

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Regular Meeting
Thursday, June 11, 2020
6:30 PM***

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Open Meeting

You are invited to a Zoom webinar.

When: Jun 11, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Remote Meeting Thursday, June 11, 2020 6:30 p.m.

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_PmIyazTaSrqFDOxmOZeqrq

After registering, you will receive a confirmation email containing information about joining the webinar.

6:30 p.m. Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 4 pm on Thursday, June 11.

6:40 p.m. Welcome, J. Morgan

6:45 p.m. Poet Laureate Screening Committee Appointment

- Community Relations Subcommittee Recommendation of Stewart Deck*

6:55 p.m. Remote Learning Plan update, K. Bodie

7:15 p.m. Summer Program Plan and Extended School Year, K. Bodie

7:30 p.m. URI Science Camp/Alton Jones

7:35 p.m. 20-21 Arlington Public Schools Calendar updated, K. Bodie

- First Read

7:45 p.m. FY 21 School Budget for Town Meeting, K. Bodie, M. Mason

- Vote approval of FY21 revised School Budget

7:55 p.m. Detentions, K. Bodie

8:10 p.m. Covid-19 Funding Resolution, J. Morgan

8:20 p.m. Superintendent's Report, K. Bodie

AHS Building Committee update

Kindergarten Enrollment 2020-2021

EDCO update

8:40 p.m. Summer 2020 School Committee Meetings

- Proposing Thursday, July 9, July 23, August 6, and August 20, 2020

8:45 p.m Consent Agenda

All items listed with an asterisk 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:

Approval of Warrant: Warrant Number 20292 Total Warrant Amount
\$411,089.69 DATED 6/2/2020

Approval of Minutes: May 14, 2020 and May 28, 2020 School Committee
Zoom Meeting Minutes

8:55 p.m. Planning for stakeholder input and development program materials with MASC

- Superintendents Search Process Subcommittee recommendation

9:10 p.m. Subcommittee/Liaison Reports/Announcements

- Budget: Kirsi Allison-Ampe, Chair
- Community Relations: Bill Hayner, Chair
- Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair
- Facilities: Jeff Thielman, Chair
- Policies & Procedures: Paul Schlichtman, Chair
- Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe
- Superintendents Search Process Committee
- Calendar Committee:
- Election Modernization Committee:
- Traffic Negotiations:
- AEA Negotiations:
- Liaisons Reports
- Announcements
- Future Agenda Items

Executive Session

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

9:30 p.m. Adjournment

The listings of matters are those reasonably anticipated by the Chair; which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Jane Morgan, Chair

Correspondence Received:

Warrant dated, June 2 2020

School Committee minutes, May 14, May 28, 2020

Stewart Deck resume

Covid-19 Resolution

Kindergarten enrollment 2020-2021

Report on student participation

2020-2021 School Calendar updated 6/2/2020

FY 21 Town Meeting Budget Memo revised budget

School Committee 2020-2021 Assignments

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance

<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

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 Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.



Town of Arlington, Massachusetts

Meeting Location

Summary:

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>



Town of Arlington, Massachusetts

Open Meeting

Summary:

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ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Participation
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote script
▢ Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.



Town of Arlington, Massachusetts

6:30 p.m. Public Comment

Summary:

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 4 pm on Thursday, June 11.



Town of Arlington, Massachusetts

6:40 p.m. Welcome, J. Morgan



Town of Arlington, Massachusetts

6:45 p.m. Poet Laureate Screening Committee Appointment

Summary:

- Community Relations Subcommittee Recommendation of Stewart Deck

ATTACHMENTS:

	Type	File Name	Description
▯	Document for Approval	Arlington_Poet_Laureate_Committee_Stewart_Deck_resume_2020.pdf	Stewart Deck 2020



Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>

Arlington Poet Laureate Committee

Stewart Deck <sdeck@arlington.k12.ma.us>
To: Karen Fitzgerald <kfitzgerald@arlington.k12.ma.us>

Fri, May 1, 2020 at 3:36 PM

Karen Fitzgerald
[869 Massachusetts Avenue](#)
6th Floor
Arlington, MA 02476
Attention: Arlington Poet Laureate Committee

I would like to express my interest in being considered for an appointment to Arlington's Poet Laureate Committee. It would be a delight to be involved with helping to recommend a Poet Laureate to Arlington's Select Board and support our town's Poet Laureate in events across Arlington.

It is exciting to live in a community that continues to seek ways to strengthen links between the arts and the people of the town. Arts in the community can range from familiar to unexpected to challenging. Today especially, people are seeking out art that comforts and inspires and I would like to be involved in advocating for an artist that nourishes the town by helping its people discover and reflect on their daily lives.

I welcome the opportunity to learn more about the Poet Laureate Committee and would be happy to talk about it in further detail.

Stewart Deck
Arlington, MA
781-648-1795

Stewart L. Deck

[91 Dickson Ave, Arlington, MA 02474](#) 781-648-1795 sdeck@yahoo.com

Experience

Arlington Public Schools
Title 1 Math Interventionist
September 2016 - present

Arlington, MA

Identify, assess and instruct elementary school students in grades K-5 who need specialized instruction and practice in mathematical concepts. Work closely in

partnership with general education classroom teachers using curricula from TERC Mathematics and Kathy Richardson's AMC.

Arlington Public Schools Arlington, MA

Math Specialist

September 2011 – 2016

Instructed small groups of elementary school students in grades 1-3 who needed practice and additional instruction in mathematical concepts

Freelance Writer/Book Researcher Arlington, MA

September 2001 - 2016

Provided historical research and interviewed subjects as an assistant to author Larry Tye for the Satchel Paige biography, *Satchel – The Life and Times of an American Legend*, published by Random House. Also wrote and edited business features, careers features, case studies and news articles for a wide range of business and trade magazines and Web sites including *CIO*, *NetworkWorld*, *BioITworld*, *TechTarget.com* and *Microsoft Executive Circle*.

Taquitos.net

Senior Editor

April 1999 - present

Cambridge, MA

Interview corporate executives for online Q&A features, edit feature stories and write and compile food news items. Organize and participate in taste test review sessions and compile and write snack food reviews.

Served as a Taquitos.net media spokesperson. Featured in a wide variety of news stories ranging from the *Los Angeles Times* to *The Wall Street Journal*.

CXO Media -- *CIO* and *Darwin* magazines

Feature Writer

October 1999-September 2001

Framingham, MA

Conceived, reported and wrote national award-nominated feature stories for leading national technology and business monthly magazines. Pieces covered a broad range of topics and issues and included cover stories, pieces on managing beloved brands with small IT staffs, and the ERP-fueled rebirth of Indian Motorcycles.

Managed online CRM Research Centers for *CIO* and *Darwin*. Wrote features, updated news sections, researched links and functioned as staff consultant on CRM.

Wrote monthly "Trendline" features on human interest topics including technology-based foundations, pneumatic tube technology and breakfast cereal innovation.

Computerworld

Senior Writer

July 1998-October 1999

Framingham, MA

Planned and reported breaking and analytical news and technical section articles covering computer and technology industry for leading weekly technology newspaper.

Managed Industry Almanac financial section of *Computerworld*. Assigned and edited weekly column, advised writers and signed off on final page proofs for production.

Computerworld

Senior Online Writer

April 1995-July 1998

Framingham, MA

Planned and reported breaking news stories and features for online news feed. Stories included the Microsoft anti-trust lawsuit, Steve Jobs' return to Apple and the early rise of online stock trading. Conducted and edited audio interviews with industry newsmakers including presidential adviser Ira Magaziner and computer industry pioneer and computer mouse inventor Douglas Engelbart.

IDG Newsletters

Business Coordinator

June 1993-March 1995

Boston, MA

Coordinated conferences, vendor co-marketing programs, user group outreach and trade show presence for the newsletter division of International Data Group.

C-Ville Weekly

Associate Editor

July 1991 - August 1992

Charlottesville, VA

Edited news and feature arts stories. Wrote features, news and arts columns for weekly 40,000 circulation newspaper. Managed and produced Classified Ads section. Wrote the very first news features about the Dave Matthews Band and New York cabaret singer Jack Donahue.

Education

B.A. English University of Virginia Charlottesville, VA

Volunteer work

Founder and director of the Stratton Elementary School's annual "Letters About Literature" writing program. Introduced the program to the school's 5th grade students, oversee student participation and guide and coach students who participate in this national writing contest.

Volunteer with Food Link, Inc., an Arlington, MA-based community food rescue and environmental sustainability organization. Member of volunteer team that collects, sorts and distributes over 1,000 pounds of donated food items from 13 retail partners.

Volunteer with the ONE Campaign, U2's world advocacy organization fighting extreme poverty and preventable disease. Work with other volunteers at events to raise support for effective programs and advocate for private and government support.

--

Stewart Deck
Math Interventionist
Stratton Elementary School

If you need this document translated, please call your child's school principal - Si necesita este documento traducido, por favor comuníquese con la escuela de su hijo - Se você precisa este documento traduzido, entre em contato com a escola do seu filho - Si vous avez besoin de traduire ce document, s'il vous plaît contacter l'école de votre enfant - 如果你需要这份文件翻译，请联系您的孩子的学校 - إذا كنت تحتاج /تحتاجين إلى ترجمة هذه الوثيقة إلى اللغة العربية يرجى الاتصال بمدرسة طفلك/طفلتك، -



Town of Arlington, Massachusetts

6:55 p.m. Remote Learning Plan update, K. Bodie



Town of Arlington, Massachusetts

7:15 p.m. Summer Program Plan and Extended School Year, K. Bodie



Town of Arlington, Massachusetts

7:30 p.m. URI Science Camp/Alton Jones



Town of Arlington, Massachusetts

7:35 p.m. 20-21 Arlington Public Schools Calendar updated, K. Bodie

Summary:

- First Read

ATTACHMENTS:

Type	File Name	Description
▯ First Reading	Arlington_Public_Schools_Calendar_for_2020-2021_FINAL_06_11_2020_first_readupdate.pdf	20-21 School Calendar 6 11 2020

August 2020

M	T	W	TH	F
24	25	26	27	28

September (16 days) 2020

M	T	W	TH	F
	1	T	T	4
H	EE	9	*10	11
14	EE/MS	16	17	18
21	EE	23	*24	25
N	EE	30		

October (21 days) 2020

M	T	W	TH	F
			1	2
5	EE	7	*8	9
H	EE/MS	14	15	16
19	EE	21	*22	23
26	EE	28	29	30

November (17 days) 2020

M	T	W	TH	F
2	T	4	5	6
9	EE	H	*12	13
16	EE/MS/HC	18	*19	20
23	EE/MS	EA*	H	N
30				

December (17 days) 2020

M	T	W	TH	F
	EE	2	3	4
7	EE/MS	9	*10	11
14	EEC	16	*17	18
21	EEC	23	H	H
V	V	V	V	

January (19 days) 2021

M	T	W	TH	F
				H
4	EE	6	7	8
11	EE/MS	13	*14	15
H	EE/MS	20	21	22
25	EE	27	*28	29

EA: Early Release All, 1:00
 EA*: Early Release All, Noon, No Lunch
 EA**: Early Release All Last Day, 11:30
 EE: Early Release Elem Every, Tuesday, 1:00
 EEC: Early Release Elem Conference, 11:15
 EE/MS: Early Release Elem/Middle School, 1:00

MSC: Early Release Gibbs and Ottoson Middle School Conferences, 11:45
 MS: Early Release Gibbs & Ottoson, 1:00
 HC: Early Release HS Conference, 11:45
 H: Federal/State Holiday
 N: No School
 T: Teacher Only PD
 V: Vacation

T = Teachers Only
 September 2 and 3, 2020
 November 3, 2020

First Day for Students:
 Grade 1-12 Tuesday, September 8
 Grade K Tuesday, September 8, Open House
 Preschool Monday, September 14

EE: Early Release Elementary
 Every Tuesday at 1:00, Lunch served

EE/MS Early Release Elem and Middle

Early Release at 1:00, Lunch served

September 15, 2020

October 13, 2020

November 24, 2020

December 8, 2020

January 19, 2021

February 9, 2021

March 9, 2021

April 13, 2021

May 11, 2021

June 8, 2021

Conference Schedule

EEC: Elementary

December 8, 11:15

December 15, 11:15

December 22, 1:00

MSC: Gibbs School and
 Ottoson Middle School

November 12, evening, 6-8

November 17, 11:45

January 12, 11:45

January 14, evening, 6-8

HC: High School

November 17, 11:45

November 19, evening, 6-8

December 3, evening, 6-8

EA*: Early Release All

Early Release All, Noon, No lunch

November 25, 2020

EA**: Early Release All

Early Release All, Last Day of School, 11:30

June 22, 2021

Menotomy Preschool: 8:30-2:30

Elementary School: 8:10-2:30

Gibbs School: 8:30-2:56

Ottoson Middle School: 8:30-2:56

Arlington High School: 8:30-2:56

February (15 days) 2021

M	T	W	TH	F
1	EE	3	4	5
8	EE/MS	10	*11	12
H	V	V	V	V
22	EE	24	*25	26

March (23 days) 2021

M	T	W	TH	F
1	EE	3	4	5
8	EE/MS	10	*11	12
15	EE	17	18	19
22	EE	24	*25	26
29	EE	31		

April (16 days) 2021

M	T	W	TH	F
			1	N
5	EE	7	*8	9
12	EE/MS	14	15	16
H	V	V	V	V
26	EE	28	*29	30

May (20 days) 2021

M	T	W	TH	F
3	EE	5	6	7
10	EE/MS	12	*13	14
17	EE	19	20	21
24	EE	26	*27	28
H				

June (16 days) 2021

M	T	W	TH	F
	EE	2	3	4
7	EE/MS	9	*10	11
14	EE	16	17	18
21	EA**	23	24	25
28	EA**	30		

Kindergarteners Only:

September 8. Open House

Sept 9, 1/2 of Kindergarten class, all day

Sept 10, 1/2 of Kindergarten class, all day

Sept 11, All Kindergarten classes, all day

June 22, All Kindergarten classes, last day of school w/no snow

Grade 1-12

**June 22 is 180th day w/no snow days

**June 29 is 185th day w/5 snow days

**Last day of school, 11:30 Dismissal

No lunch served

Arlington High School Graduation Saturday,
 June 5, 2021, 3:00 pm

*School Committee Thursday, 6:30 p.m.

Arlington Public Schools 2020-2021 School Calendar Religious Observances

Arlington is enriched by the cultural and religious diversity of its community and teaching staff.

The Arlington School Committee publishes this list to inform our community of days in which

students and staff may be participating in observances with their families.

Eid al-Adha	Muslim	Friday, July 31, 2020
Muharram	Muslim	Thursday, August 20, 2020
Labor Day	National	Monday, September 7, 2020
Rosh Hashanah	Jewish	Saturday, September 19, 2020
Yom Kippur	Jewish	Monday, September 28, 2020
First Day of Sukkot	Jewish	Saturday, October 3, 2020
Shmini Atzeret	Jewish	Saturday, October 10, 2020
Simchat Torah	Jewish	Sunday, October 11, 2020
Columbus Day	National	Monday, October 12, 2020
Halloween	Observance	Saturday, October 31, 2020
All Saints' Day	Christian	Sunday, November 1, 2020
All Souls' Day	Christian	Monday, November 2, 2020
Veterans Day	National Holiday	Wednesday, November 11, 2020
Diwali/Deepavali	Observance	Saturday, November 14, 2020
Thanksgiving Day	National Holiday	Thursday, November 26, 2020
Feast of the Immaculate Conception	Christian	Tuesday, December 8, 2020
Chanukah/Hanukkah (first day)	Jewish	Friday, December 11, 2020
Christmas Eve	Observance, Christian	Thursday, December 24, 2020
Christmas	National Holiday	Friday, December 25, 2020
Kwanzaa (until Jan 1)	Observance	Saturday, December 26, 2020
New Year's Eve	Observance	Thursday, December 31, 2020
New Year's Day	National Holiday	Friday, January 1, 2021
Epiphany	Christian	Wednesday, January 6, 2021
Martin Luther King Day	National Holiday	Monday, January 18, 2021
Lunar New Year	Chinese New Year	Friday, February 12, 2021
Presidents' Day	National Holiday	Monday, February 15, 2021
Ash Wednesday	Christian	Wednesday, February 17, 2021
Purim	Jewish	Sunday, March 28, 2021
Passover (first day)	Jewish	Sunday, March 28, 2021
Palm Sunday	Christian	Monday, March 29, 2021
Holy Thursday	Christian	Thursday, April 1, 2021
Good Friday	Christian	Friday, April 2, 2021
Easter Sunday	Observance, Christian	Sunday, April 4, 2021
Ramadan	Muslim	Tuesday, April 13, 2021
Patriot's Day	Observance	Monday, April 19, 2021
Palm Sunday	Orthodox	Sunday, April 25, 2021
Orthodox Good Friday	Orthodox	Friday, April 30, 2021
Easter Sunday	Orthodox	Sunday, May 2, 2021
Eid Al-Fitr	Muslim	Thursday, May 13, 2021
Shavuot	Jewish	Monday, May 17, 2021
Memorial Day	National Holiday	Monday, May 31, 2021

Jewish Holiday begins at sundown the day before




Town of Arlington, Massachusetts

7:45 p.m. FY 21 School Budget for Town Meeting, K. Bodie, M. Mason

Summary:

- Vote approval of FY21 revised School Budget

ATTACHMENTS:

Type	File Name	Description
 Budget Document	Revised_FY21_Budget_Transfer_Summary_and_Motion.pdf	Revised FY 21 Budget (motion)



Arlington Public Schools

*869 Massachusetts Avenue
Arlington, Massachusetts 02476
Telephone: 781-316-3511*

*Michael Mason, Jr.
Chief Financial Officer*

To: School Committee Members
From: Michael Mason, Jr.
Re: Updated FY21 Budget
Date: June 11, 2020

Finance Committee Report

Over the last several weeks, select members of the School Committee, the Superintendent, and Chief Financial Officer have been working with town administration and other members of the Long Range Planning Committee on a plan that would anticipate a reduction of town revenue. The proposed plan resulted in a reduction of 10% of the anticipated increase, which was a reduction of the school budget by \$460,000. This plan was proposed and approved by the Finance Committee on Monday, June 1, 2020. The following figures were provided to the Finance Committee to be included in their report:

Description	FY21 Amount
A - Instructional Services	41,802,198
B - Special Education & Pupil Services	15,378,124
C - Instructional Support	1,935,284
D - Management Services	3,093,131
E - Operations/Maintenance	6,718,896
F - Student OOD Tuition & Transportation	6,642,898
Grand Total	75,570,531

The figures provided to the Finance Committee for their report has always differed from the School Committee budget transfer categories.

Budget Transfer Summary

The budget transfer summary view is the format in which the School Committee votes the budget, and the format in which it also controls the budget. This format breaks the school budget into six major categories, using the following category codes:

1. Elementary
2. Secondary
3. Special Education
4. Curriculum & Instruction
5. Administration*

6. Other (Facilities, IT, and Transportation)

*Administration expenses are districtwide expenditures that include school committee related expenses, legal services for the school committee, administration for curriculum and instruction, payroll, business office, human resources, grants development, and the superintendent office.

