

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 Special Meeting
Thursday, July 9, 2020
6:30 PM***

Conducted by Remote Participation

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

6:30 p.m. Open Meeting

You are invited to a Zoom webinar.

Hi there,

You are invited to a Zoom webinar.

When: Jul 9, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Special Summer Meetings

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_mjXKj5VBQDCfZdBrKtOqqA

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

6:35 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, July 9.

6:45 p.m. Fall Reopening update K. Bodie

7:15 p.m. Parent survey results, R. MacNeal and K. Bodie

7:45 p.m. Summer 2020 Professional Development Plan update, R. MacNeal

8:00 p.m. Anti-racism resolution and discussion, J. Morgan

8:05 p.m. Superintendent Search School Committee Focus Group meeting date and time, J.

Morgan

8:15 p.m. Superintendent's Report, K. Bodie

8:30 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, P. Schlichtman*

- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*

8:45 p.m. 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.

To discuss and approve MOA for the AFL-CIO, STATE COUNCIL 93, LOCAL 680 TRAFFIC SUPERVISORS

9:00 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 None

Minutes None

AHRC memo

Anti-racism resolution

APS Parent Guardian School Closure Fall reopening survey results

Traffic MOA July 2020-June 30, 2021

David Levy email school reopening

Joshua email regarding reopening

Kristin Pennarun email regarding fall opening and more communication

2020-2021 Projected Enrollment Numbers 7/9/2020

<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>

ATTACHMENTS:

Type	File Name	Description
Reference Material	Remote_Meeting_Script_(00022231xA050C).pdf	Remote script
Reference Material	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).pdf	Remote Checklist
Reference Material	Supplement_re_Remote_Participation_During_Coronavirus_State_of_Emergency_-_Checklist_and_Script.pdf_(00022235xA050C)_(1)_(1).pdf	Remote Participation

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]

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



**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

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Town of Arlington, Massachusetts

6:45 p.m. Fall Reopening update K. Bodie



Town of Arlington, Massachusetts

7:15 p.m. Parent survey results, R. MacNeal and K. Bodie

ATTACHMENTS:

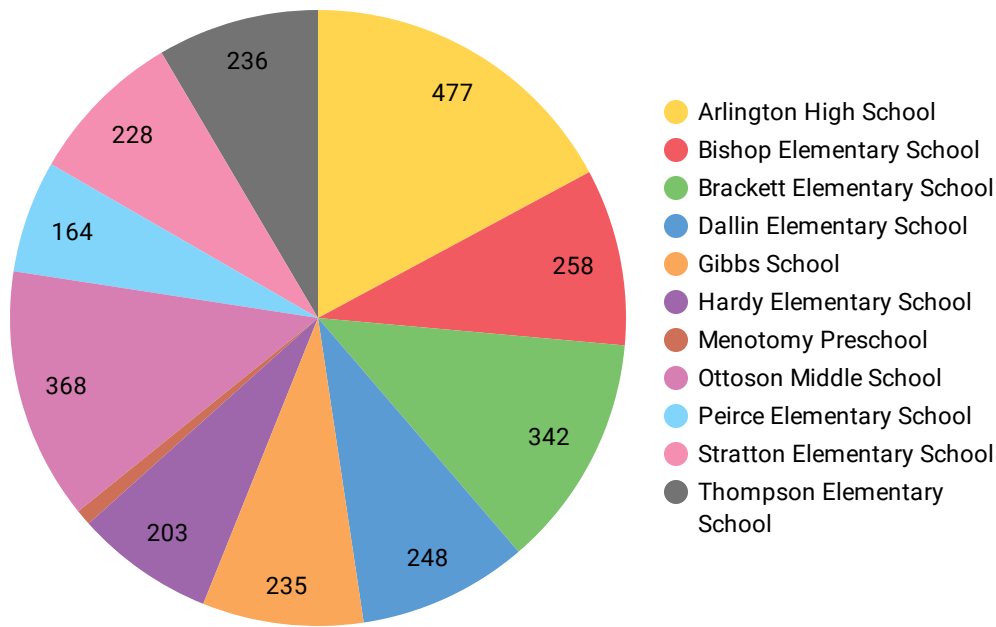
Type	File Name	Description
▢ Report	APS_Parents_Guardians_School_Closure_and_Fall_Planning_Survey_-_School_Committee.pdf	APS Parent Guardian SC survey results

APS Parent/Guardian School Closure and Fall Planning Survey Results

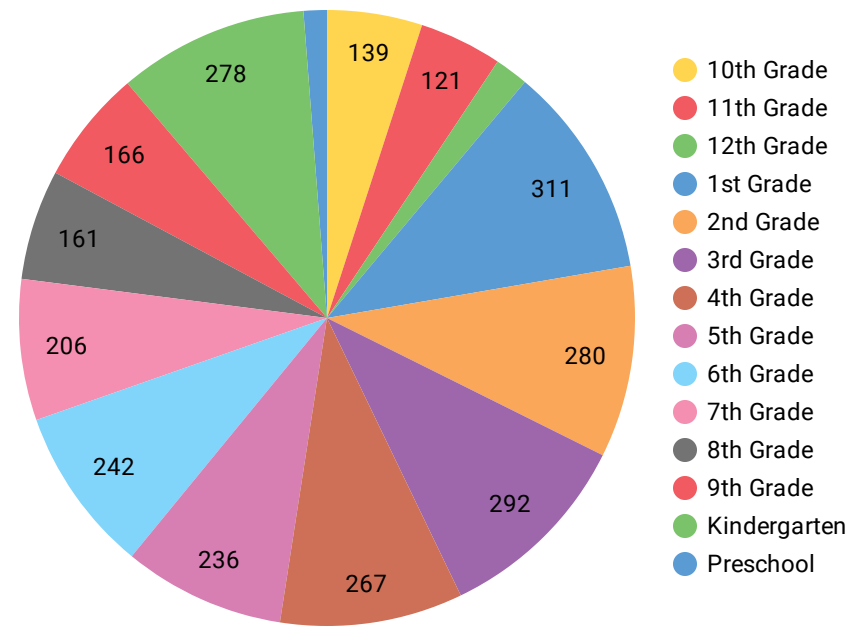
Record Count
2,782

Clicking on any Bar or Pie Slice will filter all charts by that subset of responses.

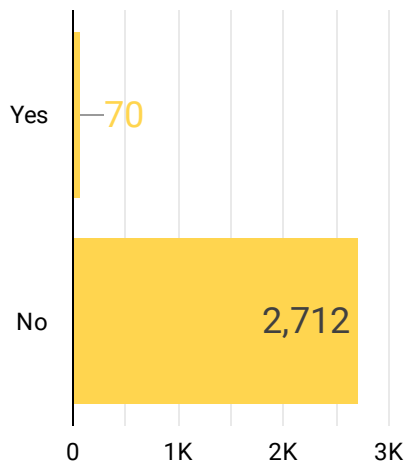
What school do you attend?



