

**School Committee Finance Subcommittee**  
**Wednesday, January 15, 2020**  
8:30 AM-10:30 AM  
Room 103, Town Hall

Finance Subcommittee members present: Susan Wolf Ditkoff (Chair), Sharon Abramowitz, Suzanne Federspiel, and David Pearlman (by phone).  
Staff present: Ben Lummis, Mary Ellen Normen, Nicole Gittens, Casey Ngo-Miller, Donna Chisolm, Michael D’Onofrio, and Robin Coyne.  
Others present: Advisory Committee School Subcommittee Chair Cliff Brown (by phone).

Ms. Ditkoff called the meeting to order at 8:30 AM. She announced that Mr. Pearlman will be participating remotely, by phone.

**1) FY 2019 Final Financial Report-Update**

As was noted during earlier meetings, the district is late in submitting the FY 2019 Final Financial Report to the Department of Elementary and Secondary Education. Ms. Normen is using OpenGov software to complete the report and plans to submit it to the state on January 30, 2020. The switch to using OpenGov will facilitate the preparation of future reports in a timely manner. Subcommittee members asked whether it is possible for Ms. Normen to delegate/postpone any other tasks this month as she will be devoting so much time to the completion of this report.

**2) FY 2020 Budget Update**

Ms. Normen reported that the upcoming FY 2020 2<sup>nd</sup> Quarter Financial Report will include a reconciliation of budget to actual FTEs and will note any variances and vacancies.

**3) FY 2021 Budget Development Update**

Ms. Normen reported that she is using OpenGov software to complete the FY 2021 Budget, which will be ready for electronic release on January 30, 2020. She will schedule a training session for School Committee members and others (including Advisory Committee Finance Subcommittee members) on how to access/read the Budget in the new format. The new budget format will increase transparency. Positions will be shown by building and by district-wide category. Ms. Normen will prepare a pdf summary of the proposed FY 2021 Budget that can be shared with the public at least a week before the FY 2021 Budget Public Hearing.

The Subcommittee discussed the process going forward for informing School Committee members about ongoing budget deliberations, including discussions between the administration and school leaders. Mr. Lummis stressed the importance of informing employees of any potential change in their positions before the information becomes public. The Subcommittee agreed to schedule a discussion of the School Committee’s role in the budget process during the January 22, 2020 Subcommittee meeting.

#### **4) Budget Presentation: Stipends; Paraprofessionals**

Mr. Lummis, Ms. Normen, Dr. Gittens, and Ms. Ngo-Miller provided a presentation on district-wide stipends, including the role stipends and additional compensation work play in providing support, programs, and services in our schools (Attachment A). They reviewed benefits and challenges, costs, and improvements in budget and financial controls.

Mr. Lummis, Ms. Normen, Dr. Gittens, and Ms. Ngo-Miller provided a presentation on Paraprofessional roles and responsibilities, challenges, and staffing costs (Attachment B). Mr. Lummis stressed the importance of professional development. Subcommittee members suggested the following: that the posted presentation show the number of individuals assigned to each schedule and indicate when the RISE program started; that the administration extrapolate state data on the projected rates of Autism to the Public Schools of Brookline for planning purposes; that the district look at what is being done in other districts; that the district tailor support/training to paraprofessionals who are interested in becoming teachers and to those who want to be career paraprofessionals; that the district consider organizational changes to reduce/eliminate gaps; and that the district look at whether school staff (particularly at the K-8 schools) did not access budgeted stipend funds because they did not know the funds were available and/or did not understand the process.

#### **5) Acceptance of Gifts from Lawrence and Coolidge Corner School PTOs and Lueders Environmental, Inc.**

No objections were raised to including this item (Attachment C) on the January 16, 2020 School Committee Meeting Consent Agenda.

#### **6) Acceptance of Grants: New England Grass Roots Environment Fund**

No objections were raised to including this item (Attachment D) on the January 16, 2020 School Committee Meeting Consent Agenda.

#### **7) Brookline Fiscal Advisory Committee (BFAC) Update**

Mr. Brown reported that BFAC is refining the Report. He does not expect the content/recommendations to change.