The School Committee uses the budget transfer categories as a control mechanism over the budget. This format allows a clear understanding of how the District Budget is allocated among key elements of the Arlington Public Schools. Below is the revised budget transfer summary for the town appropriation based on the adjustments made to the proposed changes to FY21 budget document on page 3:

Spending Category	FY20 Budget	FY21 Original SC Budget	FY21 Revised SC Budget	Change from Prior Budget
Town Appropriation				
Administration	3,011,234	3,093,131	3,093,131	-
Curriculum Instruction	1,828,195	1,935,284	1,935,284	-
Elementary	19,950,637	21,131,347	21,013,847	(117,500)
Other	6,004,734	6,723,896	6,718,896	(5,000)
Secondary	19,594,543	21,048,351	20,788,351	(260,000)
Special Education	21,037,796	22,098,522	22,021,022	(77,500)
Town Appropriation	71,427,139	76,030,531	75,570,531	(460,000)

Motion

1. The school committee moves to accept the revised FY21 town appropriation amount of \$75,570,531 and to vote the revised FY21 school committee budget transfer summary as presented below:

Spending Category	FY20 Budget	FY21 Proposed Budget	Change from Prior Year	% Change
Administration	3,026,905	3,108,802	81,897	2.7%
Curriculum Instruction	2,134,995	2,242,084	107,089	5.0%
Elementary	20,112,637	21,230,866	1,118,229	5.6%
Grants	2,407,800	2,407,800	-	0.0%
Other	6,354,734	7,318,896	964,162	15.2%
Secondary	20,100,936	21,534,194	1,433,258	7.1%
Special Education	23,801,766	24,694,992	893,226	3.8%
Grand Total	77,939,773	82,537,634	4,597,861	5.9%

Proposed Changes in the FY21 Budget

<----- School Committee Original Proposed Budget Additions ----->				Reductions for 10% Reduction in Increase		
Description	FTE	Unit Cost	Amount	Adjusted	Variance	FTE Reduction
Early Childhood Changes for FY21 Budget						
1 Facility and Utilities Expenses for Parmenter	0.0	-	140,000	135,000	(5,000)	0.0
2 Custodian at Parmenter	1.0	40,000	40,000	40,000	-	0.0
Early Childhood Increase	1.0		180,000	175,000	(5,000)	0.0
Elementary Changes for FY21 Budget						
3 Increase Occupational Therapist to Full Time	0.5	65,000	32,500	32,500	-	0.0
4 Elementary Math Coach	0.5	65,000	32,500	32,500	-	0.0
5 Math Interventionst	0.7	65,000	45,500	45,500	-	0.0
6 Assistant Principals	1.0	105,000	105,000	52,500	(52,500)	(0.5)
7 ELL Teacher	1.0	65,000	65,000	65,000	-	0.0
8 Team Chair	0.5	68,180	34,090	34,090	-	0.0
9 Reading Teachers	2.1	65,000	136,500	136,500	-	0.0
Elementary Increase	6.3		451,090	398,590	(52,500)	(0.5)
Middle School Changes for FY21 Budget						
10 Add a Half 7th Grade Learning Community	2.0	65,000	130,000	-	(130,000)	(2.0)
11 Special Education Teacher	1.0	65,000	65,000	65,000	-	0.0
12 Ottoson Spanish Teacher	0.2	65,000	13,000	13,000	-	0.0
13 Ottoson Math Support	0.2	65,000	13,000	13,000	-	0.0
14 Gibbs Math Support	0.2	65,000	13,000	13,000	-	0.0
15 Gibbs Spanish Teacher	0.3	65,000	19,500	19,500	-	0.0
16 Gibbs Physical Education Teacher	0.2	65,000	13,000	13,000	-	0.0
Middle School Increase	4.1		266,500	136,500	(130,000)	(2.0)
High School Changes for FY21 Budget						
17 Teachers and support level staff	2.6	65,000	169,000	104,000	(65,000)	(1.0)
18 Special Education Teacher	1.0	65,000	65,000	65,000	-	0.0
19 ELL Teacher	0.4	65,000	26,000	26,000	-	0.0
High School Increase	4.0		260,000	195,000	(65,000)	(1.0)
Other District Wide Changes for FY21 Budget						
20 Reserve Teaching Positions	3.0	65,000	195,000	65,000	(130,000)	(2.0)
21 SEL Support	1.0	65,000	65,000	65,000	-	0.0
22 Library Media Specialist (Technology)	1.0	65,000	65,000	65,000	-	0.0
23 Physical Therapy Assistant	1.0	40,000	40,000	40,000	-	0.0
24 BCBA	0.5	75,000	37,500	-	(37,500)	(0.5)
25 Bus Driver to transport Special Education Students	1.0	55,000	55,000	55,000	-	0.0
26 Increase BSP's for Special Education Programs	0.0	-	175,000	175,000	-	0.0
27 Increase Utilities Budget (Electricity and Gas)	0.0	-	317,077	317,077	-	0.0
28 Dedicated Art Supplies Budget	0.0	-	44,000	44,000	-	0.0
29 Dedicated Music - Performing Arts Supplies Budget	0.0	-	44,000	44,000	-	0.0
30 Contractual/Salary Increases	0.0	-	2,631,307	2,631,307	-	0.0
31 Instructional Supplies and Other Fixed Costs	0.0	-	60,000	60,000	-	0.0
32 Increase Library Books and Supplies	0.0	-	-	-	-	0.0
33 Reduction of Out of District Tuition	0.0	-	(283,082)	(323,082)	(40,000)	0.0
District Wide Net Increase	7.5		3,445,802	3,238,302	(207,500)	(2.5)
Net Increase for FY21 Budget	22.9		4,603,392	4,143,392	(460,000)	(6.0)



Town of Arlington, Massachusetts

7:55 p.m. Detentions, K. Bodie



Town of Arlington, Massachusetts

8:10 p.m. Covid-19 Funding Resolution, J. Morgan

ATTACHMENTS:

	Type	File Name	Description
▢	Document for Approval	COVID_funding_resolution.pdf	COVID funding resolution

**ARLINGTON SCHOOL COMMITTEE RESOLUTION:
COVID-19 STATE FUNDING**

DATE: June 11, 2020

TO: MA Governor Charlie Baker
MA Secretary of Education James Peyser
MA Commissioner of Education Jeffrey Riley
MA Senate President Karen Spilka
MA House Speaker Robert DeLeo

CC: Cindy Friedman
Sean Garballey
David Rogers

WHEREAS, if schools are to re-open this fall in the midst of the COVID-19 pandemic, it is the responsibility of each school district to do so safely and responsibly; and

WHEREAS, it is the responsibility of the state to ensure that each school district is able to pay for the enormous additional staffing, transportation and material expenses required to do this; and

WHEREAS, the state cannot expect mandatory COVID-19 safety guidelines to be followed without also ensuring that each school district has the funds required to implement these guidelines; therefore, let it be

RESOLVED: that the state must guarantee every school district full reimbursement for whatever COVID-19 expenses are required to follow state mandates.

We must ensure a statewide school re-opening that is safe, responsible and equitable.

THERE CAN BE NO UNFUNDED MANDATES FOR COVID-19.

Respectfully,
Arlington School Committee
Jane Morgan, Chair
Kirsi Allison-Ampe
Liz Exton
Bill Hayner
Len Kardon
Paul Schlichtman
Jeff Thielmam



Town of Arlington, Massachusetts

8:20 p.m. Superintendent's Report, K. Bodie

Summary:

AHS Building Committee update
Kindergarten Enrollment 2020-2021
EDCO update

ATTACHMENTS:

Type	File Name	Description
▢ Report	06092020_Student_Engagement.pdf	Student Engagement May 4 - May 29, 2020
▢ Reference Material	Arlington_Public_Schools_Projected_Enrollment_2020-2021_-_Enrollment_Numbers_-_June_8__2020.pdf	Arlington projected Kindergarten enrollments

Student Participation Rates

Submissions from May 4, through May 29, 2020

Elementary	% Attendance Google Meets	% Work Submitted		
K-2 Total	87%	69%		
3-5 Total	81%	73%		
K-5 Total	84%	71%		
Gibbs	23%	71%		
OMS	28%	72%		
AHS	34%	72%		

Schools	Completed Registrations						Pending Approval					
Name	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Bishop	54						7	1				
Brackett	63	5					2	1	1			
Dallin	58			1			3					
Hardy	63	2	1	1		1	6					
Peirce	59	1	1				3	1				
Stratton	68	1		1			8					
Thompson	76	2					10					
Total	441	11	2	3	0	1	39	3	1	0	0	0
* 39 Grade K Students are in pre-submission (process of being submitted)												
541 Registrations												



Town of Arlington, Massachusetts

8:40 p.m. Summer 2020 School Committee Meetings

Summary:

- Proposing Thursday, July 9, July 23, August 6, and August 20, 2020



Town of Arlington, Massachusetts

8:45 p.m Consent Agenda

Summary:

Approval of Warrant: Warrant Number 20292 Total Warrant Amount \$411,089.69 DATED 6/2/2020

Approval of Minutes: May 14, 2020 and May 28, 2020 School Committee Zoom Meeting Minutes

ATTACHMENTS:

Type	File Name	Description
▣ Warrant	Warrant_#20292____Signature_Sheet.pdf	warrant 20292 Dated 6/2/2020
▣ Minutes	Copy_of_05_14_2020_School_Committee_minutes_5_28_2020.pdf	05 14 2020 SCMPs
▣ Minutes	05_28_2020_school_committee_minutes_edited_6_1_2020.pdf	05 28 2020 SCMPs

APPROVAL OF ACCOUNTS PAYABLE

I / We certify that there is due to the vendors named within this Accounts Payable Warrant the amount set against their respective names, in payment for services performed to date.

Warrant Number	20292	Total Warrant Amount	\$411,089.69
DATED	6/2/2020		

STATEMENT MADE UNDER THE PENALTIES OF PERJURY

DocuSigned by:

Michael P. Masarik

EAAF35097B02481...

Superintendent of Schools / Chief Financial Officer

DocuSigned by:

Jane Morgan

C6FCD9F56143429...

DocuSigned by:

Ken Kardon

256ECC18E2C9465...

School Committee

DocuSigned by:

Jeff Thielman

0E423E2362E54F5...

School Committee

DocuSigned by:

Jennifer Susse

9FAC749CB355496...

DocuSigned by:

William Hayner

A39C22C204E3484...

School Committee

DocuSigned by:

Kirsi Allison-Ampe

5376B955B90542A...

School Committee

05/27/2020 12:06
cshea

TOWN OF ARLINGTON
PRELIMINARY

TOWN OF ARLINGTON

P 1
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DATE: 06/02/2020 WARRANT: 20292 AMOUNT: \$ 411,089.69

PAY TO EACH OF THE PERSONS NAMED IN THE ATTACHED WARRANT THE
SUMS SET AGAINST THEIR RESPECTIVE NAMES, AMOUNTING IN THE
AGGREGATE, AND CHARGE THE SAME TO APPROPRIATIONS OR ACCOUNTS
INDICATED.

TOWN MANAGER

COMPTROLLER

05/27/2020 12:06
P:\csheaf\...TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LIST

CASH ACCOUNT: 0000 104013 VENDOR: 83041150 06/02/2020 WARRANT: 20292 06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
28381 4IMPRINT	1 02016507 83101	2420	00001 205425	INV	06/02/2020	8291411 794.87 794.87 Invoice Net	380061		
				SEC EDUC	PROF TECH	CHECK TOTAL	794.87		-----
32432 AHOLD FINANCIAL SERVIC	1 15127260 84902	3520	00003 11573020	INV	06/02/2020	177453 541.96 541.96 Invoice Net	380135		
				PEIRCE	FOOD SUPPL	CHECK TOTAL	541.96		-----
36077 ALLENKINGSLEY, INC	1 1336770 81112	6200	00000 205722	INV	06/02/2020	1549 420.00 420.00 Invoice Net	380126		
				ADULT ED	INSTRUCT	CHECK TOTAL	420.00		-----
70266 ASCD	1 02156575 87301	2357	00004 205382	INV	06/02/2020	0013642487 49.00 49.00 Invoice Net	380136		
				PROF DEV	HARDY	CHECK TOTAL	49.00		-----
15609 WALKER, INC	1 07506848 83201	9300	00000 201197	INV	06/02/2020	085636 5,076.88 5,076.88 Invoice Net	380417		
15609 WALKER, INC	1 07506848 83201	9300	00000 201198	INV	06/02/2020	085637 5,076.88 5,076.88 Invoice Net	380418		
				CB OOD DAY	TUITION	CHECK TOTAL	10,153.76		-----
22234 THE BOOK RACK	1 02296506 85106	2410	00001 205664	INV	06/02/2020	1045 8,285.20 8,285.20 Invoice Net	380062		
22234 THE BOOK RACK	1 02486745 85106	2410	00001 204167	INV	06/02/2020	1041 144.00 144.00 Invoice Net	380063		
22234 THE BOOK RACK	1 02486745 85106	2410	00001 204881	INV	06/02/2020	1042 357.00 357.00 Invoice Net	380064		
22234 THE BOOK RACK	1 02036507 85103	2415	00001 205311	INV	06/02/2020	1040 325.00 325.00 Invoice Net	380065		
				SEC EDUC	INSTRUCT	CHECK TOTAL	9,111.20		-----
18495 BOSTON HIGASHI SCHOOL	1 02456851 83201	9300	00000 200541	INV	06/02/2020	2004403 19,024.50 19,024.50 Invoice Net	380419		
				OOD RESIDE	TUITION	CHECK TOTAL	19,024.50		-----

05/27/2020 12:06
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PRELIMINARY DETAIL INVOICE LISTP 3
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20292 06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
36763	BROWN-STEINER, BENJAMIN	00000	205771	INV	06/02/2020	CLIMAT CHANGE 5/5-14	380128		
	1 1336770 81112 6200			ADULT ED INSTRUCT		100.00			
				Invoice Net		100.00			
				CHECK TOTAL		100.00			
37968	BUDZINSKI, DANIEL J	00000	204938	INV	06/02/2020	1119	380571		
	1 02636915 85106 2410			CURRICULUM TEXTBOOKS		1,515.00			
				Invoice Net		1,515.00			
				CHECK TOTAL		1,515.00			
70693	CAM OFFICE SERVICES, I	00000	205666	INV	06/02/2020	226680A	380539		
	1 02696925 84201 1410			PAYROLL OFFICE		403.56			
				Invoice Net		403.56			
70693	CAM OFFICE SERVICES, I	00000	205651	INV	06/02/2020	226599A	380572		
	1 02606910 85101 1210			SUPER REPRO SUPP		692.20			
				Invoice Net		692.20			
				CHECK TOTAL		1,095.76			
34159	JAMES M. DONAHER	00001	201235	INV	06/02/2020	4488	380421		
	1 02456857 83101 2330			SPED CONTR PROF TECH		81.36			
				Invoice Net		81.36			
34159	JAMES M. DONAHER	00001	201235	INV	06/02/2020	4503	380422		
	1 02456857 83101 2330			SPED CONTR PROF TECH		101.76			
				Invoice Net		101.76			
				CHECK TOTAL		183.12			
70962	THE COLLEGE BOARD	00020	205711	INV	06/02/2020	EA88769823	380066		
	1 1951 84000			COLLEGE F MISC EXP		400.00			
				Invoice Net		400.00			
				CHECK TOTAL		400.00			
11511	COMMUNITY NEWSPAPER CO.	00000	205710	INV	06/02/2020	CN13877469	380139		
	1 1951 84000			COLLEGE F MISC EXP		291.93			
				Invoice Net		291.93			
				CHECK TOTAL		291.93			
71088	COTTING SCHOOL	00000	201213	INV	06/02/2020	17862	380424		
	1 02456848 83201 9300			TUITION DY TUITION		9,722.50			
				Invoice Net		9,722.50			
71088	COTTING SCHOOL	00000	201214	INV	06/02/2020	17782	380425		
	1 07506848 83201 9300			CB OOD DAY TUITION		22,345.00			
				Invoice Net		22,345.00			
71088	COTTING SCHOOL	00000	201216	INV	06/02/2020	17783	380426		
	1 07506848 83201 9300			CB OOD DAY TUITION		22,345.00			
				Invoice Net		22,345.00			
				CHECK TOTAL		54,412.50			

05/27/2020 12:06
csheaTOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTPage 4
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CASH ACCOUNT: 0000		104013	VENDOR: 8304		WARRANT: 20292		06/02/2020		
VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
18399 DEVEREAUX	1 02456851 83201	9300	00002	200537 INV	06/02/2020	349825APR20	380427		
				OOD RESIDE TUITION		2,486.70			
				Invoice Net		2,486.70			
18399 DEVEREAUX	1 02456851 83201	9300	00002	200538 INV	06/02/2020	340166APR20	380428		
				OOD RESIDE TUITION		4,973.40			
				Invoice Net		4,973.40			
18399 DEVEREAUX	1 02456848 83201	9300	00002	201545 INV	06/02/2020	358055APR20	380429		
				TUITION DY TUITION		4,762.21			
				Invoice Net		4,762.21			
				CHECK TOTAL		12,222.31			
16537 DEVEREAUX, WILLIAM	1 02496554 85201	3200	00000	205757 INV	06/02/2020	099991	380137		
				HEALTH SRV MED SUPPLY		50.00			
				Invoice Net		50.00			
				CHECK TOTAL		50.00			
13769 EASTERN BUS. COMPANY	1 149 8350		00000	204396 INV	06/02/2020	2020365569-1	380068		
				CO-CURRICU OTTOSON CO		450.00			
				Invoice Net		450.00			
				CHECK TOTAL		450.00			
71410 EDCO COLLABORATIVE	1 02636575 87202	2357	00000	201019 INV	06/02/2020	1201829	380070		
				PROF DEV TRAINING		225.00			
				Invoice Net		225.00			
71410 EDCO COLLABORATIVE	1 02636575 87202	2357	00000	201019 INV	06/02/2020	1201830	380071		
				PROF DEV TRAINING		225.00			
				Invoice Net		225.00			
				CHECK TOTAL		450.00			
71410 EDCO COLLABORATIVE	1 02636575 87202	2357	00000	205660 INV	06/02/2020	1201803	380069		
				PROF DEV TRAINING		625.00			
				Invoice Net		625.00			
				CHECK TOTAL		625.00			
37969 EDX INC	1 02016515 85103	2415	00000	204752 INV	06/02/2020	INV1245	380067		
				ENG/LA INSTRUCT		15,000.00			
				Invoice Net		15,000.00			
				CHECK TOTAL		15,000.00			
34229 EI US, LLC	1 02456857 83101	2310	00003	200128 INV	06/02/2020	INV54759	380430		
				SPED CONTR PROF TECH		63.00			
				Invoice Net		63.00			
				CHECK TOTAL		63.00			
25381 GATEHOUSE MEDIA	1 02576900 87301	1110	00005	11665720 INV	06/02/2020	CN13885163	380138		
				SCHOOL COM PROF AFFLI		50.96			
				Invoice Net		50.96			

05/27/2020 12:06

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTP 5
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20292

