**Portland Board of Education**

**Policy Subcommittee**

**Minutes of Tuesday, May 20, 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

Kate Lawson, Portland High School Administrator

1. **Call to Order and Roll Call**

M. Scata called the meeting to order at 5:45 pm

1. **Approve Minutes of May 6, 2025**

**L. Steinhauser moved to approve the minutes of May 6, 2025, seconded by M. Scata. Unanimously approved. MOTION CARRIED**

**3. New Business** - none

**4. Old Business**

**A. Cell Phone Policy**

The proposed district personal device statement was distributed by Chuck Hershon and Kate Lawson. It will be included on the agenda for approval at the June 3rd Board meeting.

Ms. Lawson suggested that the policy should also include guidelines for staff, so they can serve as role models for students. There was also discussion around the use of radios and the internal phone system’s override function to serve as a speaker system in emergency situations.

**There was consensus to bring the statement forward for approval at the June 3rd Board meeting**.

**B. Non-Lapsing Fund**

**There was consensus to bring Policy 3171.1 as a first reading at the June 3rd Board meeting**.

**C. Safety & Security Policy**

Updates required by state statute for Policy 3516 were reviewed. There was discussion around the language regarding provisions related to immigration. An update from CABE’s April communication was also shared, referencing Policy 5142, a policy that we currently do not have, and Policy 6114, which is also not in our current set, as well as recommended changes to Policy 5141.6. Additionally, there was a discussion on the section concerning the Use of School Security Consultants.

For Policy 3516, only the legal references require updating. M. Scata will follow up with Jodie at CABE to verify if any revisions are needed to include language regarding immigration and the Use of School Security Consultants.

There was discussion about whether Policy 3516 needs to be updated immediately, given that the recommended changes are advisory rather than mandatory.

**There was consensus to bring Policy 3516 as a first reading at the June 3rd Board meeting**. Verification with Jodie will be completed before presenting it to the Board to confirm whether only the legal references need updating at this point, or if additional language changes are required, specifically regarding Section 9 and the section on the Use of School Security Consultants.

**D. Student Conduct Policy**

Discussion took place regarding Policy 5131, Student Conduct, Philosophy of Discipline, which was flagged during the recent audit for review. It was decided to retain the current policy and present it to the Board for review and approval with no changes. It was noted that the policy does not include any reference to restorative practices. L. Steinhauser inquired whether there have been any updates since the last revision in 2018. M. Scata will follow up with Jodie at CABE to confirm.

**There was consensus to bring Policy 5131 as a first reading at the June 3rd Board meeting.**

M. Scata will verify with Jodie at CABE to confirm that there have been no updates since 2018.

**E. Alternative Education Programs Policy 6172**

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**F. Transfer of Funds Between Categories Policy 3160**

Dr. Britton updated the group on an upcoming agenda item regarding fund transfers. He also shared that the fiscal year is expected to end with a surplus, and he plans to recommend allocating those funds toward specific categories to help offset recent budget cuts. The recommendation for using the surplus will be brought to the Board for authorization in December. Additionally, the policy under discussion would permit fund transfers throughout the year.

Currently, we are not operating under this policy because town practices prevent us from doing so. If the town cannot adjust its practices to align with our policy, we will need to update the policy to accurately reflect our current procedures.

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**5. Review and Discuss CABE Policy Updates**

No discussion

**6.**  **Adjournment**

**The meeting was adjourned at 6:55 pm.**

Respectfully Submitted,

Tricia Dean

Executive Assistant to the Superintendent/Board Clerk