

**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 Organizational Meeting  
Thursday, June 11, 2020  
6:15 PM***

*Open Meeting*

*Conducted by Remote Participation*

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

*You are invited to a Zoom webinar:*

*When: Jun 11, 2020 06:15 PM Eastern Time (US and Canada)*

*Topic: School Committee Organizational Meeting, Thursday, June 11, 2020 at 6:15 p.m.*

*Register in advance for this webinar:*

*[https://us02web.zoom.us/webinar/register/WN\\_UC67bzR9TuS4YdaZSj7WEQ](https://us02web.zoom.us/webinar/register/WN_UC67bzR9TuS4YdaZSj7WEQ)*

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

*Agenda*

*Call to Order, Mr. Paul Schlichtman, Chairperson Pro Tempore*

*Nomination and Election for Office of Chair*

*Nomination for Office of Vice Chair*

*Nomination and Election for Office of Secretary*

*Vote to Approve Committee & Liaison Assignments for 2020-2021*

*Vote on Authorization of Chair to Sign Payroll Warrant*

*Per Policy BDA: Standards and Norms of the Arlington School Committee, BDA-E*

*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 amounts 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*

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](mailto:kfitzgerald@arlington.k12.ma.us) in advance of the meeting.



## Town of Arlington, Massachusetts

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### Meeting Location

#### ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C)_(2).pdf	Remote script From Legal Supplement
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(2).pdf	– Remote Meeting Checklist and Guidance

## 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](mailto:dheim@town.arlington.ma.us)  
Website: [www.arlingtonma.gov](http://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

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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.<sup>1</sup> 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

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<sup>1</sup> 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

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### Open Meeting

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## Town of Arlington, Massachusetts

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### Agenda

#### Summary:

*Call to Order, Mr. Paul Schlichtman, Chairperson Pro Tempore*

*Nomination and Election for Office of Chair*

*Nomination for Office of Vice Chair*

*Nomination and Election for Office of Secretary*

*Vote to Approve Committee & Liaison Assignments for 2020-2021*

*Vote on Authorization of Chair to Sign Payroll Warrant*

*Per Policy BDA: Standards and Norms of the Arlington School Committee, BDA-E*

*Adjournment*

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#### ATTACHMENTS:

Type	File Name	Description
▣ Document for Approval	Subcommittee_Assignments_2020-2021.pdf	School Committee Assisgnments 2020-21
▣ Policy	BDA_Organizational_meeting_doc.pdf	BDA SCHOOL COMMITTEE ORGANIZATIONAL MEETING
▣ Policy	BDA-E_School_Committee_Norms_and_Standards.html.pdf	BDA-E School Committee Norms and Standards

Arlington School Committee

June 2020 May 2021

Chair: Jane Morgan

Vice Chair: Bill Hayner

Secretary: Paul Schlichtman

Community Relations: Bill Hayner \*, Liz Exton, Jeff Thielman

Facilities: Jeff Thielman\*, Kirsi Allison-Ampe

CIAA: Len Kardon\*, Liz Exton, Paul Schlichtman

Budget: Kirsi Allison-Ampe\*, Len Kardon, Jane Morgan

Policy: Paul Schlichtman\*, Bill Hayner, Kirsi Allison-Ampe

Superintendent Search Process: Paul Schlichtman\*, Kirsi Allison-Ampe, Len Kardon