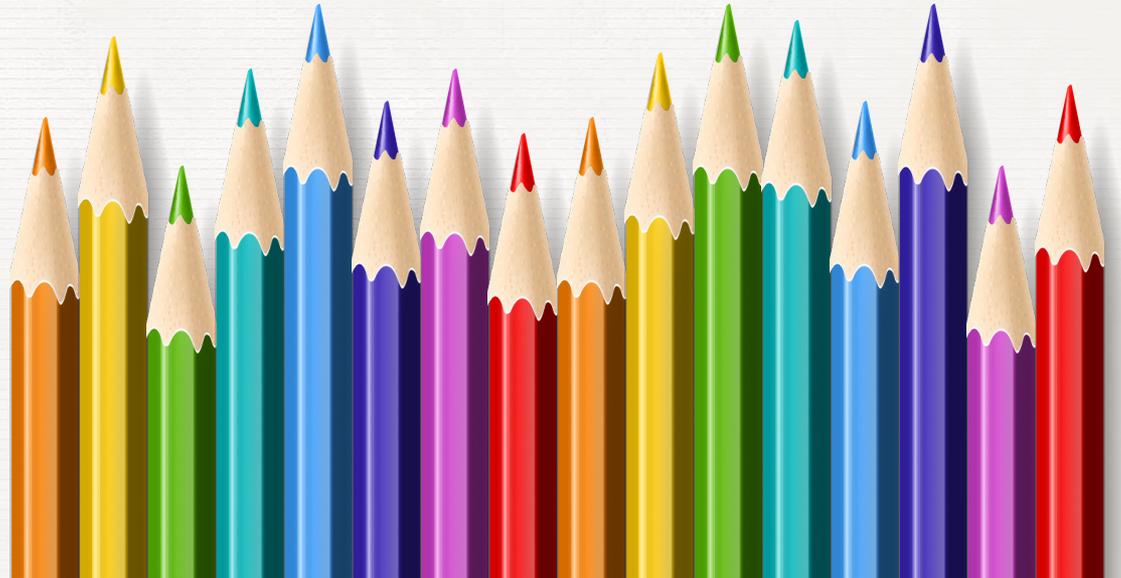
#### **8) Steps to Success Update**

Steps to Success (STS) Board Chair Judy Katz provided an update on the program's financial status. The program had had considerable reserves, but they are winding down. Loss of district funding significantly impacted STS finances. The program has been doing what it can to find other sources of funding, e.g. grants and major donors. The Brookline Housing Authority will be providing \$75,000 to support programs over the next three years. STS has had to cut staff. The program can survive until June, but its future is in jeopardy. Ms. Katz and the Subcommittee members discussed the important role STS plays in trying to provide an equitable experience for students, particularly those from low-income households. Members suggested establishment of a Public Schools of Brookline Policy on the district's relationship with out of school time programs. STS is looking into the possibility of getting some of the revenue generated from marijuana sales

and may ask the School Committee to support this request. The STS Board will be discussing potential cuts during its February Board meeting. School Committee Liaison Helen Charlupski will provide updates to the School Committee.

The meeting adjourned at 10:30 AM.

# Stipend Presentation to School Committee



# Budget Presentation

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## Purpose

- ✓ Educate School Committee and public on key areas of PSB including programs, services, and departments
- ✓ Presentations typically will include a combination of background information about area, and also costs, cost drivers, staffing, and challenges
- ✓ Presentations on areas requested by School Committee, ongoing public interest, and those identified by Superintendent

**Intention is to provide a level of transparency and detail not typically provided about programming and costs**



# Budget Presentation

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## Purpose

- ✓ Educate School Committee and public on district-wide stipends
- ✓ The role stipends and additional compensation work play in providing support, programs, and services in our schools



# Types of Stipends

## Student-Facing

- ✓ Club Advisors
- ✓ Coaches
- ✓ Intra- Extramurals

## Student Support

- ✓ School Climate Team
- ✓ Child Study Team/Student

## Teacher/Administrative Support Stipends

- ✓ MCAS
- ✓ Teacher Mentors, Mentor Leaders, Mentor Professional Learning Coaches
- ✓ PD Council