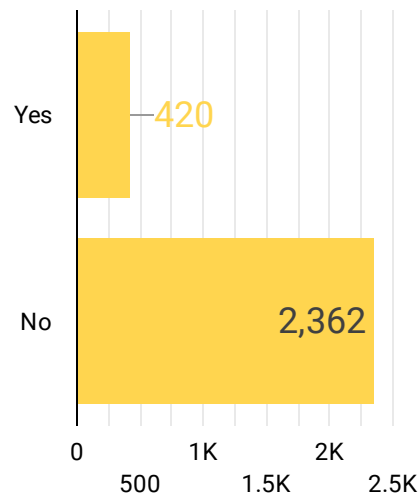
In what grade is your child?



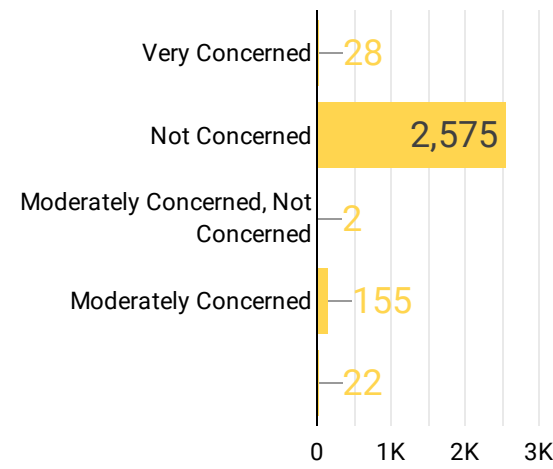
Does your child receive ELL support as an English Language Learner?



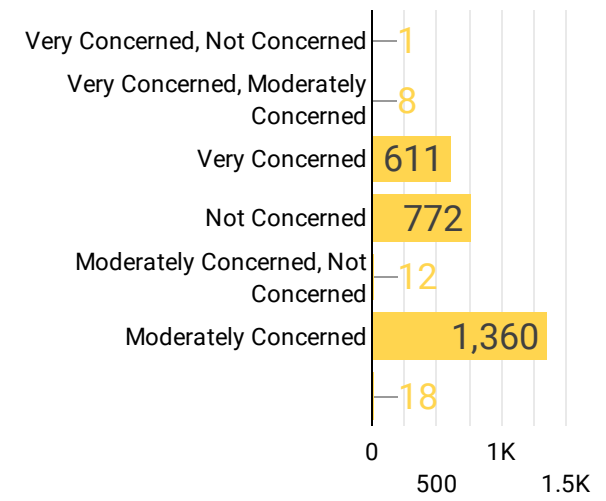
Does your child have an individualized educational plan (IEP)?



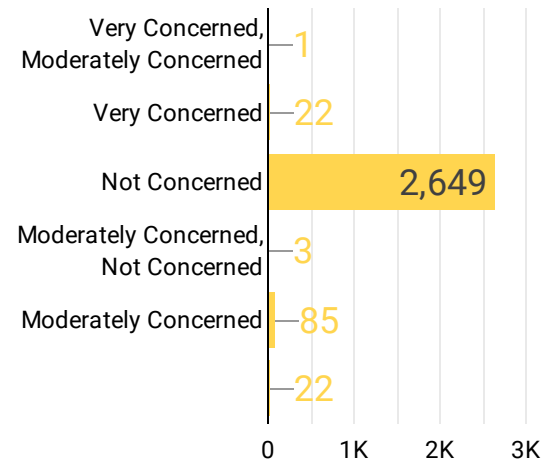
How concerned are you about your family's housing situation.



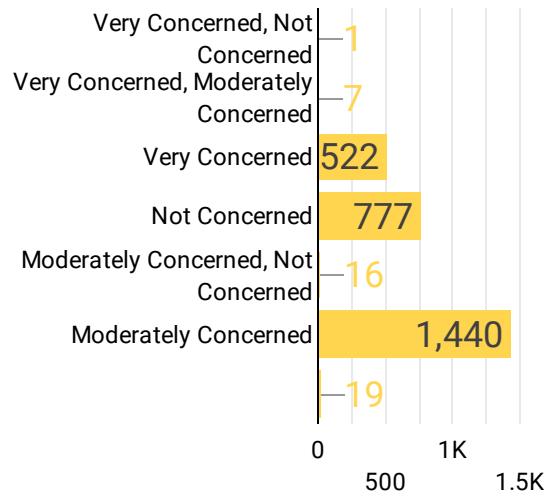
How concerned are you about your child's social or emotional well-being.



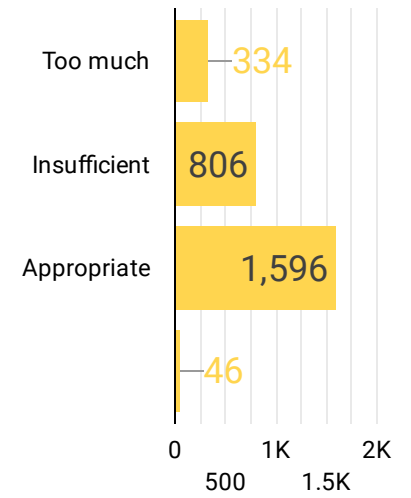
How concerned are you about your access to resources to provide food security for your family?



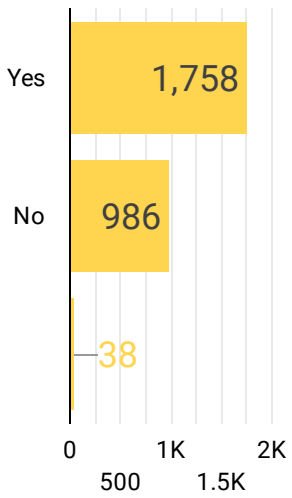
How concerned are you about the level of stress your family has been feeling during this time?



