



**Town of Arlington, Massachusetts**  
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## **Policies and Procedures Minutes 06/13/2007**

*Arlington School Committee*  
*Policies and Procedures Subcommittee*  
*Wednesday, June 13, 2007*  
*4 PM*

Members present:

Ron Spangler, Chair  
Jeff Thielman  
Sean Garballey

The meeting was called to order at 4:11 pm.

### **1. Approval of Minutes, May 22, 2007**

On a motion by Mr. Thielman, seconded by Mr. Garballey, it was VOTED 3-0 to approve the minutes of May 22, 2007.

### **2. Fundraising Policy**

Mr. Garballey reported on his research on interior advertising in school department buildings, as requested by the Subcommittee at its last meeting. The Town Counsel believes such signage would be permitted under Zoning and general Town bylaws

The Subcommittee summarized discussions on fundraising that had occurred in other forums since the May 22 meeting.

Mr. Garballey reviewed the Budget Subcommittee's discussions on potentially untapped sources of donation, like athletic booster groups. Mr. Garballey and Mr. Spangler related "channel conflict" concerns raised by PTO members in regards to

APS seeking private donations from local businesses.

Mr. Thielman asked Mr. Garballey if the Budget subcommittee intended to gather data on the fundraising that currently benefits the schools. He suggested the full committee would need to know how much is being raised, by whom, from whom,

for what purpose. Mr. Garballey said this was the Budget subcommittee's intention.

Mr. Spangler said these fundraising and advertising issues were best taken up by the Budget and Community Relations Subcommittees first. When the full committee, upon recommendation of these subcommittees, decides upon a course of action, Policies and Procedures will review the existing APS policies and propose any changes that might be needed.

### **3. Policy BGB: Policy Adoption**

The Subcommittee reviewed this policy. Mr. Spangler expressed concern over the lack of clarity in required actions and timelines prior to the first reading of a new or amended policy. Mr. Thielman said the new union contracts may have provisions on policy adoption necessitating an update of this policy. Mr. Spangler will review the referenced union contracts and report back at the next meeting. At that time, the subcommittee will amend this policy for clarity.

### **4. Three-Year Policy Review**

Policy BGC: *Policy Revision and Review* requires this subcommittee to undertake a three-year review of the Policy Manual. On a motion by Mr. Garballey, seconded by Mr. Spangler, it was VOTED, 3-0, to review sections A through D during the coming year.

**5. Public Participation policy**

The draft Communication Plan for FY08 includes a review of policy BEDH: *Public Participation at School Committee Meetings*. Mr. Garballey will review the practices of other school committees in the Commonwealth and report back at the next meeting. Mr. Spangler will contact members of the Arlington Board of Selectmen and report back on their public participation rules.

**6. Liaisons to FinComm and Town Meeting**

Mr. Spangler reiterated the reasons for formalizing relations with these two town bodies. At any time during the annual budgeting cycle, FinComm may discuss budgetary recommendations that can affect the public schools. FinComm also sends liaisons to School Committee meetings during this time. The APS budget is presented to Town Meeting, and questions may arise during elsewhere the course of the meeting that require School Committee input. Mr. Spangler stressed the importance of the School Committee, as town-wide elected officials, being present.

Mr. Spangler suggested that policies KLJ and KLK might be amended to achieve this end. Mr. Thielman pointed out that the existing position of Selectmen liaison is not codified in policy, and suggested it should be the Committee Chair's responsibility to manage relations with other governmental bodies. Mr. Thielman suggested, and the other members agreed, that the Subcommittee will review the policy laying out the Chair's responsibilities at its next meeting, and propose amendments as needed to clarify this role.

**7. Next meeting**

Monday, July 9<sup>th</sup> at 4pm.

**8. Adjourn**

On a motion by Mr. Thielman, seconded by Mr. Garballey, the meeting was adjourned at 5:05 pm