



**Town of Arlington, Massachusetts**  
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## **School Committee Minutes 06/28/2011**

*Approved by Arlington School Committee September 22, 2011*

*Arlington School Committee  
Regular Meeting  
Tuesday, June 28 2011  
7:30 p.m.  
Arlington High School  
School Committee Room, 6th Floor  
869 Massachusetts Avenue  
Arlington, MA 02476*

**Present:** *Ms. Cindy Starks, Chair, Dr. Kirsi Allison-Ampe, Vice Chair, Mr. Judson Pierce, Secretary, Mr. Joseph Curro, Jr., Ms. Leba Heigham, and Mr. William Hayner.*

*Dr. Kathleen Bodie, Superintendent, Dr. Wallis Raemer, Interim Assistant Superintendent, Ms. Diane Johnson, Chief Financial Officer, Mr. Robert Spiegel, Human Resource Officer, Ms. Linda Hanson, AEA Representative and Ms. Karen Fitzgerald, Administrative Assistant.*

**Absent:** *Mr. Jeff Thielman, Steve Pereira, AAA Representative, and Student Representative*

Ms. Johnson exited the meeting at 9:21 p.m. and returned at 9:24 p.m., exited 10:28 and returned 10:30 and exited at 11:41 p.m.

Dr. Raemer exited the meeting at 9:26 and returned 9:40 p.m. and exited 10:16, returned 10:24 p.m. and exited at 11:40 p.m.

Mr. Spiegel exited the meeting at 9:27 and returned at 9:30 p.m.

Ms. Hanson exited the meeting at 10:16 p.m. and returned at 10:21 p.m. and exited 10:55 p.m.

Mr. Curro exited the meeting at 10:26 and returned at 10:29 p.m.

Mr. Pierce exited 10:30 and returned at 10:34 p.m.

Ms. Starks opened the meeting at 7:35

Ms. Starks had a moment of silence for Mr. Paul DiGiovanni, one of our special education teaching assistants at the Ottoson Middle School who passed away suddenly. Ms. Starks spoke on the Portfolio Art Work displayed in the School Committee Room and said students in Mrs. Muise class painted and assembled the portrait of Mr. Skidmore with tiles cut from painted paper.

### Student Voices

*Ms. Roblyn Brigham along with some of the 36 FitGirls from the Bishop Elementary School explained how they started the FitGirls program, which promotes healthy body, healthy heart and healthy minds. The Arlington Community Education helped grow this program from 5 students last year to about 36 FitGirls. The program meets two times a week for eight weeks, the girls' run, walk jog or crawl, and end the program with a 5K. The following FitGirls spoke about the program: lone Heigham spoke about running, Julia spoke how fun it is to read about female characters, Katie Brigham spoke on the inspiration of the program and Positive Attitude Changes Everything, Valentine and Molly spoke on the fun they experienced being part of this group and Jenny Brigham (kindergartener) said she learned even if your little you can do anything you want.*

### Public Participation

(Per File BEDH, Arlington School Committee Policy Manual)

- Speakers will be allowed three (3) minutes to present their material.
- Issues requiring extensive discussion may be deferred to a future meeting with a scheduled agenda item.
- All remarks will be addressed through the chairperson of the meeting.

None

### Tools of the Mind - New Kindergarten Program

Ms. Deb D'Amico, Principal of the Hardy Elementary School and Kindergarten Grant Coordinator explained the pilot Kindergarten Program of Tools of the Mind. The focus this program brings is on self-regulation. A group of teachers from Arlington had observed other schools that have this curriculum and decided to participate in the Tools of the Mind study at no cost to the Arlington Public Schools for the next two year. After two years the study would end and Dr. Bodie would the review the program and cost to the district.

### IT job description changes

Mr. David Good, Chief Technology Officer asked the School Committee members for support in providing equity in the Technology Department and would like the approval of the two following job descriptions for Senior Systems Administrator with a Salary range of \$52,000 - \$58,000 and for the Desktop Support Technician job description with a salary range of \$40,000 - \$50,000.

**Mr. Curro moved the Arlington School Committee approve the Chief Technology Officer's recommendation on Job Description's for Senior Systems Administrator with a salary range of \$52,000 - \$58,000 and for the Desktop Support Technician with a salary range of \$40,000 - \$50,000, seconded by Mr. Hayner.**

**Voted: 6-0**

### Changes to the AHS handbook

Ms. Mary Villano, Vice Principal, Rob DiLoreto, House Dean and Ms. Roni Tivnan, House Dean presented the new Attendance Policies and Procedures for students in 2011-2012 school year. The policy had been reviewed by all administration and teachers and brought to the School Committee tonight for approval.