06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	50.96		-----
30778	JOHN GUILFOIL PUBLIC R	00001	11667020	INV	06/02/2020	2523	380540		
	1 02606910 83101 1210	SUPER	PROF TECH			200.00			
		Invoice Net				200.00			
30778	JOHN GUILFOIL PUBLIC R	00001	11667020	INV	06/02/2020	2583	380541		
	1 02606910 83101 1210	SUPER	PROF TECH			200.00			
		Invoice Net				200.00			
						CHECK TOTAL	400.00		-----
37986	HARRINGTON, MAUREEN	00000	204882	INV	06/02/2020	0063	380420		
	1 09312020 85103 6200	FY20 SP298	INSTRUCT			375.00			
		Invoice Net				375.00			
						CHECK TOTAL	375.00		-----
30631	HIRSCH, KATHLEEN	00000	11658819	INV	06/02/2020	REIM BLDG PEACE	380542		
	1 02636575 87106 2357	PROF DEV	Grad Cours			439.00			
		Invoice Net				439.00			
						CHECK TOTAL	439.00		-----
38212	JAQUITH, DIANE	00000	205662	INV	06/02/2020	CONSULTS & WRKSH	380073		
	1 14120102 83101 2357	ARTISTIC B	CONTRACTED			400.00			
		Invoice Net				400.00			
						CHECK TOTAL	400.00		-----
72233	JUDGE BAKER CHILDREN'S	00000	201221	INV	06/02/2020	APR2002	380431		
	1 07506848 83201 9300	CB OOD DAY	TUITION			9,876.39			
		Invoice Net				9,876.39			
						CHECK TOTAL	9,876.39		-----
32332	KESSENICH, JANET	00000	205721	INV	06/02/2020	WELL-BEING 5/12/20	380127		
	1 1336770 81112 6200	ADULT ED	INSTRUCT			37.50			
		Invoice Net				37.50			
						CHECK TOTAL	37.50		-----
72363	LABBB COLLABORATIVE	00000	200582	INV	06/02/2020	0420L27656	380432		
	1 02456848 83201 9400	TUITION DY	TUITION			4,790.40			
		Invoice Net				4,790.40			
72363	LABBB COLLABORATIVE	00000	200583	INV	06/02/2020	0420V37656	380433		
	1 02456848 83201 9400	TUITION DY	TUITION			4,246.40			
		Invoice Net				4,246.40			
72363	LABBB COLLABORATIVE	00000	200584	INV	06/02/2020	0420L15648	380434		
	1 02456848 83201 9400	TUITION DY	TUITION			4,790.40			
		Invoice Net				4,790.40			
72363	LABBB COLLABORATIVE	00000	200585	INV	06/02/2020	0420V85645	380435		
	1 02456848 83201 9400	TUITION DY	TUITION			4,246.40			
		Invoice Net				4,246.40			

05/27/2020 12:06
csheaTOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTP 6
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CASH ACCOUNT: 0000 104013

VENDOR 8304

WARRANT: 20292 06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72363	LABBB COLLABORATIVE	00000	200586	INV	06/02/2020	0420BI8849r	380436		
	1 02456848 83201 9400			TUITION DY	TUITION	4,411.68			
				Invoice Net		4,411.68			
72363	LABBB COLLABORATIVE	00000	200587	INV	06/02/2020	0420V88420	380438		
	1 02456848 83201 9400			TUITION DY	TUITION	4,246.40			
				Invoice Net		4,246.40			
72363	LABBB COLLABORATIVE	00000	200588	INV	06/02/2020	0420L25229	380439		
	1 02456848 83201 9400			TUITION DY	TUITION	4,790.40			
				Invoice Net		4,790.40			
72363	LABBB COLLABORATIVE	00000	200589	INV	06/02/2020	0420V62810	380440		
	1 02456848 83201 9400			TUITION DY	TUITION	4,511.80			
				Invoice Net		4,511.80			
72363	LABBB COLLABORATIVE	00000	200590	INV	06/02/2020	0420L55661	380441		
	1 02456848 83201 9400			TUITION DY	TUITION	4,790.40			
				Invoice Net		4,790.40			
72363	LABBB COLLABORATIVE	00000	200591	INV	06/02/2020	0420V67483	380445		
	1 02456848 83201 9400			TUITION DY	TUITION	4,246.40			
				Invoice Net		4,246.40			
72363	LABBB COLLABORATIVE	00000	200592	INV	06/02/2020	0420V29617	380447		
	1 02456848 83201 9400			TUITION DY	TUITION	4,511.80			
				Invoice Net		4,511.80			
72363	LABBB COLLABORATIVE	00000	200593	INV	06/02/2020	0420BI3583	380448		
	1 02456848 83201 9400			TUITION DY	TUITION	4,411.68			
				Invoice Net		4,411.68			
72363	LABBB COLLABORATIVE	00000	200594	INV	06/02/2020	0420L33458	380450		
	1 02456848 83201 9400			TUITION DY	TUITION	4,790.40			
				Invoice Net		4,790.40			
72363	LABBB COLLABORATIVE	00000	200595	INV	06/02/2020	0420L15003	380451		
	1 02456848 83201 9400			TUITION DY	TUITION	5,089.80			
				Invoice Net		5,089.80			
72363	LABBB COLLABORATIVE	00000	200597	INV	06/02/2020	0420BI4820	380453		
	1 02456848 83201 9400			TUITION DY	TUITION	4,411.68			
				Invoice Net		4,411.68			
72363	LABBB COLLABORATIVE	00000	200599	INV	06/02/2020	0420V99896	380455		
	1 02456848 83201 9400			TUITION DY	TUITION	4,246.40			
				Invoice Net		4,246.40			
72363	LABBB COLLABORATIVE	00000	200881	INV	06/02/2020	300215	380457		
	1 02816980 83301 3300			SPEED/REIMB	TRANS	24,921.24			
				Invoice Net		24,921.24			
72363	LABBB COLLABORATIVE	00000	201222	INV	06/02/2020	0420L05580	380459		
	1 02456848 83201 9400			TUITION DY	TUITION	4,790.40			
				Invoice Net		4,790.40			
72363	LABBB COLLABORATIVE	00000	201223	INV	06/02/2020	0420MI8432	380461		
	1 02456848 83201 9400			TUITION DY	TUITION	4,246.40			
				Invoice Net		4,246.40			
72363	LABBB COLLABORATIVE	00000	201380	INV	06/02/2020	0420L07202r	380463		
	1 02456848 83201 9400			TUITION DY	TUITION	4,790.40			
				Invoice Net		4,790.40			

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTP 7
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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20292

06/02/2020

VENDOR	G/L ACCOUNTS	R	PO#	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
72363	LABBB COLLABORATIVE	00000	201380	INV	06/02/2020	0420AD10072		380464	
	1 02456848 83201 9400			TUITION DY TUITION		3,600.00			
				Invoice Net		3,600.00			
72363	LABBB COLLABORATIVE	00000	201381	INV	06/02/2020	0420V84580		380467	
	1 02456848 83201 9400			TUITION DY TUITION		4,246.40			
				Invoice Net		4,246.40			
72363	LABBB COLLABORATIVE	00000	201760	INV	06/02/2020	0420HS10358		380469	
	1 02456821 83101 2320			SPED/CLINI PROF TECH		237.50			
				Invoice Net		237.50			
72363	LABBB COLLABORATIVE	00000	201763	INV	06/02/2020	0420HS10482		380471	
	1 02456821 83101 2320			SPED/CLINI PROF TECH		190.00			
				Invoice Net		190.00			
72363	LABBB COLLABORATIVE	00000	202870	INV	06/02/2020	JanMar20TAA		380472	
	1 02456815 83101 2320			SPED/CONS SPED TRANS		1,540.00			
				Invoice Net		1,540.00			
72363	LABBB COLLABORATIVE	00000	203786	INV	06/02/2020	0420HS10252		380473	
	1 02456821 83101 2320			SPED/CLINI PROF TECH		47.50			
				Invoice Net		47.50			
72363	LABBB COLLABORATIVE	00000	204217	INV	06/02/2020	0420L41923		380474	
	1 02456848 83201 9400			TUITION DY TUITION		4,790.40			
				Invoice Net		4,790.40			
				CHECK TOTAL		125,932.68			
19990	LATHAM CENTERS, INC	00000	200544	INV	06/02/2020	040316		380476	
	1 02456851 83201 9300			OOD RESIDE TUITION		20,053.80			
				Invoice Net		20,053.80			
				CHECK TOTAL		20,053.80			
17168	LEARNING RESOURCES NET	00000	205720	INV	06/02/2020	14989		380503	
	1 1336765 87301 6200			GEN ADMIN DUES MEMBE		395.00			
				Invoice Net		395.00			
				CHECK TOTAL		395.00			
36124	LENOIR, DAVID A	00000	205770	INV	06/02/2020	HOME DOWNSIZING 5/12		380129	
	1 1336770 81112 6200			ADULT ED INSTRUCT		37.50			
				Invoice Net		37.50			
				CHECK TOTAL		37.50			
38232	LILLEY, KAREN S	00000		INV	06/02/2020	10056101		380130	
	1 1336770 7290 6200			ADULT ED COMMED		105.00			
				Invoice Net		105.00			
				CHECK TOTAL		105.00			
37895	LOOS, SAMANTHA LOUISE	00000	205773	INV	06/02/2020	KNIFE SKILLS 5/11-13		380131	
	1 1336770 81112 6200			ADULT ED INSTRUCT		110.00			
	2 1336770 85103 6200			ADULT ED INSTRUCT		120.00			
				Invoice Net		120.00			

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TOWN OF ARLINGTON
PRELIMINARY DETAIL INVOICE LISTP 8
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CASH ACCOUNT: 0000 104013 VENDOR: 8304 WARRANT: 20292 06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	120.00		-----
72813 MCLEAN HOSPITAL		00001	201226	INV	06/02/2020	IN01545846	380477		
1 07506848 83201	9300	CB OOD DAY	TUITION			6,256.34			
		Invoice Net				6,256.34			
72813 MCLEAN HOSPITAL		00001	204693	INV	06/02/2020	IN01545847	380478		
1 02456848 83201	9300	TUITION DY	TUITION			3,128.17			
		Invoice Net				3,128.17			
72813 MCLEAN HOSPITAL		00001	201227	INV	06/02/2020	IN01545848	380479		
1 07506848 83201	9300	CB OOD DAY	TUITION			6,256.34			
		Invoice Net				6,256.34			
						CHECK TOTAL	15,640.85		-----
15684 MELMARK NEW ENGLAND		00001	200535	INV	06/02/2020	0030393-IN	380481		
1 02456845 83201	9300	OOD/AIDE	TUITION			1,944.00			
2 02456851 83201	9300	OOD RESIDE	TUITION			11,326.20			
		Invoice Net				13,270.20			
						CHECK TOTAL	13,270.20		-----
38233 MILEY, ANNE		00000		INV	06/02/2020	10043919	380132		
1 1336770 7290	6200	ADULT ED	COMM ED			61.00			
		Invoice Net				61.00			
						CHECK TOTAL	61.00		-----
35360 MURPHY, LAUREN		00000	205665	INV	06/02/2020	SCHOLARSHIP -LM	380074		
1 704 5299		PRINCIPALS	MISC EXP			500.00			
		Invoice Net				500.00			
						CHECK TOTAL	500.00		-----
73050 NASCO		00002	200620	INV	06/02/2020	825044	380076		
1 02016518 85103	2415	FAM/CONS S	INSTRUCT			1,688.91			
		Invoice Net				1,688.91			
73050 NASCO		00002	200620	INV	06/02/2020	826188	380077		
1 02016518 85103	2415	FAM/CONS S	INSTRUCT			1,262.98			
		Invoice Net				1,262.98			
						CHECK TOTAL	2,951.89		-----
20455 NASHOBA LEARNING GROUP		00000	201200	INV	06/02/2020	018802	380482		
1 07506848 83201	9300	CB OOD DAY	TUITION			4,892.50			
		Invoice Net				4,892.50			
20455 NASHOBA LEARNING GROUP		00000	201200	INV	06/02/2020	018988	380483		
1 07506848 83201	9300	CB OOD DAY	TUITION			4,892.50			
		Invoice Net				4,892.50			
						CHECK TOTAL	9,785.00		-----
15689 PAR, INC.		00001	205530	INV	06/02/2020	5783B-1	380499		
1 02456836 85102	2800	PSYCHOLOGI	TESTING			570.00			
		Invoice Net				570.00			

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PRELIMINARY DETAIL INVOICE LISTP
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CASH ACCOUNT: 0000 104013

VENDOR: 8304

WARRANT: 20292

06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	570.00		
26067	NCS PEARSON, INC	00001	205531	INV	06/02/2020	9387742	380484		
	1 02456836 85102 2800			PSYCHOLOGI	TESTING	620.00			
				Invoice Net		620.00			
						CHECK TOTAL	620.00		
73402	J. W. PEPPER & SON, IN	00000	205457	INV	06/02/2020	328924365	380072		
	1 02036539 85103 2415			MUSIC	INSTRUCT	232.99			
				Invoice Net		232.99			
						CHECK TOTAL	232.99		
73408	PERKINS SCHOOL FOR THE	00000	201228	INV	06/02/2020	078149	380487		
	1 07506848 83201 9300			CB OOD DAY	TUITION	11,858.69			
				Invoice Net		11,858.69			
73408	PERKINS SCHOOL FOR THE	00000	201229	INV	06/02/2020	078153	380489		
	1 07506848 83201 9300			CB OOD DAY	TUITION	9,705.30			
				Invoice Net		9,705.30			
						CHECK TOTAL	21,563.99		
20148	DOCTOR FRANKLIN PERKIN	00000	201366	INV	06/02/2020	IVC076215	380485		
	1 07506848 83201 9300			CB OOD DAY	TUITION	6,207.90			
				Invoice Net		6,207.90			
						CHECK TOTAL	6,207.90		
38213	PSYCHOLOGY TOOLS LTD	00000	205654	INV	06/02/2020	INV-0237	380490		
	1 02456833 85103 2415			SPED/MIDDL	INSTRUCT	299.00			
				Invoice Net		299.00			
						CHECK TOTAL	299.00		
29838	MARTICORENA-QUEVEDO, K	00000	11681920	INV	06/02/2020	REIMB. TEACHING WL	380140		
	1 02636575 87106 2357			PROF DEV	Grad Cours	858.00			
				Invoice Net		858.00			
						CHECK TOTAL	858.00		
33041	THE ROLA CORPORATION	00000	205605	INV	06/02/2020	WEEK OF MAY 11, 2020	380133		
	1 1336780 81112 3520			KIDZONE	INSTRUCTION	210.00			
				Invoice Net		210.00			
33041	THE ROLA CORPORATION	00000	205605	INV	06/02/2020	WEEK OF MAY 18, 2020	380134		
	1 1336780 81112 3520			KIDZONE	INSTRUCTION	210.00			
				Invoice Net		210.00			
						CHECK TOTAL	420.00		
72228	JOSTENS	00001	200616	INV	06/02/2020	24289793	380075		
	1 02016507 85803 3520			SEC EDUC	GRAD SERV	1,881.39			
				Invoice Net		1,881.39			
						CHECK TOTAL	1,881.39		

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TOWN OF ARLINGTON

PRELIMINARY DETAIL INVOICE LIST

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CASH ACCOUNT: 0000

104013

VENDOR 8304

WARRANT: 20292

06/02/2020

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
29370	SCHOOL SPECIALTY, INC.	00006	65037520	INV	06/02/2020	208124657830	380059		
	102096506 85103 2415	ELEM EDUC	INSTRUCT			1,411.12			
		Invoice Net				1,411.12			
29370	SCHOOL SPECIALTY, INC.	00006	65041620	INV	06/02/2020	308103521755	380178		
	102186506 84201 2430	ELEM EDUC	OFFICE			959.00			
		Invoice Net				959.00			
		CHECK TOTAL				2,370.12			
28807	SEVEN HILLS PEDIATRIC	00001	201210	INV	06/02/2020	09-147144	380491		
	107506848 83201 9300	CB OOD DAY	TUITION			4,192.23			
		Invoice Net				4,192.23			
28807	SEVEN HILLS PEDIATRIC	00001	201211	INV	06/02/2020	09-147145	380493		
	107506848 83201 9300	CB OOD DAY	TUITION			4,192.23			
		Invoice Net				4,192.23			
		CHECK TOTAL				8,384.46			
74061	STONEMAN CHANDLER & MI	00000	200883	INV	06/02/2020	ARLING 9000-48788	380543		
	102456866 83102 1430	LEGAL SPED	LEGAL SERV			9,935.40			
		Invoice Net				9,935.40			
74061	STONEMAN CHANDLER & MI	00000	200883	INV	06/02/2020	ARLING 3-48792	380544		
	102456866 83102 1430	LEGAL SPED	LEGAL SERV			5,779.10			
		Invoice Net				5,779.10			
74061	STONEMAN CHANDLER & MI	00000	200883	INV	06/02/2020	ARLING 9000-49022	380546		
	102456866 83102 1430	LEGAL SPED	LEGAL SERV			7,429.00			
		Invoice Net				7,429.00			
		CHECK TOTAL				23,143.50			
74094	SUPER DUPER INC	00000	205534	INV	06/02/2020	2521996A	380494		
	102456818 85103 2415	SPED/DEAF	INSTRUCT			198.65			
		Invoice Net				198.65			
		CHECK TOTAL				198.65			
20728	TRICON SPORTS	00001	205232	INV	06/02/2020	24278	380078		
	102026645 85104 3510	ATH/G/SOFT	ATHL SUPPL			549.00			
		Invoice Net				549.00			
		CHECK TOTAL				549.00			
37152	TSA CONSULTING GROUP I	00000	200025	INV	06/02/2020	52284	380141		
	102636935 81730 5100	HUMAN RES/	PENSIONS			343.10			
		Invoice Net				343.10			
		CHECK TOTAL				343.10			
34776	VALERIO DOMINELLO & HI	00000	201236	INV	06/02/2020	27	380547		
	102606905 83102 1430	LEGAL SCOM	LEGAL SERV			987.00			
		Invoice Net				987.00			
34776	VALERIO DOMINELLO & HI	00000	201236	INV	06/02/2020	28	380548		
	102606905 83102 1430	LEGAL SCOM	LEGAL SERV			211.50			
		Invoice Net				211.50			

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PRELIMINARY DETAIL INVOICE LISTP 11
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CASH ACCOUNT: 0000 104013 VENDOR: 8304 WARRANT: 20292 06/02/2020

VENDOR	G/L ACCOUNTS	R	PO#	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
						CHECK TOTAL	1,198.50		
27119 VALLEY COLLABORATIVE	00000 200873 INV 06/02/2020					2009026	380495		
1 02456848 83201 9400	TUITION DY TUITION					3,956.00			
	Invoice Net					3,956.00			
						CHECK TOTAL	3,956.00		
13181 W. B. MASON CO INC	00001 204739 INV 06/02/2020					208285245	380079		
1 02216506 85101 2430	ELEM EDUC REPRO SUPP					1,199.60			
	Invoice Net					1,199.60			
13181 W. B. MASON CO INC	00001 205314 INV 06/02/2020					210196602	380142		
1 02056507 85103 2415	GIBBS TEMP INSTRUCT					146.25			
	Invoice Net					146.25			
13181 W. B. MASON CO INC	00001 205640 INV 06/02/2020					210297178	380143		
1 02056507 84201 2430	GIBBS TEMP OFFICE					386.94			
	Invoice Net					386.94			
13181 W. B. MASON CO INC	00001 205545 INV 06/02/2020					210229139	380144		
1 02246506 85101 2430	ELEM EDUC REPRO SUPP					1,236.00			
	Invoice Net					1,236.00			
13181 W. B. MASON CO INC	00001 205663 INV 06/02/2020					210342262	380179		
1 1322020 84201 2430	METCO GRNT OFFICE					55.67			
	Invoice Net					55.67			
13181 W. B. MASON CO INC	00001 205650 INV 06/02/2020					210297380	380181		
1 02096506 85101 2430	ELEM EDUC REPRO SUPP					1,199.60			
	Invoice Net					1,199.60			
13181 W. B. MASON CO INC	00001 200320 INV 06/02/2020					210042909	380496		
1 02456806 84201 2430	SPED ADM M OFFICE					708.65			
	Invoice Net					708.65			
13181 W. B. MASON CO INC	00001 205536 INV 06/02/2020					210176253	380549		
1 02366557 84201 2430	WELLNES/HS OFFICE					58.73			
	Invoice Net					58.73			
13181 W. B. MASON CO INC	00001 205543 INV 06/02/2020					210205001	380550		
1 02156506 85101 2430	ELEM EDUC REPRO SUPP					410.40			
	Invoice Net					410.40			
13181 W. B. MASON CO INC	00001 204957 INV 06/02/2020					208758987	380573		
1 02056507 84201 2430	GIBBS TEMP OFFICE					352.92			
2 02056507 85103 2415	GIBBS TEMP INSTRUCT					27.61			
	Invoice Net					380.53			
13181 W. B. MASON CO INC	00001 204957 INV 06/02/2020					208804728	380574		
1 02056507 84201 2430	GIBBS TEMP OFFICE					223.08			
	Invoice Net					223.08			
						CHECK TOTAL	6,005.45		
14390 WAYSIDE YOUTH & FAMILY	00000 201196 INV 06/02/2020					APR 14 APR 30/2020	380497		
1 07506848 83201 9300	CB OOD DAY TUITION					4,494.46			
	Invoice Net					4,494.46			
						CHECK TOTAL	4,494.46		