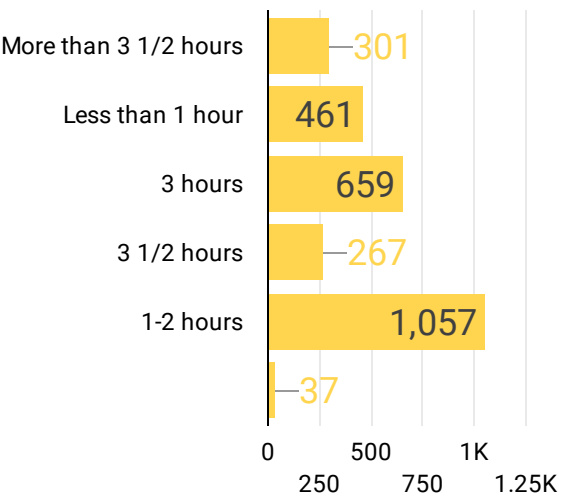
Do you feel the amount of work your child has received since May 4 has been:



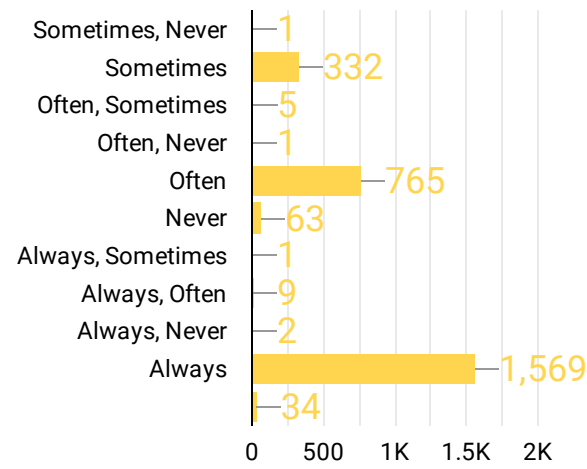
The work my child has been getting through remote learning is manageable for me as a parent to support.



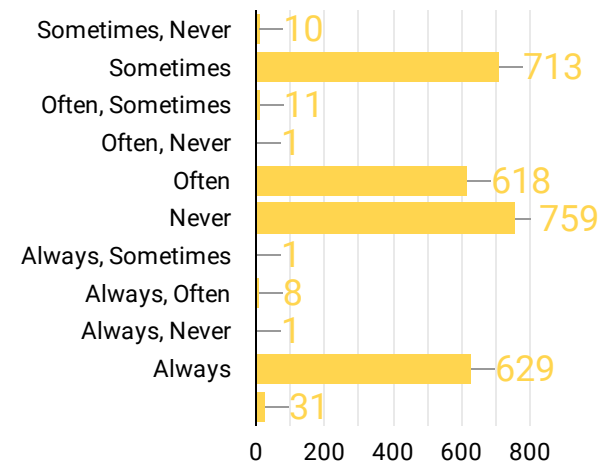
Currently, how many hours a day does your child spend completing the learning activities provided by their classroom teacher(s)?



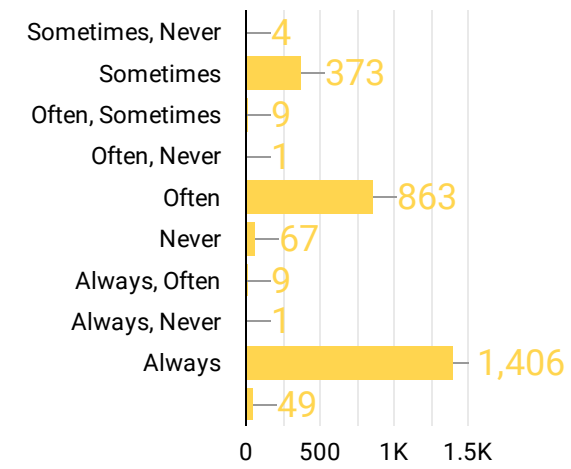
My child is able to access the apps or websites needed to complete their assignments.



My child is able to complete their school work without any help from an adult or family member.



My child is able to participate in Google Meet without any computer issues.

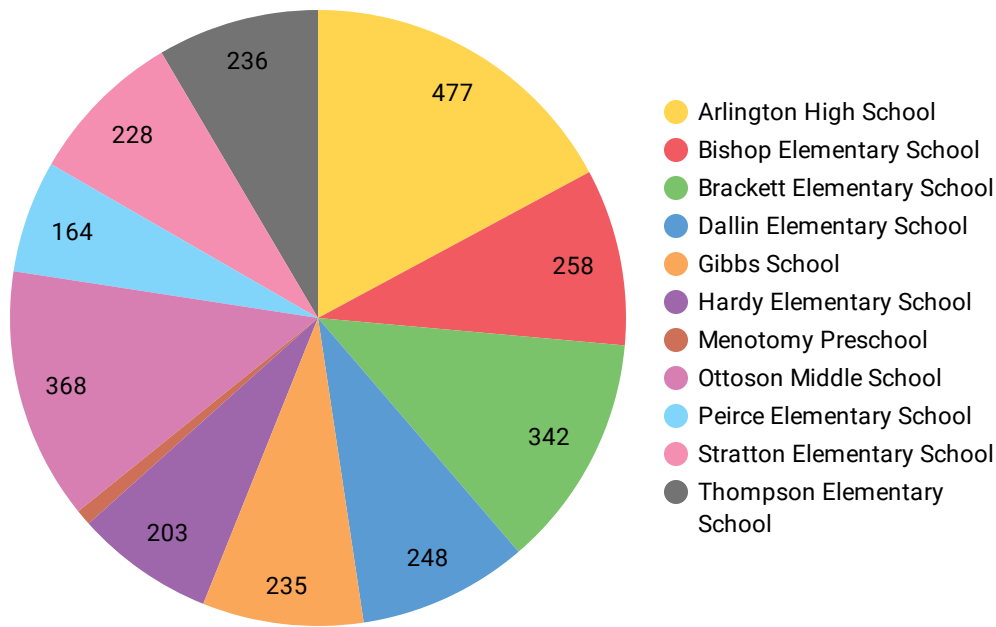


APS Parent/Guardian School Closure and Fall Planning Survey Results

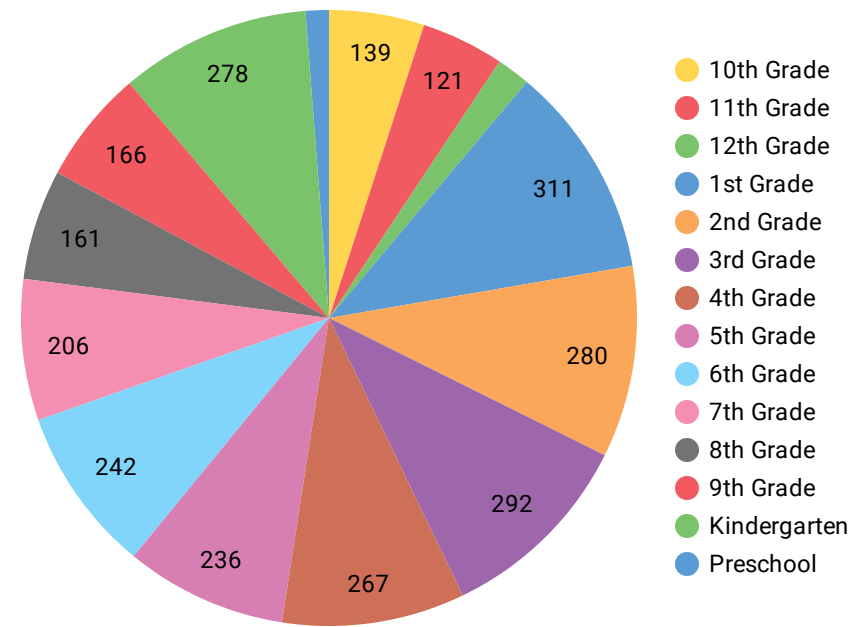
Record Count
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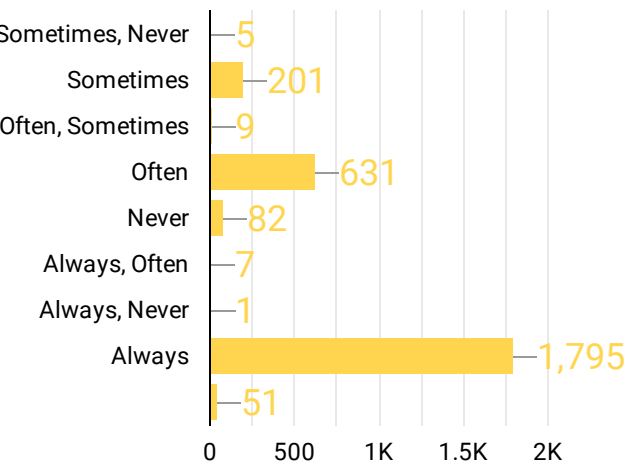
What school do you attend?