**All new stipends are meant to be negotiated with the BEU**



# Stipends Not Included in Schedule B of the Unit A Contract

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- ✓ Child Study Team
- ✓ BHS SIT Team
- ✓ Mentor Professional Learning Coach
- ✓ Culture & Climate Committee
- ✓ MCAS Support
- ✓ Anti-Defamation League
- ✓ Other



## Other

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- ✓ As work arises employees receive stipends
- ✓ Hourly and Additional Compensation is not captured or reported as stipends they are paid as hourly work based on the Unit A contract workshop rate



# Benefits & Challenges

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## Benefits:

- ✓ Provide enrichment and support opportunities for students
- ✓ Make leadership opportunities for students
- ✓ Interscholastic athletics runs on stipends
- ✓ Provide leadership opportunities for staff (committees)
- ✓ Provide administrative support for schools (MCAS)
- ✓ Provide essential services for student support (CST and SIT)



# Benefits & Challenges

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## Challenges:

- ✓ Inconsistencies in what stipended work looks like across the district
- ✓ Varied workload between positions with the same pay
- ✓ Difference between positions at BHS and K - 8 Schools
- ✓ Paraprofessionals Unit doing Unit A work (Open us up to Wage-and-Hour law violations, and contract violations)
- ✓ Budgeting and financial controls for Stipends and Additional Compensation work have not been strong enough
- ✓ Stipends are created outside of the contract and not negotiated



# Costs



Categories	FY 2017	FY 2018	FY 2019
Athletic Stipends	\$400,292	\$468,450	\$469,657
Non-Athletic Stipends	\$196,516	\$194,589	\$197,190

Categories	FY 2017	FY 2018	FY 2019
Unbudgeted Personnel Costs identified during Fiscal Year		\$1.1m	\$300k



# Improving Budgeting and Financial Controls

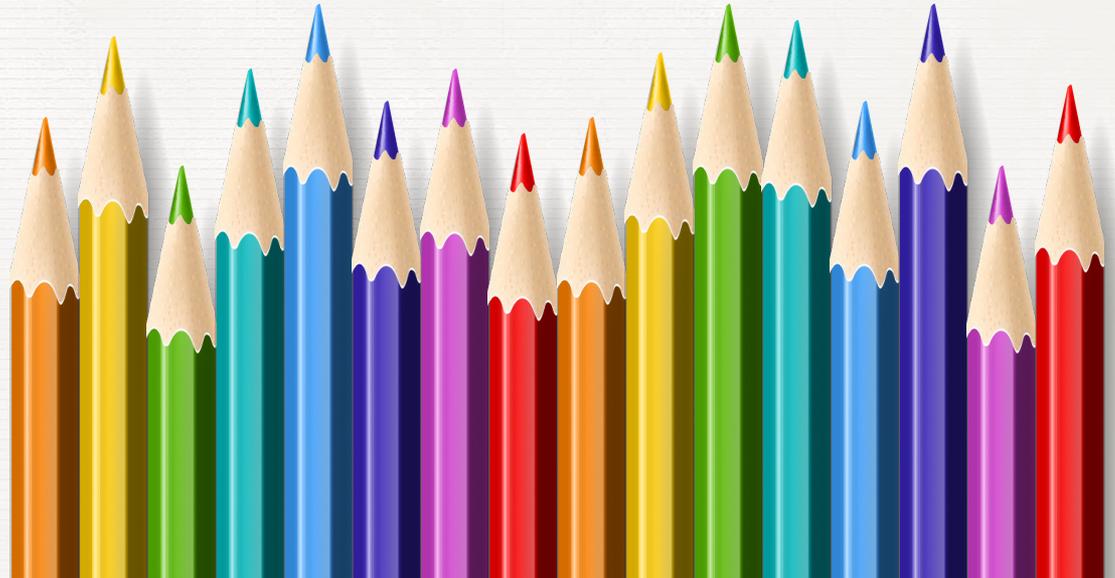
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- ✓ All stipends must be budgeted for during annual budgeting process
- ✓ All stipended positions must have a job description and be posted in Recruit and Hire (PSB personnel hiring and budgeting system)
- ✓ Posting in Recruit and Hire creates requisition for position, requires budget approval for the position, and ensures proper and timely payment to the staff doing the work