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PRELIMINARY DETAIL INVOICE LISTP 12
apwarrnt

CASH ACCOUNT: 0000, 104013 VENDOR 8304 WARRANT: 20292 06/02/2020

VENDOR	PO	TYPE	DUE DATE	INVOICE/AMOUNT	DOCUMENT	VOUCHER	CHECK
36772 WELS, ANNA E-J	00000	205772	INV 06/02/2020	RAISING CHICKENS 5/5	380125		
1336770 81112 6200	ADULT ED	INSTRUCT		37.50			
	Invoice Net			37.50			
	CHECK TOTAL			37.50			
33803 WOODWIND & BRASSWIND, I	00001	205616	INV 06/02/2020	ARINV53484998	380180		
102546755 85103 2415	VISUAL/PER	INSTRUCT		370.00			
	Invoice Net			370.00			
	CHECK TOTAL			370.00			
=====							
120 INVOICES				WARRANT TOTAL	411,089.69	411,089.69	
				CASH ACCOUNT BALANCE	-23,728,163.61		
=====							

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PRELIMINARY WARRANT SUMMARYTOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARYP 13
apwarrnt

WARRANT: 20292 06/02/2020

FUND	ORG	ACCOUNT	AMOUNT	AVLB BUDGET
0200	02016507	SECONDARY EDUCATIO	0200-3-01-6507-01-10-5-02-83101-2420	PROFESSIONAL TECH SERV 794.87
0200	02016507	SECONDARY EDUCATIO	0200-3-01-6507-01-10-5-02-85803-3520	GRADUATION SERVICE CER 1,881.39
0200	02016515	ENGLISH/LANGUAGE A	0200-3-01-6515-01-10-5-01-85103-2415	INSTRUCTIONAL MATERIAL 15,000.00
0200	02016518	FAMILY/CONSUMER SC	0200-3-01-6518-01-10-5-01-85103-2415	INSTRUCTIONAL MATERIAL 2,951.89
0200	02026645	ATHLETICS/GIRLS SO	0200-3-02-6645-01-24-5-00-85104-3510	ATHLETIC SUPPLIES 549.00
0200	02036507	SECONDARY EDUCATIO	0200-3-03-6507-03-01-4-01-85103-2415	INSTRUCTIONAL MATERIAL 325.00
0200	02036539	MUSIC	0200-3-03-6539-03-01-4-00-85103-2415	INSTRUCTIONAL MATERIAL 232.99
0200	02056507	GIBBS - TEMP SALAR	0200-3-3520-6507-05-01-4-01-84201-2430	OFFICE SUPPLIES 962.94
0200	02056507	GIBBS - TEMP SALAR	0200-3-3520-6507-05-01-4-01-85103-2415	INSTRUCTIONAL MATERIAL 173.86
0200	02096506	ELEMENTARY EDUCATI	0200-3-09-6506-09-01-3-00-85101-2430	REPRO PAPER TONER SUPP 1,199.60
0200	02096506	ELEMENTARY EDUCATI	0200-3-09-6506-09-01-3-00-85103-2415	INSTRUCTIONAL MATERIAL 1,411.12
0200	02156506	ELEMENTARY EDUCATI	0200-3-15-6506-15-01-3-00-85101-2430	REPRO PAPER TONER SUPP 410.40
0200	02156575	PROFESSIONAL DEVEL	0200-3-15-6575-15-07-3-00-87301-2357	HARDY PROFESSIONAL MEM 49.00
0200	02186506	ELEMENTARY EDUCATI	0200-3-18-6506-18-01-3-00-84201-2430	OFFICE SUPPLIES 959.00
0200	02216506	ELEMENTARY EDUCATI	0200-3-21-6506-21-01-3-00-85101-2430	REPRO PAPER TONER SUPP 1,199.60
0200	02246506	ELEMENTARY EDUCATI	0200-3-24-6506-24-01-3-00-85101-2430	REPRO PAPER TONER SUPP 1,236.00
0200	02296506	ELEMENTARY EDUCATI	0200-3-29-6506-29-01-3-03-85106-2410	TEXTBOOKS BOOKS PERIOD 8,285.20
0200	02366557	HEALTH/WEALTH/HS	0200-3-36-6557-01-67-5-00-84201-2430	OFFICE SUPPLIES 58.73
0200	02456806	SPED ADM MGMT SERV	0200-3-45-6806-01-02-9-00-84201-2430	OFFICE SUPPLIES 708.65
0200	02456815	SPED/CONSULT/COACH	0200-3-45-6815-36-23-9-00-83101-2320	SPED TRANSISTIONAL SER 1,540.00
0200	02456818	SPED/TEACHER/DEAF	0200-3-45-6818-36-02-9-00-85103-2415	INSTRUCTIONAL MATERIAL 198.65
0200	02456821	SPED/CLINICAL SUPE	0200-3-45-6821-36-02-9-00-83101-2320	PROFESSIONAL TECH SERV 475.00
0200	02456833	SPED/MIDDLE SCH/WO	0200-3-45-6833-03-02-4-00-85103-2415	INSTRUCTIONAL MATERIAL 299.00
0200	02456836	PSYCHOLOGISTS	0200-3-45-6836-01-02-9-00-85102-2800	TESTING MATERIALS 1,190.00
0200	02456845	OUT-OF-DISTRICT/ON	0200-3-45-6845-36-02-9-00-83201-9300	OOD/ONE-ON-ONE AIDE 1,944.00
0200	02456848	OUT OF DISTRICT TU	0200-3-45-6848-45-02-9-05-83201-9300	OUT OF DISTRICT/DAY TU 17,612.88
0200	02456848	OUT OF DISTRICT TU	0200-3-45-6848-45-02-9-05-83201-9400	SPED LABB TUITION 102,952.44
0200	02456851	OUT OF DISTRICT RE	0200-3-45-6851-36-23-9-00-83201-9300	TUITION OTHER SCHOOLS 57,864.60
0200	02456857	SPED CONTRACTED SE	0200-3-45-6857-45-02-9-05-83101-2310	PROFESSIONAL TECH SERV 163.00
0200	02456857	SPED CONTRACTED SE	0200-3-45-6857-45-02-9-05-83101-2330	PROFESSIONAL TECH SERV 183.12
0200	02456866	LEGAL SERVICES SPE	0200-3-45-6866-45-23-9-07-83102-1430	SPED LEGAL SERVICES 23,143.50
0200	02486745	C&I SOCIAL STUDIES	0200-3-48-6745-01-10-9-00-85106-2410	TEXTBOOKS BOOKS PERIOD 501.00
0200	02496554	HEALTH SERVICES/NU	0200-3-49-6554-01-10-9-00-85201-3200	MEDICAL SURGICAL SUPPL 150.00
0200	02546755	VISUAL/PERF ARTS S	0200-3-54-6755-01-31-9-00-85103-2415	INSTRUCTIONAL MATERIAL 370.00
0200	02576900	SCHOOL COMMITTEE	0200-3-57-6900-01-27-9-00-87301-1110	PROFESSIONAL AFFILIATION 50.96
0200	02606905	LEGAL SERVICE SCHO	0200-3-60-6905-42-29-9-07-83102-1430	SCH COMM/LEGAL SERVICE 1,198.50
0200	02606910	SUPERINTENDENT	0200-3-60-6910-01-29-9-00-83101-1210	PROFESSIONAL TECH SERV 400.00
0200	02606910	SUPERINTENDENT	0200-3-60-6910-01-29-9-00-85101-1210	REPRO PAPER TONER SUPP 692.20
0200	02636575	PROF DEV/ASSISTANT	0200-3-63-6575-34-09-9-00-87106-2357	Graduate Course Reimb 1,297.00
0200	02636575	PROF DEV/ASSISTANT	0200-3-63-6575-34-09-9-00-87202-2357	TRAINING EDUC CONF & AG 1,075.00
0200	02636915	ASSISTANT SUPER OF	0200-3-63-6915-34-09-9-00-85106-2410	TEXTBOOKS BOOKS PERIOD 1,515.00
0200	02636935	HUMAN RESOURCES/PR	0200-3-63-6935-34-09-9-00-81730-5100	PENSIONS 343.10
0200	02696925	PAYROLL	0200-3-69-6925-01-64-9-00-84201-1410	OFFICE SUPPLIES 403.56
0200	02816980	SPED/MILEAGE REIMB	0200-3-81-6980-36-02-9-00-83301-3300	CONTRACTED TRANSPORTAT 124,921.24

CASH ACCOUNT 0000 104013	BALANCE 423,728,716.61	FUND TOTAL 278,672.99	
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05/27/2020 12:06
P. SheaTOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARYP 14
apwarrnt

WARRANT: 20292 06/02/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET	
0750 07506848 CB OOD DAY NON PUB	0750-3-45-6848-45+2-9-NM-83201-9300	CD OOD DAY NON PUBLIC	127,668.64	2,071,399.45
		FUND TOTAL	127,668.64	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
0931 09312020 FY20 EARLY CHILDHO	0931-3-2300-2020-45-23-9-NM-85103 -6200	INSTRUCTIONAL MATERIAL	375.00	5,612.82
		FUND TOTAL	375.00	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1320 1322020 METCO GRANT	1320-3-2300-2020-45-13-9-NM-84201 -2430	OFFICE SUPPLIES	55.67	201.03
		FUND TOTAL	55.67	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1330 1336765 COMM ED GENERAL AD	1330-3-2731-6765-01-40-7-NM-87301 -6200	DUES & MEMBERSHIP	395.00	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-7290 -6200	TUITION	166.00	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-81112 -6200	INSTRUCTIONAL SALARIES	732.50	.00
1330 1336770 COMM ED ADULT EDUC	1330-3-2731-6770-01-40-7-NM-85103 -6200	INSTRUCTIONAL SUPPLIES	20.00	.00
1330 1336780 COMMUNITY ED KIDZO	1330-3-2731-6780-01-40-7-NM-81112 -3520	INSTRUCTIONAL SALARIES	420.00	.00
		FUND TOTAL	1,733.50	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1410 14120102 TEACHING ARTISTIC	1410-3-49-6557-44-49-0-NM-83101 -2357	CONTRACTED SERVICES	400.00	6,090.00
		FUND TOTAL	400.00	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1490 149 OTTOSON CO-CURRICU	1490-3-2735-OR-03-57-4-NM-8350 -	OTTOSON CO-CURR FEES	450.00	105,898.29
		FUND TOTAL	450.00	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1512 15127260 PEIRCE EXTENDED DA	1512-3-18-0297-18-9-0-82-84902 -3520	FOOD SUPPLIES PEIRCE	541.96	.00
		FUND TOTAL	541.96	
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61			
1950 1951 COLLEGE FAIR	1950-3-1000-OR-69-10-0-NM-84000 -	MISC EXPENSES	691.93	5,239.33
		FUND TOTAL	691.93	

05/27/2020 12:06
csheaTOWN OF ARLINGTON
PRELIMINARY WARRANT SUMMARYTOWN OF ARLINGTON
FISCAL YEAR 2020-2021P 15
apwarrnt

WARRANT: 20292 06/02/2020

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61		
7040 704	PRINCIPAL'S SCHOLA 7040-0-0000-TF -00-00-0NM-5299	MISC EXPENDITURE	500.00 -483.22
		FUND TOTAL	500.00
CASH ACCOUNT 0000 104013	BALANCE -23,728,163.61		
WARRANT SUMMARY TOTAL		411,089.69	
GRAND TOTAL		411,089.69	

** END OF REPORT - Generated by Colleen Shea **

Arlington School Committee
School Committee Regular Meeting
Thursday, May 14, 2020 6:30 PM

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Present: Mr. Len Kardon, Chair, Ms. Jane Morgan, Vice chair, Mr. Paul Schlichtman, Secretary, Ms. Jennifer Susse, Dr. Allison-Ampe, Mr. Bill Hayner, Mr. Jeff Thielman

Kathleen Bodie, Ed.D. Superintendent, Roderick MacNeal, Jr. Assistant Superintendent, Michael Mason, CFO, Rob Spiegel, Human Resource Director, Alison Elmer, Director of Special Education, Marion Nolan AEA and Karen Fitzgerald, Administrative Assistant.

Open Meeting

Mr. Kardon chair, confirmed the School Committee meeting was being held remotely on Thursday, May 14, 2020 read the Mass.Gov rules and started the meeting at 6:34 p.m. Mr. Kardon conducted a roll call to confirm the presence of members.

Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 5:00 p.m. Thursday, May 14.

The committee received two comments, one Michael Brown who is attending the zoom meeting tonight and read his email. The other email received from Alexandra Martinez and Burmi read by Mr. Kardon.

To the School Committee: I thought there might be opportunities to enhance students' learning during Covid19 remote learning, and possibly after, by using the skills of Arlington residents who, like me, have the skills and experience to help students with their work. I don't know if the School committee or the teachers or administrators would be open to this, and it would of course require some vetting of those who might want to volunteer, just as I had to be vetted when I went on School trips when my child was in the APS. Michael Jacoby Brown, TMM, Pct. 17, former PTO President, Ottoson Middle School

Next 30 days is a critical period to develop, test, and solidify education delivery methodologies that will work for children first, and then their parents and teachers.

We must be prepared to return to home-based schooling during the next academic year, as risk of localized outbreaks is very material.

There are really two teaching approaches and variations of thereof that will likely apply: **a)** some form of in-person, at-school teaching with social distancing elements (can't be tested now) and **b)** partial or full return to home (can and should be figured out now).

So far, we do not see the approaches being done working for at least a large contingent of parents and what is being implemented does not address their needs and reality.

2) Parents and other key stakeholders need a dashboard that shows what key priorities APS is working on in light of the circumstances, who is responsible for each stream, goals and deliverables, timelines / deadlines to accomplish, and measurements of success that those individuals will be measured by and held accountable for.

If there are no responsible individuals and other drivers such as goals and measurements, deadlines, etc., there won't be accountability for getting things done, done with properly quality and within deadlines.

As parents, we are virtually in the dark, not knowing what is going on, why, and what goals and measurements APS is working toward.

This is what's in part driving the frustration and severe concerns that we will not be prepared in the fall. "We are working and waiting for guidance from the state" that's proven slow to act will result in parents reaching their limit in the fall, if we face another stay-at-home period. We need more accountability and explicit / quantifiable measurements and reporting of progress. This is the only way we as a school district will be successful.

3) Inequity is brought up as one of key reasons for why we don't see more live teaching and other more active and effective remote teaching.

This was repeated on yesterday's call for elementary school children's parents. We are past the two month mark of the lock-down, and these issues are still not addressed.

There are examples of other school systems with a much greater percentage of disadvantaged, often minority families that have been able to tackle this problem within a much shorter period of time.

It would be great to get reports / stats on key areas of inequity APS is working to reduce (definitions of those areas), weekly progress that's been made to reduce them / trend line of reduction, reduction in deficiencies / shortages, timeline / goals for resolving them.

I reached out to Roderick MacNeal but am not sure if he is the right person to obtain this information from.

Who will it be and how can we review this data?

4) Lastly, there are examples of other school systems that have tested the approach of live teaching via video where a teacher kicks off the day with a video call, outlines assignments, and asks / answers questions. All this takes very little time. Then teachers are available during the morning and/or within certain hourly time frame to answer questions.

Kids feel connected with the teacher. Research shows that even short, regular, live session's bare semblance of traditional classroom time and they have a positive impacts on the kids' emotional well-being.

Parents are struggling to understand why this is not being tried, as many parents feel that this is a proper way to support our children and to teach in the current environment.

Each time we ask why this can't be done, the answer tends to be that it is very difficult to teach for hours via video and it is too much screen time for children.

The answer always jumps into extremes, as if the intent is just to kill the idea because APS does not want to do it.

Why can't there be a balance, especially if other school systems are rolling out versions of it and quite successfully?

It would be great to understand why APS is dead-set against the approach.

Instead, teachers are spending hours pre-recording sessions, which takes many more times longer and is a very inefficient and much less effective way to teach (i.e. developing a script and assignments, practicing, recording and rerecording takes a lot longer than taking an outline of assignment and walking through).

Email:

Yes I have been quite surprised by the lack of “in person” (iZoom or Cisco WebEx) interaction with our students. Arlington’s school system, which has been touted to be excellent - has not lived up to our expectations-why? And where do we go from here?

--

Alexandra Martinez

COVID-19 Update and Remote Learning Plan matters

Dr. Bodie provided a quick overview as Arlington has entered into phase 3 of school closure.

Dr. Bodie said the survey showed parents and staff were asking for flexibility and that DESE more asynchronised way of learning. One advantage is class video materials begin given to students can go back to it as many times a student needs. The plan for the district closure was in line with the parent Forum Presentation given to parents.

Dr. Bodie spoke about the food deliveries to over 220 families continues and Dr. Bodie addressed setting up a plan for next year. Mr. MacNeal will present this material tonight and all the work being done over the next 7 weeks of school will be compiled and delivered to parents for next year.

The School Committee inquired how teachers are re distributing time over the next phase of the remote learning plan. Dr. MacNeal presented his presentation to the committee. The plan included activity lesson plan developed in

Google classroom with student feedback 12 -18 hours per week. Office hours including google hangouts google changes, phone calls emails 2-5. Meetings, faculty dept., ACE, learning community same course 3 -5 hours. Professional development 1-3 hours and emails 2-3 hours. Many teachers and staff are spending more time than this.

Dr. MacNeal said asynchronous teaches new materials. This gives idea of activities teachers are engaged in. One of things we are finding is challenging is to schedule all these chats and connections with parents working at home and children needing help with school work. The school grids were created to help with this. We have strong values and we take this very seriously to make sure all students in each grade have the same curriculum and common assessments.

The School Committee appreciated the presentation and does not want to diminish what is going on, but had concerns for families who don't speak English, or don't have internet connections and some are having technical difficulties. Not all families are having the same experiences, some have children in upper classes and some in lower classes, some teachers use grids some are supplementing own videos, but not working for all students. The high school teachers and all administrators have been reaching out to students who have not participated or engaged in remote learning, some do a daily check in but will continue to do more checking in with students and families. The administration said it would be harder for families to do synchronous teaching, this way families can spread the work out over the week. It was suggested to send out another survey with the School Committee members reviewing this survey before it goes out. Hopefully we can receive feedback and understanding on what is working for families.

