

## **To be presented to the Arlington School Committee for First Reading, December 12**

### **File: BE - SCHOOL COMMITTEE MEETINGS**

The meeting is the vehicle through which the School Committee must, as a unit, determine its course and make decisions in the exercise of its authority and responsibility. The Committee recognizes the value of an informed community and encourages attendance at its meetings.

Meetings of the Committee shall be classified as follows:

- organizational
- regular
- special
- adjourned
- emergency
- public hearing

### **Time and Place**

All regular, special, and adjourned meetings and public hearings shall begin at 6:30 p.m. unless otherwise voted by the Committee.

Meetings shall take place at the School Committee Room ~~on the 6th floor, Fusco Building,~~ Arlington High School, unless otherwise voted by the School Committee or unless an emergency requires otherwise, in which case the Chairperson and/or the Superintendent shall make appropriate arrangements.

**All open session meetings of the Committee shall be accessible to members of the public, including those with disabilities. The Chairperson and/or Superintendent shall ensure that meeting are held in handicap accessible locations.**

Every meeting of the School Committee will be open to the public unless an executive session is held in accordance with state law.

### **Adjourned Meetings**

An adjourned meeting shall be held only for the purpose of completing the business of a previous meeting's agenda, if the pending items of business cannot be added to the agenda of the next regular meeting. The **date and** time for an adjourned meeting shall be determined by a majority vote of the Committee members present at the time of adjournment of the unfinished meeting.

**An adjourned meeting shall be posted as though it is a new meeting. A new meeting notice shall be posted 48 hours in advance.**

~~The administrative secretary will attempt to notify any member who was absent when the decision was made regarding the adjourned meeting.~~

### Emergency Meetings

An emergency meeting may be called only under the most extreme conditions, when it is impossible for a Committee decision to be delayed the 48 hours required for a special meeting. Such a meeting may be called only by the Chairperson or Superintendent after consultation with legal counsel.

Every possible effort shall be made by the Chairperson and/or secretary to notify every member of the Committee.

Any decisions made at an emergency meeting shall be entered into the minutes of the next regular meeting.

LEGAL REFS.: M.G.L. [30A:18-25](#); [66:17C](#)

CROSS REFS.: [BDA](#), School Committee Organizational Meeting

[BE](#) subcodes (all relate to School Committee Meetings)

[BEC](#), Executive Sessions

[BEDA](#), Notification of School Committee Meetings

## To be presented to the Arlington School Committee for First Reading, December 12

### **File: KF-E - FEE STRUCTURE FOR RENTAL OF SCHOOL BUILDING SPACE**

Due to the increasing cost and the need to maintain the school buildings, the following classifications apply when determining fees:

Group 1: Arlington Public School and Town related business. (Examples include but are not necessarily limited to, school run clubs and activities, School Committee meetings, advisory committee meetings, sports team meetings, community education, PTO meetings.) No usage/energy fee. Custodial fees apply only when no custodian is already scheduled to be on duty, except as otherwise specified by contract.

Group 2: Non-profit groups, or events, which bear some connection to the mission of the Arlington Public Schools. One-half of the usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 3: Commercial entities and other groups not affiliated with the Arlington Public Schools. (Examples include, but are not limited to, private dance companies, community college evening course). Full usage/energy fee. Refundable damage deposits required for rooms and equipment used. Custodial fees apply.

Group 4: \*Long-Term Rentals (**180 days or more**) explicitly for the after school care of students. One-Quarter of the usage fee. Energy fees apply. Refundable damage deposits required for rooms and equipment used. Custodial fees apply. (~~\*180 days or more~~)

All groups must be in compliance with federal and state laws of non-discrimination and all other applicable statutes.

~~The Schedule of refundable damage deposits, the energy charge rates, and applications for rental will be reviewed by the Business Office by **March 15 (originally May 15)** of each year to be approved by the School Committee.~~

The Superintendent shall have sole final discretion over classification decisions.