

**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, September 10, 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.*

*When: Sep 10, 2020 06:30 PM Eastern Time (US and Canada)*

*Topic: School Committee Regular Meeting, Thursday, September 10, 2020*

*Register in advance for this webinar:*

*[https://us02web.zoom.us/webinar/register/WN\\_cHMx2gsySkGYRithBxnlPw](https://us02web.zoom.us/webinar/register/WN_cHMx2gsySkGYRithBxnlPw)*

*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 comments to:*

*[kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3PM on Thursday, September 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and public record and will be shared with the full School Committee and administration before the meeting via email. No written comments will be read at the meeting.*

*For members of the public who wish to address the Committee on the Zoom call, there will be 30 minutes of public comment. Depending on how many people sign up, time allotments may be reduced but will not exceed three minutes each. If the number of people who sign up exceeds what can be reasonably done in 30 minutes, the number of speakers will be capped and will be invited to speak based on the timestamp of their email to Ms. Fitzgerald. If you would like to sign up to speak please email [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3PM on Thursday, September 10, 2020.*

***7:00 p.m. Discuss Fall Reopening Plans, R. MacNeal***

7:45 p.m. Discussion and vote on Fall Sports for AHS, J. Bowler, Athletic Director

7:50 p.m. Superintendent's Search Process Update, P. Schlichtman

- Invitation to apply for a seat on superintendent search screening committee
- Superintendent search timeline

8:10 p.m. Policy First Read KDAB: Temporary Signs and Banner, BEDH and BEDH-E: Public Comment at School Committee Meetings, ACAB: Harassment

- KDAB: Temporary Signs and Banner
- BEDH and BEDH-E: Public Comment at School Committee Meetings
- ACAB: Harassment

8:25 p.m. Subcommittee/Liaison Reports/Announcements

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

8:45 p.m. Executive Session

- To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting, may have a detrimental effect.
- To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.

10:00 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:*

*Proposal from Dr. Janger for AHS*

*School Committee Motion on AHS Reopening Plans*

*Policies and Procedures Minutes September 3, 2020*

*First read on the following:*

*Policy KDAB Temporary Signs and Banners*

*Policy BEDH & BEDH-E Public Comment at School Committee Meetings*

*Policy ACAB Harassment*

*Superintendent Search Process Minutes September 3*

*Invitation to apply for a seat on the superintendent search screening committee*

*Facilities Subcommittee minutes September 9*

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

#### 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](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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### 6:30 p.m. Open Meeting

**Summary:**

You are invited to a Zoom webinar.

When: Sep 10, 2020 06:30 PM Eastern Time (US and Canada)

Topic: School Committee Regular Meeting, Thursday, September 10, 2020

Register in advance for this webinar:

[https://us02web.zoom.us/webinar/register/WN\\_cHMx2gsySkGYRithBxnlPw](https://us02web.zoom.us/webinar/register/WN_cHMx2gsySkGYRithBxnlPw)

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



## Town of Arlington, Massachusetts

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### 6:35 p.m. Public Comment

#### **Summary:**

*Members of the public are asked to send written comments to: [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3PM on Thursday, September 10, 2020. All comments and questions received by the School Committee by the date and time indicated will become part of the packet and public record and will be shared with the full School Committee and administration before the meeting via email. No written comments will be read at the meeting.*

*For members of the public who wish to address the Committee on the Zoom call, there will be 30 minutes of public comment. Depending on how many people sign up, time allotments may be reduced but will not exceed three minutes each. If the number of people who sign up exceeds what can be reasonably done in 30 minutes, the number of speakers will be capped and will be invited to speak based on the timestamp of their email to Ms. Fitzgerald. If you would like to sign up to speak please email [kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us) by 3PM on Thursday, September 10, 2020.*



## Town of Arlington, Massachusetts

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7:00 p.m. Discuss Fall Reopening Plans, R. MacNeal

Summary:

### ATTACHMENTS:

Type

File Name

Description



## **Town of Arlington, Massachusetts**

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**7:45 p.m. Discussion and vote on Fall Sports for AHS, J. Bowler, Athletic Director**



## Town of Arlington, Massachusetts

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**7:50 p.m. Superintendent's Search Process Update, P. Schlichtman**