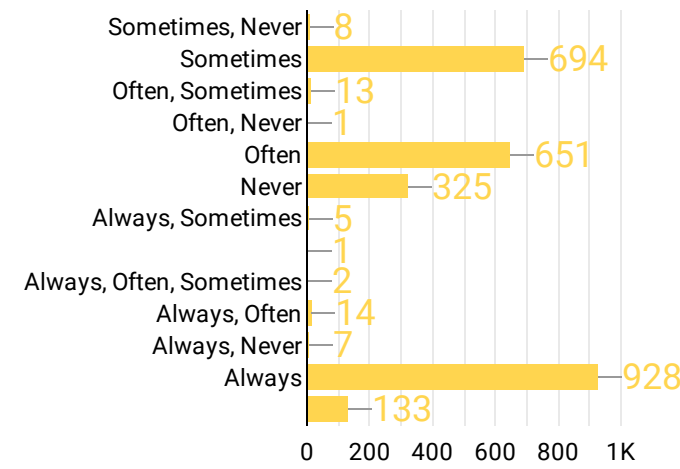
In what grade is your child?



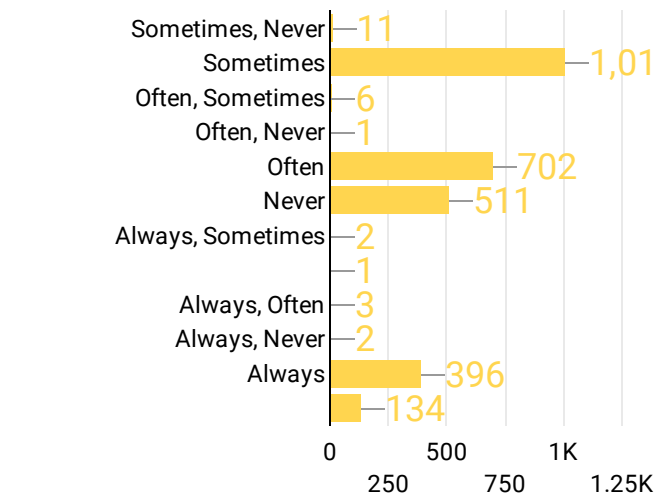
My child is able to connect to the internet and their Google Spynonders account without any issues.



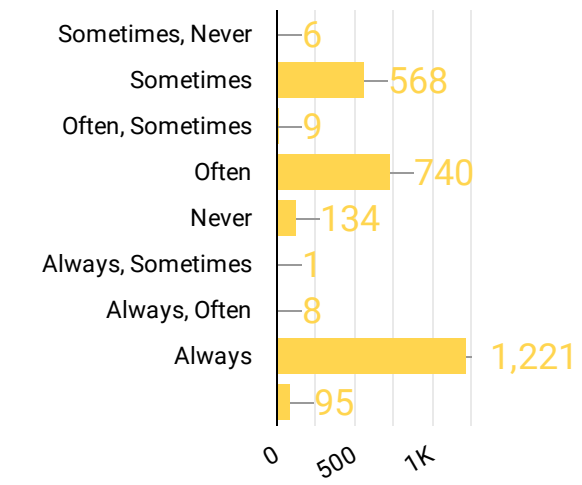
My child prefers to participate in a Google Meet to listen to their teacher explain a lesson rather than watch a video of their teacher.



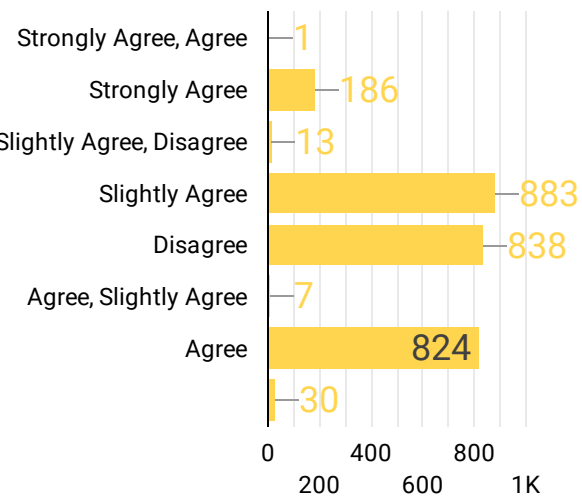
My child prefers to watch a video when it is convenient to learn rather than attend a google meet with for instruction.



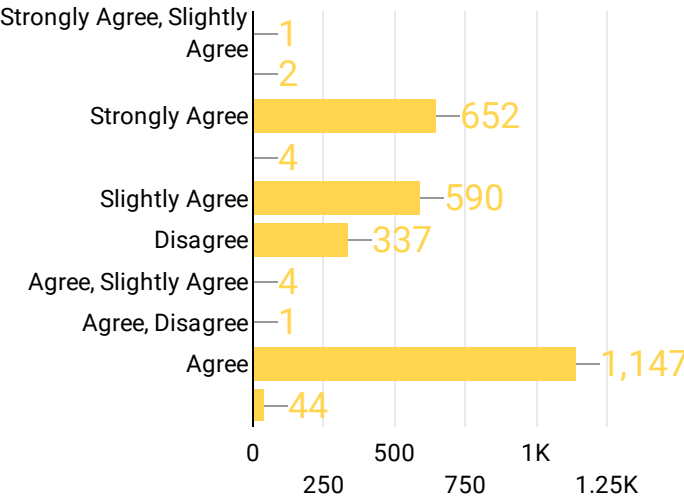
My child's teachers have been supportive with helping my child complete their assignments.