**Mr. Curro moved that the Arlington School Committee approve the Arlington High School Changes to the AHS Handbook, Attendance Policies and Procedures, seconded by Mr. Hayner.**

**Voted: 6-0**

### Arlington High School Program of Studies Update

Mr. Charlie Skidmore Principal and Ms. Mary Villano, Vice Principal presented the Finalized Arlington High School Program of Study 2011-2012 and asked the School Committee members for approval. The override allowed them to maintain all of the requirements and policies that have previously been part of the Arlington High School Program of Studies. The Program of Studies includes changes to Parent Portal, Course Changes and Withdrawals, Points, and weighted GPA.

**Mr. Curro moved that the Arlington School Committee approve the Program of Studies and allow an insert of an appropriated withdrawal date for half-year courses, seconded by Ms. Heigham.**

**Voted: 6-0**

### Athletic Fees 2011-2012 for Approval

Dr. Allison-Ampe presented the Budget Subcommittee Chair Notes on Proposed Athletic Fee Schedule. Dr. Allison-Ampe said the proposed fee schedule includes the data analysis provided by the Athletic Advisory Committee. Additional information was provided by the Athletic Expenses Report dated June 15 2011 by the Chief Financial

Officer and participation averages was provided by the Athletic Director. Both documents are available to the public on request from the Karen Fitzgerald the Arlington School Committee Administrative Assistant.

The committee discussed the proposed fees and said most fees went down and the family cap for 2011-2012 will remain at \$1,250. The committee thanked the work of the Athletic Advisory Committee.

**Dr. Allison-Ampe moved that the Arlington School Committee approve the Athletic Fee Schedule as proposed by the Athletic Advisory Committee for the school year 2011-2012, seconded by Mr. Curro.  
Voted: 5-0-1, Ms. Heigham abstained**

Ms. Heigham abstained due to the fact the fees impact her family.

#### FY 12 Level Service Budget Discussion

Ms. Starks said the School Committee members at the last meeting approved the bottom line budget number and will now review each cost center summaries of section 6 of the budget books.

We previously approved the FY 12 School Committee budget and now the committee needs to approve the FY 12 level services budget with some cost centers having changes due to staffing and due to the override passing the additional \$600,000 to the budget.

Dr. Allison-Ampe said for discussion she would like to review section nine of the budget book . and review the changes. Ms. Johnson reminded the committee members that the numbers do not include the changes that were override specific.

Dr. Bodie said \$100,000 will go toward athletic fees and the \$500,000 has not been incorporated yet into the budget, so if the committee approves the numbers the \$600,000 will not be included. The high school and middle school are working on student schedules and this is driven by student selection of courses, which is still uncertain because courses can be brought back in due to the success of the override. This will affect each cost center summary the School Committee members are reviewing tonight.

Dr. Bodie and Ms. Johnson said they have not integrated any of the numbers into the cost centers and would have this for the committee in the fall. Ms. Starks said then the committee will not be voting on the budget this evening but may visit sections the committee members would like to discuss.

Mr. Curro suggested taking a recess for Dr. Bodie and Ms. Johnson to complete the math, due to a second reading of policy DBJ- Budget Transfer Authority and set the level for each of the budget categories because they do not correspond to the cost centers and vote the numbers rolled up into each category.

Ms. Starks that the just review the budget and meet before school starts in September possible hold a meeting in late August to vote the FY 12 Budget Cost Centers.

Ms. Heigham asked Dr. Bodie and Ms. Johnson to provide the School Committee with the figure on the savings to the district with the incentive to teachers for early retirement, the numbers on the students who will be attending private schools, with kindergarten enrollments down what are the classroom enrollment numbers for 2011-2012 school year.

Ms. Johnson said all staff have not been hired and cannot provide the savings for early retirements yet but will know the start of school. Dr. Bodie said she cannot estimate the savings for the early retirement incentive due to other staffing issues that arise but said kindergarten enrollment numbers could change over the summer and usually those numbers do not go down.

Mr. Skidmore said the numbers are influx, and about 30 students from the middle school and about 30 going to private

*school and 30 or more going to Minutemen. These numbers can continue to change up to the start date of school due to international students and students coming from private school to the high school.*

*Ms. Starks suggested to the Committee that since some cost center numbers had no affect from the override these sections would not need to be discussed.*

*The committee discussed the high school, middle school and Bishop Elementary school budget numbers. Mr. Curro said he would rephrase his question if Ms. Johnson has the authority she needs from this committee to actually make the decisions she needs across the elementary system because the School Committee did not vote the level services numbers for elementary.*

*Dr. Bodie said this is a difficult answer because the override numbers only allows her \$50,000 to hire an elementary teacher but because they do not know the enrollment numbers yet this would have to be revisited but they may need to come back to the School Committee and*

*Mr. Hayner said Dr. Bodie has the authority to hire but then the School Committee would need to give authority to transfer money from one line item to another before paying a teacher.*