**Summary:**

- Invitation to apply for a set on superintendent search screening committee
- Superintendent search timeline

**ATTACHMENTS:**

Type	File Name	Description
▢ Minutes	Super_Search_090320_minutes_(1).docx	Supt Search Process 09 03 2020



**Arlington School Committee**  
**Standing Subcommittee: Superintendent Search Process Committee**  
**Thursday, September 3, 2020**  
**10:00 a.m.**

*The meeting was conducted via a Zoom webinar.*

<https://us02web.zoom.us/j/83074572341?pwd=dE5GWUxRZURsUkxoZ3lTeDhDeFJyUT09>

**DRAFT MINUTES:** The meeting was called to order at 10:00 a.m.

Subcommittee members present: Paul Schlichtman, Kirsi Allison-Ampe, Len Kardon  
 Also Present: Jenifer Handy (MASC), Glenn Koocher (MASC), Kathleen Kelly (MASC).

Open Meeting – Governor’s order suspending certain provisions of the Open Meeting Law:  
 Mr. Schlichtman read the script for remotely conducting open meetings and affirmed members are able to hear and respond to the webinar.

Public Comment - None

The subcommittee reviewed the MASC Superintendent Recruitment Brochure.  
 On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Superintendent Recruitment Brochure, and authorize its distribution and publication by MASC. **Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

The subcommittee discussed the size and categorical composition of the screening committee. On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to establish a 15 member Superintendent Search Screening Committee. The school committee will strive to ensure search committee members include underrepresented constituencies, as members are chosen to fill these seats.

- School Committee Members (3)
- Parents (3 – representing elementary/secondary, and one SPED)
- Central Office Administrator (1)
- Principal or Assistant Principal (2 – representing different levels)
- Teachers (2 – representing elementary/secondary)
- Municipal Government Representative (1)
- Other Stakeholders, preferably including a student. This is an open category, and may include additional teachers, parents, or members of the community who would add value to the committee. (3)

**Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

The subcommittee discussed the invitation to serve on the screening committee, using the Waltham invitation as the baseline. In the process of developing the invitation, the following timeline has been established:

- School committee approval of size and composition of screening committee: September 10.
- Deadline for applying for a seat on the screening committee: September 17
- Superintendent Search Process Subcommittee meets to recommend screening committee members: September 22.
- School committee approval of screening committee membership: September 24
- Orientation meeting: September 29 at 7:00 p.m..
- First screening meeting: Week of October 12.

On a **motion** by Mr. Kardon, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the Invitation to Join the Arlington Superintendent Search Screening Committee.

**Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

On a **motion** by Dr. Allison-Ampe, **seconded** by Mr. Kardon, it was **voted** to adjourn at 11:20 a.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Len Kardon	Yes
Paul Schlichtman	Yes		(3-0)

# Arlington School Committee



## Invitation to Join the Arlington Superintendent Search Screening Committee

The Arlington School Committee invites interested persons to submit their names for consideration as members of the Superintendent Search Screening Committee.

The school committee will strive to ensure search committee members include underrepresented constituencies, as members are chosen to fill these seats:

- 3 School Committee members
- 3 Parents (representing elementary/secondary, including one SPED parent)
- 1 Central Office Administrator
- 2 Principals or Assistant Principals (representing different levels)
- 2 Teachers (representing elementary/secondary)
- 1 Municipal government representative
- 3 Other Stakeholders, preferably including a student. This is an open category, and may include additional teachers, parents, or members of the community who would add value to the committee.  
*(Categories are subject to School Committee approval, September 10, 2020)*

The Search Committee will hold an initial orientation meeting on **Tuesday, September 29 at 7:00 p.m. The meeting will be conducted on Zoom.**

**If you are selected, you must be available to meet on this date, and must be available for all future meetings.** Search Committee members will participate in a confidential screening of candidate applications, developing interview questions, actual interviews of candidates, and making recommendations of finalists to be submitted to the School Committee.

All submissions must be received electronically by **September 17, 2020 at 3:00 pm.**

Search committee meeting dates will be determined at its September 29, 2020 meeting. Depending on COVID protocols, future meetings may be conducted in person.