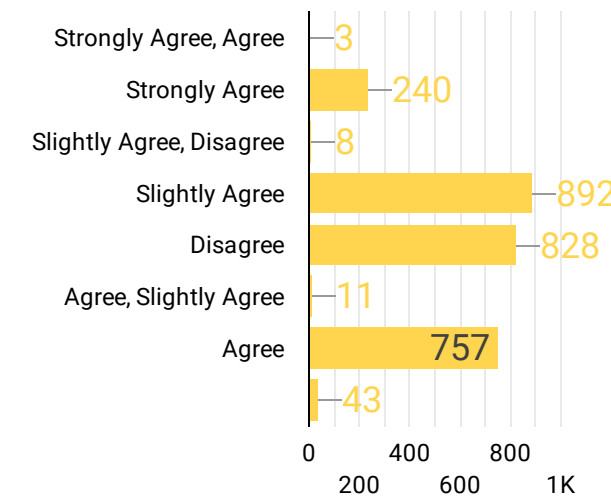
My overall experience with my child's remote instruction has been positive.



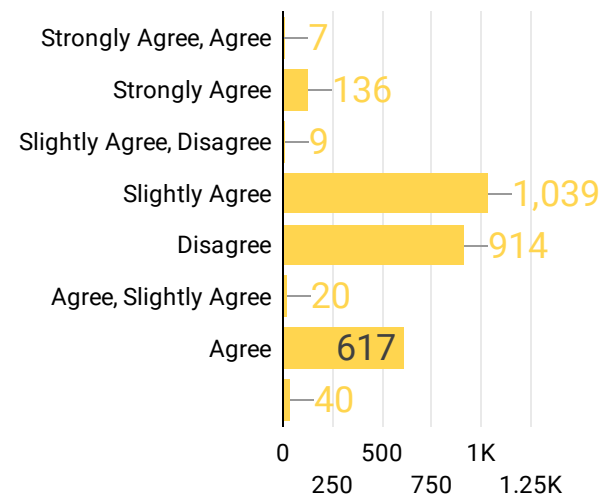
I appreciate the flexibility my child had to access learning and complete schoolwork when it best fit our schedule.



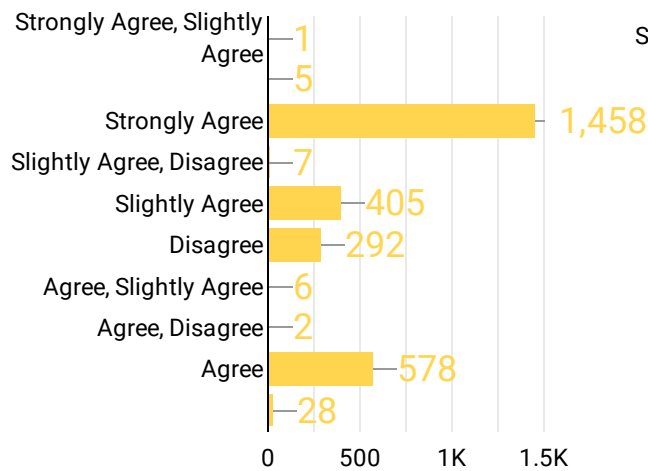
I am happy with the instructional quality of my child's remote learning.



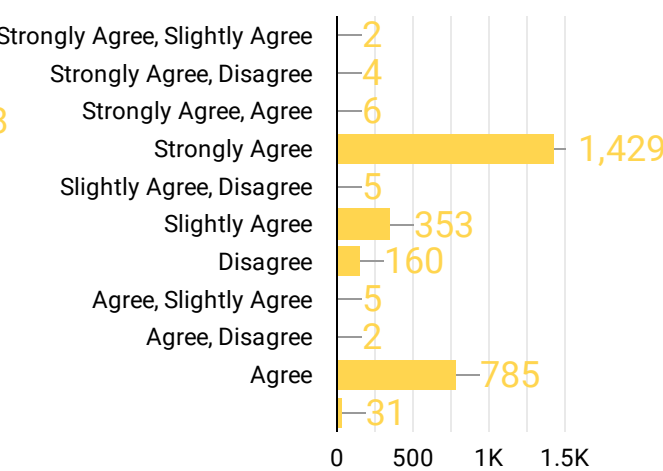
My child found the remote learning assignments engaging.



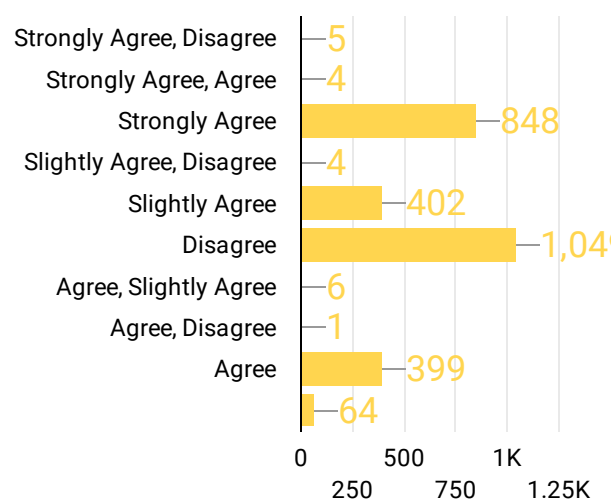
If Arlington Public Schools begins with a regular schedule in the fall, I am likely to send my child to school.



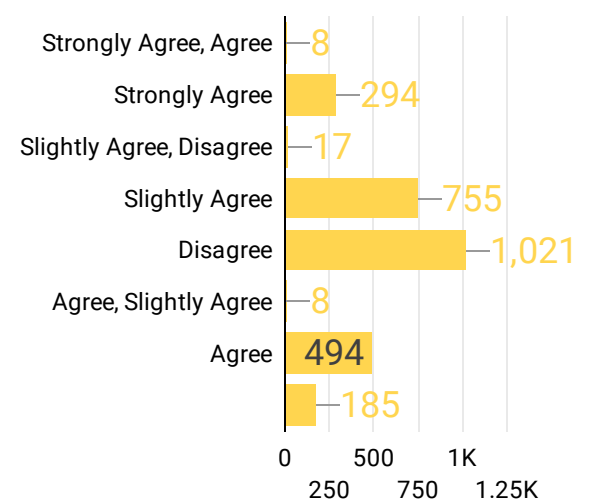
If Arlington Public Schools begins with a hybrid (attend alternating day or week) I am likely to send my child to school.



I am concerned about access to childcare if school opens with a remote or hybrid schedule in the fall.



My child's school building has enough space to maintain social distancing guidelines.