# Paraprofessionals

January 15, 2020  
School Committee  
Finance Subcommittee



# Budget Presentation

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# Upcoming Budget Presentations

Schedule as of 1/2/2020 - Agendas and meeting dates are subject to change

Date	Meeting	Topics
December 5	SC Workshop	Grants, and Substitutes
December 12	SC Meeting	Special Education Tuition, School-based and Central Administration Staff additions since 2015 Override; Office of Strategy & Performance
December 18	Finance Subcommittee	Recurring Fees in Program, Services, and Materials (52, 53, 55)
January 9	SC Meeting	School-based and Central Administration Staff additions since 2015 Override; Office of Strategy & Performance
January 15	Finance Subcommittee	Stipends, Paraprofessionals
January 16	SC Workshop	Office of Administration & Finance; BHS Staffing
January 22	Finance Subcommittee	Performing Arts; Visual Arts; World Language
January 23	SC Meeting	Literacy Support; K-8 Staffing
January 30	SC Meeting	Presentation of Superintendents Recommended Budget



# Agenda

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1. Roles and Responsibilities
2. Challenges
3. Staffing Costs



# Paraprofessional Positions - Salary Schedules

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**#2 Aides and Tutors except as listed in other schedules, Home/Community Liaison, Tappan Security Monitor**

#3 High School Parent Liaison, Performing Arts Production Aide, ELL Aide (formerly ESL/Bilingual Aide), Counselor for Teen Advantage (10 Months)

#4 Security Aide, Graphics Arts Publishing Coordinator (10 Months)

#5 Athletic Aide, Attendance Officer, Building Aide, Science Resource Aide (10 Months)

#6 Early Childhood Extended Day Instructor, Handicap Coordinator (10 Months)

#8 Food Service Assistant (10 Months)

#9 Education Technology Support Specialist, Application Support Specialist, Steps to Success Project Advisor, Special Education Budget Analyst (12 Months)

#9A Senior Application Support Specialist, Webmaster, Teen Advantage Coordinator (12 Months)

#11 METCO Bus Monitor (10 Months)

#14 Parent Outreach Coordinator, Mediation Coordinator, Assistant to the Athletic Director (10 Months)

#15 System Substitute, System Nurse Substitute (10 Months)

#17 Steps to Success Assistant Project Director (10 Months)

*\*Salary Schedules 1, 7,10,12,13, and 16 no longer used*



# Paraprofessionals - General & Special Education

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## Primary Responsibilities

- ✓ Support students
  - Academic
  - Behavioral
  - Social-Emotional
  - Physical
- ✓ Assist with instruction
- ✓ Prepare materials and equipment for activities
- ✓ Transition during arrival and dismissal
- ✓ Assist with clerical tasks
- ✓ Support operation and effective functioning of the school
- ✓ And more . . .



# Paraprofessionals in Special Education

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Special Education Paraprofessionals work with students with learning/and or physical disabilities. Paraprofessionals work alongside special and general education teachers and/or service providers to teach students with disabilities.

- ✓ Work may be individual or in small group settings
- ✓ Settings may vary, depending on the needs of the students



# Paraprofessionals in Special Education

## Types of Special Education Paraprofessionals

- ✓ Program Paraprofessionals
  - District-Wide
  - Learning Center
- ✓ Ratio
  - 1:1
  - Shared paraprofessional
- ✓ Medical paraprofessional



# Challenges

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- ✓ Hiring
- ✓ Retention year to year
- ✓ Churn during the year