Dr. Bodie working on virtual summer programs, not sure what will happen in September, but continues to meet and discuss with Governor, DESE, local groups, and Arlington Emergency groups on safety protocols for next year.

Mr. Thielman asked if Dr. Bodie was going to prepare a set of expectations for all teachers for remote learning with a separate Memorandum of Agreement with the AEA to clarify for everyone a uniform expectation for teachers.

After Dr. Bodie assured the committee members that everyone is going above and beyond, Mr. Schlichtman concurs with Mr. Thielman to have a MOA going forward. The committee members will support this motion, since hearing from parents on Facebook and personal chatter, most want live synchronous teaching from teachers.

On a motion by Ms. Morgan, seconded by Mr. Hayner, it was voted That, in order to test and learn about best practices for future remote learning and to meet the request from many parents in the district, the Superintendent is directed to develop a plan with additional synchronous weekly video meetings during which time teachers have the option to pilot live instruction (while concurrently providing asynchronous materials).

Voted: 7-0

English Language Learners (ELL) Remote Learning Update

ELL Director Carla Bruzzese said she has had a lot of collaboration between core content teachers and ELL teacher who are co planning, providing language objectives and accommodations and communications. Her teachers three who are here tonight Ms. Heather Smith, Ms. Hanah Dingman, and Ms. Jessica Nguy are always including more to practice English. They are taking general education teachers videos and creating learning online which is different from learning in a face to face environment. Her team is providing synchronous learning. Many families had challenges with getting on line and making sure they had devices and printed materials. They want to more flexible with pacing, be consistent in the schooled , and communicate with EL to support families and try working with window of time as opposed to assigned due dates.

The FAQ we had to translate into 5 languages, and used talking point app, and have interpreters to communicate. Ms. Bruzzese said it is a constant outreach on weekdays and weekends. Families want to help but have language barrier, with new technology, limited modified assignments and unique family situations. Her team has also helped them file for unemployment and her ELL teachers have become social workers because families are overwhelmed and stressed.

The school committee members appreciated their passion and thoughtfulness and all that the team has been doing.

Update on Social-emotional well-being for students and staff

Dr. MacNeal introduced Ms. Sara Burd, Ms. Danielle Rakowsky and Ms. Kathy Hirsch. Ms. Burd presented data from the survey sent out to families and staff. As it shows, families are feeling concerned on their students social and emotional needs. Also families are experiencing unemployment, health issues and families living and working from home which they need to manage their routines, and make sure plans for the family are in place. They are aware of students who do not show up for meetings and have identified those students and follow up with them, with phone calls, food support or what the case may be. AYCC and Interface is a group of mental health counselors have been partnering with her department have been supporting social and emotional learning for kids, families and staff.

AHS Post-secondary planning

Ms. Rakowsky and Ms. Hirsch said they have been covering AHS post-secondary planning and said students have been attending virtual college fairs, talks with juniors and seniors on phone meetings, Google hangouts and by email through the school closure. Sending out newsletters and updates what their department is doing. They have attended meetings about scholarships and how to pay for college. They plan to complete the graduation scholarships soon. They continue to work with the freshman working with course selection for next year. Going over transcripts. Tracking academic progress. They are looking to do SAT and ACT in the fall with training since and testing was cancelled and do it with social distances. Their department continues speaking with colleges on admissions and trying to stay on top of everything that is changing every day. They also are attending IEP meetings with students. Very busy with post-secondary needs and making sure all students and family's needs are met. Kathy beginning with school closure and working with ell and have meet and make sure all is having all their needs meet.

The School Committee members appreciated the mindfulness and Social and Emotional enrichment being provided to the students and families. They agree to keep families calm and stress free, and to remember to care for the care givers. The committee would like to see the data on how many students are receiving support to help provide additional resources in the school budget if need rises going forward.

School Committee approval of AEA and AAA Evaluation MOA AEA Teachers, Unit A Evaluation MOA AEA Clerical, Unit C Evaluation MOA AAA Administers Evaluation MOA

Mr. Robert Spiegel addressed evaluations with unions and we have agreed to suspend evaluation for the rest of the year due to the difficulty to evaluate remotely. The administration can go into google classrooms and it's a different observation but all have agreed to suspend evaluation for this year. We will figure out how to do evaluations for next year if this continues.

After hearing about the current agreement Mr. Thielman proposed that we will need updated MOA's doing remote learning next year if this continues.

Marion said everyone is working hard

On a **motion** by Mr. Hayner, **seconded** by Mr. Thielman, it was **voted** to approve the AEA unit A, Teacher, AEA C clerical and ANDAAA Administrators MOA.

Mr. Spiegel addressed the AEA Athletic spring stipends and said the schools and union have agreed to pay half of stipends to coaches.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

School Committee approval of AEA Athletic Stipend MOA AEA Athletic Spring Stipends MOA

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the MOA for the AEA spring Athletic Stipend.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Superintendent's Search Process Update

Mr. Paul Schlichtman, Chair of the subcommittee said after they held a meeting and reviewed the proposals and evaluations for two consultants they have made a decision.

Dr. Allison-Ampe said Mr. Schlichtman took a back seat since he was past MASC President and Mr. Koochers good friend. Dr. Allison-Ampe and Ms. Susse confirms with the decision to negotiate an agreement with MASC and they act as the Superintendent Search Consultant for Arlington Public Schools.

On a **motion** by Mr. Schlichtman, **seconded** by Mr. Hayner it was **voted** to approve the Superintendent' Search Process Subcommittees to negotiate an agreement with MASC and act as a consultant and move forward

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Superintendent's Report

Dr. Bodie announced that Andrew Ahmadi has agreed to join Arlington Public Schools as the next Principal of Peirce Elementary School. He will replace Karen Hartley, who is retiring at the end of the school year. His current position as the Assistant Principal of the Whittemore Elementary School in Waltham. Mr. Ahmadi has been in his current position for three years.

Dr. Bodie reported on the AHS Building Committee update and said the fencing is out and about. The OPM and architects may have extra money. Parmenter is on task. Dr. Bodie informed the committee and community that pre construction work is not affected by students not on site. When and if students return in September parking all going well.

Graduation is being handled by the committee, of student, teachers, parents, to be held on June 6 and thank ACMI will do virtual streaming at 5:00 p.m. and at 1:00 will do a parade. Banners will be placed on Mass Avenue and signs on lawns.

Reminder for people to fill out census.

Dr. Bodie played the AHS Technical video for the musical Tommy

Consent Agenda

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison Ampe, it was **voted** to approve the Consent agenda: Approval of Warrant Number 20264, Dated 5/5/2020 in the Amount \$693.266.98

Approval of Minutes: March 12, 2020, April 9, 2020 and April 30, 2020 School Committee Regular and Zoom Meeting Minutes

Approval of the Ida Robbins Scholarship for 2020. Presented to the top two AHS students with the highest GPA.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Subcommittee/Liaison Reports/Announcements

Budget: Kirsi Allison-Ampe, Chair meet on Wednesday and discuss fee and refunds and discussed FY 21 budget.

Community Relations: Jennifer Susse, Chair to set up meeting to interview candidates for poet laureate screening committee

Curriculum, Instruction, Assessment & Accountability: Jane Morgan, Chair meet Tuesday and Dr. Bodie, Dr. MacNeal who also invited Matt Coleman to provide a department chair perspective on remote learning.

Facilities: Bill Hayner, Chair no report

Policies & Procedures: Paul Schlichtman, Chair no report

Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe

Calendar Committee: Jennifer Susse no report

Election Modernization Committee: Jennifer Susse to be held June 6

Traffic Negotiations: Jane Morgan, Bill Hayner

AEA Negotiations: Len Kardon, Paul Schlichtman Liaisons Reports Announcements

Future Agenda Items-Ask Dr. Bodie to outline a plan for September since we are in flux.

Executive Session

On a **motion** by Mr. Hayner, seconded by Dr. Allison-Ampe it was voted to approve enter executive session at 9:41 p.m. To conduct strategy sessions in preparation for negotiations with

the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect. Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted. To discuss Principal Contracts, specifically Peirce and Gibbs. To discuss Traffic Supervisors Contract and not returning to open session.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Correspondence Received:

Warrant dated, May 5, 2020 School Committee minutes, March 12, 2020, April 9, 2020 and April 30, 2020 IDA Robbins Award description IDA Robbins Awards letters to two AHS seniors May 2020 AEA Teacher Unit A, Clerical Unit C and AAA Administrators Evaluation MOA AEA Athletic Stipends MOA Superintendent's Search Process minutes, RFP and Evaluation Remote Learning Email B. Hayner N. Saunders Email regarding Remote Learning ELL presentation and FAQ, Plans Social-emotional Learning and Counseling presentation Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance <https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download> Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities.

Adjournment

On a **motion** by Ms. Morgan, seconded Mr. Thielman to adjourn at 10:17 p.m.

Roll Call: Mr. Kardon, Yes. Ms. Morgan, Yes. Mr. Schlichtman, Yes. Ms. Susse, Yes. Dr. Allison-Ampe, Yes. Mr. Hayner, Yes. Mr. Thielman, Yes. (7-0)

Respectfully submitted by
Karen M. Fitzgerald
Administrative Assistant
Arlington School Committee

Arlington School Committee
School Committee Regular Meeting
Thursday, May 28, 2020
6:30 PM

Conducted by Remote Participation

<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>

Present: Mr. Len Kardon, Chair, Ms. Jane Morgan, Vice chair, Mr. Paul Schlichtman, Secretary, Dr. Allison-Ampe, Mr. Bill Hayner, Mr. Jeff Thielman

Kathleen Bodie, Ed.D. Superintendent, Roderick MacNeal, Jr. Assistant Superintendent, Michael Mason, CFO, Alison Elmer, Director of Special Education, Marion Nolan AEA and Karen Fitzgerald, Administrative Assistant.

Absent: Rob Spiegel, Human Resource Director

Ms. Jennifer Susse arrived at 9:08 p.m.

Open Meeting

Mr. Kardon chair, confirmed the School Committee meeting was being held remotely on Thursday, May 28, 2020 read the Mass.Gov rules and started the meeting at 6:34 p.m. Mr. Kardon conducted a roll call to confirm the presence of members.

Public Comment

Members of the public are asked to send written comment to kfitzgerald@arlington.k12.ma.us or can register to speak via the webinar by emailing kfitzgerald@arlington.k12.ma.us by 5:00 p.m. Thursday, May 14.

The committee received the following public comments from David Levy. Mr. Kardon stated that the committee does not respond to public comment and read the following question. In preparation for potential remote learning in the fall, how is the District planning to address the inequities experienced this spring that prevented full-scale remote learning from taking place?

COVID-19 update and Remote Learning Plan update

Dr. Bodie gave an overview and responded to a motion made at the May 14th meeting by Mr. Morgan and Mr. Thielman. That, in order to test and learn about best practices for future remote learning and to meet the request from many parents in the district, the Superintendent is directed to develop a plan with additional synchronous weekly video meetings during which time teachers have the option to pilot live instruction (while concurrently providing asynchronous materials).

Dr. Bodie said we are almost in phase 3 on the school closure and students are moving in a good rhythm per our school principals with our curriculum and accountability. Both Gibbs and

Ottoson middle schools have three levels of student grading criteria and the high school students have the option to sign up to audit the course or not. It was noted that the student's participation rates in all levels have increased since grades are now being counted. The concern from the school committee members is still for the students not turning in materials. It was said those students have been identified and teachers, staff and counselors have reached out to those students and parents.

Dr. Bodie had Dr. Roderick MacNeal speak on his work with teachers on setting up pilot synchronous teaching as requested by the motion from the School Committee at our last meeting by Ms. Morgan.. Dr. MacNeal set up study groups and put together some action steps after speaking with curriculum leaders and teachers representative from all academic areas. They created a document with questions, set up a meeting and met with teachers at all levels of learning. We have teachers already piloting online teaching academic content, and teachers identify challenges and speak about success and best practices, also they are conducting live synchronous lesson plans. Teachers will go out and pilot strategies for the remainder of the school year.

The School Committee members inquired how students would be graded on their work, Dr. Bodie explained that grading process. Dr. Bodie pointed out some impediments for synchronous learning such as internet connections, children at home by themselves, and students at the elementary level it is hard to manage a large group of students for 30 minutes in a remote learning environment, and having the whole class together at the same time.

Dr. Bodie said she is planning for the return to school for next year however more details will be discussed over the next two meetings. Dr. MacNeal spoke that teachers are concerned if their own children need to report to school and if we have a hybrid situation here in Arlington it could be difficult but he will include questions like this into a survey being sent out to teachers next week. Ms. Keys noted teachers are having technology difficulties making it hard to do synchronous learning as well as scheduling can be challenging due to what is going on in their own households.

The committee members pointed out that they would like to move to open onsite for next year, but noted we cannot risk the safety of the elder adults and risk the entire community too. Many students are thriving right now and we should capture the positives too especially for those who were not thriving before this.

Dr. Bodie said the state is looking for data that is important to have and share for a way to identify best practices and share outcomes of how each district is doing on remote learning plans. Arlington public schools continue working collaboratively with local towns on what we are all doing well and what we are struggling with. The more we learn from each other the better.

Ms. Morgan suggested having additional data in a chart on the percentages of students participating and turning in materials versus students not doing the work. She asked about what could happen in September if we have remote learning and students don't show up, this could

affect Arlington's state aid. Mr. Kardon would like additional data on who is participating in google hangouts, and who is turning in materials to teachers and suggested that the committee be provided with more details on how things are working and what is not before the next meeting.

Special Education Professional Development Update

Ms. Elmer and Dr. Orkin from Crafting Minds Consulting along with Dr. Keefe has been working collaboratively for the past three years and established a goal to appropriately provide differentiate specialized instruction for students on IEPs for reading. Dr. Orkin has provided monthly professional development workshops and school based consultation for about 20 workshop hours to Arlington teachers and students who struggle to read and have dyslexia. The presentation can be found in Novus.

FY 21 School Budget Update

Dr. Bodie and Mr. Mason spoke about the state budget impact to Arlington, and has met with the Long Range Planning committee to discuss the effects on state, local receipts and Chapter 70. They continued to work together with the town and the Finance Committee to discuss FY 21 budget reductions.

The documents provided reducing the FY 21 budget increase by 10% which would be \$460,000, and also provided details to show changes of about seven positions we planned to hire. Dr. Bodie said the other proposal was a level funded budget for FY 21 would remain the same as FY20, but noted we need to do contract negotiations increases and the third document was additional cuts, but it was noted that we cannot operate with that. Mr. Kardon and Dr. Allison-Ampe said the Long Range Planning went with the first proposal. At our next meeting on June 11th the School Committee will need to vote to modify the budget.

Authorization to proceed with a contract with MASC

Mr. Schlitchman, Ms. Susse, and Dr. Allison-Ampe, members of the Superintendents Search Process Subcommittee, recommended the full committee to move forward with the proposal presented by the Massachusetts Association of School Committee.

On a **motion** by Dr. Allison-Ampe, **seconded** by Mr. Hayner it was **voted** to authorize the School Committee Chair to sign a consultancy agreement with the Massachusetts Association of School Committees for a fee of \$10,500, plus expenses not to exceed \$500 without the further approval of the School Committee.

Roll Call: Mr. Hayner, Yes; Dr. Allison-Ampe, Yes; Mr. Thielman, Yes; Mr. Schlitchman, Yes; Ms. Morgan, Yes; Mr. Kardon, Yes. Dr. Susse was not present. (6-0)

Mr. Schlitchman suggested moving forward aggressively to begin community outreach, to hold focus groups and send out a survey written by MASC. The subcommittee will meet on June 2 at 10:00 to continue the process which the full committee supports.

EDCO Update

Dr. Bodie provided the background on EDCO Collaborative that they had a deficit this year and that the members of the collaborative need to help pay their share of the assessment which would cost Arlington \$21,500. Two towns that are members of the EDCO want to withdraw and a surprise by Lexington was the suggestion to dissolve EDCO. Dr. Bodie would not recommend this and asked the school committee to affirm Arlington's intent to remain members of EDCO. The next Board of Directors meeting will be held on June 4th a vote could be taken by the member districts to dissolve EDCO.

On a **motion** by Mr. Schlichtman, **seconded** by Mr. Hayner, it was **voted** to direct Superintendent Bodie to vote, in her role as a member of the EDCO Board of Directors, to support Arlington's continued memberships in EDCO, and to oppose the dissolution of the EDCO Collaborative.

Roll Call: Mr. Hayner, Yes; Dr. Allison-Ampe, Yes; Dr. Susse, Abstained; Mr. Thielman, Yes; Mr. Schlichtman, Yes; Ms. Morgan, Yes; and Mr. Kardon, Yes. (6-0-1)

Monthly Financial Report

Mr. Mason presented the April financial reports which showed safety expenses due to Covid-19.

Superintendent's Report

Dr. Bodie is pleased to announce that Fabienne Pierre-Maxwell will join the Arlington Public Schools as the next Principal of Gibbs School, Arlington's town-wide Grade 6 school. She will replace Kristin DeFrancisco, who is leaving to take an Assistant Superintendent position at Groton-Dunstable Public Schools and will meet the School Committee members in the fall.

Dr. Bodie mentioned planning on having summer programming and providing it virtual mode and will present the plan at our next meeting.

Dr. Bodie informed the committee that Kindergarten assessments will be done in the fall and we will continue to monitor that enrollment over the summer at Peirce, Stratton and Bishop.

Dr. Bodie said the AHSBC and subcommittee on exterior and landscaping is moving forward.

Dr. Bodie congratulated all of our high school seniors, after vetting plans with the Board of Health and Arlington Police Department the seniors will come together in cap and gowns to take a picture of them receiving their diploma. ACMi is streaming this virtual ceremony. A caravan will go through Arlington on Sunday, June 7 where teachers can cheer them on.

A remote learning survey for students in Grades 6-12 will go out and one to parents on June 8th to help improve school for now and next year.

Consent Agenda

Mr. Hayner **moved** to approve the consent agenda:

- Warrant Number 20283, Dated May 19, 2020, Total Warrant Amount \$394,676.75
- Approval of School Committee Organizational Meeting, June 11, 2020 at 6:15 p.m.

Seconded by Dr, Allison-Ampe

Roll Call: Mr. Hayner, Yes; Dr. Allison-Ampe, Yes; Dr. Susse, Yes; Mr. Thielman, Yes; Mr. Schlichtman, Yes; Ms. Morgan, Yes; and Mr. Kardon, Yes. (7-0)

Subcommittee/Liaison Reports/Announcements

Budget: Kirsi Allison-Ampe (Chair), reported during the meeting.

Community Relations: Jennifer Susse (Chair), said she will recommend appointing Stewart Deck to the Poet Laureate Committee at the next meeting.

Curriculum, Instruction, Assessment & Accountability: Jane Morgan (Chair), no report.

Facilities: Bill Hayner (Chair), no report.

Policies & Procedures: Paul Schlichtman (Chair), no report.

Arlington High School Building Committee: Jeff Thielman (Chair) and Kirsi Allison-Ampe, no report.

Superintendents Search Process Committee: Paul Schlichtman (Chair) reported during the meeting.

Calendar Committee: Jennifer Susse (Chair), no report.

Election Modernization Committee: Jennifer Susse (Chair), no report.