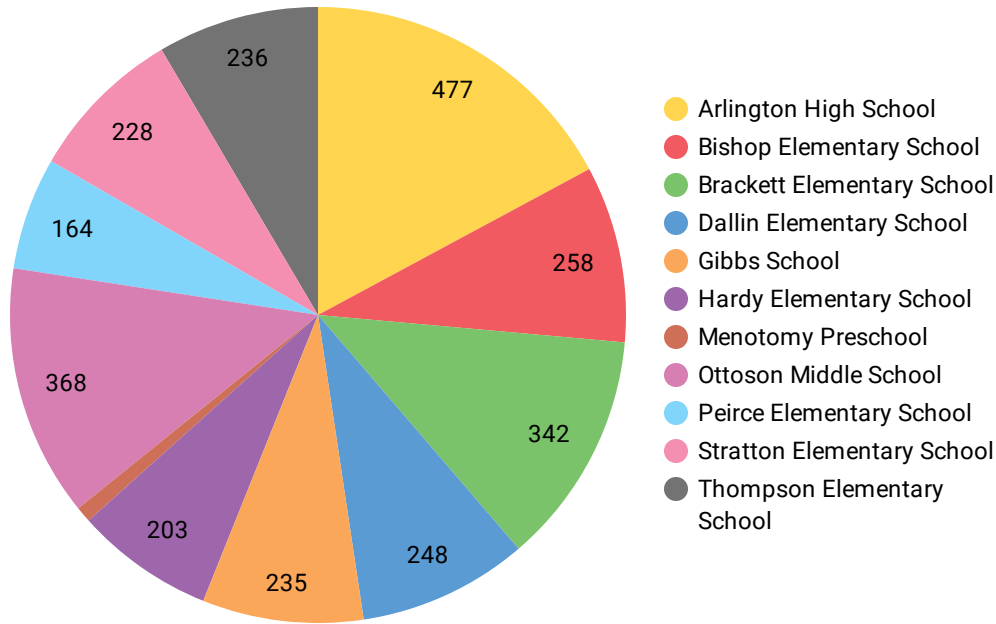


APS Parent/Guardian School Closure and Fall Planning Survey Results

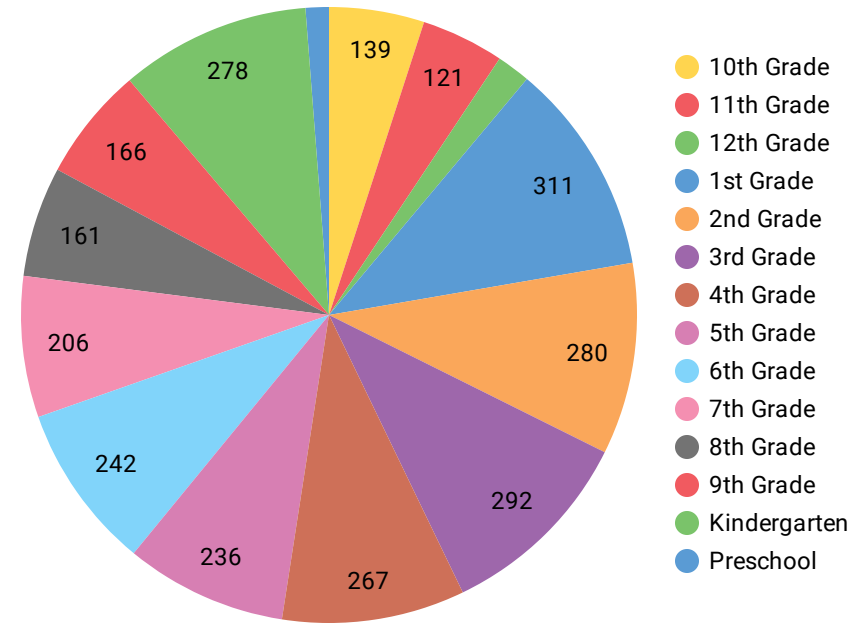
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What school do you attend?



In what grade is your child?

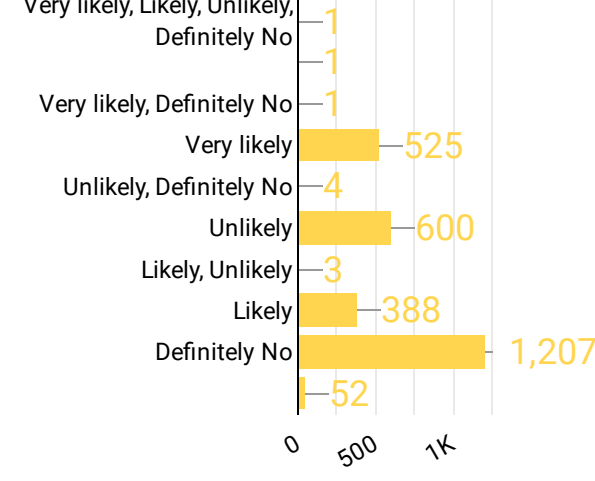
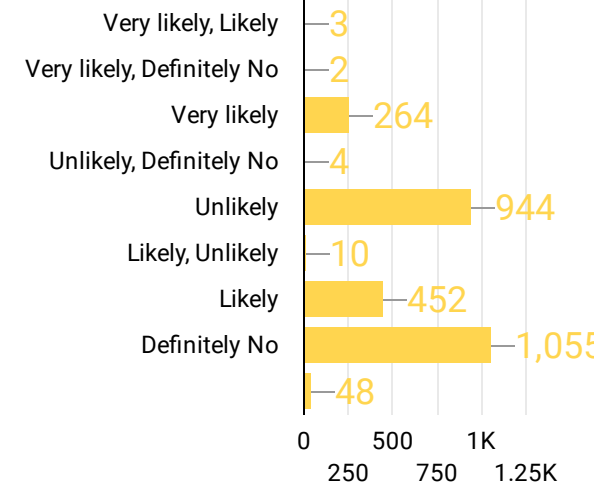
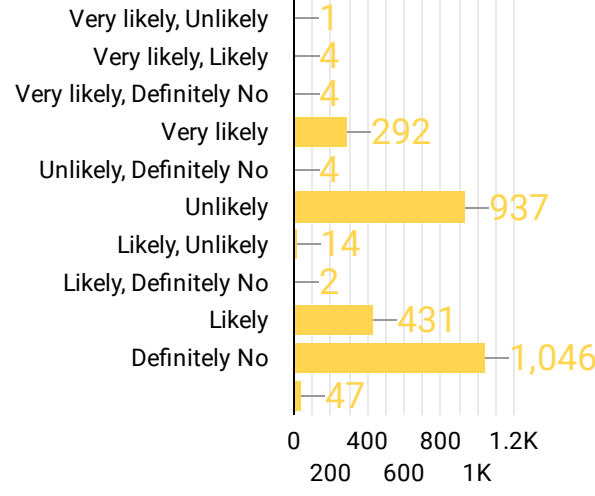
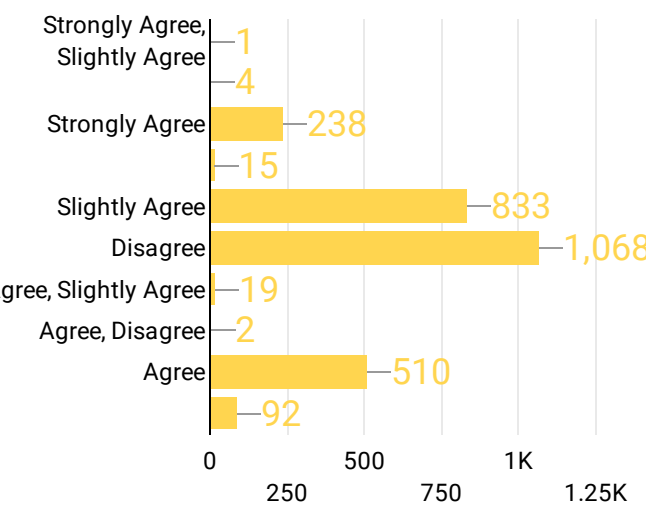