If you are interested in serving, please submit a statement of interest to the Arlington School Committee. In your statement of interest, please describe how your background or experience is relevant to the work of this committee. You should also identify any

affiliations (or membership in underrepresented constituencies, including second language status) categorized in the description of the search committee. Parents should also indicate the grade levels of their public school children.

Please direct your statement of interest electronically to:

Karen Fitzgerald, Administrative Secretary

Arlington School Committee

[kfitzgerald@arlington.k12.ma.us](mailto:kfitzgerald@arlington.k12.ma.us)

781-316-3540



## Town of Arlington, Massachusetts

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**8:10 p.m. Policy First Read KDAB: Temporary Signs and Banner, BEDH and BEDH-E: Public Comment at School Committee Meetings, ACAB: Harassment**

**Summary:**

- KDAB: Temporary Signs and Banner
- BEDH and BEDH-E: Public Comment at School Committee Meetings
- ACAB: Harassment

**ATTACHMENTS:**

Type	File Name	Description
▢ Minutes	Policies_and_Procedures_09_09_2020.pdf	Policies and Procedures 09 09 2020

**Arlington School Committee**  
**Standing Subcommittee: Policies and Procedures Subcommittee**  
**Wednesday, September 9, 2020**  
**11:00 a.m.**

The meeting was called to order at 11:02 a.m. The meeting was conducted by remote participation via Zoom.

[https://us02web.zoom.us/webinar/register/WN\\_pvIrV2w7TH-xnhhsDOLe\\_A](https://us02web.zoom.us/webinar/register/WN_pvIrV2w7TH-xnhhsDOLe_A)

**Subcommittee members present:** Paul Schlichtman, Kirsi Allison-Ampe, Bill Hayner

**Also Present:** Robert Spiegel, Director of Human Resources

**Open Meeting** – The chair read the governor’s order suspending certain provisions of the Open Meeting Law

**Public Comment** - None

**File KDAB: Temporary Signs and Banners**

The subcommittee reviewed the proposed policy, which was reviewed by Town Counsel Doug Heim.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to advance File KDAB: Temporary Signs and Banners to the full school committee for first reading.

**Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

**File BEDH and BEDH-E - Public Comment at School Committee Meetings**

The subcommittee reviewed changes to the current policy, which were reviewed by Town Counsel Doug Heim. Dr. Allison-Ampe suggested incorporating language from a prior policy that were inadvertently replaced by MASC language at the time of the last policy revision.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to advance File BEDH and BEDH-E: Public Comment at School Committee Meetings to the full school committee for first reading. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

**File ACAB: Harassment**

The subcommittee reviewed the proposed policy, which was recommended by MASC in order to conform with federal law. The subcommittee reviewed some adjustments to language recommended by Town Counsel Doug Heim.

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to advance File ACAB: Harassment to the full school committee for first reading. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

On a **motion** by Mr. Hayner, **seconded** by Dr. Allison-Ampe, it was **voted** to adjourn at 12:19 p.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Bill Hayner	Yes
Paul Schlichtman	Yes		(3-0)

## **TEMPORARY SIGNS AND BANNERS**

The Arlington School Committee recognizes that temporary signs or banners on school department property can be effective tools in which to communicate with the public. This policy establishes guidelines for approving and posting temporary signs or banners, with the understanding that the school committee is not establishing a public forum.

A building principal, or the superintendent of schools, may authorize the posting of a banner or temporary sign on school department property in areas designated for events, announcements, or messages, provided:

- The sign or banner promotes a school sponsored event, such as an open house, athletic contest, or student performance; and/or
- The sign or banner is an expression of civic engagement by a recognized student organization; and/or
- The sign or banner supports a fundraising effort by a recognized student organization or parent organization (such as a PTO);

And further that the superintendent or their designee shall establish consistent rules for the time, duration, and placement of such temporary signs and banners, subject to the approval of the school committee. The rules shall be made available to the public.

The school committee, by majority vote, may exercise its right to governmental speech by directing the superintendent to erect a temporary sign or display a banner on school grounds.

Any student or parent organization sign or banner must display the name of the school-related organization sponsoring the sign or banner.

