

**Arlington School Committee
Policies and Procedures Subcommittee
March 19, 2019**

Present:

Paul Schlichtman, subcommittee chair

Leonard Kardon

Assistant Superintendent Roderick MacNeal, Jr.

Director of Human Resources Robert Spiegel (First 5 minutes of meeting)

Lisa M. Reynolds, Town Meeting Member, Precinct 6

The meeting was called to order at 5:00 p.m.

Mr. Schlichtman announced that Mr. Hayner was unable to attend the meeting, as he had a scheduling conflict, but he provided some comments for the meeting.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, the minutes of October 17, 2018 were **approved**. (2-0)

Public Participation

No members of the public were present.

Mr. Spiegel left the meeting at 5:05 p.m.

Policy IJNDB - EMPOWERED DIGITAL USE POLICY

Lisa Reynolds: a parent of an eighth grader at Ottoson and an Arlington High School freshman, attended to support her written request that the subcommittee evaluate policies surrounding cell phone use in the schools.

Ms. Reynolds said there is “lots of cell phone use” in the schools. She said she is “surprised they can have phones out all the time,” and phones are a great distraction. She said phones bring social distractions from social media into schools, and should not be permitted. She said, at the very least, phones should be required to be turned off and in a student’s backpack if we can’t require them to be locked in student lockers.

Ms. Reynolds suggested we look into policies from Belmont and Minuteman Regional.

Dr. MacNeal said he had a prior conversation with Ms. Reynolds. He said he echoes Ms. Reynolds sentiment, and doesn’t want the distraction of phones to interrupt instruction. He also made mention of the district’s Bring Your Own Device policy, and some teachers use student-provided devices in class for techniques such as clicker quizzes. Chromebooks and other devices in classrooms for instructional purposes.

Dr. MacNeal said, under current policies, teachers need to be cognizant if students in classroom are not engaged and learning, and take action when devices are used inappropriately.

Dr. MacNeal said the language in our current policy, as well as current practice, is already aligned to Belmont's policy.

Dr. MacNeal and Mr. Schlichtman said any cell phone policy must be enforceable. The geography of the high school building would make it difficult to any policy that prevents students from using phones in the hallways at Arlington High. Dr. MacNeal also stressed that any policy change needs to have buy-in from faculty and must not conflict with a Bring Your Own Device policy.

Dr. MacNeal said that Arlington High and Ottoson have different rules about cell phone use outside of classrooms, and that policy should be flexible enough to allow each school to adopt rules that make sense for their buildings.

Dr. MacNeal and Mr. Schlichtman said that any change should involve discussions with teachers and building administrators. They also suggested that Ms. Reynolds might want to work with school site councils at Arlington High and Ottoson to gain support and to incorporate changes in their handbooks. The issue should also move through the Curriculum and Instruction subcommittee before it comes back to Policies and Procedures.

The subcommittee also considered the comments on Policy IJNDB referenced in Mr. Hayner's email. There were two changes in wording that were acknowledged to be an improvement over the present language. In response to the question, "To whom?" raised next to the policy stating, "Users shall report inappropriate use of technology immediately," the consensus was that the question is best answered through school handbooks or procedures set outside the policy manual.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading two changes in Policy IJNDB, replacing the word private with confidential (second bullet point) and replacing the word acknowledgement with credit (fourth bullet point). (2-0)

Policy KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

Mr. Kardon presented policy changes requested by the Community Relations subcommittee.

The subcommittee discussed the language in the current policy, and how they align to the recommendations. Mr. Kardon noted, in order that the policy is consistent with the new language, and to align the policy with current practice, that the language surrounding the December 31 deadline should be changed to read, "...shall be presented to the School Committee by the Superintendent no later than December 31 of each school year."

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading changes in Policy KFD as described in the attached document. (2-0)

File DBJ - BUDGET TRANSFER AUTHORITY

Mr. Kardon presented the request to restore the following budget categories as the basis for budget transfers that existed before the adoption of the electronic policy manual:

Elementary

Secondary

Special Education

Curriculum and Instruction

Administration

Reserve Accounts

Other

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to present for first reading changes in Policy DBJ as described in the attached document. (2-0)

New Business:

Mr. Kardon asked if we can have access to archived former policies. Dr. MacNeal said he would check with the district webmaster. Dr. MacNeal asked if it needed to be easily available for the public, or just accessible for research by the committee. Mr. Kardon said he thought it would only be necessary for the committee.

Mr. Kardon also asked if the committee should include a statement regarding restorative justice in Policy JIC.

On a **motion** by Mr. Kardon, seconded by Mr. Schlichtman, it was **voted** to adjourn at 7:07 p.m. (2-0)

Correspondence recieved:

Email from William Hayner (attached)

File IJNDB - EMPOWERED DIGITAL USE POLICY

Purpose

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Availability

The Superintendent or designee shall implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

All users shall acknowledge that they understand that using digital devices, whether personal or school owned, and the school district network is a privilege and when using them in accordance with School District guidelines they will retain that privilege.

The Superintendent or designee shall develop and implement administrative guidelines, regulations, procedures, and user agreements, consistent with law and policy, which shall include but not be limited to the following:

- Digital devices, software, and networks shall be used in school for educational purposes and activities.
- An individual's personal information (including home/mobile phone numbers, mailing addresses, and passwords) and that of others shall be kept ~~private~~ **confidential**.
- Individuals will show respect for themselves and others when using technology including social media.
- Users shall give ~~acknowledgement~~ **credit** to others for their ideas and work
- Users shall report inappropriate use of technology immediately

These procedures shall be reviewed annually by district administration together with students and teachers and shall provide a springboard for teaching and learning around topics such as internet safety, digital citizenship, and ethical use of technology.

File KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. ***Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day.***

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements ***for use of available surplus space*** will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses ~~will be presented to the Superintendent and the School Committee by December 31 of each school year~~ ***shall be presented to the School Committee by the Superintendent no later than December 31 of each school year.***

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

File DBJ - BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school system.

All requests for transfers between ~~the major accounts (Department of Elementary and Secondary Education Chart of Accounts defines these as the 4 digit accounts ending in 00)~~ must be submitted to the School Committee for approval. ***the following budget categories must be submitted to the School Committee for approval:***

- ***Elementary***
- ***Secondary***
- ***Special Education***
- ***Curriculum and Instruction***
- ***Administration***
- ***Reserve Accounts***
- ***Other***

Transfers between line items within a major account must be reported to the School Committee as part of the Director of Business and Finance's quarterly report at the business meetings of the School Committee.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

At the first full meeting of the School Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.