Students will be able to maintain new restrictions such as social distancing, avoiding congregating in groups, avoiding physical contact with peers, and other safety protocols

If you were offered a totally remote learning opportunity in the fall for your child that is structured around synchronous class times, how likely are you to choose remote learning when compared to: [hybrid in-school schedule with alternating days?

If you were offered a totally remote learning opportunity in the fall for your child that is structured around synchronous class times, how likely are you to choose remote learning when compared to: [hybrid in-school schedule with alternating weeks in school?

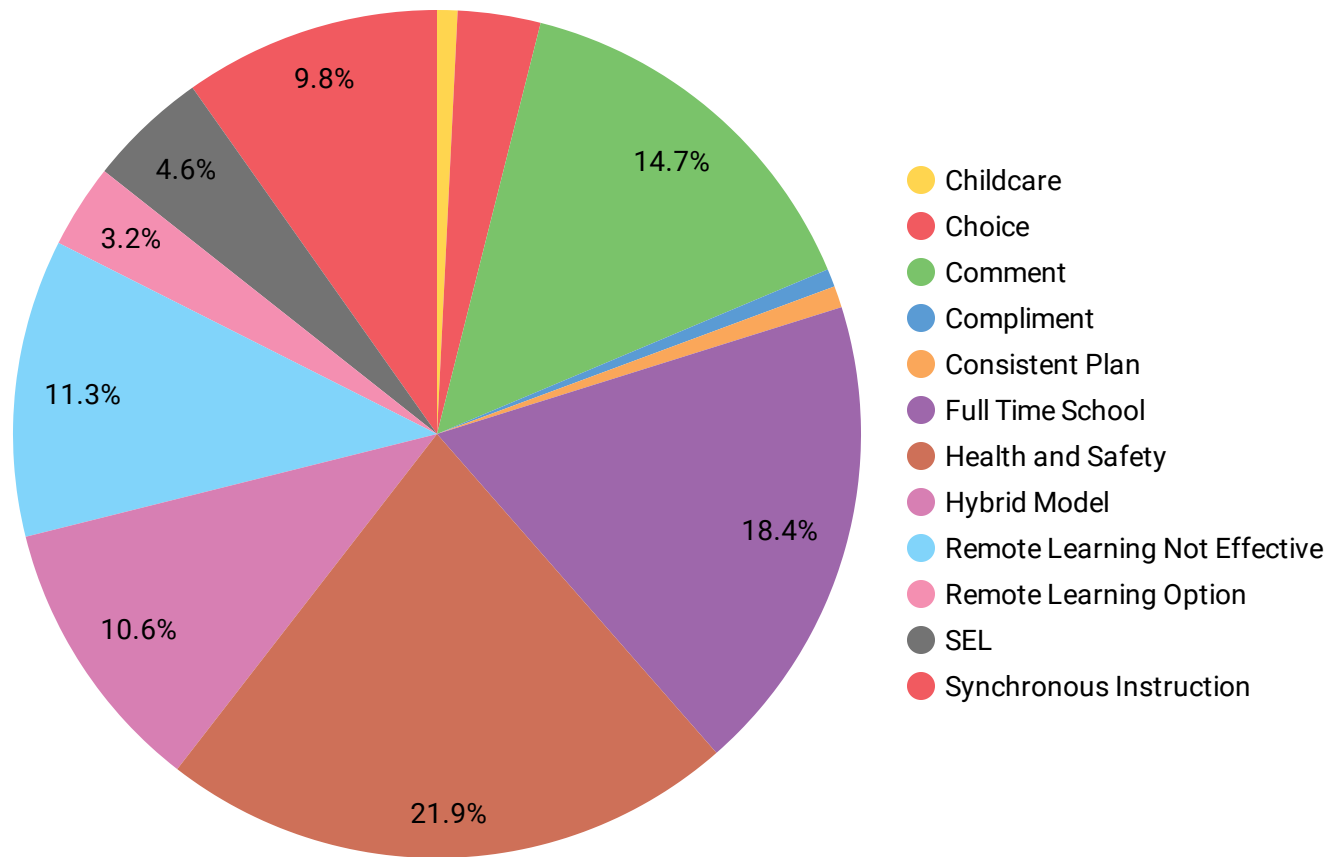
If you were offered a totally remote learning opportunity in the fall for your child that is structured around synchronous class times, how likely are you to choose remote learning when compared to: [a regular school day?



APS Parent/Guardian School Closure and Fall Planning Survey Results

Record Count
2,187

Clicking on any Bar or Pie Slice will filter all charts by that subset of responses.



Group	Record Count
1. Health and Safety	480
2. Full Time School	402
3. Comment	322
4. Remote Learning Not Effective	248
5. Hybrid Model	232
6. Synchronous Instruction	214
7. SEL	100
8. Remote Learning Option	70
9. Choice	69
10. Consistent Plan	18
11. Childcare	17
12. Compliment	15



Town of Arlington, Massachusetts

7:45 p.m. Summer 2020 Professional Development Plan update, R. MacNeal



Town of Arlington, Massachusetts

8:00 p.m. Anti-racism resolution and discussion, J. Morgan

ATTACHMENTS:

Type	File Name	Description
▣ Document for Approval	SCHOOL_COMMITTEE_ANTI_RACISM_with_adopted_SCs.pdf	School Committee Anti-racism resolution

SCHOOL COMMITTEE ANTI-RACISM RESOLUTION:

NOTE: This has been revised for general distribution (6/14/20)

WHEREAS, as schools have the responsibility to equip students with their civil right of obtaining a free and appropriate public education, it is the responsibility of each school to ensure we create a welcoming community for ALL students; and

WHEREAS, it is the responsibility that every district provide to all district staff, including School Committee members annual professional development on diversity, equity and inclusion; and

WHEREAS, every district will commit to recruiting and retaining a diverse and culturally responsive teaching workforce; and

WHEREAS, every district will examine their policies for institutional and systemic racialized practices and implement change with sustainable policies that are evidence based; and

WHEREAS, every district will incorporate into their curriculum the history of racial oppression and works by black authors and works from diverse perspectives; and

WHEREAS, we as school district leaders can no longer remain silent to the issues of racism and hate that continue to plague our public and private institutions;

RESOLVED: that [District] and all the school districts in the Commonwealth must guarantee that racist practices are eradicated, and diversity, equity and inclusion is embedded and practiced for our students, families, faculty and staff.