Signs or banners may not be posted by individuals, or organizations not directly associated with the Arlington Public Schools. Organizations renting school department facilities for an event may not post temporary signs or banners without the authorization of the school committee or an authorized agent of the Arlington Public Schools. Rental agreements should specify the text, location, and the time signage shall be erected and removed.

Temporary signs or banners in support of, or in opposition to, a political candidate or ballot question, or any political purpose governed by the regulations and laws of the Massachusetts Office of Campaign and Political Finance, or the State Ethics Commission, shall not be posted on school department property.



## **PUBLIC COMMENT AT SCHOOL COMMITTEE MEETINGS**

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires ~~citizens~~ **residents and non-resident students and their families** of the ~~District town~~ to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order to provide for full and open communication between the public (students, teachers, administrators and members of the community) and the Arlington School Committee, the Committee authorizes several avenues for the exchange of information, ideas, and opinions. All of the following operate within the framework of the Committee's scheduled meetings.

~~In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:~~

1. Written correspondence may be directed to the Committee through its administrative secretary, to be disseminated to all members. Statements of two pages or less are encouraged.
- ~~2.~~ ~~1.~~ During the public comment period in each regularly scheduled School Committee meeting, individuals or group representatives will be invited to address the Committee. The length of the public comment period shall be 20 minutes unless the Chair chooses to extend the time. During the public comment segment of regular meetings of the Committee, individuals or group representatives may address the Committee on items of school business. The length of the public participation segment shall normally be no more than 20 minutes, but may be extended by the Chairperson.
- ~~3.~~ ~~2.~~ Speakers must identify themselves by name and address, and will be allowed up to three (3) minutes to present their material. The Chairperson may reduce speaking time if needed and/or may permit extension of this time limit.
- ~~3.~~ ~~Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.~~
- 4. Although a public body may hear an unanticipated topic through public comment that was not listed in the meeting notice, the Attorney General strongly encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if those topics were not listed in the meeting notice. Committee members may ask clarifying questions**

**through the chair, but discussion or action should be facilitated by using a motion to refer a topic to the appropriate subcommittee, or requesting a topic to be placed on a subsequent agenda.**

54. Improper conduct and remarks, including use of obscenity or abusive language will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.

65. All remarks will be addressed through the Chairperson of the meeting.

76. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints about school personnel nor against any member of the school community, except for the School Committee or the Superintendent in their capacity as the operational leader of Arlington Public Schools. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members. The public is reminded that the School Committee does not hold jurisdiction over the performance of school personnel other than the Superintendent.

87. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time. **Written comments presented to the Committee shall be included in the official record of the meeting.**

9. Public Comment is not synonymous with a right to present audio-visual presentations before the Committee. Persons wishing to present audio-visual materials, as part of their public comment, shall contact the administrative secretary with sufficient advance notice to accommodate such requests, subject to the discretion of the Chairperson.

## **GUIDELINES FOR PUBLIC COMMENT**

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter [30A Section 20](#)(f) governs public participation at open meetings covering all public bodies.

### ***Chapter [30A:20](#) [Notice, Remote Participation, Public Participation, Certification]***

*(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.*

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any ~~citizen~~ **person** who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up, they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment ~~shall be for a period of 20 minutes and~~ shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.

2. Any ~~citizen~~ **person** wishing to speak before the Committee shall identify themselves by name and address and will be allowed up to three (3) minutes to present their material. The Chairperson may reduce speaking time if needed and/or may permit extension of this time limit. No ~~citizen~~ **person** may speak more than once without permission of the Chair. All ~~citizen~~ **persons** shall speak to the full Committee through the Chair and shall not address individual members or administrators.

3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.

4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

## **HARASSMENT**

Harassment of students by other students, employees, vendors and other third parties will not be tolerated in the Arlington Public Schools (the District). The alleged harassment must involve conduct that occurred within Arlington Public Schools programs or activities, on premises owned or substantially controlled by the Arlington Public Schools, and/or under circumstances where the Arlington Public Schools exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is explicitly understood to be in effect while students are on school grounds, School District property or property within the jurisdiction of the district, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity or expression, creed, color, citizenship, national origin, residency status, sexual orientation, religion, marital status, military status, sources of income, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

**Employee-to-Student Harassment** means conduct of a written, verbal or physical nature that is designed to embarrass distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student.

