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## **Policies and Procedures Minutes 10/12/2010**

Arlington School Committee – Policies and Procedures Subcommittee Approved Minutes

from October 12, 2010

School Committee Room

Subcommittee Members Present: Judson Pierce, Chair, Leba Heigham and Cindy Starks

Present for the Administration: Dr. Kathy Bodie, Superintendent, Dr. Wallis Raemer, Assistant Superintendent, and Cindy Bouvier

There was no public participation.

There was a discussion concerning putting forth a new bullying policy for the School Committee.

The one sent to us last month as a model by the MASC was discussed.

It was noted that further guidelines for approved programs from the DESE will be forthcoming.

It was suggested that we amend Page 4 of 5 to include age appropriate instruction on bullying prevention based on state guidelines.

Ms. Starks pointed out that bullying is in part about power over another.

The subcommittee felt that we add the words “timely manner” when a report has been deemed viable the Principal or the designee shall in a timely manner contact the parents.

There was discussion concerning page 2 of 5, i.e. consequences for not reporting. The subcommittee felt that it would be appropriate to add that observers to bullying incidents may be subject to disciplinary action for failure to report.

Regarding the sample MASC social networking/facebook bullying policy, the subcommittee will be continuing to study this.

After some further discussion, Ms. Heigham moved to put forth this bullying policy draft to the full School Committee as first read at the next regularly scheduled meeting, Ms. Starks seconded the motion. The Motion passed unanimously.3-0

Next, there was a discussion concerning fees and structuring payments over time. Dr. Bodie appreciates the feeling but pointed out that adequate staffing is the main issue. The APS central office is thinly staffed and tracking those who only pay a portion of the fee would be very time consuming and quite difficult with our current staffing. It was pointed out that parents may put their athletic fees on a credit card, however, parent, Julie Horvacs, who was in attendance pointed out that credit card use is something that some might be trying to avoid. It was pointed out that unfortunately laws prohibit volunteers from handling money, collecting money or even doing follow up. Ms. Heigham noted that the Budget Subcommittee is interested in seeing what recommendations the process audit comes forward with and further studying this matter.

Ms. Starks noted that she could not find anything within Files JQ or JDD, one way or another, concerning payment due in full before the commencement of an activity. Ms. Heigham suggested that there may be some language on the approved form for sign up which states this rule.

It was noted that we have about 700 student participants and that we have to balance what we have the ability to do and not put the coach in an uncomfortable spot to say to a student athlete that he or she cannot play any more because of missed installment payments.

It was noted that activity fees have doubled yet for some, such as cheerleading, it is unclear where the extra money is going as there is still no riding the bus and no new uniforms.

Dr. Bodie suggested that when we complete our override budget, the administration like to recommend that fees come back to last year’s level, but noted that’s a couple of hundred thousand right there.

Next, there was a discussion concerning a request by Dr. Bodie that the Subcommittee recommend to the full School Committee a suspension of File GBEA which states in part that no person shall be hired who is related to the School Committee, or the administration, or any employee of the district.

Dr. Bodie noted that there is a state law that says if someone is hired who has a relative in same building then the School Committee must be notified. So our district policy is much more stringent than state law. In this instant case, Dr. Bodie noted that there is no conflict of interest.

It was noted that TA positions are low paying, very needed and there's a shortage of quality applicants.

Dr. Bodie noted that in this specific case the district has a need and that the most qualified person to fill this need happens to be related to a person who works in another school in the district.

Ms. Heigham moved to recommend to the full School Committee suspending policy File GBEA for the purpose of filling a TA position and recommendation for reinstatement at next scheduled School Committee meeting. Ms. Starks seconded this motion and it passed unanimously.

Next, there was a discussion concerning the date and start times of School Committee meetings. It was noted that it's very difficult to begin at 7:30 and sometimes end past 11:00pm on a week day evening. The Files in question are BEA and BE which state that meetings shall be on Tuesdays and shall begin at 7:30pm. File BEA makes specific the day.

Mr. Pierce will be putting together a Survey for the School Committee to rank its preferred start time, day of week, and end time of future meetings with an eye toward revising Policies BE and BEA. Mr. Pierce will deliver this survey during roundtable at the next School Committee meeting.

Ms. Heigham then moved to adjourn, Ms. Starks seconded, the motion passed unanimously and the meeting adjourned at 7:43pm.