

**Portland Board of Education
Policy Subcommittee
Minutes of Tuesday, March 18, 2025 @ 5:45 pm
Portland High School Media Center**

Committee Members Present:

Meg Scata
Laurel Steinhauser

Committee Members Absent:

Stacey Benham

Administration Present:

Dr. Charles D. Britton, Superintendent of Schools
Chuck Hershon, Portland Middle School Administrator

1. Call to Order and Roll Call

M. Scata called the meeting to order at 5:50 pm

2. Approve Minutes of February 20, 2025

M. Scata moved to approve the minutes of February 20, 2025, seconded by L. Steinhauser. Unanimously approved. MOTION CARRIED

3. New Business

A. 5114 Discipline

Mr. Hershon reviewed the crosswalk of policy 5114, highlighting several changes, including adjustments to suspension length, criteria for out-of-school suspensions, the integration of restorative practices and equitable discipline measures, parent notification procedures, modifications to alternative education provisions, clearer guidelines on expulsions, a stronger emphasis on transition planning, and additional policy refinements.

We would rip and replace policy 5144 with 5114. The current policy, 5144, does not contain any elements that need to be incorporated into 5114, as 5114 is a more comprehensive and updated policy.

A question was raised regarding whether the updated policy will impact students who are not explicitly expelled or are not in school while waiting for outplacement. Mr. Hershon explained that this is completely separate, as such decisions would be determined through a PPT meeting.

Regarding the model policy from CAFE, there were no concerns or items that we may not be able to implement. Mr. Hershon confirmed that it aligns with our current practices. The biggest challenge is the reduction in the maximum in-school suspension length, which is now set at 5 days, down from the previous 10-day limit.

The 5131 policy was reviewed and will be added as a New Business item for the next policy meeting for further review.

There was consensus on the subcommittee to forward policy 5114 to the Board for a first reading.

The regulation for 5114 was reviewed, with only minor adjustments needed to fill in the blanks.

4. Old Business

A. Transfer of Funds Between Categories Policy 3160

A meeting will be scheduled with Dr. Britton, S. Fragola, and the Town Finance Director to review the non-lapsing fund and transfer process.

L. Steinhauser inquired about any current policies that guide the Fund 11 Maintenance Fund, noting that the language might be relevant and applicable. Dr. Britton stated that there is most likely no formal policy in place, and it's typically based on practice. Dr. Britton will follow up with the committee after consulting with the Finance Director.

Put policy 3160 under Old Business for the next policy meeting, and add the 2% non-lapsing fund to the agenda for the April meeting. T. Dean has uploaded sample policies and the CABE model policy for non-lapsing accounts to the April Policy Committee drive.

L. Steinhauser would like to advocate for discussing the transfer of funds between categories. However, if exploring the transfer of funds seems too complex or not worthwhile, the committee may consider amending our own policy to align with how the town operates.

If we proceed with updates to Policy 3160, the goal should be to make the changes as broad as possible.

B. Alternative Education Programs Policy 6172

This is a mandated policy update. Dr. Britton will determine if the policy updates are applicable to our district and whether revisions need to be made to our current policy. This will be kept under Old Business for the April meeting.

5. Review and Discuss CABE Policy Updates

No discussion

6. Set Meeting Date for April 2025

There was a discussion about the next April meeting. Due to there being no second BOE meeting in April, and the date of the first BOE meeting for policy not working for all members, no date commitment was made. A decision will be made at a later time on whether to wait until the next scheduled meeting in May or to hold a special meeting earlier than that.

7. Adjournment

The meeting was adjourned at 6:38.

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