

**Policy Committee Meeting**  
**Central Office – Library**  
**April 1, 2019**  
**MINUTES**

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**Present:** N. Carlow, E. DeCotiis, A. Dube. A. Payeur

**Also Present:** Rae Theriault, Administrative Assistant

Mr. Dube called the meeting to order at 4:29 p.m.

**JLCB and JLCB-R: Immunization of Students Administrative Procedure:** MSMA had recently revised this policy. The District's policy was last revised on December 3, 2018. Because the MSMA had recently revised its policy, it was decided to bring the policy back to Committee for another review. It was then determined that the policy was the same. There was some language in the procedure that was redundant. That language will be removed. This policy and procedure will be marked as reviewed.

**JLCC – Communicable/Infectious Diseases:** This policy was compared to the MSMA sample policy. There were several changes that needed to be made, many were word changes such as adding Maine's Center for Disease Control (CDC) and the Department of Health and Human Services (DHHS). Contagious diseases was changed to read communicable diseases.

Moved by Mr. Carlow; seconded by Mr. Payeur to adopt the changes as presented in the MSMA sample policy. **Voted: "Yes," Unanimously**

This policy will be presented for first reading.

**GCGA – Substitute Teachers and Educational Specialists and GCGA-R – Substitute Teacher and Educational Specialists Administrative Procedure:** The District's policy was compared to the MSMA sample policy. The name of the policy was changed to Substitute Teachers and Educational Specialists. Since there were so many changes that needed to be made, it was decided to adopt the MSMA sample policy. Pages 2 and 3 of the current policy will be deleted from the policy and moved to a new administrative procedure (GCGA-R) which will be created.

Moved by Mr. Carlow; seconded by Mr. Payeur to adopt the MSMA policy and create the administrative procedure. **Voted: "Yes," Unanimously**

This policy will be presented for first reading. The administrative procedure will go to the Board as an FYI when the policy goes for second reading.

**JFCK – Student Use of Cellular Telephones and Other Electronic Devices:** This policy was brought to the Committee as part of the 5-year review. The MSMA policy uses a different code. It was decided not to change our code because many policies contain a cross-reference using the JFCK code. No changes were made to this policy; it will be presented to the Board as an FYI.

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**JFCK-R – Student Use of Cellular Telephones and Other Electronic Devices Administrative Procedure:** This procedure was reviewed. References to particular electronic devices were deleted and a broad term was used to identify them. Since this is a procedure, no vote was necessary; it will be presented to the Board as an FYI.

Moved by Mr. Payeur; seconded by Ms. DeCotiis to adjourn at 5:25 p.m.

**Voted: “Yes,” Unanimously**

Next Meeting: May 6, 2019