*Ms. Johnson informed the committee she could provide the updated additional into another column for the School Committee members so they could see the level service budget and then all the changes, with override. Dr. Bodie understands that the DBJ Budget Transfer policy allows her to inform the School Committee members that she would need to transfer money and then come before the School Committee and inform them of the money she moved. Ms. Heigham said this is not the intent of the policy and said if the Superintendent needs to move money the Superintendent would first need approval from the School Committee members.*

*Ms. Johnson said because the School Committee voted the bottom line she can move forward in creating a budget and have this for the committee in August. Ms. Heigham said again that no money can be transfered from one line item from another only with School Committee approval.*

*Since Dr. Allison-Ampe understands the questions she had on the budget will get the same reply due to the budget being projected numbers said she will wait until Ms. Johnson provides the actual budget in August but asked about the summer programs at the Hardy Elementary School.*

*Ms. Johnson said the Hardy summer programs were booked from in the budget and will make the change. Dr. Allison –Ampe asked about the Thompson Elementary School staff being eliminated or changed and if we need as much money in the Legal line.*

*Ms. Johnson said Ms. Sherri Donovan wanted to keep the entity of the Thompson School as is not broken out and Ms. Johnson said she will keep the Thompson School as a cost center and will provide a list of where each staff will go, including where the Stratton School principal salary will go.*

*Dr. Bodie did say the Thompson School Fuel money of \$100,000 allocated will go to the High School Library Media and Lead K12 Education Technology Specialist and balance will go to the Special Education Reserve, and the Stratton Principal money would go to the Lead Elementary Teacher/Stratton School and additional money could go to administrative support.*

*Mr. Curro said if the School Committee approves the DBJ Budget Transfer policy tonight, it states at the first full meeting of the school Committee in September of each year, the Superintendent shall submit a summary of all personnel changes made since approval of the budget by the School Committee the previous spring.*

*Dr. Allison-Ampe questioned if the legal fees need to be as high as they are and would like it lowered to possibly hire a Teacher Assistant or Teacher, but would like to visit this in August.*

#### FY 11 Update

*Ms. Johnson spoke about the close out of FY 11 and said she had administrators hold back on each of their budgets*

during FY 11 and now they were given permission to spend out their FY 11 budgets. It was also suggested that the administrators prepare a wish list of items which they provided to the Superintendent and Assistant Superintendent for approval which included the purchases of much needed text books and other items.

#### District Goals 2010 – 2011

Dr. Bodie presented the District Goals for 2010-2011 and the Action Steps to each of the three Goals and Evidence of Success and Completion Comments.

Dr. Bodie said she brought forward a Redistricting Plan to Massachusetts School Business Authority (MSBA) in June 2011 as required for the Thompson Elementary School Rebuild and pointed out that in the end when the Thompson Elementary School is done being built they must have 380 students in the building.

**Mr. Curro moved the 11 o'clock rule to 11:30, seconded by Mr. Hayner.**

**Voted: 6-0**

#### Superintendent's Report

**Mr. Curro moved to table the Superintendent's Report, seconded by Ms. Heigham.**

**Voted: 6-0**

#### Suspended Policies

- JCA

**Mr. Pierce recommended the Arlington School Committee reinstate policy JCA – Open Enrollment and remove suspended paragraph three, effective September 1, 2011, seconded by Mr. Hayner.**

**Voted: 6-0**

#### Policies for second reading

- DBJ - Budget Transfer
- CBI – Superintendent Evaluation
- CBI-E – Superintendent Evaluation Tool

Mr. Pierce noted he did not have an additional Policies and Procedures Subcommittee meeting in between the last School Committee meeting but took the recommendations from committee members.

**Mr. Pierce moved that the Arlington School Committee approve the second reading of Policy DBJ Budget Transfer Authority with revisions and to move Reserve Accounts after bullet other, seconded by Mr. Curro.**

**Voted: 6-0**

**Mr. Pierce moved that the Arlington School Committee approve the second reading of Policy CBI Evaluation of Superintendent seconded by Mr. Curro.**

**Voted: 6-0**

**Ms. Heigham moved that the Arlington School Committee approve the second reading of Policy CBI-E Superintendent's Evaluation Tool, seconded by Mr. Hayner.**

**Voted: 6-0**

Dr. Allison-Ampe suggested the chair seek legal opinion if Dr. Bodie's presentation on the District Goals for 2010-2011 presented tonight and any comments from the committee members should be included as part of the Superintendent's Evaluation. Ms. Heigham would like to seek legal opinion on other areas the committee should be cognitive of if it is affirmative this is part of the evaluation.