## Staffing (Schedule 2)

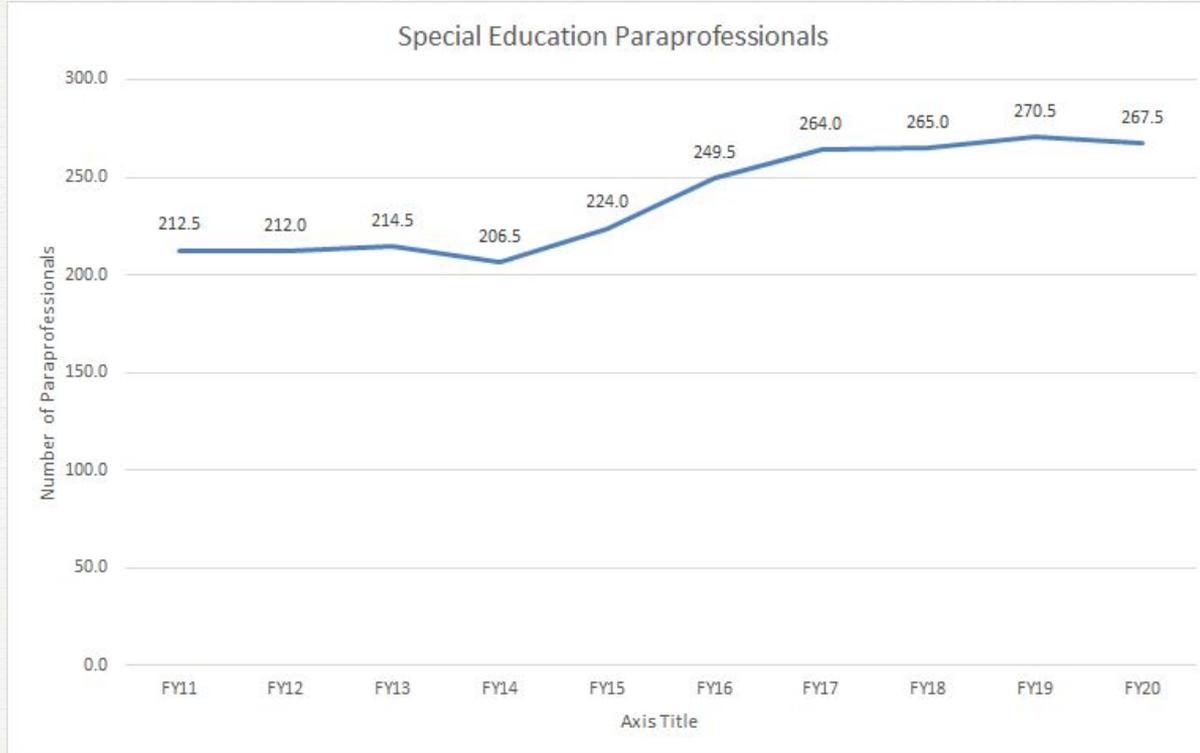
Position	Total
Learning Center	106
District-Wide Program (includes BEEP)	108
1:1 (includes OOD)	28
Kindergarten and 1st grade	53
Total	242

\*As of 12/17/19

\*\* Not all schedule 2 paras included



# Staffing - Historical





**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425

BENJAMIN LUMMIS  
INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

**Request for Gift Acceptance**

January 15, 2020

The School Department requires specific authorization for acceptance of gifts.

School Committee Action Requested: Please accept the following donations:

<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>	<u>Reason</u>	<u>Account Number</u>
Lawrence School PTO	Lawrence School	\$923.26	Sports Programs – Fall Cross Country	3300SEF5-482030
Coolidge Corner PTO	Coolidge Corner School	\$1,495.00	Live at the Hive August, 2019 - Teacher Salary	3300SEF2-482030
Coolidge Corner PTO	Coolidge Corner School	\$2,059.58	Dave's Football League (DFL) – referees and staff advisors	3300SEF2-482030
Lueders Environmental, Inc.	Brookline High School	\$150.00	Environmental Club	TA03-258910

Motion: Accept the above listed gifts for school department use.



