

## **POLICY COMMITTEE MINUTES**

### **Meeting: February 4, 2020**

Members Present: Heather Charity, Holly Whitmore, Christina Harmon McLeod  
Also Present: Superintendent Susan Smith

1. **Call to Order:** Christina McLeod began the meeting at 5:36pm.
2. **ADC – Tobacco Use and Exposure:** This policy has been updated to reflect the recent changes in Maine law prohibiting all tobacco products (included vaping products) from schools, school grounds, and school vehicles. This policy is ready to go to the full Board in February.
3. **ADC-R – Tobacco Use and Possession, Administrative Procedures:** These procedures have been updated to reflect the recent changes in Maine law. (See above.) These are ready to go to the full Board in February.
4. **GBEC – Drug Free Workplace:** This policy was revised to include nicotine/tobacco.
5. **BCC - Nepotism:** The wording of this policy continues to follow Maine law regarding board members and spouses. The recommended changes follow the sample provided by the Maine School Management Association and provide for some flexibility regarding other family members, board members, and administrators. This policy will be reviewed by the Policy Committee via email and then should be ready to go to the full Board in February.
6. **EEAAA – School Vehicle Operating Procedures:** It was requested that this policy be reviewed to ensure parents can opt to have students in Grade 4 or younger dropped off without an adult present. The Committee determined the current wording in Section IV B. is fine. “When dropping off students in Pre-K to Grade 4, acknowledgement of someone home to receive the student(s) is required unless waived in writing by the parent(s)/guardian(s).” This policy does not need to go back to the full Board for review at this time.
7. **Policies to Review Next:**  
For the March Policy Meeting  
The following policies around Board Governance will be reviewed with the goal of bringing them forward to the full Board in March. These policies have not been reviewed since December 2013 and are some of our oldest policies.
  - BIA – New Board Member Orientation
  - BIB – Board Member Development Opportunities
  - BB – School Board Legal Status
  - BBA – School Board Powers and Responsibilities

Dawna Bickford (our School Nurse) is reviewing our policies regarding concussions to make sure they align with recent changes to Maine law and the samples provided by the State.

For the April Policy Meeting

The following policies around Board Governance and Finance will be reviewed with the goal of bringing them forward to the full Board in April. These policies have not been reviewed since December 2013 and the last of our oldest policies.

BBA – Board Member Authority and Responsibilities

BID – Board of Directors Compensation

DK – Payment Procedures

**8. Next Meetings:**

Tuesday, March 3, 2020 at 5:30pm in the Holbrook Conference Room

Tuesday, April 7, 2020 at **6:00pm** in the Holbrook Conference Room

**9. Other:** No other discussion

The meeting adjourned at 6:02pm.

**APPROVED: February 24, 2020**