

**Arlington School Committee**  
**Standing Subcommittee: Policies and Procedures**  
**Monday, November 29, 2021**  
**10:00 a.m. – DRAFT MINUTES**

The meeting was called to order at 10:03 a.m. The meeting was conducted by remote participation via Zoom.

*[https://us02web.zoom.us/webinar/register/WN\\_7sKLGy3IT8SG6Dl5yKrtfA](https://us02web.zoom.us/webinar/register/WN_7sKLGy3IT8SG6Dl5yKrtfA)*

**Subcommittee members present:** Paul Schlichtman, Kirsi Allison-Ampe, Jane Morgan  
**Also Present:** Bill Hayner, Chair, Arlington School Committee; Elizabeth Homan, Superintendent; Michael Mason, Chief Financial Officer; 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.

**Approval of Minutes:**

On a **motion** by Ms. Morgan, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of March 24, 2021. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

On a **motion** by Ms. Morgan, **seconded** by Dr. Allison-Ampe, it was **voted** to approve the minutes of September 17, 2021. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

**File KFD - Surplus Space Policies for Extended Day Programs**

The subcommittee received recommended amendments to File KFD from the Community Relations Subcommittee, in which they asked us to remove the fourth paragraph concerning financial reporting requirements from the policy.

Ms. Morgan said the directors were reluctant to provide salary information, and that it is difficult to track down, and that reluctance was the impetus for the recommended change.

Mr. Mason said he and the superintendent would want to maintain salary information in the licensing agreement. After school providers receive a substantial discount for the space in order to provide this benefit for Arlington families.

Mr. Hayner is concerned that if the superintendent and CFO wish to collect financial information as part of the licensing agreement, it could be a problem to remove this language from the policy.

Dr. Homan said the concerns of providers was more about the presentation to the school committee than it was about providing information to the district. The subcommittee discussed retaining the fourth paragraph, but changing the last sentence to provide the financial information to district administration, no later than February 28, as part of the annual licensing process.

Dr. Allison-Ampe stated that language requiring a financial overview of the programs should be included in the second paragraph.

On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to present amendments to **File KFD - Surplus Space Policies for Extended Day Programs** for first reading. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

#### **File BEDL – Land Acknowledgement**

The chair stated the proposal reflected prior discussion, and was reviewed and revised by Town Counsel. The chair said it seemed appropriate to move the September reading to the first meeting in October. Dr. Allison-Ampe agreed.

On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to present **File BEDL – Land Acknowledgement** for first reading. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

#### **Future Agenda Items:**

No Discussion.

On a **motion** by Dr. Allison-Ampe, **seconded** by Ms. Morgan, it was **voted** to adjourn at 10:40 a.m. **Roll Call:**

Kirsi Allison-Ampe	Yes	Jane Morgan	Yes
Paul Schlichtman	Yes		(3-0)

## **File: KFD - SURPLUS SPACE POLICY FOR EXTENDED DAY PROGRAMS**

The School Committee permits the use of available surplus school space for child care facilities, play groups and extended day programs for the education and safety of the child and convenience of those parent/guardians who need these services. Surplus space is defined as classrooms, common areas, auditoriums, recreation space and other areas that are available outside of the normal school day. Classrooms and other areas are designated as available by the principal or principal's designee.

It is the Committee's intent that surplus space be utilized to allow as many families as possible to access extended day services. By May 1 each year, the Superintendent is required to present to the School Committee a report including **a summary of each program, on the number of students in extended day programs in the district's surplus space, the number of students on waiting lists for these programs, an overview of finances for each program,** and the availability of surplus space within the district to accommodate the needs of families requesting extended day services.

Any arrangements for use of available surplus space will be reviewed for renewal on an annual basis. The School Committee offers rental space so that these programs may be offered at the most reasonable cost possible. A request for a permit must be completed as a condition for the use of the space.

A descriptive brochure or summary of the program along with a financial statement including revenues, the director's salary, teachers' salaries, supplies and any and all other operating expenses **shall be provided to district administration, no later than February 28, as part of the annual licensing process.**

Failure to comply with guidelines for these programs and financial disclosures as stated above may be brought before the School Committee. The School Committee may authorize the Superintendent of Schools to negotiate with other parties to maintain extended day programs in the Arlington Public Schools or take any other action deemed necessary.

The occupant shall maintain public liability insurance. Limits will be negotiated by the Superintendent in conjunction with legal counsel. Such insurance shall name the program and the Town of Arlington as insureds as their respective interests may appear.

Arlington Public Schools

Revised and approved 4/11/2019

## **File BEDL    Land Acknowledgement**

On April 26, 2021, under Article 85, Arlington Town Meeting voted (222-1-2) to encourage all town entities to celebrate and recognize the heritage of the peoples indigenous to Massachusetts and Arlington by including a land acknowledgement at the beginning of the Town's public meetings.

The Arlington School Committee shall include at the beginning of its organizational meeting, at the beginning of its first regular meeting in October (or such other meeting date as is approximate to "Indigenous Peoples Day" per Title I, Article 6 of the Town Bylaws), and as part of graduation ceremonies, a land acknowledgement shall be read in a substantially similar form to the following:

“We acknowledge that the Town of Arlington is located on the ancestral lands of the Massachusett Tribe, the tribe of Indigenous peoples from whom the Colony, Province, and Commonwealth have taken their names. We pay our respects to the ancestral bloodline of the Massachusett Tribe and their descendants who still inhabit historic Massachusett territories today.”

In addition, the Arlington School Committee encourages the reading of this land acknowledgement at other significant meetings and events.

### **Cross References:**

BDA – School Committee Organizational Meeting

BEA – Regular School Committee Meetings

BEDB – Agenda Format/Preparation