

**Portland Board of Education
Policy Subcommittee
Minutes of Tuesday, September 16, 2025 @ 5:45 pm
Portland High School Media Center**

Committee Members Present:

Meg Scata
Stacey Benham
Laurel Steinhauser

Committee Members Absent:

None

Administration Present:

Dr. Charles D. Britton, Superintendent of Schools
Chuck Hershon, Director of Teaching and Learning

1. Call to Order and Roll Call

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

2. Approve Minutes of June 17, 2025

**L. Steinhauser moved to approve the minutes of June 17, 2025, seconded by M. Scata.
Unanimously approved. MOTION CARRIED**

3. New Business – none

4. Old Business

A. Review and Discuss Admin Regulation Changes to 5131.911 – School Climate

No changes needed

B. Review and Discuss P3160 – Transfer of Funds Between Categories

Dr. Britton explained the previous process and noted that the town's finance system does not allow the current policy to be followed as written. The Town Finance Director worked with the Board of Selectmen to create a redline version of the policy, which Dr. Britton reviewed.

Discussion was held regarding legal references to be included, and it was determined that the legal references will remain as is.

Consensus to move the policy to the full board for a first read

5. Review and Discuss CABE Policy Updates

Dr. Britton reviewed the list of mandated policies that the district currently does not have.

1. 6161.12 Library Material Review & Reconsideration – rip and replace the current 1312.3 policy with 6161.12. L. Steinhauser cautioned that we should look at the 1312 current policy regarding public complaints.

Action Item

- C. Hershon will review with his library staff
- Will revisit the 1312 form at the October policy meeting

Consensus to move the policy to the full board for a first read

2. 6161.13 Collection Development & Maintenance - replace 1312.4 with this policy
Action Item

- C. Hershon will review with his library staff

Consensus to move the policy to the full board for a first read

3. 6161.14 Library Display and Program

Action Item

- C. Hershon will review with his library staff

Consensus to move the policy to the full board for a first read

4. 5113.2 Truancy – rip and replace 5114 with this policy

Consensus to move the policy to the full board for a first read

5. 6171 Special Education – This policy states that on or after June 1st, but before September 13th annually, the superintendent shall provide, at a regularly scheduled meeting of the BOE, an annual report concerning the special education programs of the school district. Redline this additional verbiage to the district's original policy.

Consensus to move the policy to the full board for a first read

6. 5118.2 Educational Opportunities for Military Children

Consensus to move the policy to the full board for a first read

For the October 21st Policy meeting, the following will be reviewed:

- New Business: 1312, 3171.7, 6140 (not required policies)
- New Business: 6159 IEP, with a first read to the full board on 10/21
- Old Business: crosswalk of mandated policies

6. Adjournment

The meeting was adjourned at 6:41 pm.

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