#### Approval of Job Descriptions.

- *Director of World Language Programs, 6-12*
- *Program Director, English Language Learners, K-12*
- *Elementary Lead Teacher/Stratton Elementary 1.0*
- *Confidential Head Clerk, Superintendent's Office*
- *Senior Clerk, Guidance Office, High School*
- *Senior Clerk, House/Athletic Secretary, High School*
- *Senior Clerk, House Secretary .5 High School*

*After discussion by the School Committee on the following two job descriptions, Director of World Language Programs, 6-12 and Program Director, English Language Learners, K-12 and after Ms. Heigham and Mr. Curro said that they both could not support approving the Director of World Language Program because this was not part of the Level Service Budget and since the recent Override, it was suggested that Dr. Bodie make the Director of World Language, 6-12 FTE .4 and Program Director, English Language Learners, K-12, FTE .6.*

***Dr. Allison-Ampe moved the 11 o'clock rule to 11:45 p.m., seconded by Mr. Curro.***

***Voted: 6-0***

***Mr. Curro moved that the Arlington School Committee approve the Director of World Language 6-12 FTE .4 and Program Director, English Language Learners, K-12, FTE .6 job descriptions and to include, top range of salary not to exceed \$88,000, seconded by Ms. Heigham.***

***Voted: 6-0***

*Mr. Spiegel presented the Elementary Lead Teacher/Stratton Elementary 1.0 job description for approval and said the committee previously approved this for only .5.*

***Mr. Pierce moved that the Arlington School Committee approve the job description for the Elementary Lead Teacher/Stratton Elementary 1.0, seconded by Ms. Heigham***

***Voted: 4-0-2, Mr. Curro and Dr. Allison-Ampe both abstained, their children attend Stratton***

*Dr. Bodie said the following job description for the Confidential Head Clerk, Superintendent's Office has been updated and needs the School Committee approval, since Marie Carroll is retiring.*

***Ms. Heigham moved that the Arlington School Committee approve the job description of the Confidential Head Clerk for the Superintendent's Office and to include 52 weeks in the Work Hours, seconded by Mr. Curro.***

***Voted: 6-0***

***Mr. Curro moved that the Arlington School Committee approve the job description of the Senior Clerk, Guidance Office, Arlington High School seconded by Mr. Hayner.***

***Voted: 6-0***

***Dr. Allison-Ampe moved the 11 o'clock rule to 11:59 p.m., seconded by Mr. Hayner.***

***Voted: 6-0***

***Mr. Hayner moved that the Arlington School Committee approve the job description of the Senior Clerk House/Athletic Office Arlington High School, seconded by Ms. Heigham.***

***Voted: 6-0***

***Ms. Heigham moved that the Arlington School Committee approve the job description of the Senior Clerk, Part Time House Office, Arlington High School, seconded by Mr. Hayner.***

***Voted: 6-0***

*Cosent Agenda - All items listed with an asterisk (\*) are considered to be routine and will be enacted by one motion.*

*There will be no separate discussion of these items unless a member of the committee so request, in which event the item will be considered in its normal sequence.*

\*Approval of Warrant # 11167 Total Warrant Amount \$888,700.79 dated June 7, 2011  
\*Approval of Warrant # 11171 Total Warrant Amount \$446,193.97 dated June 14, 2011  
\*Approval of Regular School Committee meeting minutes: May 24, 2011

**Ms. Heigham motioned to divided the warrant articles and the minutes from the Consent Agenda and that the Arlington School Committee approve the Warrant # 11167 Total Warrant Amount \$888,700.79 dated June 7, 2011 and Approval of Warrant # 11171 Total Warrant Amount \$446,193.97 dated June 14, 2011, seconded by Mr. Curro.**

**Voted: 6-0**

**Dr. Allison-Ampe moved the Arlington School Committee approve the Regular School Committee meeting minutes of May 24, 2011, seconded by Ms. Hiegham.**

**Voted: 5-0-1, Mr. Curro abstained.**

#### Secretary's Report

**Mr. Pierce moved the Arlington School Committee to table the Secretary's Report from June 14 and June 28, 2011 until August, seconded by Mr. Hayner.**

**Voted: 6-0**

#### Committee & Appointee Reports

**Ms. Starks moved that the Arlington School Committee postpone hearing policy JBCA Salary Schedule from Superintendent, seconded by Mr. Hayner.**

**Voted: 6-0**

#### Executive Session

**Mr. Curro moved to enter into Executive Session at 11:55 p.m. for the following reasons: To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion personnel for: Interim Director of Special Education: Ms. Kathleen Lockyer. To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion personnel for approval of: Arlington Administration Association (AAA) contract/MOU. To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion personnel for approval of: Arlington Education Association Unit C (Clerical) contract/MOU and to exit for the purpose of adjournment only, seconded by Mr. Hayner.**

**Roll Call: Mr. Hayner Yes, Ms. Heigham Yes, Mr. Curro Yes, Mr. Pierce Yes, Dr. Allison-Ampe Yes, and Ms. Starks Yes.**

**Voted: unanimously**

#### Adjournment

12:15 p.m.

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