Traffic Negotiations: Jane Morgan, Bill Hayner, no report

AEA Negotiations: Len Kardon, Paul Schlichtman, no report

Liaisons Reports

None.

Announcements

Mr. Hayner would like to thank the OMS for their video for Memorial Day. Mr. Kardon recognized Ms. Jennier Susse years of service to the School Committee board.

Correspondence Received:

Warrant 20283 dated, May 19 2020 School Committee minutes, none SC Finance April 2020 Memo and Report Email Mr. Hayner Perkins School of the Blind Alternative Learning OMS Memorial Day 2020 YouTube MASC Cost Proposal MASC Superintendent Search Timeline MASC Summary, Explanation and Analysis of Superintendent Contract Provisions

Superintendents Search Process approved minutes Jan 15, 2020 and May 6, 2020 Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance <https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download> 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 Karen Fitzgerald at kfitzgerald@arlington.k12.ma.us in advance of the meeting.

Adjournment

On a **motion** by Mr. Hayner, **seconded** by Mr. Schlitchman **voted** to adjourn at 9:46 p.m.

Roll Call: Mr. Hayner, Yes; Dr. Allison-Ampe, Yes; Dr. Susse, Yes; Mr. Thielman, Yes; Mr. Schlichtman, Yes; Ms. Morgan, Yes; and Mr. Kardon, Yes. (7-0)

Respectfully submitted by

Karen M. Fitzgerald

Administrative Assistant

Arlington School Committee



Town of Arlington, Massachusetts

8:55 p.m. Planning for stakeholder input and development program materials with MASC

Summary:

- Superintendents Search Process Subcommittee recommendation

ATTACHMENTS:

Type	File Name	Description
Document for Approval	Arlington_Cost_Proposal_2020_(1).docx	Arlington Cost Proposal 2020
Document for Approval	ARLINGTON_SUPERINTENDENT_SEARCH_PROCESS_-_TIMELINE.docx	Arlington Superintendent Search Process Timeline
Document for Approval	Guide_to_Supt_Contracting_2018_(2).doc	Guide to Superintendent Contracting Masc 2019
Minutes	seach_committee_052020.docx	Superintendent Search Process 5 20 20 meeting
Minutes	Superintendent_Search_Process_050620.pdf	Superintendent Search Process minutes May 6, 2020
Minutes	Superintendent_Search_Process_Subommittee_011520.pdf	Superintendent Search Process minutes 1 15 2020

ARLINGTON SUPERINTENDENT SEARCH - 2020 COST PROPOSAL

The total cost of the superintendent search consultancy includes three elements: the process that includes professional services, consultant expenses, postage and collateral material preparation, and advertising.

A. Search Process and Consulting Services

\$ 10,500 (includes all staff, labor and consulting services) for MASC Member Districts.

B. Expenses

1. Consultant's travel, telephone, and similar incidental expenses are absorbed by MASC and are not charged to the Committee.
2. Printing and postage are charged to the Committee at actual production and postage costs without markup. An accounting of expenses will be provided to the Committee.
3. The School Committee will reimburse MASC for the cost of advertising chosen at the discretion of the Committee. MASC will place the advertising and design the advertisement copy as part of its professional service (above) and bill the Committee directly for its exact costs, without any markup but including any agency discount. (See below.)
4. The School Committee will be responsible for reimbursing at its discretion candidates who are invited to the district for interviews or site visits and for its own travel to site visits of candidates' home districts.

C. Advertising

Since the cost of advertising can vary greatly depending on the publications that the Committee selects for its announcement of the vacancy, paid advertising is billed to the Committee at the actual cost of the ads. Ads in the Springfield Union, or in the Sunday Boston Globe or Education Week could cost approximately \$2,800 to \$4,000 depending on size. The Committee will be provided with copies of the bills and advertisements.

ARLINGTON SUPERINTENDENT SEARCH PROCESS

POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June	Initial Focus Groups Scheduled
June 8	Approved Survey Goes Up – Available to Community
Between June 8-19	Focus Groups with Faculty and Community
June 19-26	Additional Focus Groups
By July 6	Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.
By July 24	Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed Compensation Package Approved Announcement of Vacancy is Posted.
Week of August 10	All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.
Week of August 24	Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals
Week of September 7	Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically. Search Committee is appointed.
September 14, 2020	Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)
October 16, 2020	Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.
Week of October 19	Search Committee Selects Candidates. Question Preparation is Finalized.
Oct. 26-Nov. 9	Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.
Week of November 9	School Committee Receives Candidate Recommendations
November 9-20	Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.
Week of November 30	Decision Made.

SAMPLE SCHOOL COMMITTEE

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
13. Citizen at Large (Parent or Other – may include special interest such as SPED or ELL)

NOTE: The key to membership is to ensure that the educators do not outnumber the parents and community members.

It is possible that a larger committee would be appointed if required to satisfy local preferences.

**SUMMARY, EXPLANATION
AND ANALYSIS
OF
SUPERINTENDENT
CONTRACT PROVISIONS**

**PREPARED FOR THE EXCLUSIVE
USE OF
MEMBER SCHOOL COMMITTEES**

**MASSACHUSETTS ASSOCIATION OF
SCHOOL COMMITTEES**

Revised, February 2019

CONTRACTING ISSUES WITH SUPERINTENDENTS

Below are some of the common elements of the employment contracts between the School Committee and superintendent. MASC has several sample contracts for the review of its members. MASC recommends strongly that School Committees consult closely with their district legal counsel during the planning, negotiation, and execution of the contract document.

CONTRACT PROVISION

COMMENTS AND RECOMMENDATIONS

TERM/LENGTH OF CONTRACT

Massachusetts law limits contract length to six years. Typical contracts run three years but there are many exceptions. A good contract should state the start date and the termination date. If the contract excludes a “roll-over” provision, the School Committee should specify that the contract excludes a roll-over. It has been the position of MASC that any contract that has been in place for six years should be revised and not extended.

ROLL-OVER PROVISION

Roll-Over clauses provide for an automatic extension of the contract. Most roll-overs automatically extend the contract by a fixed period of time, usually one additional year, unless the school committee specifically votes to notify the superintendent that it will not extend the agreement.

For example, in a typical roll-over provision, the School Committee must notify the superintendent of its intent not to extend the contract beyond the termination date. If the board fails to so notify the superintendent, the contract would be extended automatically for a specific period of time.

Notification dates vary. Some provide for an April 15th date, but others occur at any time during the year. Moreover, some contract clauses require as much as two, three or more advance years of notification. For example, one three year contract would normally expire in June, 2007, but if notification of intent not to renew is not provided by April 15, 2004, the termination date is extended to June 2008. Another contract uses a June 30 date but extends the contract life for two years if notice of non-renewal is not provided. At least one district offered a 6-year advance notice for the roll-over provision.

We strongly advise caution when including roll-over provisions in contracts because they weaken the position of the board over the long term. Some boards, wishing to demonstrate to others the level of faith and trust they have in their superintendents, will include such provisions right from the start, or after some period of collaboration with the superintendent.

CONTRACT RE-NEGOTIATIONS

Contracts may specify a procedure for re-opening the contract for any purpose, including to extend the life of the agreement,

or to redraft a whole new one. Contracts often include provisions to re-open negotiations for salary adjustments and for other benefits.

In most cases, the School Committee and/or the superintendent are required to notify each other of their interest in renegotiating provisions of the contract. The timetable for renegotiations and means of communicating this interest should be spelled out clearly in any contract.

TERMINATION DATE OF CONTRACT

Contracts should specify the date on which the contract will terminate. Moreover, the School Committee should include a termination notice requirement from the superintendent. These notices range from 60 days and beyond. It is important that boards be able to receive advance notice from the superintendent in order to organize a new search or replacement process. For this reason, contracts may include incentive clauses to assure that this notice will be provided. For example, some contracts provide a bonus of some kind for superintendents who remain throughout the life of the contract or for a specified number of years. Veteran superintendents are often able to secure better benefits of this kind. Incentives include the ability to “buy-back” unused vacation time or sick leave, a cash payment, or contribution to an annuity. (See below.)

PROCESS FOR RENEWAL OR NON-RENEWAL

The contract may specify how the contract is to be renewed, renegotiated, or not renewed. (See roll-over provisions, above and below.) School Committees should make this process as simple as possible for them to follow and provide for a majority decision. Some superintendents may seek a contract provision calling for a super-majority of some size (2/3 vote, 5 out of nine, etc.) of intent not to rehire, or the contract would be extended automatically for another period of time. Others may seek a public hearing on a decision not to renew.

NOTICE OF NON-RENEWAL

Dates for notifying the superintendent that the School Committee does not wish to renew the contract should be specified clearly. It is common for these dates to be set a year before the end of the contract. Some agreements have an earlier date, and some a later one.

JOB DESCRIPTION

Some contracts include the superintendent’s job description. Others refer to a job description approved by the School Committee without putting the actual document in the contract. Others are more vague. Any contract should, however, give the School Committee the right to change or negotiate modifications to the job description based on its determination of the needs of the school district.

DUTIES UNDER EDUCATION REFORM

Contracts should include provisions to require the superintendent to perform the duties of the position faithfully and to the best of one’s abilities. To comply with the law, the

contract should indicate that the superintendent will act as the executive officer of the School Committee.

School Committees should have an approved job description for the superintendent as part of its district personnel policies.

SUPERINTENDENT POWERS AND DUTIES

Contracts will frequently include language to assure that the superintendent will have the powers and responsibilities set forth in the Massachusetts Education Reform Act including the authority to a) direct and assign teachers and other employees; b) organize the administrative and supervisory staff; c) select, transfer, and place personnel; and d) hiring and firing of personnel.

Contracts may also specify how the School Committee will deal with criticisms, complaints, and suggestions by requiring the board to refer all such matters to the superintendent.

Superintendents may also seek language that the board will not diminish their power or authority and specify that all duties assigned by the School Committee will be appropriate with the professional status of the superintendent.

School Committees should be careful to link these provisions specifically to the law and consider carefully whether they want to relinquish some of their own statutory powers to the superintendent. These powers that are generally those of the School Committee may include meeting schedules, use of subcommittees, authorization of spokespersons, representation to external groups, or performance of duties that the law leaves with School Committees such as hiring of legal counsel, approval of line item budget transfers during the year, setting of policy, or negotiation of collective bargaining agreements.

PHYSICAL EXAMINATION

A holdover provision from the days when every employee had to prove they didn't have tuberculosis. It still appears in some contracts. It requires only that superintendents demonstrate that they don't have TB. However, districts may also wish to ensure that the superintendent is in good health.

COMPENSATION: SALARY

Compensation includes benefits as well as actual salary.

The contract should specify the salary, any pre-agreed adjustments over time, and milestones for which salary and compensation packages will be negotiated. Often the parties will agree to re-open the contract during its life to negotiate salary adjustments and changes in other economic provisions. Occasionally, salary increments will be tied to such items as a) outcome of annual evaluation; b) student achievement; c) district achievement based on various criteria; d) economic indicators such as the Consumer Price Index or the Cost of Labor Index (available on line from the US Department of Labor, Bureau of Labor Statistics); or some other criteria.

School Committees should be mindful that employees, including collective bargaining units, follow superintendent compensation trends carefully. They may call into question salary adjustments that exceed what the unions are getting for their members. Similarly, other local officials and media follow carefully the progress of negotiations and contract evolution with the superintendent. As a result, School Committees often consider valuable additional benefits that are specifically not “salary” to avoid the charge of extravagance or objections on the grounds of equity with other employees.

SPECIAL NOTE: In some cases, vacation leave, military leave, other forms of leave and sick time are accrued monthly or yearly. In other cases, the full complement of leave days is deposited into the superintendent’s leave bank on the anniversary date of the contract for use during the year. But what happens if the superintendent leaves mid-way through the year after a full bank of leave time has been deposited at the start of the year?

It is very important to specify how and when these benefits are accrued. For example, Superintendent Jones receives 30 vacation days, 15 sick days, and 15 special leave days on the first day of each contract year, and is permitted to carry over 30 days from year to year. In February, 2019, Jones decides to “retire” in late August by a) using the full allotment of unused days from 2018-2019, and b) because the unused vacation time extends past the following July 1 anniversary date, Jones also demands a full allotment of leave days for 2019-2020 even though he will retire in August. Thus, with over 75 days due, Jones can go on leave in late April and continue on the payroll until late August without appearing for work. This could have been avoided by limiting the number of days that can be carried over from year to year, and specifying that vacation, sick and other leave time to be used only as fast as it is accrued on a monthly basis.

END OF CONTRACT SALARY ESCALATION

Variations on what has come to be known as the “Lexington Plan” provide for salary escalators in the final three years of a superintendent’s service. This has the effect of raising the average high three year salary for pension calculation purposes. In some cases, superintendents agree to forego or sacrifice accumulated or general vacation, sick time, or other benefits for the purpose of loading up on pure salary. In most cases, there is little additional cost to the district, but significant pension benefit to the individual. NOTE: The state Teacher Retirement Board frowns on this process and has moved to restrict this kind of benefit.

OTHER FORMS OF COMPENSATION AND BENEFITS

(Also, see section on Evaluation)

There are many elements to the economic package superintendents will seek. They include the obvious ones

(vacation, sick pay, life insurance, etc.), but they also include items that are not obvious to the School Committee or the general public. Superintendents often seek economic benefits related to compensation that may be exempt from income taxes. These items, if you agree to include them, should be specified in the contract and are listed below.

Tax Sheltered Annuities. School department employees are eligible for tax sheltered annuities. They may make contributions from their own earnings or the employer may match them in whole or in part.

Using special provisions in the law, the School Committee may make additional contributions for the superintendent. These may require special arrangements that can be worked out with annuity brokers or with retirement counselors.

Annuities are not taxed as income until they are withdrawn. As a result, an annuity can represent an additional “virtual salary” that is not considered as a wage for accounting or reporting purposes.

The annuity provisions for superintendents can range from:

1. Allowing the individual to contribute to an annuity on one’s own.
2. Matching the individual’s contribution up to a specified point.
3. Contributing to the tax-sheltered annuity on behalf of the individual, his/her own contribution notwithstanding.
4. Contributing to an annuity that is not tax exempt.

Bonus for Remaining During the Life of the Contract: Some contracts provide a predetermined additional amount to be paid to the superintendent upon completion of a fixed amount of time – usually at the end of the contract life. Other contracts may allow for the “buy-back” of sick or vacation leave if the superintendent remains on the job for a fixed period of time. Other contracts allow for buy-back at the discretion of the superintendent regardless of length of service.

Tuition Reimbursement: Reimbursement for professional development or course work completed at an institution of predetermined status. If this is to be included, it should be specified in the contract.

Longevity. This provision is often found in contracts for superintendents whose tenure in the district dates back to their years as a teacher or principal. Because the individual would be entitled to a longevity payment as a teacher, it is argued that this longevity is consistent with rewards given to other employees for long term service. In other circumstances, a longevity payment may be based on the length of one’s career elsewhere. Longevity payments are not always linked to “salary” by those who report on superintendent wages.

Sick Leave: The contract should be clear as to the number of sick days provided per year and specify if they can be accumulated with or without limit, or bought back at a specified point in full or in part.

As with longevity, some superintendents who have risen from within a school district seek to protect and retain the sick days they had accumulated as teachers or administrators by specifying it in their contracts. For career employees, this can be measured in the hundreds of days. Note carefully that you may end up “buying-back” these sick days.

Sick Leave Buy-Back: Some sick leave buy-back provisions are linked to the provisions of teacher contracts. Note carefully that superintendents frequently play an important role in collective bargaining with unions. Linking their own buy-back to the language they negotiate with unions can be problematic.

Vacation: The contract should be clear as to the number of vacation days provided and should specify if they can be carried over from year to year. Specify clearly how many vacation days can be accumulated and whether they must be used for professional development, conferences, or other out-of-district meetings.

Vacation Buy-Back: Provisions that allow the Superintendent to exchange a specified number of unused vacation days for a pre-determined amount. As with sick leave, the buy-back provisions should be clearly delineated.

Bereavement Leave: Should be specified as to whose deaths would trigger bereavement leave. For example, some collective bargaining agreements include immediate family, other family members, in-laws, “dear friends,” “professional associates,” etc.

Personal Leave: These are usually days taken at the discretion of the employee that do not count against other forms of leave. Historically, some personal leave days have their roots in the desire to be absent for religious holidays.

Military Leave. School districts are often military veterans on reserve status, subject to activation or limited annual active duty status. Some contracts provide for paid leave as additional time off, or authorize leave within the scope of the superintendent’s normal vacation leave. Language usually assures the superintendent of the right to return to the position upon release from military duty. Recently, several districts across the nation lost superintendents to long term activation for military duty. The contract should specify what happens if military duty extends beyond the normal life of the contract or disrupts the evaluation or roll-over provisions.

Religious Days: Days off granted for religious holidays. MASC recommends that, if this benefit is included, they should be included as personal leave without specificity.

Days Before Holidays: Most often sought “days before holidays” occur when major holidays fall on Saturdays or prior to or immediately following major holidays when other workers are also off such as Independence Day, Thanksgiving, Christmas, New Year’s Day.

Insurance: This may include group health insurance for the employee and family members, Workers’ Compensation, Accidental Death and Disability, Disability Income Replacement, Life Insurance (see below) and automobile insurance.

MASC recommends that group health insurance should be provided under the same terms and conditions as that for other district employees.

Some forms of Life Insurance carry cash values that can be obtained in exchange for surrendering the policy. This includes Whole Life, Universal Life, and some other forms of coverage. Skillfully negotiating superintendents may seek these benefits because they incorporate a death benefit for survivors with a cash exchange value if it is the superintendent survives to the maturity date. As with an annuity, this benefit can be as valuable as cash and will not appear as salary.

REIMBURSEMENT FOR STATE PENSION CONTRIBUTION.

Your superintendent may contribute as little as 5% or as much as 11% to the MA Teacher Retirement System, depending upon the original entry date to the pension system. Some contracts include a provision to reimburse the superintendent for all or part of the amount contributed by the employee. In some instances, administrators may seek reimbursement for the cost of “buying back” previously earned pension time or other eligible pension time that state law may allow.

REIMBURSEMENT FOR CONTRIBUTION TO THE MEDICARE PROGRAM

While Massachusetts public employees are not part of the Social Security System and do not pay the Social Security payroll tax, most public employees in the Bay State do contribute to the Medicare Program in the amount of 1.65% of their earnings. Your district pays a matching amount for Medicare. Recently, some contracts have included reimbursement to the superintendent for this amount.

REIMBURSEMENT FOR TRAVEL, EXPENSES, AND DUES

The contract should specify how the superintendent will be reimbursed for expenses related to his/her work. (See below.)

Some superintendents travel extensively and participate as attendees or speakers at conferences. Some School Committees may use this section to limit out-of-state and national conference travel to what is appropriate for the district. Superintendents will usually seek reimbursement for dues for the MA Association of School Superintendents and the American Association of School Administrators as well as other national and state associations.

Reimbursement to local, state, and national conferences, professional development venues, academic institutions, and other related events may be included. MASC recommends that these expenses be specified as some conferences can involve extended travel, accommodations, and other costs.

Travel reimbursement by automobiles is usually set at a per-mile rate (the IRS sets a standard reimbursement rate) or by providing a pre-determined auto allowance, or by leasing a vehicle in full or in part.

Automobile insurance reimbursement may also be sought.

Cell reimbursement is a frequently cited contractual benefit as districts seek to maintain quick access to their administrators.