We must ensure our own school culture and that of every district in the Commonwealth is anti-racist, that acknowledges that all lives cannot matter until black lives matter.

- Board of the Massachusetts Association of School Committees
- Springfield School Committee
- Holyoke School Committee
- Acton-Boxborough School Committee
- East Bridgewater School Committee
- Ipswich School Committee
- Maynard School Committee
- Montachusett Regional Vocational Technical School Committee
- Framingham School Committee
- Rockport School Committee
- Carlisle School Committee
- Southern Berkshire Regional School District
- Revere School Committee
- Monomoy Regional School Committee

- Nashoba Regional School Committee
- Holbrook School Committee
- Arlington School Committee
- Hingham School Committee
- Auburn School Committee
- Plainville School Committee
- West Springfield School Committee
- Dighton-Rehoboth Regional School Committee
- Northeast Metro Tech School Committee
- Haverhill School Committee
- Freetown-Lakeville Regional School Committee
- Dudley-Charlton Regional School Committee
- Belmont School Committee
- Old Colony Regional Vocational Technical School Committee
- Norwell School Committee
- Seekonk School Committee
- Ludlow School Committee
- Hingham School Committee

Passing similar resolutions:

- Cambridge School Committee
- Weymouth School Committee
- Lynn School Committee
- Belchertown School Committee
- Bridgewater-Raynham School Committee
- Melrose School Committee



Town of Arlington, Massachusetts

8:05 p.m. Superintendent Search School Committee Focus Group meeting date and time, J. Morgan



Town of Arlington, Massachusetts

8:15 p.m. Superintendent's Report, K. Bodie



Town of Arlington, Massachusetts

8:30 p.m. Subcommittee/Liaison Reports/Announcements

Summary:

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- *Facilities: Jeff Thielman, Chair*
- *Policies & Procedures: Paul Schlichtman, Chair*
- *Arlington High School Building Committee: Jeff Thielman, (Chair), Kirsi Allison-Ampe*
- *Superintendents Search Process Committee, P. Schlichtman*

- *Liaisons Reports*
- *Announcements*
- *Future Agenda Items*



Town of Arlington, Massachusetts

8:45 p.m. 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.

To discuss and approve MOA for the AFL-CIO, STATE COUNCIL 93, LOCAL 680 TRAFFIC SUPERVISORS

ATTACHMENTS:

Type	File Name	Description
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Town of Arlington, Massachusetts

9:00 p.m. Adjournment



Town of Arlington, Massachusetts

Submitted by Jane Morgan, Chair



Town of Arlington, Massachusetts

Correspondence Received:

Summary:

Warrant None

Minutes None

AHRC memo

Anti-racism resolution

APS Parent Guardian School Closure Fall reopening survey results

Traffic MOA July 2020-June 30, 2021

David Levy email school reopening

Joshua email regarding reopening

Kristin Pennarun email regarding fall opening and more communication

2020-2021 Projected Enrollment Numbers 7/9/2020

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

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Arlington_Public_Schools_Projected_Enrollment_2020-2021_-_Enrollment_Numbers_-_July_6__2020.pdf	APS Projected enrollment numbers rcvd 7 9 2020
▢ Report	Report_to_School_Committee_-_Google_Docs.pdf	AHRC report July 2020
▢ Reference Material	Remote_Meeting_Script_(00022231xA050C).docx	Remote script
▢ Correspondence	Remote_Participation_Checklist_for_COVID-19_Emergency_(00022229xA050C).docx	Remote Checklist
▢ 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

Schools	Completed Registrations						Pending Approval					
	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	59	1			1		5	2				
Brackett	64	5	2		2		4		2		1	
Dallin	59		1	1			6		2			
Hardy	65	3	1	1		1	4	1				
Peirce	61	1	1				1	1				
Stratton	76	2		1			6	1				
Thompson	83	2					6					1
Total	467	14	5	3	3	1	32	5	4	0	1	1
*31 Grade K Students are in pre-submission (process of being submitted)												
594 Registrations												

To: Arlington School Committee

From: Arlington Human Rights Commission

Submitted by: Sharon Grossman, Co-Chair, Arlington Human Rights Commission

Date: 7/5/2020

Over the course of two meetings held by the Arlington Human Rights Commission (AHRC) Schools and Education Working Group (which included Commissioners and members of the community), student and staff issues and data related to diversity, equity, and inclusion were discussed and explored. At a subsequent AHRC meeting on June 15, 2020, the full Commission voted to submit a report with concerns and requests to the Arlington School Committee (ASC).

There was overall agreement that, while data that has been presented to the community from various sources has been different, there is significant concern related to disproportionality in the disciplining and achievement of students of color within the Arlington Public Schools (APS). While the AHRC acknowledges that there has been much work done by the SC and the APS, more must be done to address these persistent racial disparities. In addition, communication to the community and parents/guardians needs to be enhanced.

As advocates within our community who are charged with educating the public and working in partnership with other town departments, the AHRC respectfully requests that these issues be addressed and explored by the SC and APS with an outline of outcomes and metrics to meet those goals. Specific actions that we request, and include some of which that have begun, are:

- The SC includes issues related to diversity, equity, and inclusion, and academic and discipline racial disparities on its agenda regularly, particularly since not all parents/guardians are comfortable or knowledgeable about coming to the SC.
- The SC and/or APS publicly shares timely data on discipline, including in- and out-of-school suspensions and in-school detentions, with the AHRC and the public.
- The SC assigns the following tasks to a subcommittee in which members of the AHRC can participate:
 - Continue to report and review data regarding discipline.
 - Outline the policies, procedures and philosophy of the student discipline practices within the APS. These would include evidence-based practices, reasons and rationale for suspensions, consistency, accountability, and addressing drug-related incidents.

- Address how Social Emotional Learning is being implemented within the schools, its consistency, a way to increase cultural competency and decrease implicit bias for students and staff, and aligns with discipline practices.
- Discuss the climate for staff of color. A goal of the district is to increase diversity of staff and concerns have been raised about the ability to retain staff of color, particularly given the recent difficulty in having uncomfortable conversations raised by a former staff member.
- Discuss the role of School Resource Officers and how it relates to the need for more skilled mental health trained staff.
- Address the need to intensify and be transparent in communication, specifically as it relates to discipline, social emotional learning opportunities, training of staff, and implicit bias training.

We thank you for your continued attention to these important matters.

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]

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



**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.