

**Policy Committee Minutes (Virtual Meeting)**  
**December 16, 2020    6:30 PM**

**Members Present:** Robin McNeil, Christopher Easton, Kenneth Kealiher, Kathy Neill, Veronica Nicholson, Ken Sands

**Members Excused:** Leland Youngberg

**Members Absent:** Celia Demos

**Others Present:** Mike Hammer and Staff

**I. Public Comment - None**

**II. Policy Review**

- A.     EHB                      Data/Records Retention  
This policy was substantially updated and is ready to be presented to the Board for a first reading.
  
- B.     EHB-R                   School Record Retention Guidelines and Schedule  
This is copied from the Maine State Archives Local Government Records Retention Schedules and will go to the Board for a first reading.
  
- C.     EGAD                    Copyright Compliance  
Suggested changes were accepted and this policy will be presented to the Board for a first reading.
  
- D.     EGAD-R                 Copyright Compliance Administrative Procedure  
The procedure has been reviewed and will go to the Board for a first reading.
  
- E.     GBN-R1 FMLA Administrative Procedure (Second reading was tabled by the Board on 11/17/20)

Mr. Hammer sent the Committee a link to the U.S. Department of Labor Fact Sheet #281 regarding FMLA for spouses working for the same employer. The Committee, by consensus, removed “However, leave may be granted to only one parent at a time” from section F. FMLA Leave when Both Parents are School Unit Employees, paragraph one. This will be taken back to the full Board

**III. Other - None**

**IV. Adjustment**

The meeting was adjourned.

Respectfully submitted,

Mike Hammer  
Superintendent of Schools