DUTIES AND RESPONSIBILITIES

Most contracts include the language of the law that defines the responsibilities of the superintendent of schools. In other instances, the contract may also include the job description of the superintendent. Job descriptions should always be qualified so as to allow the School Committee to make changes as the needs and policies of the district require.

GOALS AND OBJECTIVES

Contracts often include provisions for a process for setting goals and objectives to ensure that both parties have an opportunity to develop clear language about what is expected and how they would define success.

OUTSIDE PROFESSIONAL ACTIVITIES

Superintendents will appreciate a contract that allows them to attend professional meetings, engage in consulting work, accept speaking engagements, and other work. Districts should be very careful to include language that these duties should not interfere with the superintendent's work responsibilities. Some contracts specify the number of outside consulting days in which a superintendent may engage. School Committees may need to be very clear that they consider their school district superintendency the primary responsibility of the chief executive. In setting parameters on outside professional activities, the contract should specify clearly such items as professional days, consulting, conference reimbursement, and other time away from the district, and they should have a means of monitoring these benefits defined with appropriate language in their agreements.

CERTIFICATION

Some candidates, including those from out of state, may not have MA certification but they are probably eligible to receive it or to work with the Department of Education to obtain it under a transitional arrangement. State law and regulation do provide a transition period during which the superintendent-designate can obtain certification. While Massachusetts law and regulation are flexible in allowing districts to recruit and hire a superintendent from among a range of professional backgrounds and training experiences, your contract should specify how and when the superintendent will acquire state certification from the Department of Education.

EVALUATION

Massachusetts state law and Department of Elementary and Secondary Education are highly detailed with regard to evaluating the superintendent. In contracting, you may wish to leave the evaluation process to the discretion of the School Committee or include these provisions in the contract so that the superintendent will know the standards to which he/she will be held and the process for applying them. Superintendents are likely to want the parties to agree to a *mutually agreeable evaluation tool*. This has proven problematic in cases where the superintendent refuses to agree to the tool, standards, or process where local discretion is permitted. MASC also strongly recommends that the School Committee not bind itself unreasonably regarding the confidentiality of the evaluation process. Under the Open Meeting Law, discussions of professional competence must be in public. In addition, if a School Committee agrees to make the entire evaluation process, or critical parts of it, confidential, the public may fail to understand a decision not to renew the contract of an under-performing superintendent.

Similarly, the School Committee may expect broad discretion in carrying out the evaluation process. A frequent topic at national conferences for school boards is the contentiousness over which evaluations can take place, especially if the superintendent's contract limits the areas of evaluation or restricts the discretion of the board to raise issues as part of the process.

Some contract provisions challenge the School Committee to specify carefully, extensively, and with ample documentation the basis for unfavorable evaluations. Others have strict timeframes that require completion of the board's assessment by a certain date. If the School Committee does not complete the process by a certain time, they find their ability to terminate the contract compromised.

MENTORING, COACHING, AND EXECUTIVE COACHING

Many superintendents seek the help of assistance of experienced and knowledgeable people to guide, counsel, or mentor them. Several organizations, including the Massachusetts Association of School Superintendents, offer such professional assistance/mentoring for a fee. School Committees often urge their new superintendents to participate

in a mentoring program, and others support their veteran superintendents who make use of executive coaching.

DISMISSAL OR SUSPENSION

This is a very important provision for the contract. State law provides grounds for suspending or dismissing the superintendent during the term of a contract. (MGL, Ch. 71, Sec. 42 and 42d.) Your contract may also provide for additional grounds or processes.

In particular, you may wish to include a provision that would invalidate the contract if it were proved that the superintendent falsified any information on his/her application for employment or provided credentials that are fraudulent.

School Committees should be very cautious in agreeing to additional steps leading to dismissal or suspension that exceeds the requirements set by law. For example, the terms “cause,” “good cause,” and “just cause,” when used to define circumstances for dismissal, suspension, or otherwise sanctioned have very distinct definitions under the law and can require different degrees of documentation, proof, or process.

Conversely, School Committees may wish to set lower standards than the law requires by mutual agreement. Superintendents will be as reluctant to agree to lower standards as School Committees should be in concurring on higher standards for dismissal.

SEVERANCE OR BUY-OUT OF THE CONTRACT

The contract might contain a provision that allows the School Committee to terminate the contract at its discretion or in certain circumstances. This is usually linked to specified financial terms. Most often, the School Committee would agree to pay the superintendent for a range of time (including the life of the contract) even though the individual would no longer serve as the chief executive officer. The contract may require the School Committee to honor the entire length of the contract or a lesser period.

Some negotiators would seek language that would also include payment for unused sick leave, vacation time, or personal time as a condition or contract buy-out.

It is also not unusual for a School Committee and superintendent who fail to develop a mutually agreeable relationship to renegotiate the contract during its life to expedite a departure sooner than originally planned.

SEVERANCE FOR DISABILITY

Some contracts provide a specially identified period of payment for a disability occurring during the life of the contract. For example, a superintendent who is disabled and unable to work as a result of an illness unrelated to job performance may appreciate protection for an extended period

of time. Other extended disabilities related to the job, such as injury while traveling on district business, may benefit from Workers' Compensation insurance or from a disability insurance program.

STATE RETIREMENT PROGRAM

All superintendents desire a provision in the contract specifying that they are members of the Teacher's Retirement System established under Massachusetts law (Chapter 32, Sec. 2). The state's retirement program is generous to long term employees, but there are limits to the amount of out-of-state service that can be credited to the MA retirement system. The public pension system awards retirement benefits based on a formula that considers the number of years employed under the system, the age of the employee at the time of retirement, and the average salary for the highest three consecutive earning years. The system rewards lengthy service in the Massachusetts.

Some superintendents may use the fact that they are limited to the amount of out-of-state time they can "transfer" to the Massachusetts system as the rationale for a higher contribution to the Tax Sheltered Annuity plan or for other economic benefits, including an end-of-contract bonus, cash-value insurance, or other provisions.

Other provisions may seek to have the district pay the required contribution for the superintendent to "buy-in" time transferred from other states or for other eligible employment, or to "pay back" the retirement system for money withdrawn for some other purpose in earlier years.

Also: See Reimbursement, above, relative to reimbursement for State Retirement Contributions and Medicare payroll tax contributions.

INDEMNIFICATION

An indemnification section to the contract protects the superintendent from suit, claims, demands, and even legal costs for actions taken in the performance of duty. Superintendents and School Committees are often sued or named as defendants by those with claims against the district, the implications can fall years after the employees or board members have left their positions. A well crafted indemnification clause will protect the superintendent, School Committee, and the district. It will also exclude behavior of the superintendent that falls within the legal definition of malice, gross negligence, or other actions under MA General Laws, Chapter 257, Section 9. The provision will also require that the superintendent cooperate with the district in defending itself in the future against any claim, suit, or litigation.

PERFORMANCE PROVISION

This section specifies that the superintendent will fulfill all aspects of the contract. Any exceptions to the contract provisions should require mutual agreement between the School Committee and superintendent. This provision

protects the board, but clearly requires written documentation of changes.

ENTIRE AGREEMENT PROVISION

This provision specifies that the contract includes all terms and conditions and that there are no other inducements, promises, terms, conditions or obligation other than what is in writing in the document. It also requires that all contract changes be made in writing.

INVALIDITY PROVISION

This section protects both parties in case any section should be invalidated or found to be invalid. It specifies that the remaining provision of the contract will remain in force.

When the provisions of a contract are finalized, it should be formally approved by the School Committee. The board should designate an authorized person to sign the contract for the board, or each member should sign the contract. The superintendent should also sign the contract. Every member should receive a copy.

Final Guidance on Contracting:

- Get good legal guidance as you negotiate the contract. There are many provisions of contracts and contract law about which your counsel is an expert.
- Be comfortable with your understanding of all the contract provisions, including rollovers and compensation. If there is ANYTHING you do not understand or if there is something that you feel is unnecessarily vague or ambiguous, insist that it be clarified.
- Pay particular attention to any provisions that limit the role of the School Committee, reference state and federal laws and regulations, and otherwise bind the School Committee.
- Watch out for the impact of carried over leave time and the deposit of a full year's benefits on the anniversary of the contract without specified obligations that the days must be earned to be used. (See salaries and compensation, above.)
- Make clear that in negotiations is no agreement until all provisions are agreed to as a whole.
- Note that the superintendent's contract is a public document and must be shared with the public upon request. This is not negotiable, nor is this disputable.

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Wednesday, May 20, 2020
10:00 a.m.

Meeting conducted by remote participation.
The meeting was recorded.

Draft Minutes

The meeting was called to order at 10:05 a.m.

A roll call was taken to establish remote presence in the meeting

Paul Schlichtman, chair

Kirsi Allison Ampe, member

Jennifer Susse, member

Also present:

Leonard Kardon, Chair, Arlington School Committee

William Hayner, Member, Arlington School Committee

Glenn Koocher, Executive Director, Massachusetts Association of School Committees

Kathleen Kelly, Field Director, Massachusetts Association of School Committees

Jenifer Handy, Communications Director, Massachusetts Association of School Committees

Public Comment:

No public comment was submitted.

Approval of minutes May 6, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of May 6, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Approval of minutes January 15, 2020

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to approve the minutes of January 15, 2020. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

Financial terms of a potential consulting agreement with the Massachusetts Association of School Committees

Mr. Koocher described the financial bid from the Massachusetts Association of School Committees (MASC). He said MASC proposed a cost to the district of \$10,500 plus expenses. He said the travel expenses for MASC will be minimal, as we will begin using Zoom, and Ms. Kelly and Mr. Koocher live in Cambridge. The district would also be responsible for advertising expenses and postage. MASC can handle printing in-house, but the district would be responsible for any printing expenses for brochures or materials that are not printed in house or by MASC.

Dr. Susse asked about travel expenses for candidates. Mr. Koocher responded that candidates pay their own expenses to the first round interviews, and candidates from a distance can exercise an option to interview remotely.

Dr. Allison-Ampe asked about travel expenses for finalists, and Mr. Koocher said the district might want to reimburse candidates from out-of-state.

Overview of the search process and next steps, including remote focus groups and surveys

Mr. Koocher discussed the first steps in the process. He said the two things we should start now are the development of a district profile, and to conduct surveys and focus groups.

The focus groups will center around what stakeholders want to see in a new superintendent. Interviews would also be conducted 1:1 with people who need to be met with directly.

Mr. Koocher said MASC uses an online survey, which can be customized for Arlington.

Mr. Koocher said priorities unique to Arlington would be incorporated into the promotional materials. Findings would also be compiled in a report to the school committee.

Dr. Susse said that Arlington has a high level of civic engagement, and the focus groups are important. Mr. Koocher said MASC would conduct the number of focus groups Arlington requests, and will work to bring in stakeholders identified by the school committee.

Dr. Allison-Ampe said the promotional materials should be prepared after the focus groups. Mr. Schlichtman said there are components that can be prepared now, primarily demographic data and the overall structure of the materials.

Mr. Hayner asked about including a salary range in the promotional materials. He asked what kind of applicant pool we would expect. Mr. Koocher said Arlington is perceived as a favorable town. The school committee has a good relationship with the superintendent, who is retiring. He said we should expect an applicant pool of about 30 qualified candidates, and we would probably find about a dozen who are worth serious consideration.

Mr. Koocher said the salary range needs to be higher if we are looking to entice a sitting superintendent from another district. Aspiring superintendents are less fussy. If there is a strong internal candidate, that would be a limiting factor for potential applicants. Mr. Koocher stressed that Arlington is a desirable district, and said Bedford just hired its new superintendent at \$210,000. He said that other elements of a compensation package would be a consideration for candidates. We could indicate a willingness to be competitive by stating on the promotional materials that a competitive compensation package is negotiable.

Mr. Schlichtman noted that we should start as soon as possible with staff interviews and focus groups, as they will not be as readily available after the conclusion of the school year. Dr. Allison-Ampe asked about how MASC would gather data from staff. Mr. Koocher said it is critical that staff members are free to comment without their supervisor in the meeting. Teachers should be separate from principals, central office staff should be separate from senior leaders.

Mr. Koocher said the focus groups should be on the district's Zoom account, as the district needs to keep legal possession of the proceedings. Mr. Koocher said school committee members are also welcome to participate in developing the district profile.

Mr. Koocher described the considerations for establishing a search committee to conduct the first round screening of candidates. He said he will provide a model search committee (appended to the minutes). He said 11-13 people is ideal; some districts have a larger committee. He said Bedford had a 19 member committee, but noted that larger committees have more difficulty in scheduling meetings that all can attend.

Mr. Koocher stressed the importance of having school committee members on the search committee, to ensure the process proceeds in a manner acceptable to the committee. He said the police chief is often a very good person to have on the committee.

Mr. Schlichtman said he would recommend approval of a contract at the May 28 school committee meeting.

Mr. Koocher said the next step would be to meet with the search process committee to plan the focus groups. Mr. Koocher said the search process committee should receive suggestions from the full committee for constituencies that should be included in the focus groups. Additional focus groups can be added as the process goes forward, ensuring that everyone who wants to participate can be involved in the process. He said we should meet as soon as possible after the next school committee meeting to move forward. Mr. Schlichtman said he would look to schedule a subcommittee meeting as soon as possible after the meeting.

Adjourn

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to adjourn at 10:57 a.m.. Roll Call: Allison-Ampe, Yes; Susse, Yes; Schlichtman, Yes. (3-0)

ARLINGTON SUPERINTENDENT SEARCH PROCESS POSSIBLE TIMELINE AND MODEL SEARCH COMMITTEE

This timeline provides a longer-than-normal period for accepting applications in order to allow for the inevitable unpredictability of school start up in an era of COVID-19. The process can be sped up by shortening this process subject to the discretion of the school committee.

Early June Initial Focus Groups Scheduled

June 8 Approved Survey Goes Up – Available to Community

Between June 8-19 Focus Groups with Faculty and Community

June 19-26 Additional Focus Groups

By July 6 Focus Group and Survey Summary Reports Prepared for School Committee. Survey remains open for subsequent survey takers through September. Updates provided as needed.

By July 24 Selection of Decision Criteria and Critical Skills/ Promotional Materials Developed
Compensation Package Approved
Announcement of Vacancy is Posted.

Week of August 10 All Materials/Advertisements Approved and Distributed. Applications are available for prospective candidates.

Week of August 24 Announcement of Vacancy with Materials Distributed Electronically to Recruiting List and other Potential Candidates and Referrals

Week of September 7 Reminder Notice (Post Labor Day) of Vacancy and Promotional Materials Disseminated Electronically.
Search Committee is appointed.

September 14, 2020 Search Committee Orientation. (Search Committee members should be required to be available on this date as a condition of membership.)

October 16, 2020 Friday, 3:00 p.m. Application Deadline. Completed applications are shared with search committee.

Week of October 19 Search Committee Selects Candidates. Question Preparation is Finalized.

Oct. 26-Nov. 9 Interviews Conducted and Finalists Identified. (This leaves 10 weekdays and two Saturdays for potential interviews. Search Committee members should be prepared to keep these dates free.

Week of November 9 School Committee Receives Candidate Recommendations

November 9-20 Finalist Interviews, Candidate Visits to Arlington, and School Committee Reference visits to Sending Districts.

Week of November 30 Decision Made.

MODEL SEARCH COMMITTEE (First round screening)

1. Chair (School Committee Member)
2. Second School Committee Member
3. Third School Committee Member
4. Parent – Elementary
5. Parent – Middle
6. Parent – High School
7. Educator – Elementary
8. Educator – Middle
9. Educator – High School
10. Principal
11. Central Office Administrator
12. Citizens at Large (Parent or Other – may include special interest such as SPED or ELL)
13. Citizen at Large (Parent or Other – may include special interest such as SPED or ELL)

NOTE: It is important to ensure that the educators are well represented but do not outnumber the parents and community members. It is possible that a larger committee would be appointed if required to satisfy local preferences.

Arlington School Committee
Standing Subcommittee: Superintendent Search Process Committee
Wednesday, May 6, 2020
12:30 p.m.

Meeting conducted by remote participation.
The meeting was recorded.

Approved May 22, 2020

The meeting was called to order at 12:30 p.m.

Kirsi Allison-Ampe read the Governor's order suspending certain provisions of the Open Meeting Law.

A roll call was taken to establish remote presence in the meeting

Paul Schlichtman, chair

Kirsi Allison Ampe, member

Jennifer Susse, member

Michael Mason, Chief Financial Officer

Public Comment:

No public comment was submitted.

Disclosure:

Mr. Schlichtman disclosed that he is a past president of the Massachusetts Association of School Committees. His term as a member of the Board of Directors ended on December 31, 2005.

Evaluating the Non-Price (technical) Proposals for a Superintendent Search:

Mr. Schlichtman noted there were two technical proposals that would be reviewed:

- Massachusetts Association of School Committees (MASC), Boston MA.
- Sunshine Enterprise USA, Maitland FL.

Mr. Schlichtman noted that the subcommittee was not permitted to see the price proposals before the review of the technical proposals was complete.

Mr. Mason said it was likely that the price proposals would be under the state threshold of \$50,000, and the rules for supply and service contracts under \$50,000 would apply.

Mr. Schlichtman explained the options before the subcommittee.

- It could recommend one of the two technical proposals to the full committee.
- It could review the two technical proposals and recommend moving on to interviewing two respondents.

- It could recommend discarding the technical proposals in order to submit a new Request for Proposals.
- It could retain the current proposals and request others.

Members of the subcommittee discussed the sense of the full school committee, as expressed at the last school committee meeting, to move forward by evaluating the proposals as submitted.

Mr. Schlichtman called the subcommittee's attention to the ratings sheets that corresponded to the criteria for evaluation of the technical proposals from the Request for Proposals. As the interviews scheduled for March were cancelled due to the state of emergency, Mr. Schlichtman said we would not be evaluating Criteria 4, Evaluation of Interview Presentation.

The members of the subcommittee offered their ratings using the remaining evaluation criteria:

1. Experience

Dr. Allison-Ampe rated MASC 3: Highly Advantageous.
 Dr. Susse rated MASC 3: Highly Advantageous.
 Mr. Schlichtman rated MASC 3: Highly Advantageous.
 Dr. Allison-Ampe rated Sunshine 1: Not Advantageous.
 Dr. Susse rated Sunshine 1: Not Advantageous.
 Mr. Schlichtman rated Sunshine 1: Not Advantageous.

2. Evaluation of the Proposed Plan

Dr. Allison-Ampe rated MASC 3: Highly Advantageous.
 Dr. Susse rated MASC 2: Advantageous.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 1: Not Advantageous.
 Dr. Susse rated Sunshine 1: Not Advantageous.
 Mr. Schlichtman rated Sunshine 1: Not Advantageous.

3. Proposer's Recruitment Materials

Dr. Allison-Ampe rated MASC 2: Advantageous.
 Dr. Susse rated MASC 0: Unacceptable.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 0: Unacceptable.
 Dr. Susse rated Sunshine 0: Unacceptable.
 Mr. Schlichtman rated Sunshine 0: Unacceptable.

4. Evaluation of Interview Presentation

Not Evaluated

5. Presentation

Dr. Allison-Ampe rated MASC 2: Advantageous.
 Dr. Susse rated MASC 2: Advantageous.
 Mr. Schlichtman rated MASC 2: Advantageous.
 Dr. Allison-Ampe rated Sunshine 0: Unacceptable.

Dr. Susse rated Sunshine 0: Unacceptable.
Mr. Schlichtman rated Sunshine 1: Not Advantageous.

