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Policies and Procedures Minutes 09/10/2007

Arlington School Committee
Policies and Procedures Subcommittee
Monday, September 10, 2007
8:30 AM

Members present:

Ron Spangler, Chair
Jeff Thielman
Sean Garballey

The meeting was called to order at 8:35 am.

1. Approval of Minutes, August 1, 2007

On a motion by Mr. Garballey, seconded by Mr. Thielman, it was voted unanimously to approve the minutes of August 1, 2007.

2. Policy changes reviewed at last meeting

On a motion by Mr. Thielman, seconded by Mr. Garballey, it was voted unanimously to recommend the changes to Policy BDB: *School Committee Officers*, attached hereto as Exhibit A, to the full Committee.

On a motion by Mr. Garballey, seconded by Mr. Thielman, it was voted unanimously to recommend the changes to Policy BEDH: *Public Participation at School Committee Meetings*, attached hereto as Exhibit B, to the full Committee.

3. Policy DBJ: Budget Transfer Authority

On a motion by Mr. Spangler, seconded by Mr. Thielman, it was voted unanimously to recommend the changes to Policy DBJ: *Budget Transfer Authority*, attached hereto as Exhibit C, to the full Committee.

4. Policy BDFA-E-3: District-Wide Goal Setting and Performance Objective Process

On a motion by Mr. Garballey, seconded by Mr. Thielman, it was voted unanimously to recommend the changes to 4. Policy BDFA-E-3: *District-Wide Goal Setting and Performance Objective Process*, attached hereto as Exhibit D, to the full Committee.

The amendment reflects the change in due date for goals from August 1 to October 1. Mr. Spangler will check with MASC to ensure this date change does not contravene any provisions of Ed Reform or NCLB, and report to the full Committee before its vote on the recommended change.

5. Policy BGE: Policy Dissemination

On a motion by Mr. Garballey, seconded by Mr. Thielman, it was voted unanimously to recommend the changes to Policy BGE: *Policy Dissemination*, attached hereto as Exhibit E, to the full Committee.

The proposed amendments to Policy BGE formalize the use and revision of the policy calendar originally prepared by Mr. Thielman when he chaired this subcommittee.

Mr. Garballey suggested incorporating the policy calendar itself into the manual under file BGE-E.

6. Policy BDFA-E-2: Submission & Approval of School Improvement Plan

Mr. Spangler reported that these plans do in fact appear to be mandated by Ed Reform. The members were unclear on the value of these plans, and members discussed reviewing and streamlining the policy to the adhere to the minimum requirements of state law, and no more. Mr. Spangler will request a report from the Superintendent at a future Committee meeting on how

the building Principals are handling this.

7. Policy LBC-R: *Relations with Home Schools*

Subcommittee was to draft amendment to policy specifying a due date for the report. This item was tabled until a future subcommittee meeting.

8. Policy FA/FB/FBB: *Facilities Planning Enrollment Projections*

On a motion by Mr. Thielman, seconded by Mr. Garballey, it was voted unanimously to recommend the changes to Policy FA/FB/FBB: *Facilities Planning Enrollment Projections*, attached hereto as Exhibit F, to the full Committee.

The amendment specifies a March due date, consistent with receipt of enrollment projections from outside firm (NESDEC).

9. Policy calendar

Subcommittee quickly reviewed the policy calendar as revised by Karen Fitzgerald on August 13th. Mr. Spangler will work with Karen to harmonize the two current versions of the calendar, and then submit the results to the Superintendent for review with his administrative cabinet prior to adoption.

10. Next meeting

TBD. Mr. Garballey requested meeting times either in the early morning, or Tuesday and Friday afternoons or evenings.

11. Adjourn

On a motion by Mr. Spangler, seconded by Mr. Thielman, it was voted to adjourn at 9:20 am.

**Exhibit A:
Proposed Amendments to Policy Policy BDB: *School Committee Officers***
(changes in **bold, blue** text)

Duties of the Chairperson

The Chairperson of the Arlington School Committee has the same powers as any other member of the committee to vote upon all measures coming before it, to offer resolutions and to discuss questions. He/she will perform those duties that are consistent with his office and those required by law, state regulations, and this committee. In carrying out these responsibilities, the chairperson will:

1. Sign, or cause to be signed when permissible, the instruments, acts, and orders necessary to carry out state requirements and the will of the committee
2. Perform such duties as prescribed by action of the School Committee.
3. Consult with the Superintendent in the planning of the committee's agendas
4. Confer with the Superintendent on crucial matters that may occur between committee meetings
5. Appoint all subcommittees and representatives to town committees when requested by other town officials, subject to approval by the School Committee
6. **Serve as liaison, or designate another committee member to serve as liaison between the School Committee and bodies not otherwise having formal School Committee representation including, but not limited to, the Finance Committee, the Board of Selectmen, and Town Meeting**

76. Call special meetings of the committee as found necessary

87. Arrange for orientation of new Committee members by the Superintendent and his/her assistants within two weeks after the organizational meeting.

