regarding student use of cell phones and other electronic devices in school.
 - [LD 1234An Act Regarding Cellular Telephones in Public Schools](#)
 - [JICJ](#) - Student Use of Cell Phones and Other Electronic Devices

Minutes:

On June 9, 2025 the Maine Legislature passed LD 1234: An Act Regarding the Cellular Telephones in Public Schools. By August 1, 2026 all public school districts in Maine must enact a policy regarding the use of personal electronic devices during the school day. The policy at minimum must address student use of cellular telephones and wearable electronic devices with internet and cellular connectivity capabilities. The committee reviewed policy JICJ- Student Use of Cell Phones and Other Electronic Devices. The Cape Elizabeth School Department adopted the policy on February 9, 2021. On September 18, 2025 the School Board will hold a workshop and will discuss the use of cell phones and electronic devices.

- [EGAD](#) - Copyright Compliance
 - [EGAD-R](#) Administrative Procedures
 - [EGAD MSMA Model Policy](#)
 - [EGAD-R MSMA Model Procedure](#)

Minutes:

Policy EGAD was last reviewed in 2013. A minor language addition is recommended in the policy and procedure.

CAPE ELIZABETH SCHOOL DEPARTMENT

Action:

Move Policy EGAD to the September 9 ~~August 26~~, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [IJND](#) - CESD Web Sites/Web Pages
 - [IJNDC](#) - MSMA Sample Policy
 - [IJNDC-R](#) MSMA Sample Administrative Procedure

Policy IJND was last reviewed in 2013. MSMA and Drummond Woodsum recommend adoption of administrative procedures to support the policy.

Action:

Move Policy IJND to the September 9 ~~August 26~~, 2025 agenda of the School Board Regular Business Meeting for First Reading.

- [BEDG](#) - Minutes (4/9/13)
 - [W](#) BEDG- MSMA.doc

Minutes:

Last reviewed in 2013. Minor additions are recommended. The policy committee added language that made it clear that rules governing Board Board Meeting Minutes are distinct from the rules that govern executive sessions. Policy BEC and BE were added as references to this policy.

Action:

Move Policy BEDG to the September 9 ~~August 26~~, 2025 agenda of the School Board Regular Business Meeting for First Reading.

Other Business

Minutes:

Upcoming policies for review

- [BIA](#) - New Board Member Orientation (4/9/13)
- [BIB](#) - Board Member Development Opportunities (4/9/13)
 - [W](#) BIB-2022.- MSMA doc

Adjourn Meeting Time: 4pm

Next Meeting: September 17, 2025 8:30am-9:30am in the Jordan Conference Room

Meeting Schedule - Policy Committee Meetings will be held on the third Wednesday of each month from 8:30am-9:30am

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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)
- [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)