Portland Board of Education
Policy Subcommittee
Minutes of Tuesday, June 17, 2025 @ 5:45 pm
Portland High School Media Center

Committee Members Present:
Laurel Steinhauser
Stacey Benham

Committee Members Absent:
Meg Scata

Administration Present:
Dr. Charles D. Britton, Superintendent of Schools

1. Call to Order and Roll Call

L. Steinhauser called the meeting to order at 6:00 pm

2. Approve Minutes of June 3, 2025

L. Steinhauser moved to approve the minutes of June 3, 2025, seconded by S. Benham. Unanimously approved. MOTION CARRIED

3. New Business

A. Review and Discuss P5142 – School Safety: Preparation, Response, and After Action

Dr. Britton reviewed CABE model policy 5142 and explained that, if adopted, it would allow the district to eliminate the existing related policy, as well as two additional policies we currently do not have, since all are covered within 5142. However, to comply with this model policy, the district's school safety committee would be required to meet monthly, and a Board committee overseeing district security and safety would need to be created, meeting quarterly and reporting accordingly. Dr. Britton noted that we are not legally required to have a school security and safety committee, so that portion of the policy could be removed. There was also discussion around incorporating language regarding immigration and customs enforcement procedures into the existing crisis management policy 5146, instead of adopting model policy 5142. Dr. Britton recommended not implementing model policy 5142, but rather including the immigration-related language in policy 5146. Alternatively, the district could choose to leave policy 5146 as it currently stands, since the immigration language is not legally required, and the district would remain compliant by following state law

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4. Old Business

A. Review and Discuss 5131.81 – Cell Phones

Dr. Britton shared the draft policy with Ms. Lawson, who reviewed and approved it.

Consensus to forward the policy to the full board for review and action.

B. Review and Discuss P3171.1 – Non-Lapsing Education Fund

There was discussion about whether the funds in this account should be used generally or be restricted specifically to the unanticipated special education costs. It was agreed to correct the language on page 1, section (2) to read: *The non-lapsing account shall only be used to fund unanticipated special education costs in excess of budgeted amounts.*

Consensus to forward the policy to the full board for a second read.

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

There are no updates at this time. The next step is to meet with the town finance director to discuss the matter further.

5. Review and Discuss CABE Policy Updates

Reviewed the May 1st Policy Update.

Dr. Britton will review the regulation for 5131.911 and will inform the committee if any changes are necessary.

Policy 5141.25 will be added as an agenda item for the next meeting.

6. Set Meeting Dates for July 2025-June 2026

Consensus to approve the proposed meeting schedule.
All meetings will be held in the PHS Library Media Center at 5:45 pm on the following dates:

2025	2026
7/8	1/20
8/5	2/3
9/16	3/17
10/21	4/7
11/18	5/19
12/2	6/16

7. Adjournment

The meeting was adjourned at 6:55 pm.

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