\*chair

Warrant Committee: Bill Hayner

Legal Services Review: Len Kardon, Bill Hayner

Long Range Planning: Len Kardon, Kirsi Allison-Ampe, Jane Morgan

Budget and Revenue Task Force: Len Kardon, Kirsi Allison-Ampe, Jane Morgan

AHS Building Committee: Jeff Thielman, Kirsi Allison-Ampe

Permanent Town Building Committee: Bill Hayner

Select Board and Legislative Liaison: Kirsi Allison-Ampe

Envision Arlington: Paul Schlichtman

Negotiations Committee (AEA): Bill Hayner , Len Kardon

Negotiations Committee (AAA): Paul Schlichtman, Len Kardon

Negotiations Committee (Bus Drivers): Paul Schlichtman, Bill Hayner

Negotiations Committee (Cafeteria): Paul Schlichtman, Bill Hayner

Arlington Youth Health & Safety Coalition: Liz Exton

Wellness Committee: Liz Exton

Superintendent's Diversity Advisory Committee: Bill Hayner

AEF: Len Kardon

SEPAC: Liz Exton

EDCO: Len Kardon

Bishop: Jane Morgan

Brackett: Kirsi Allison-Ampe

Dallin: Paul Schlichtman

Stratton: Bill Hayner

Peirce: Liz Exton

Hardy: Len Kardon

Thompson: Jeff Thielman

Gibbs: Len Kardon

Ottoson: Liz Exton

AHS: Jeff Thielman

Town Wide PTO: Jane Morgan

- SCHOOL COMMITTEE POLICY MANUAL
- SECTION A - FOUNDATIONS AND BASIC COMMITMENTS
- SECTION B - BOARD GOVERNANCE AND OPERATIONS
  - File: BA - SCHOOL COMMITTEE OPERATIONAL GOALS
  - File: BAA - EVALUATION OF SCHOOL COMMITTEE OPERATIONAL PROCEDURES
  - File: BB - SCHOOL COMMITTEE LEGAL STATUS
  - File: BBA - SCHOOL COMMITTEE POWERS AND DUTIES
  - File: BBAA - SCHOOL COMMITTEE MEMBER AUTHORITY
  - File: BBBA/BBBB - SCHOOL COMMITTEE MEMBER QUALIFICATIONS/C OF OFFICE
  - File: BBBC - SCHOOL COMMITTEE MEMBER RESIGNATION
  - File: BBBE - UNEXPIRED TERM FULFILLMENT
  - File: BBC - SCHOOL COMMITTEE MEMBER INSURANCE
  - File: BCA - SCHOOL COMMITTEE MEMBER ETHICS
  - File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL

## **File: BDA - SCHOOL COMMITTEE ORGANIZATIONAL MEETING**

Officers of the Arlington School Committee shall be elected at an organization meeting held only for this purpose each year. The organization meeting shall be scheduled for a date and time after the annual town elections, and prior to the first regular School Committee meeting of the month.

Officers shall be elected separately for terms of one year. A majority vote of the members present shall constitute an election.

That member with the earliest date of Committee membership shall preside as Chairperson pro tempore until the new officers are elected. The Chairperson shall conduct the election of all School Committee officers, following the methods set forth in *Robert's Rules of Order*.

For the purpose of defining seniority of School Committee members under File BDA and File BDAA, the following rule shall apply. When two or more members are elected for the first time at the same election, and, when both members have had identical lengths of service on the Committee, the senior member shall be determined by the member receiving the greater number of votes received in the election in which the members were first elected.

Approximately one month prior to the School Committee Organizational Meeting, School Committee members interested in officer positions will notify the administrative secretary and/or Chairperson.

Any vacancy among the officers occurring between organizational meetings will be filled by a member elected by the School Committee. The election will be conducted as described above.

"At each organizational meeting the newly elected Chair shall read aloud the Standards and Norms of the Arlington School Committee, attached hereto as BDA-E, and invite each member to publically sign the document. All members shall be provided with BDA-E prior to the organizational meeting."

CROSS REFS.: BBB, School Committee Elections

[BDAA](#), Election of School Committee Officers

[BDA-E](#), School Committee: Norms and Standards

[BE](#), Regular School Committee Meetings

# **File: BDA-E - SCHOOL COMMITTEE NORMS AND STANDARDS**

We, the Arlington School Committee, acknowledge that a School Committee meeting is a meeting of School Committee members that is held in public and not a public meeting and that we will make every effort to ensure that meetings are effective and efficient. To that end, we acknowledge the importance of subcommittees and we and the Superintendent agree to utilize them to focus on specific topics in-depth and to prepare for presentation, deliberation, and possible action by the School Committee.

We, the Arlington School Committee, set forth these Standards and Norms that we will all commit to abide by as individuals and as a Committee:

1. Represent the needs and interests of all students in the district.
2. Exercise leadership in vision, planning, policy making, evaluation, and advocacy on behalf of the students and district, not in managing the day-to-day operations of the district.
3. Conduct our business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Provide full disclosure. Each member will provide input, encouragement, express concerns and positions rather than withhold information from other members. When a Committee member feels that there has not been full disclosure, an objective process for revisiting the issue will be used.
5. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Committee members will work together to clarify and restate discussions in order to strive for full understanding.
6. Keep an open mind and accept that they can change their opinions by recognizing that they are not locked into their initial stated positions.
7. Make decisions on information and not on personalities. Committee members will act with the best information available at the time considering data, the superintendent's recommendations, proposals, and suggestions. Committee members will strive to make the best decision at the time.
8. Debate the issues, not one another. The Committee will engage in critical thinking, expecting all Committee members to freely offer differing points of view as part of the discussion, prior to making a board decision.
9. Not take unilateral action. A Committee member's authority is derived only through a majority decision of the Committee acting as a whole during an open, public meeting.
10. Attend meetings well prepared to discuss issues on the agenda and will be prepared to make decisions, striving for efficient decision making.
11. Strive to have no surprises for the committee or superintendent. All members will receive the same information on all topics in a timely manner.
12. Strive to reach decisions by consensus. Discuss with respect, disagree without acrimony. When consensus is not possible, all members will publicly abide by the majority decision.
13. Understand and respect the chain of command as it concerns roles and responsibilities and direct others to do the same.

14. Review and revise our standards and norms, as needed, as part of the committee's self-evaluation.



**Town of Arlington, Massachusetts**

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**Submitted by Jane Morgan, Chair**