

**Portland Board of Education
Policy Subcommittee
Minutes of Tuesday, June 3, 2025 @ 5:45 pm
Portland High School Media Center**

Committee Members Present:

Meg Scata
Laurel Steinhauser
Stacey Benham

Committee Members Absent:

None

Administration Present:

Dr. Charles D. Britton, Superintendent of Schools
Chuck Hershon, Portland Middle School Administrator

1. Call to Order and Roll Call

M. Scata called the meeting to order at 5:51 pm

2. Approve Minutes of May 20, 2025

L. Steinhauser moved to approve the minutes of May 20, 2025, seconded by S. Benham. Unanimously approved. MOTION CARRIED

3. New Business - none

4. Old Business

A. Creation of Cell Phone Policy

L. Steinhauser raised the question of whether the policy would also apply to bus transportation. Mr. Hershon clarified that the district's current statement is intended to support a bell-to-bell policy and noted that, since there are no monitors on buses, enforcing a no-use policy would be nearly impossible. Dr. Britton added that any policy technically extends to buses, as they are considered part of the school environment. He suggested that, during the development process, specific language should be included to address how the policy applies to buses. Mr. Hershon also noted that the district's statement provides principals with the authority to shape their own school handbooks accordingly.

There was discussion regarding cell phone communication between coaches and students. The group reviewed the language on page 2, and considered alternate wording, ultimately agreeing that this is not something they want included in the policy. They also discussed the pros and cons of addressing staff cell phone use within the policy.

The committee reviewed the CAFE model policy and used it as a foundation to draft a district-specific policy. The next step is to gather feedback from the administration. A draft will be presented for review at the Leadership meeting on June 4th.

B. Safety & Security

1. Policy 3516
2. Review Policy 5141.6 Crisis Response – 5142 would replace policy 5141.6. It was determined that we do not currently have a student safety policy 5142.

3. Review of CAFE model policies 5142 and 6114 – The group will review the CAFE policy to determine whether they would like to adopt or adapt it for inclusion in the district policy.

M. Scata received a combined policy on Discipline and Student Conduct (5114) from CAFE. It was confirmed that the Board approved 5114 at the May board meeting.

The group will review CAFE model policy 5142, which, if adopted, would replace the current policy 5141.6.

C. Alternative Education Programs Policy 6172

Tabled

D. Transfer of Funds Between Categories Policy 3160

Tabled

E. Student Conduct/Discipline Policy 5131

Tabled

5. Review and Discuss CAFE Policy Updates - none

6. Adjournment

The meeting was adjourned at 6:55 pm.

Respectfully Submitted,
Tricia Dean
Executive Assistant to the Superintendent/Board Clerk