**Student-to-Student Harassment** means conduct of a written, verbal, or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students, when:

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

**Sexual harassment** is unwelcome conduct of a sexual nature. The definition includes unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity it also, includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct, often called quid pro quo harassment and, sexual assault as the Federal Clery Act defines that crime. Sexual violence is a form of sexual harassment. Sexual violence, as the Office of Civil Rights (OCR) uses the term, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming students or employees may also constitute sexual harassment.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act

promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment or sexual harassment.

Retaliation against a complainant, because they have filed a harassment or sexual harassment complaint or assisted or participated in a harassment or sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

### **NOTICE OF SEXUAL HARASSMENT**

The regulations require a school district to respond when the district has actual notice of sexual harassment. School districts have actual notice when an allegation is made known to any school employee. Schools must treat seriously all reports of sexual harassment that meet the definition of harassment and the conditions of actual notice and jurisdiction as noted whether or not the complainant files a formal complaint. Holding a school liable under Title IX can occur only when the school knows of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstances). Schools are required to investigate every formal complaint and respond meaningfully to every known report of sexual harassment.

The regulation highlights the importance of supportive measures designed to preserve or restore access to the school's education program or activity, with or without a formal complaint. Where there has been a finding of responsibility, the regulation would require remedies designed to restore or preserve access to the school's education program or activity.

### **DUE PROCESS PROTECTIONS**

Due process protections include the following:

- 1) A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2) A prohibition of the single investigator model, instead requiring a decision-maker separate from the Title IX Coordinator or investigator;
- 3) The preponderance of the evidence, subject to limitations;
- 4) The opportunity to test the credibility of parties and witnesses through cross examination, subject to "rape shield" protections;
- 5) Written notice of allegations and an equal opportunity to review the evidence;
- 6) Title IX Coordinators, investigators, and decision-makers must be free from bias or conflict of interest;

- 7) Equal opportunity for parties to appeal, where schools offer appeals;
- 8) Upon filing a formal complaint the school must give written notice to the parties containing sufficient details to permit a party to prepare for any initial interview and proceed with a factual investigation. For K-12 schools a hearing is optional but the parties must be allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination. After the investigation, a written determination must be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence or the clear and convincing standard; however, a school can use the lower preponderance standards only if it uses that standard for conduct code violations that do not involve sexual harassment but carry the same maximum disciplinary sanction. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, a school may facilitate informal resolution of a sexual complaint.

A district may establish an informal investigation process that may, upon the request of the complainant be followed by a formal process.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The investigating officer may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed. When the investigation is completed, the complaint recipient will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### **RECORD KEEPING REQUIREMENTS**

Schools must create and maintain records documenting every Title IX sexual harassment complaint. This could include mediation, restorative justice, or other models of alternative dispute resolution. Schools must keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Arlington Public Schools to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

List the name and phone number of the District's Title IX Coordinator  
List the appropriate party by name and phone number to receive a complaint in each school.  
Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- The Mass. Commission Against Discrimination,



- 1 Ashburton Place, Room 601  
Boston, MA 02108.  
Phone: 617-994-6000.
- Office for Civil Rights (U.S. Department of Education)  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109.  
Phone: 617-289-0111.
- The United States Equal Employment Opportunity Commission,  
John F. Kennedy Bldg.  
475 Government Center  
Boston, MA 02203.

LEGAL REF.: M.G.L. 151B:3A  
Title IX of the Education Amendments of 1972  
BESE 603 CMR 26:00  
34 CFR 106.44 (a), (a)-(b)  
34 CFR 106.45 (a)-(b) (1)  
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

**Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.**

SOURCE: MASC July 2020



## Town of Arlington, Massachusetts

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### 8:25 p.m. Subcommittee/Liaison Reports/Announcements

#### Summary:

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

#### ATTACHMENTS:

Type	File Name	Description
☐ Minutes	Facilities_Subcommittee_minutes_(9.9.20)_1.docx	Facilities Subcommittee minutes 9 9 2020

