

# **POLICY COMMITTEE MINUTES**

## **Meeting: October 28, 2020**

Members Present: Heather Charity, Robin James, Cherie Faulkner  
Also Present: Superintendent Susan Smith

1. **Call to Order:** Superintendent Smith began the meeting at 5:30pm.
2. **Elect Policy Committee Chair:** Heather Charity was nominated and accepted.
3. **Review March 3, 2020 Meeting Minutes:** Minutes reviewed so new members know where the committee left off. Superintendent Smith also explained the policy spreadsheet used to track policies status.
4. **DJ-R – Federal Procurement Manual-Administrative Procedures:** School nutrition items are no longer exempt from the bid process. Language has been updated and ready to go to the Board in November.
5. **EBCA – Comprehensive Emergency Management Plan:** This policy is required annual review. No changes recommended and is ready to go to the Board in November.
6. **EBCC – Bomb Threats:** This policy is a required annual review policy. No changes recommended and is ready to go to the Board in November.

7. **Policies to Review Next:**

For the December Policy Meeting

These three policies have not been reviewed since December 2013 and the last of our oldest policies.

BBAA –Board Member Authority and Responsibilities

BID – Board of Directors Compensation

DK – Payment Procedures

JJIF – Management of Concussions & Other Head Injuries

Dawna Bickford (our School Nurse) is reviewing our policy regarding concussion (JJIF) to make sure it aligns with recent changes to Maine law and the samples provided by the State.

AC-R – Grievance Procedures for Persons with Disabilities. We have a version of this policy coded as IHBAL. Maine School Management Association is recommending all districts revise and rename this policy to AC-R.

EFCA – Free and Reduced-Price Meal Program.

IHBAJ and IHBAJ-E are both no longer recommended by Maine School Management. They are suggesting school boards rescind these.

8. **Next Meetings:**

Thursday, December 3, 2020 at **5:30pm** in the Holbrook Library

9. **Other:** Corona virus procedures were discussed. Superintendent Smith advised procedures change frequently. She is working with the Teachers Association on written understandings regarding COVID-19 procedures.

The meeting adjourned at 6:30pm.