Mr. Schlichtman offered a summary of the categories, based on the committee ratings:

1. **Experience:** The summary rating for MASC is 3: Highly Advantageous. The summary rating for Sunshine is 1: Not Advantageous.
2. **Evaluation of the Proposed Plan:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 1: Not Advantageous.
3. **Proposer's Recruitment Materials:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 0: Unacceptable.
4. **Evaluation of Interview Presentation:** Not Evaluated
5. **Presentation:** The summary rating for MASC is 2: Advantageous. The summary rating for Sunshine is 0: Unacceptable.

Members of the committee offered their **overall ratings** of the two proposals:

Dr. Allison-Ampe rated MASC 2: Advantageous.
Dr. Susse rated MASC 2: Advantageous.
Mr. Schlichtman rated MASC 2: Advantageous.
Dr. Allison-Ampe rated Sunshine 0: Unacceptable.
Dr. Susse rated Sunshine 0: Unacceptable.
Mr. Schlichtman rated Sunshine 1: Not Advantageous.

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to report to the Arlington School Committee that the Superintendent Search Process Committee found the MASC proposal to be Advantageous, and the Sunshine proposal to be Unacceptable. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to report to the Arlington School Committee that the Superintendent Search Process Committee recommends the full school committee vote to accept the proposal from the Massachusetts Association of School Committees, and move forward with the intent of engaging MASC as our consultant. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

On a **motion** by Dr. Allison-Ampe, **seconded** by Dr. Susse, it was **voted** to adjourn at 1:05 p.m. Roll Call (3-0):

Allison-Ampe Yes
Susse Yes
Schlichtman Yes

Arlington School Committee
Superintendent Search Process Subcommittee
Wednesday, January 15, 2020
5:15 p.m.

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

Approved May 22, 2020

The meeting was called to order at 5:20 p.m.

Present: Paul Schlichtman, subcommittee chair
Jennifer Susse, subcommittee member
Kirsi Allison-Ampe, subcommittee member
Bill Hayner, school committee member

Public Comment:

None

On a **motion** by Dr. Susse, **seconded** by Mr. Schlichtman, it was **voted** to approve the minutes of October 28, 2019. (2-0-1) Dr. Allison-Ampe abstained.

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of October 28, 2019. (3-0)

The subcommittee examined the proposed Request for Proposals for a search consultant. The subcommittee examined the document, paragraph by paragraph, and made edits based on a consensus of the subcommittee members.

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Request for Proposals, as amended. (3-0)

On a **motion** by Dr. Susse, **seconded** by Dr. Allison-Ampe, it was **voted** to adjourn at 7:07 p.m. (3-0)

Scope of Services

The Arlington School Committee is seeking a collaborative executive search firm (Consultant) to work with the School Committee and the community in recruiting a new Superintendent of Schools. The contract will begin when approved by the School Committee.

Posting of the Superintendent position and the collection of applications shall begin no later than September 18, 2020, with a closing date no later than October 16, 2020, unless mutually agreed by the School Committee and the Consultant. The final School Committee vote to hire the Superintendent shall take place no later than December 17, 2020, unless mutually agreed by the School Committee and the Consultant. This contract will continue until all negotiations with the successful superintendent candidate are completed and the employment contract is signed.

Scope of Work - Overview

1. Best practices:

The Consultant shall work collaboratively to support actions taken by the Arlington School Committee and/or a Superintendent Search Committee formed by the School Committee, and its representatives, in hiring our next public school superintendent.

2. Developing the Candidate Selection Criteria:

- a.** The Consultant shall assist the School Committee and/or the Superintendent Search Committee in defining the leadership needs of the district and in establishing selection criteria for a new superintendent by soliciting input from the School Committee, parents, staff, administration, Town officials, and the community through focus groups, interviews, and an online survey.
- b.** If requested by the School Committee and/or the Superintendent Search Committee, the Consultant shall review the current job description for the position of Superintendent of Schools, and recommend revisions subject to School Committee approval.
- c.** The Consultant shall organize, publicize, and facilitate at least five (5) and up to ten (10) focus groups to gather input on the type of leadership to be sought from the next Superintendent from all stakeholders in the community, including, but not limited to, school department employees (including educators), elected and appointed town government officials, parents, students, community partners, and other interested residents of Arlington.
- d.** The Consultant shall conduct at least five (5) and up to ten (10) individual or small group interviews with individuals specifically identified by the School Committee and/or the Superintendent Search Committee.

e. The Consultant shall conduct an online survey approved by the School Committee and/or the Superintendent Search Committee to collect broad community input for those not able to attend or not invited to a specific focus group.

3. Search Process Management:

a. The Consultant shall work collaboratively with the School Committee and/or Superintendent Search Committee to ensure that Arlington obtains the best candidate to meet our community and district expectations and priorities, both for today and in the future.

b. Timeline:

i. The Consultant shall work with the School Committee and/or Superintendent Search Committee to develop the Superintendent search schedule and timeline. (The timeline will be developed in the context of the Committee's parameters, in which the Superintendent position and the collection of applications shall begin no later than September 18, 2020, with a closing date no later than October 16, 2020, unless mutually agreed by the School Committee and the Consultant. The final School Committee vote to hire the Superintendent shall take place no later than December 17, 2020, unless mutually agreed by the School Committee and the Consultant.)

ii. The Consultant shall recommend and coordinate advertising, including its publication, frequency, and duration. Advertising costs are not to be included in the proposal price.

iii. The Consultant shall develop the application package, including submission requirements and timelines.

iv. The Consultant shall ensure the process is designed to attract a national pool of highly-qualified and diverse candidates.

4. Communication

a. The Consultant shall work collaboratively with the School Committee and the Superintendent Search Committee throughout the process, and keep the School Committee and the Superintendent Search Committee informed about what is occurring at each stage of the search process.

b. The Consultant shall meet with the School Committee and/or Superintendent Search Committee throughout the search and provide regular progress reports.

c. The Consultant shall coordinate or provide the school district with an up-to-date and maintained web page and, if requested by the School Committee and/or the Superintendent Search Committee, communicate through social

media any necessary community information and updates about the search process.

d. The Consultant shall finalize for publication a written summary of the synthesis of communicated skills and experiences generated from focus group and community input. If requested by the School Committee and/or the Superintendent Search Committee, such summary will be communicated to potential candidates.

e. The Consultant shall advise the School Committee and the Superintendent Search Committee regarding best practices pertaining to the use of social media during the selection process.

5. Recruitment Process

a. The Consultant shall ensure that the search process is transparent, thorough, and will engage as many stakeholders as feasibly possible in order to best represent and engage our diverse professional, parent, educator, and resident community.

b. The Consultant shall present findings to the School Committee of selection criteria recommendations from the data gathered.

c. The Consultant shall assist the School Committee and/or Superintendent Search Committee in developing descriptive documents (i.e. brochures and electronic materials) for prospective applicants, including requirements, submissions, and timelines.

d. The Consultant shall conduct direct and indirect search recruitment activities via networking and advertising publications in order to generate a national pool of high-quality, diverse applicants. A racially and demographically diverse candidate pool is essential.

e. The Consultant shall determine methods of direct recruiting, including professional networks.

6. Candidate Screening:

a. The Consultant shall prescreen and verify submitted application materials for completeness and to ensure that all candidates meet all requirements. The Consultant shall recommend a minimum number of candidates required for a viable search. The School Committee reserves the right to designate a School Committee member to review any and all applications.

b. After reviewing submitted applications, the Consultant shall determine with the School Committee and/or Superintendent Search Committee the number of initial screening candidates (those invited for interviews with the Superintendent Search Committee) and the number of finalists (those invited for interviews with the School Committee).

c. The Consultant shall verify credentials and conduct extensive reference checks of finalists prior to announcing the names of candidates to the community.

7. Selection Process

a. The Consultant shall assist the School Committee and the Superintendent Search Committee through screenings and interviews.

b. The Consultant shall assist the School Committee with the assembly of the Superintendent Search Committee and community members involved in the selection process. To fulfill this requirement, the Consultant shall:

i. assist in recruiting a diverse body of community members to participate in the selection process to the extent determined by the School Committee and/or the Superintendent Search Committee. The consultant shall prepare a report of aggregate demographic characteristics and other data pertaining to the pool of applicants who wish to serve on the Superintendent Search Committee.

ii. conduct an orientation and interview training of all persons (pertinent laws, regulations, and policies) participating in the selection process.

c. The Consultant shall be responsible for all scheduling related to the work of the Superintendent Search Committee, and will ensure that their work is completed in a timely manner.

d. The Consultant shall provide support for the Superintendent Search Committee. This will include reviewing candidate paperwork, assisting with the development of interview questions and a scoring rubric, conducting interviews, and identifying finalists who will be advanced to the full School Committee.

8. Final Candidate Selection Process:

a. The Consultant shall assist the School Committee and/or the Superintendent Search Committee in the final selection process, along with any additional support the Superintendent Search Committee may need.

b. The consultant shall arrange to begin finalist interviews no later than November 30, 2020, unless a different date is mutually agreed by the Consultant and the School Committee.

c. The consultant shall schedule candidate site visits and Arlington community introductions for the finalists.

d. The consultant shall manage interviews of finalists with the full School Committee. This will include reviewing candidates' paperwork, assisting with the development of interview questions and a scoring rubric, and conducting interviews.

e. The consultant shall manage reference checking and site visits to place of employment of finalists.

9. Candidate Negotiations and Employment Offer:

- a.** The consultant shall assist the School Committee in managing the preferred candidate offer, negotiation, and development of employment contract.
- b.** The consultant shall provide recommendations to the School Committee for an appropriate compensation and benefit package, based on market study.
- c.** The School Committee will develop and negotiate the contract of employment.

10. Candidate Retention:

After the selected superintendent has the opportunity to become acclimated to his or her new position, and if requested by the School Committee and/or the Superintendent Search Committee, the consultant shall provide eight hours of team building workshop(s) with the superintendent, administrative team, and School Committee. The goal of this workshop shall be to define roles and build the foundation for an effective approach to school governance in the Arlington Public Schools.

11. Consultant Conditions:

- a.** Travel expenses are not included as a separate allowable expense. Travel is considered overhead to the consultant.
- b.** Advertising expenses will be funded by the district after the School Committee approves the marketing plan.
- c.** The search will be deemed complete upon a signed contract with a new Superintendent.

If, after due consideration, the School Committee determines that it does not wish to appoint any of the candidates who have applied for the position, the Consultant must be willing to provide any assistance and aforementioned services with conducting a reopened search for Superintendent or Interim Superintendent.

Minimum Evaluation Criteria

- a.** The Proposer must be available to execute this contract in time for a final vote to hire no later than March 26, 2020.

b. The Proposer is available to make a presentation and be interviewed at a scheduled meeting no earlier than February 24, 2020 and no later than March 12, 2020.

V. Comparative Evaluation Criteria

1. Proposer's Experience

Highly Advantageous: The Proposer has five (5) or more years experience in conducting successful executive searches with public school systems, other educational institutions, and other non-profit organizations, and during the past five (5) years has concluded at least three (3) successful searches for a School Superintendent in Massachusetts, one (1) of which must have been for a district of similar size and demographics as Arlington.

Advantageous: The Proposer has at least three (3) years experience in successful executive search and hiring processes and has concluded at least two (2) successful executive search for Superintendents with Massachusetts public school systems.

Not Advantageous: The Proposer has fewer than three (3) years experience in successful executive search and hiring processes and has concluded only one (1) successful executive searches for a Superintendent.

Unacceptable: The Proposer has fewer than three (3) years experience in executive search and hiring processes and has not concluded any successful executive searches for a Superintendent.

2. Evaluation of the Proposed Plan:

Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all the objectives stated in the Scope of Service and Proposal Submission Requirements.

Advantageous: The proposal contains a clear plan that addresses most of the project objectives stated in the Scope of Service and Proposal Submission Requirements.

Not Advantageous: The proposal does not contain a clear plan.

Unacceptable: The proposal fails to meet the objectives stated in the Scope of Service and Proposal Submission Requirements.

3. Proposer's Recruitment Materials

Highly Advantageous: The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least five (5) different Superintendent searches with the proposal, at least one (1) of which involves a Superintendent search in Massachusetts.

Advantageous: The Proposer includes samples of advertisements, brochures and other forms of candidate outreach from at least three (3) different executive searches with the proposal, at least one (1) of which involves a Superintendent search.

Not Advantageous: The Proposer includes three (3) or fewer samples of advertisements, brochures, and other forms of candidate outreach with the proposal, none of which involve a

Superintendent search.

Unacceptable: The Proposer does not include samples of advertisements, brochures or other forms of candidate outreach.

4. Evaluation of Interview Presentation

The Superintendent Search Process Subcommittee and/or the School Committee may schedule interviews with any Proposer. Interviews will be ranked as follows:

Highly Advantageous: Proposer for this project was present, clearly stated a plan of action, demonstrated excellent communications skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Arlington Public Schools, and successfully responded to all questions from the Superintendent Search Process Subcommittee and/or the School Committee.

Advantageous: Proposer for this project was present, outlined a plan of action, demonstrated excellent communication skills, presented other personnel with experience and skills who will be assigned for the duration of this project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and successfully responded to most of the questions from the Superintendent Search Process Subcommittee and/or the School Committee .

Not Advantageous: Proposer for this project was present but did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, did not demonstrate awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .

Unacceptable: Proposer for this project was not present and did not present a plan of action, or was unable to communicate effectively, or presented other personnel who did not have the experience and skills to work on the project, demonstrated awareness and understanding of the goals and objectives of the Public Schools of Arlington, and/or would not be assigned for the duration of this project or did not successfully respond to questions from the Superintendent Search Process Subcommittee and/or the School Committee .

5. Presentation:

Highly Advantageous: The Proposer's presentation was clear, well organized and demonstrated both effective communication skills and an understanding of the particular needs of the Arlington Public Schools community.

Advantageous: The Proposer's presentation was clear, well organized and demonstrated effective and sensitive communication skills.

Not Advantageous: The Proposer's presentation was disorganized or did not demonstrate

effective communication skills.

Unacceptable: The Proposer's presentation demonstrated a clear lack of communication skills.



Town of Arlington, Massachusetts

9:10 p.m. Subcommittee/Liaison Reports/Announcements

Summary:

- *Budget: Kirsi Allison-Ampe, Chair*
- *Community Relations: Bill Hayner, Chair*
- *Curriculum, Instruction, Assessment & Accountability: Len Kardon, Chair*
- *Facilities: Jeff Thielman, Chair*
- *Policies & Procedures: Paul Schlichtman, Chair*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Superintendents Search Process Committee*
- *Calendar Committee:*
- *Election Modernization Committee:*
- *Traffic Negotiations:*
- *AEA Negotiations:*
- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*



Town of Arlington, Massachusetts

Executive Session

Summary:

To conduct strategy sessions in preparation for negotiations with the union and/or nonunion personnel or contract negotiations with the union and /or nonunion in which if held in an open meeting, may have a detrimental effect.

Conducting strategy with respect to collective bargaining or litigation, which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.



Town of Arlington, Massachusetts

9:30 p.m. Adjournment



Town of Arlington, Massachusetts

Submitted by Jane Morgan, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Warrant dated, June 2 2020
School Committee minutes, May 14, May 28, 2020
Stewart Deck resume
Covid-19 Resolution
Kindergarten enrollment 2020-2021
Report on student participation
2020-2021 School Calendar updated 6/9/2020
FY 21 Town Meeting Budget Memo revised budget
School Committee 2020-2021 Assignments

Town of Arlington Legal Dept Supplement-Remote Meeting Checklist and Guidance
<https://www.mass.gov/doc/open-meeting-law-order-march12-2020/download>

ATTACHMENTS:

Type	File Name	Description
▢ Correspondence	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1).pdf	Supplement re Remote Participation during Coronavirus State of Emergency
▢ Correspondence	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).docx	Remote Checklist
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).docx	Remote script



**Town of Arlington
Legal Department**

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To: Select Board

Cc: Town Committees and Commissions; Adam Chapdelaine, Town Manager; John Leone,
Town Moderator

From: Douglas W. Heim, Town Counsel

Date: March 18, 2020

Re: Supplement – Remote Meeting Checklist and Guidance

Please receive this Supplement to the Memoranda from this Office of March 11, 2020, and March 13, 2020 regarding the Town's options for conducting meetings during the coronavirus (or "COVID-19") State of Emergency in the Commonwealth.

As you will recall, meetings by telephone or video conference during the State of Emergency may proceed with all participants engaging remotely, so long as "alternative means of public access" is provided.¹ Public access can be provided by allowing the public to call in or otherwise join meetings remotely so that they can see and/or hear what takes place at remote participation meetings. To assist you in availing yourselves of these options, this Office has developed a checklist and script for Chairs and administrative support staff for remotely

¹ Certain hearings require additional consideration where public comment and/or participation is required.

conducted open meetings which you will find attached. These documents are intended as guides primarily to ensure the following:

- Accurate meeting minutes can be recorded;
- All other requirements of the Open Meeting Law are met;
- The public understands the modifications to the Open Meeting Law during the State of Emergency; and
- Chairs are able to effectively use new technologies such as the “Zoom” app effectively.

Please keep in mind that unlike some other users of teleconference or videoconference technology, it is essentially that a government body’s business can be accurately understood and recorded in meeting minutes, and that the public can follow along.

If specific circumstances of your meeting require further counsel, such as conducting an executive session by remote meeting, please contact this Office at your convenience for further support.

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- ☐ All non-emergency items properly posted *at least* 48 hours in advance
- ☐ “Executive Order on Remote Participation” is posted with agenda
- ☐ All members received the same documents for meeting
- ☐ Supporting documents posted on Novus or Town website (does not have to be 48 hours in advance unless required by law)
- ☐ For meetings with public participation, encourage written public comments

Initiating Meeting

- ☐ Confirm that all Members are present and can hear each other
- ☐ Read Preamble to Remote Meetings
- ☐ Note materials for meeting available online through Novus or Town website for the public
- ☐ Introduce all members, staff, and persons on the agenda
- ☐ Cover “ground rules”

For “Zoom” Meetings

- ☐ Disable Chat Function for Participants
- ☐ Click “Record Meeting”
- ☐ Advise Participants that Meeting is Being Recorded
- ☐ Caution Participants About Screen Sharing

During Meeting

- ☐ Each speaker states their name before each presentation, comment, or question
- ☐ All votes taken by roll call
- ☐ Meeting Minutes reflect remote status

Technical Difficulties

- ☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- ☐ Keep accurate minutes noting any disconnections and reconnections of members

DRAFT SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*
- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*
- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the "COVID-19 Virus."

In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom App/Facebook Live/etc.] as posted on the Town's Website identifying how the public may join.

For "Zoom" Meetings

Please note that this meetings is being recorded, and that some attendees are participating by video conference.

Accordingly, please be aware that other folks may be able to see you, and that take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.

Meeting Materials

***For Novus Agenda-Supported Meetings:** All of the materials for this meeting, except any Executive Session materials, are available on the Novus Agenda dashboard, and we recommend the members and the public follow the agenda as posted on Novus unless I/The Chair notes otherwise.

***For Non-Novus Supported Meetings:** All supporting materials that have been provided members of this body are available on the Town's website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- **I/the Chair,** will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,

- Please remember to mute your phone or computer when you are not speaking;
 - Please remember to speak clearly and in a way that helps generate accurate minutes
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their names and addresses only;
 - Once the Chair has a list of all public commentators, I will call on each by name and afford 3 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.

[Any additional preliminary comments tailored to meetings]