

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40**

Friendship \* Waldoboro \* Warren \* Washington \* Union  
1070 Heald Hwy.\* PO Box 701 \* Union \* Maine \* 04862

Susan A. Pratt, Superintendent  
Kimberly Schroeter, Director of Instruction

R. Scott Wyman, Business Manager  
Karen Etheridge, Director of Student Services

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**POLICY COMMITTEE**  
**Minutes**

*The mission of the MSAD #40 Policy Committee is to create, maintain, review and update policies that nurture a quality educational environment and which conform to Federal and State Law.*

**Tuesday January 17, 2012**

**5:00 p.m.**

**Central Administrative Offices**

<b>COMMITTEE MEMBERS:</b>	Danny Jackson(Chair), Errol Silvestri, Sandra O'Farrell, Cynthia Rosen, Guy Bourrie
<b>EX-OFFICIO MEMBER:</b>	Bonnie Davis Micue
<b>ADMINISTRATIVE MEMBER:</b>	Superintendent Susan A. Pratt

**\* PLEASE BRING POLICY MANUALS TO THE MEETING \***

**AGENDA TOPICS**

**I. OPENING**

**A. Call To Order**

Danny Jackson called the meeting to order at 5:04pm

**B. Declaration of Quorum**

A quorum was declared with all except Cynthia Rosen present. Guy Bourrie was welcomed to the Committee. Cynthia arrived at 5:30pm.

Others present: Bonnie Davis Micue, Business Manager- Scott Wyman, Superintendent Susan Pratt, and Athletic Director- Matt Lash

**II. ACTION ITEMS**

**A. Adjustments to the Agenda**

Policy IMG- Animals In School was added to the agenda. It was added as the first policy up for discussion.

**B. Review Minutes of December 20, 2011**

Errol Silvestri moved and Sandra O'Farrell seconded to approve the minutes of December 20, 2011.

Sandra O'Farrell, Errol Silvestri, and Danny Jackson in favor. Guy Bourrie abstained. Motion passed.

**III. NEW/REVISED POLICIES FOR CONSIDERATION**

**A. Revise: Policy IMG- Animals In School**

This policy was brought back to the Policy Committee to add a section on no pets on school property. Matt Lash discussed the reasons for adding this section. He mentioned the safety hazards. He also mentioned RSU #40 was one of only two districts to not have a no pets policy. It was mentioned that

when this policy is approved there will be signs erected at all the schools. Guy Bourrie moved and Sandra O'Farrell seconded to send to the Board for a first reading. All in Favor. Motion passed.

**B. Revise: Policy JKE- Expulsion of Students**

There was discussion on this policy. It will be brought back to the next Policy Meeting.

**C. Proposed New: Policy DJG- Vendor Relations**

There was discussion on this proposed new policy. Sandra O'Farrell moved and Errol Silvestri seconded to send to the Board for a first reading. All in favor. Motion passed.

**D. Revise: Policy BDE- Board Committees**

There was discussion on any revisions to this policy. There were a couple of minor revisions. RSU #40 was added to the beginning and Director of Facilities was removed from the description of the Facilities/Transportation Committee. It was discussed that these changes didn't need to go to the Board for approval. The policy will be marked that it was reviewed on 1/17/12.

**E. Revise: Policy BDF- Administration Committees**

There was discussion on any needed revisions to this policy. The first revision is changing the Dropout Prevention Committee from meeting quarterly to at least semi-annually. A special education representative selected by the Superintendent was added as a member of the committee. This policy will be held until the Policy Committee receives the revisions from the Technology Committee.

**F. Proposed New: Policy BCC- Nepotism**

There was discussion on this proposed new policy. It was decided to go with the sample policy from MSMA. When this policy is approved, Policy GCO- Nepotism will need to be deleted. Guy Bourrie moved and Errol Silvestri seconded to send to the Board for first reading. All in favor. Motion Passed.

**G. Proposed New: Policy EBCB- Fire Drills**

There was discussion on this proposed new policy. The name of the proposed policy was changed to Emergency Evacuation Drills. During the discussion of this proposed policy it was mentioned we should also have a policy on lockdown drills. Cynthia Rosen moved and Sandra O'Farrell seconded to send to the Board for first reading. All in favor. Motion Passed.

**H. Revise: Policy JLC-A- Student Health Philosophy and Personnel**

There was discussion on the need to appoint a school/district physician. Superintendent Pratt will check on section JLC-AB as it is not a requirement. This policy will be brought back to the next Policy Meeting.

**I. Revise: Policy JLC-F- Automated External Defibrillators**

There was discussion on any needed revisions. It was decided to change the code on this policy to EBCF. When this policy is approved, Policy JLC-F will need to be deleted. Cynthia Rosen moved and Errol Silvestri seconded to send to the Board for first reading. All in favor. Motion Passed

**J. Revise: Policy ECB- Pest Management in School Facilities and on School Grounds**

There was discussion on any needed changes/updates to this policy. It was decided to replace our current policy with the one from MSMA. Errol Silvestri moved and Guy Bourrie seconded to send to the Board for first reading. All in favor. Motion Passed.

**K. Revise: Policy JLIE- Motorized Vehicle Use and Parking**

There was discussion on any needed changes/updates to this policy. It was decided to add a part on people being responsible for their own vehicle. Errol Silvestri moved and Guy Bourrie seconded to send to the Board for first reading. All in favor. Motion Passed.

**L. Proposed New: Policy EDE- Waste Management**

There was discussion on this proposed new policy. It was decided to bring this proposed new policy back to the Policy Meeting in January. Errol Silvestri moved and Sandra O'Farrell seconded to send to the

Board for first reading. Errol Silvestri, Sandra O'Farrell, Guy Bourrie, and Danny Jackson in favor. Cynthia Rosen opposed. Motion passed.

**M. Revise: Policy EFE- Competitive Food Sales- Sales In Competition with the Food Service Program**

There was discussion on any needed revisions to this policy. It was decided to replace our current policy with one from MSMA. Errol Silvestri moved and Guy Bourrie seconded to send to the Board for first reading. All in favor. Motion Passed.

**IV. OTHER ITEMS**

None

**IV. ADJOURNMENT**

Danny Jackson declared the meeting adjourned at 6:58pm.

**Respectfully Submitted,**

***Danny L. Jackson***

**Policy Chair  
RSU#40/MSAD#40**