

**TASK FORCE ON EXTRACURRICULAR ACTIVITIES – MINUTES
CHENERY MIDDLE SCHOOL SMALL COMMUNITY ROOM
DECEMBER 8, 2011**

Present: Dan Scharfman, chairman
Anne Lougee
Jim Davis
Jane Ewing
Leigh Lynch
Elizabeth Pew

1. Call to order:
Chairman Scharfman called the meeting to order at 7:20pm.
2. Minutes
On a motion made by Mr. Davis and seconded by Ms. Lynch, the Task Force approved the minutes of November 9 by a vote of 6-0-0. Mr. Scharfman thanked Ms. Lougee and Ms. Dooley for their recording.
3. Feedback from Public Forum
Members shared feedback from the Public Forum. No one had received more than a couple of messages or comments after the Forum, but all agreed that they had learned a great deal from the comments made during the Forum.
4. Additional information for report
The Task Force discussed any additional information needed for preparation of the final report. Members variously agreed to collect information on Middle School participation and PTA/PTO programming. Mr. Scharfman agreed, in response to a request from the School Committee to develop a brief questionnaire soliciting information about how and for what purposes various groups raise funds. Mr. Davis agreed to work with Mr. Pappazisis to compile a list of the donations received for athletics and extracurricular activities.
5. Recommendations for improvements to the current system
The Task Force reviewed the areas for improvement in the current system, based on analysis of the data and feedback from stakeholders. The list was divided into improvements to be recommended to the School Committee for FY13 implementation, and longer-term improvements. Members agreed that the FY13 improvements needed to be concrete and actionable, and agreed to work on specific proposals as shown below.

FY2013 Improvements:

- Use revolving account balances for benefit of stakeholders
- Adjust fees to prevent further accumulation of balances
- Adjust fees to improve consistency and equity
- Report account balances quarterly based on actual and projected charges
- Publish a directory of youth programs in Belmont
- Clarify policy on activities for which no charge should be assessed
- Create separate accounts for high school and middle school activities and athletics
- Develop inventory of fund raising efforts by supporting organizations
- Invest as needed rather than deferring costs from year to year
- Review participation by subgroups

Long-term recommendations:

- Monitor and adjust fees as needed
- Publish program directory annually
- Improve processes to reduce burden on staff
- Develop clear policy on fund raising efforts
- Improve consistency and fairness of stipends
- Incorporate programs run by outside groups into fee and participation system
- Reduce participation barriers for METCO students
- Review reasons that 20% of BHS students do not participate in programs
- Find ways to fund advisors for clubs

6. Adjourn

On a motion made by Ms. Pew and seconded by Dr. Ewing, the Task Force adjourned at 9:25pm on a vote of 6-0-0.

Respectfully submitted by


Daniel Scharfman, Chair