## Arlington School Committee

### Facilities Subcommittee Meeting, September 9, 2020

#### -DRAFT Minutes-

#### Attendance

**Subcommittee members:** Jeff Thielman (Chair), Kirsi Allison-Ampe, M.D.

**District administration:** Dr. Kathleen Bodie (Superintendent), Jim Feeney (Interim Facilities Director), Michael Mason (CFO), Robert Spiegel (Chief Human Resources Director), Matthew Janger, Ph.D. (AHS Principal), William McCarthy (AHS Assistant Principal)

**Other Attendees** Jane Morgan (Chair, Arlington School Committee), Len Kardon (Member, Arlington School Committee)

Mr. Thielman called the meeting to order at 1:00 p.m.

#### Minutes of the previous meeting

Dr. Kirsi Allison-Ampe moved approval of the August 26, 2020 minutes. Second by Mr. Thielman. Approved 2-0.

#### HVAC Report

Jim Feeney gave an overview of working being done to bring ventilation equipment to standard throughout the district and a report on tent purchases. He took questions from School Committee members as well.

Mr. Feeney gave the following summary of his team's work in schools that house K-8 students in Arlington:

- He and his team are resolving any ventilation concerns in all seven elementary schools, the Gibbs 6<sup>th</sup> Grade School and the Ottoson Middle School. Mr. Feeney reported that his team has not encountered an HVAC issue that it cannot resolve by September 21 in APS classrooms housing K-8 students.
- Mr. Feeney said he is not able to upgrade filters in 'ductless' units that accommodate only manufacturer filters, which are located in the Stratton and Gibbs main office areas, as well as the Thompson multi-purpose room. These spaces do have dedicated fresh air intakes, but the return air filters cannot be upgraded.
- His team is providing upgraded filters in all units serving classrooms.
- He reported the district has leased tents from Taylor Rental for the elementary schools, Gibbs, and Arlington High School. He is seeking to lease a tent for Ottoson Middle School. The tents at

Arlington School will be placed in the courtyard, allowing for some outdoor activities and gatherings in the fall.

- Mr. Feeney's staff is making repairs to the Gibbs tomorrow (Thursday, 9/10/20).
- The facilities staff is installing Merv-13 filters throughout the district.
- He confirmed that his staff will complete HVAC updates at all K-8 schools (seven elementary schools, the Gibbs, and the Ottoson Middle School) by September 21.

Mr. Feeney then discussed the HVAC needs of Arlington High School. He highlighted these points in his presentation:

- His team is in the process of repairing HVAC in three social studies rooms on the third floor, the band room, and art room
- He reported that the 4 LINK classrooms do not have operable fresh air intakes.
- He was concerned about being able to repair two of the Down's House classroom units, but it now appears that his staff can service these two units as soon as they identify replacement parts.
- Mr. Feeney said that rooms 108, 321 and 322 have units that are beyond repair; he is researching other potential options.
- His team has concluded that rooms 507A and 503B (larger, language classroom spaces that had been subdivided over time) will need duct work modifications to ensure each space has its own supply and return air feeds.
- Rooms 111A and 111B are large spaces with no operable windows. The spaces have mechanical ventilation with fresh air intake. Because of the lack of windows, however, the school is reluctant to use them for instruction.

Subcommittee members asked Mr. Feeney if he could prepare a report on the costs of installing mechanical ventilation with fresh air intake, as well as other upgrades, in every space at AHS used by students and staff in previous school years. The subcommittee is interested in knowing what it would cost to upgrade as many spaces as possible for in-person instruction. Mr. Feeney said he could get cost estimates in about two weeks.

### **Arlington High School**

Dr. Janger and Mr. McCarthy presented a plan and rationale to postpone full hybrid instruction at Arlington High School to the second semester (late January). They cited the following reasons for the postponement:

- Ventilation issues in several classrooms and learning spaces,
- Windowless rooms, including some with adequate mechanical ventilation and fresh air intake,
- Classroom size limits, particularly factoring in six feet of space between desks, and
- The need to staff the Remote Academy.

Dr. Janger and Mr. McCarthy then took questions and heard comments from subcommittee members and School Committee members.