98. Be public spokesman for the committee at all times except as this responsibility is specifically delegated to others

109. Be responsible for the orderly conduct of all committee meetings.

The chairperson shall also be responsible for ensuring the appropriate, timely and informative presentation of the annual school budget, as well as other issues pertinent to the schools, to Town Meeting.

As presiding officer at all meetings of the committee, the chairperson will:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the committee in its proper order
3. Enforce the committee's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if this is not clear to members
6. Restrict discussion to the question when a motion is before the committee
7. Answer all parliamentary inquiries
8. Put motions to a vote, stating definitely and clearly the vote and result thereof.

Duties of the Vice-Chairperson

The vice-chairperson of the committee will act in the absence of the chairperson as presiding officer of the committee and will perform such other duties as may be delegated or assigned to him.

Secretary

The secretary will perform or cause to be performed the following:

- Keep an accurate journal of all committee meetings
- Comply with state law and committee policy regarding notification of meetings
- Render such reports as may be required by the state or the town.

LEGAL REFS.: M.G.L. 71:36

NOTE: The treasurer of the town serves as treasurer of the School Committee.

Exhibit B:

Proposed Amendments to Policy BEDH:

Public Participation At School Committee Meetings

(previously discussed changes in **bold, blue** text, new proposed changes in **bold, red** text)

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.

1. Written correspondence may be directed to the Committee through its administrative secretary. Statements of two pages or less are encouraged.
2. At the beginning of each regular meeting of the Committee, ~~there will be a period of up to 20 minutes set aside for public participation. Citizens 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. Speakers will be allowed three (3) minutes to present their material. The Chairperson may permit extension of this time limit. The Committee may not respond directly to public comment, but will take comments and suggestions under advisement. The Committee may respond to public comment, at the discretion of the Chairperson, but extended discussion of issues during public participation is discouraged. If a particular issue arises during public participation that warrants an extended discussion, the Chairperson may defer such discussion until a future meeting, and schedule an agenda item accordingly.**
3. A citizen who wishes to have an item placed on the agenda will present the request in writing to the administrative secretary. To be considered, the request must be received by noon of the day preceding the meeting.
4. From time to time, the School Committee may schedule a public hearing on any matter of concern to the community, including the annual budget.
5. Improper conduct and remarks 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 individuals privilege of address.
6. All remarks will be addressed through the chairperson of the meeting.
7. 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 of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. 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.

All meetings of the Committee shall be presided over by the Chairperson with the primary purpose of conducting the business of the Committee in a responsible and expeditious manner. The Chairperson shall have the authority to regulate and limit public participation within the provisions of this policy. The Committee may determine to limit or alter this authority by majority vote. However, by law, "no person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent."

Exhibit C:
BUDGET TRANSFER AUTHORITY
(Proposed changes in **bold, blue** text)

The budget approved each year by the School Committee shall include funding for specific programs and shall include the number of faculty and staff positions in each department and level.

If the budget as approved by the School Committee is not fully funded by Town Meeting, the Superintendent shall submit a revised budget to the School Committee for review and approval.

If additional revenue is identified or revenue is reduced subsequent to the approval by Town Meeting of the School Committee budget, the Superintendent shall submit to the School Committee a prioritized list of programs to add or reduce. The Superintendent shall not add or reduce programs without School Committee approval.

~~In anticipation of the possibility that a School Committee could not be timely convened during the summer after Town Meeting's approval of the annual school budget, the following shall apply:~~

~~—The recommended annual budget, as submitted to the School Committee by the Superintendent, shall include a prioritized list of programs/positions to be reinstated if projected operating budget surpluses are identified after town meeting's approval of the annual school budget but before the opening of school. Examples of circumstances that might generate budget surpluses include receipt of unanticipated grant funds or reduction in program needs due to changes in enrollment. Such list shall not exceed 5% of the total budget as recommended by the Superintendent.~~

~~—The Superintendent's budget shall include a prioritized list of programs/positions to be frozen due to losses in revenue identified after town meeting's approval of the annual school budget. The prime example of such a loss would be reductions in state aid voted by the Legislature. The freeze would be instituted in anticipation of town meeting reductions to the school budget at a fall town meeting. Such list shall not exceed 5% of the total budget as recommended by the Superintendent.~~

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.

The Superintendent shall transmit budget transfers to the School Committee for approval as needed. Transfer approvals are required when budget balances are moved between the following budget categories:

- Instructional Programs (Secondary)
- Instructional Programs (Elementary)
- Special Education and Pupil Services
- Instructional Support Programs
- Mgt. Services and System wide Accounts
- Operations and Maintenance Services
- Out-of-District Special Education: Tuitions and Transportation

Budget transfers submitted for School Committee approval shall be accompanied by supporting documentation presenting changes to the detail of the original budget as adopted by the School Committee.

