

*Arlington School Committee  
Standing Subcommittee: Policies and Procedures  
Monday, November 25, 2019  
5:15 p.m.*

*Arlington High School School Committee Room 869 Massachusetts Avenue, 6th  
Floor Arlington, MA*

**DRAFT MINUTES**

The meeting was called to order at 5:19 p.m.

In attendance:

Subcommittee members Paul Schlichtman (chair), Jane Morgan, Kirsi Allison-Ampe  
School committee members Bill Hayner, Jennifer Susse  
Superintendent Kathleen Bodie

On a **motion** by Ms. Morgan, **seconded** by Mr. Schlichtman, the minutes of October 23, 2019 were **approved**. (2-0-1, Dr. Allison-Ampe abstained)

File BEDB

The subcommittee discussed the addition of language limiting presentations to 15 minutes, without a vote to suspend the rules. Ms. Morgan and Mr. Schlichtman emphasized that Town Meeting has a seven-minute speaker limit with a similar provision to suspend the rule upon request of the speaker. The rule was written to govern the amount of uninterrupted time members were being spoken to by presenters, not the amount of time for the entire agenda item. Ms. Morgan and Mr. Schlichtman said this was meant to encourage questions by and discussions among members, as the school committee can only interact with each other during posted meetings. Mr. Hayner noted that the committee members read the materials presented in the packet, and that after a summary presentation the committee can ask questions on elements of reports they wish to discuss. Dr. Allison-Ampe said she did not want to implement this restriction.

On a **motion** by Ms. Morgan, **seconded** by Mr. Schlichtman, it was **voted** to advance File BEDB to first reading. (2-1) Dr. Allison-Ampe voted No.

File BEDH and BEDH-E

There was a discussion on whether the current policy is constitutional in light of the recent Spaulding v. Town of Natick School Committee decision. On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to refer these two policies to Town Counsel. (3-0)

File BE

The policy was revised to comply with the Open Meeting Law. There was a discussion about removing the description of the location of the school committee room from the policy, as the reconstruction of the high school will result in demolishing the building where we are currently housed. On a **motion** by Ms. Morgan, **seconded** by Dr. Allison Ampe, it was **voted** to advance File BE to First Reading. (3-0).

#### File FAB

At the previous meeting, the consensus was to recommend deletion of this policy. The subcommittee engaged in further discussion, which revealed that the subcommittee was not ready to recommend deletion. On a **motion** by Ms. Morgan, **seconded** by Dr. Allison Ampe, it was voted to indefinitely postpone action on File FAB. (3-0)

#### File KF-E

At the previous meeting, the subcommittee asked the chair to present an amended policy, deleting the seventh paragraph. On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to advance File KF-E to First Reading. (3-0).

#### File KFD

Dr. Susse described the changes discussed by the Community Relations subcommittee. Pending a formal recommendation, on a **motion** by Ms. Morgan, **seconded** by Dr. Allison Ampe, it was **voted** to postpone discussion on File KFD until the next meeting. (3-0)

The chair solicited potential agenda items for future meetings. The subcommittee indicated interest in discussing:

B DFA – School Councils

B GD – School Committee Review of Procedures, as it pertains to handbooks.

I GD – Curriculum Adoption, as it pertains to approval of new school programs.

On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to adjourn at 6:07 p.m.

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

### **File: BEDB - AGENDA FORMAT/PREPARATION AND DISSEMINATION**

An agenda shall be provided for all regular, special, adjourned and planning meetings.

A tentative agenda for each regular meeting shall be determined by the chairperson in collaboration with the Superintendent. It shall be submitted to the administrative assistant of the Committee for preparation and delivery to the members, notice to the press, and posting **online on bulletin boards of all schools**. The agenda and supporting materials, as gathered by the Superintendent, shall be sent to Committee members two workdays preceding the School Committee meeting, no later than 4:00 p.m., except for emergencies. Any items received by the administrative assistant later than 4:00 p.m. two workdays preceding the School Committee meeting shall be held and heard the following meeting, except for emergencies.

In addition, the administrative assistant shall provide the following to the Arlington Public Schools Direct of Technology to be posted on the website:

- School Committee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- School Committee minutes, motions and appropriate back up material
- Subcommittee agendas, posted with a disclaimer that the agenda is tentative and may be subject to change up until the time of the meeting
- Subcommittee minutes, motion and appropriate back up material

The following shall be included, but not limited to, items of business to be considered at each regular meeting:

- Public Comment
- Consent Agenda
- Superintendent's report
- Report of subcommittees and announcements

The Committee will follow the order of business established by the agenda except as it votes to rearrange the order for the convenience of visitors, individuals appearing before the committee, or to expedite committee business.

Items of business may be suggested by any School Committee member, staff member, or **citizen town resident**. The inclusion of such items, however, will be at the discretion of the Chairperson of the Committee. A staff member who wishes to have a topic scheduled on the agenda should submit the request through the Superintendent. **Citizens Individuals** may submit such requests to the school committee chair through the Committee's administrative secretary.

Copies of the final agenda shall be available to spectators at all open session meetings for which an agenda is required.

**School committee members are subject to the provisions of the Open Meeting Law, limiting opportunities for members to deliberate with each other. In order to facilitate deliberation and discussions, reports and presentations directed at the Committee shall not exceed 15 minutes, unless the rules are suspended by a two-thirds vote of the members present. Written reports may be received by a vote of the Committee and entered into the record of the meeting, and shall not be read aloud at the meeting. All presentations shall be consistent with the high instructional standards of the Arlington Public Schools, and PowerPoints shall be crafted in a manner consistent with best practices.**

Whenever possible the materials for the meeting will be made available online to the public at the start of the meeting.

**All published agendas shall contain the following language:**

*“Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee [Insert Name/Contact Information] in advance of the meeting.”*

#### Consent Agenda

Items that are considered to be routine shall be placed on the Consent Agenda and shall be enacted by one motion. The Agenda shall have an asterisk (\*) next to each item placed on the Consent Agenda. There shall be no separate discussion of items placed on the Consent Agenda unless a member of the School Committee so requests, in which event the item shall be considered in its normal sequence on the agenda. Any one member of the committee may remove an item from the Consent Agenda for discussion. Items that may be placed on the consent Agenda may include but are not limited to the following: a) minutes of previous meetings, b) changes to the policy manual (second reading), c) field trips, d) warrant approvals, and e) other items that deemed to be routine by the Chair.

For the benefit of the public, the Chair will read the following paragraph and the list of items included in the Consent Agenda:

*"All items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Committee so requests, in which event the item will be considered in its normal sequence on the agenda. "*

CONTRACT REFERENCE: AEA (Unit A&B)

CROSS REF: [BEDH](#), Public Participation **Comment** at School Committee Meetings

## **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, Fuseo 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.