

Policy Committee  
December 15, 2021  
Minutes

Attending: Charles Britton, Dawn Davis, Meg Scata, Laurel Steinhauser, Tim Lavoy  
Guest: Amy Stino

Call to order at 3:01PM

Welcome to Amy Stino who is attending the meeting to learn more about policies and bylaws.

Discussion of the Bylaws of the Portland Board of Education involving clarification or amending the current bylaws about Standing Committees, Ad Hoc Committees and Liaisons. This request was made by the Chairman of the Board who is seeking clarification of the Bylaws about Committee formations, assignments and reporting. The policy committee can recommend amendment to the Bylaws.

The following are the committees of the Board of Education

- A. Curriculum was an active committee until 2014. A board member is the liaison to the School Curriculum Committee
- B. Policy reviews, updates and recommends new and existing policies to the full Board.
- C. Personnel Committee meets as needed for negotiations, personnel matters including job descriptions, MOU/MOA, and grievances.
- D. Buildings and Grounds meets four times per year or as needed to discuss maintenance, facilities updates, and Capital Projects.  
Two members are appointed to the Town of Portland School Facilities Study Committee
- E. Conservation and Renewable Task Force Ad Hoc Committee to advise on the use of renewable energy sources. Now part of the Town.  
Liaison –
  1. CREC -meets monthly, one Board member attends the meetings, and one Board member is alternate.
  2. Selectmen - meets bi-monthly. Board member attends the meetings.
  3. Town of Portland Committee on Solidarity – monthly, one board member appointed as a liaison.
  4. PPS Equity and Inclusion Coalition - monthly - two Board members are appointed to participate in the panel for monthly meetings.
  5. School Facilities Study Committee - monthly -two board members appointed by Board of Selectmen through June of 2022.

The following Bylaws were presented for discussion:

- Portland Bylaw 9130 Committees
- Portland Bylaw 9133 Special Committees/Advisory Committees. Ad=Hoc Committees
- CABA Bylaw 9133/9132 Special Committees/Advisory Committees. Ad=Hoc Committees
- CABA Bylaw 9140 Appointments to Town Boards, Committees and/or Commissions

The following actions are recommended for the Full Board to consider and take action on January 4, 2022.

1. Policy Committee will not recommend any changes to our current Bylaws
2. The Policy Committee is asking the members of the Curriculum Committee to meet with Dr. Britton and Eric Martin to discuss the expanded role of the Curriculum Committee. The charge is to review the policies regarding board member involvement in curricula, to research other districts use of Curriculum Committees and make a recommendation as the purpose of the Portland Curriculum Committee.
3. The ***Conservation and Renewable Task Force*** is an ad hoc committee which has served its purpose of advising the Board of Education about the use of “Green” or renewable energy sources in the Portland Schools. The work will continue in the Building and Grounds Committee. \*\*
4. The Chairman of the Board can determine and recommend to the full board any additional committees as standing committees ad-hoc (projects) or liaisons to Town or school committees.
5. A recommendation was made at the December 7, 2021 meeting that a liaison be appointed to the Youth Services Advisory Board. Jesse Revicki, Administrator of Youth Services and the Juvenile Review Board, will be invited to discuss this at the January 4<sup>th</sup> Meeting. \*\*
6. CREC Council activities that include a vote that may adversely affect the Portland School District will be added as agenda item for discussion at future Board Meetings.

Meg Scata will speak to Meg Wright and add recommended actions \*\*No. 3 and \*\*No. 5 to the January 4, 2022 Agenda under New Business.

Dr. Britton will convene the Curriculum Committee to begin the process to determine the scope and the purpose of the Curriculum Committee and to make a recommendation to the full board at a future meeting.

Next Meeting will be on January 12, 2022 at 3:00 PM

The Agenda will include CAFE updates, CAFE Policy Highlights and other pertinent information about policies.

Charles Britton and Meg Scata will prepare the master list of what is pending before this committee for the January meeting.

Meeting was adjourned at 4:03 PM

Respectfully submitted,  
Meg Scata