Len Kardon said that he wished he and the committee had been clearer in early July that the purpose of the hybrid model was to get kids into the school as much as possible. The August 10 motion's intent was

to get students in school as soon as possible, and it is disappointing that a full hybrid model is not possible until January.

Mr. Kardon said the hybrid model the school leadership inputted into the scheduling system does not work, but there is no evidence that the principal and his staff looked at other hybrid options, such as bringing in one grade at a time or scheduling only a few core subjects (Math and Science, for example) in the school.

Mr. Kardon said that the main motion the committee adopts responding to the Principal's recommendation should direct the district's leadership to tell the School Committee what it would take in terms of facilities, even modular classrooms, and staffing to operate a hybrid model. He asked the AHS leadership team to look at other hybrid models.

Mr. Kardon asked Dr. Janger what it would take to get students into the school in January. Dr. Janger said three variables would make a return to in-person instruction more likely:

- Modifying the assumption of six feet of space between desks in each classroom; the spreadsheet sent to Dr. Bodie supporting his memo contains a tab with classroom availability at a smaller distance than six feet.
- Utilizing video (livestreaming) so that students can be in the classroom or watch instruction by video.
- Different sized cohorts than he has in the current hybrid model.

Dr. Kirsi Allison-Ampe said that not returning students to school sooner would cause social and emotional stress on many teenagers and their families. Dr. Janger said he is conscious of this and is planning activities that bring students to campus for some activities over the course of the first quarter.

Dr. Allison-Ampe asked if the district had looked to lease other spaces at churches and community centers, and Dr. Bodie said her team had reached out but did not have any luck.

Jane Morgan said that a concern she is hearing from parents is that AHS adult staff have not laid eyes on students since March, more than six months ago. She said that a sound remote plan is one in which school faculty and staff call students when they do not submit work on time or miss class.

Dr. Janger said that he and his teaching staff are in conversations about a follow-up plan for students who struggle with the remote learning model. He said the school is planning on bringing high needs students to school in September, and he would be working with the Special Education staff to implement this plan.

Dr. Janger said that he and his staff will provide more details to parents and the School Committee on the remote instruction plan later this month, he is happy to provide a more detailed report on the students' experience with remote learning in general by November, and he will be able to present a plan for in-person hybrid learning at AHS by mid-November.

The subcommittee agreed to work with the district's leadership to identify funds that could be used to upgrade facilities so that in-person instruction could take place at AHS starting in January. Mr. Thielman noted that the new AHS facility will not be ready to sometime in the winter of 2022, meaning we have three semesters of education at AHS occurring between now and then.

**Other items from the August 10 School Committee motion**

There was no discussion under this agenda item

**APS Capital needs submission to the Town's Capital Planning Committee**

Mr. Mason reviewed APS' capital requests. Dr. Allison Ampe and Ms. Morgan said the requests seemed like the right ones for the district to make. Mr. Mason is submitting the request on Thursday, 9/10.

**Next Steps**

The subcommittee discussed drafting a motion accepting the Superintendent's recommendation with requests for additional reports and information by mid-November. Mr. Thielman agreed to draft a motion based on today's discussion and share it with the full School Committee as early as possible on Thursday, September 10, 2020.

**New Business**

None

**Adjournment**

At 2:48 p.m., Dr. Allison-Ampe moved adjournment of the meeting. Mr. Thielman seconded. Adopted 2-0.



## Town of Arlington, Massachusetts

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### 8:45 p.m. Executive Session

#### Summary:

- *To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion in which if held in an open meeting, may have a detrimental effect.*
- *To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.*



**Town of Arlington, Massachusetts**

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**10:00 p.m. Adjournment**





**Town of Arlington, Massachusetts**

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**Submitted by Jane Morgan, Chair**



## Town of Arlington, Massachusetts

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### **Correspondence Received:**

#### **Summary:**

Proposal from Dr. Janger for AHS

School Committee Motion on AHS Reopening Plans

Policies and Procedures Minutes September 3, 2020

First read on the following:

Policy KDAB Temporary Signs and Banners

Policy BEDH & BEDH-E Public Comment at School Committee Meetings

Policy ACAB Harassment

Superintendent Search Process Minutes September 3

Invitation to apply for a seat on the superintendent search screening committee

Facilities Subcommittee minutes September 9