File: BDFA-E-3

Exhibit D:
DISTRICT-WIDE GOAL SETTING AND PERFORMANCE OBJECTIVE PROCESS
(proposed changes in **bold, blue** text)

The Arlington Public Schools shall engage in a district-wide goal setting process that is consistent with the *Education Reform Act of 1993* and the *No Child Left Behind Act of 2002*. This process integrates and articulates three kinds of goals: site based, partnerships between schools and district-wide goals. These goals, which will be established annually, shall reflect locally identified goals and will fulfill any and all mandates under state and federal regulations.

The Superintendent shall lead the district's goal setting process. The Superintendent shall seek to maximize input from parents, faculty members and administrators as he/she coordinates the annual goal setting process. The Committee will follow a specified

calendar and timeline for establishing goals. In addition, the Plan of Goals and Performance Objectives will be detailed on an approved template.

By ~~August~~ **October** 1st of each year, a consolidated system-wide Plan of Goals and Performance Objectives, shall be submitted to the School Committee for approval. These plans shall be in effect ~~from August 1st to June 30th, or the length of a~~ **through the end of that** fiscal year. District-wide goals shall be included in the annual budget submitted to Town Meeting each year, and the Superintendent and School Committee Chair shall include the District-wide goals in their annual budget presentation to Town Meeting.

File: BGE

**Exhibit E:
POLICY DISSEMINATION
(proposed changed in bold, blue text)**

The Superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the School Committee and the administrative regulations needed to put them into effect.

Each Committee member shall have a printed copy of the policy book, as well as an electronic version. Additional copies shall be made available at the office of the Superintendent for review by any interested party. All policies and regulations pertaining to staff or student conduct shall be available in publications provided as the law requires and shall be filed with the Commissioner of Education.

All policy manuals distributed to anyone shall remain the property of the committee and shall be considered on loan to anyone, or any organization, in whose possession they might be. They are subject to recall at any time.

The Committee's policy manual shall be considered a public record and shall be open for inspection at the School Committee offices, schools, and public libraries.

It shall be the responsibility of the Committee's Administrative Secretary to take steps to ensure that all copies of the policy book are up to date, including electronic or online versions.

The Committee's Administrative Secretary will keep and maintain a calendar of actions required by the various policies. This calendar will summarize, by policy and by month, the required actions of the School Committee and the School Department. The Administrative Secretary will endeavor to update this calendar promptly as policy changes are adopted by the School Committee, but in any event not less than once per year, by the end of March.

CROSS REFS.: BFCA, School Committee Review of Administrative Rules
CHC/CHCA, Administration Rules Dissemination/Approval of
Handbooks and Directives

File: FA/FB/FBB

**Exhibit F:
FACILITIES PLANNING ENROLLMENT PROJECTIONS
(proposed changes in bold, blue text)**

Each ~~fall~~ **year**, the administration is to make careful projections of elementary enrollment (separately for kindergarten and for grades 1-5 and 6-8) for the following fall. In addition, the best possible assessments of enrollments two, five, and ten years in advance are to be made. The results are to be reported to the School Committee in ~~November~~ **March** of each year.

Whenever the total enrollment projected for one and two years hence exceeds the sum of the standard capacities of the buildings then in use, the administration is to begin planning for that projected enrollment.

Standard Elementary School Capacities

For planning purposes, a capacity shall be set for each elementary school building by multiplying 22.5 times the number of available classrooms in the building. The number of available classrooms is the number left after provision has been made for the following:

Central eating areas
Gymnasias
Special Education classrooms
Administrative space & nursing station
Necessary kindergarten space
Auditoria
Library
Art-Music room
Counseling-tutoring space
Before and after school programs
Science Room/Lab
Computer Lab
Community Room

Capacity of Middle School/High School

For planning purposes the maximum capacity for the middle school is 1100 and for the high school 1600.

Recommendations may include closing schools or leasing areas of the school, redistricting or combinations of these or other actions.

The # of Elementary School Buildings will be based on

1. Projected enrollments of 5 to 10 years hence
2. Educational impact
3. Budget considerations
4. Safety and travel considerations
5. Other matters deemed relevant

Redistricting Elementary Schools

District lines will be drawn

1. With full consideration for student safety (see travel policy)
2. So that as many schools as possible are operating at optimal capacity
3. So that districts are contiguous.
4. To minimize disruption of peer relationships

Completed recommendations on closings and resulting redistricting are to be submitted by the administration to the School Committee for decision by ~~February~~ **March** at the latest.

The School Committee recognizes that collaboration with other town departments as well as the involvement of teachers, parents and the community members are essential elements in planning for our buildings and for our students' safety.

Input from the Town Planning Department and the Department of Community Safety will be an integral part of the process.

The involvement of our professional educators, parents and concerned citizens will be welcomed and encouraged.