**THE PUBLIC SCHOOLS OF BROOKLINE**  
 BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425  
 FAX 617-730-2108

BENJAMIN LUMMIS  
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. NORMEN  
 DEPUTY SUPERINTENDENT  
 FOR ADMINISTRATION AND FINANCE

Request for Grant Acceptance

January 15, 2020

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grant listed below:

<u>Source</u>	<u>Grant</u>	<u>Award</u>	<u>Assumption</u>	<u>FY20 Projected Balance/(Deficit)*</u>	<u>Account Number</u>
New England Grass Roots Environment Fund	Young Leaders Grant – Young Leader 2019 Environment Club	\$1,875.00 Brookline High School	New	\$0	3220SEI1-482010

\*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.

## Grassroots Fund Young Leaders Grant Application

BHS Environmental Action Club April 8, 2019

Presented to the SCHOOL COMMITTEE for APPROVAL

### BACKGROUND INFORMATION

The New England Grassroots Fund focuses on five issue areas:

- Climate change and energy (minimizing carbon emissions)
- **Food** (resiliency, equitable access, health, **composting**)
- Environmental health (pollution control)
- Land and water (sustainable built environment and protecting natural environment)
- Living Economies (environmentally-conscious consumption and living practices)

### Grassroots Fund Values:

- “Those who are being impacted by a problem are part of the solution”
- “Just Transition” framework, changing from a consumer-based economy to a regenerative and equitable one (<https://climatejusticealliance.org/just-transition/>)
- Direct contact outside of the application with each group to get a better sense of contextualization
- “Address causes, not symptoms” of problems

### The Young Leaders Grant (range: \$5,000 - \$7,500)

The Young Leaders grant program seeks to support initiatives that allow young adults to design, lead, and engage a community-based effort from inception. Deadline: Letter of Interest deadline is March 1 and Full Application Deadline is April 15. Apply for a Young Leaders grant if your group:

- has a project led by young adults between the ages of 15-25 years old
- is seeking to substantively incorporate youth into governance and program design/delivery

### Additional Background Links

[Boyer Sudduth Environmental Consultants](#)

[National Wildlife Federation Eco Schools Waste Pathway](#)

[What is a Waste Audit? Slides from BSEC November 2018 presentation to EAC](#)

**GRANT NARRATIVE:**

**Project Name: Composting for Climate Action**

A. Please summarize your project request in 2 to 3 sentences.

The Grassroots Fund's review process invites grant readers to share their perspectives and insights on all applications. This brief summary is shared with readers to help them organize their different reading assignments (300 characters).

**Brookline High School's (BHS) Environmental Action Club (EAC) will improve and expand composting at BHS and in Brookline schools. The club will conduct a waste audit, meet with stakeholders, teach other district schools how to compost and apply for an National Wildlife Federation Eco Schools Award.**

**(294 characters)**

B. Primary Issue Area: Please review Grassroots Fund's program issue area page for more detail. Select the issue area that best describes the focus of this application:

- Climate Change & Energy
- Food
- Environmental Health
- Land & Water
- Living Economies

**Food**

*Creating a resilient, healthy, safe and equitable regional food system through local food efforts)*

**Project Types:**

*Community composting collecting and composting organic materials, promoting home composting and supporting professional haulers managing larger-scale composting facilities.*

C. Town:

*Please determine which town or city is most impacted by the proposed project. If the project spans multiple towns, please answer this question appropriately but remember that Grassroots Fund's focus is on community-level work.*

*Brookline, MA*

*For reference: [www.city-data.com](http://www.city-data.com) or [www.census.gov/quickfacts/](http://www.census.gov/quickfacts/).*

*Data from Census Reporter (2017):*

*D. Population Size:*

**59,246 (2017)**

**58,732 from <http://www.city-data.com/city/Brookline-Massachusetts.html>**

E. Estimated median household income:

**\$111,289**

F. Percentage of residents considered "minority":

**30.1% (based off city data)**

G. Percentage of residents living below poverty level:

**11.4%**

H. Percentage of households where a language other than English is spoken:

**Language at home, children 5-17: 33%**

**Language at home, adults 18+: 32%**

*I. Describe your group's project in a few sentences. Tell us more about the project for which the group seeks funding. We want to hear about the full project, not just the part that would be funded with Grassroots Fund support (2000 characters).*

**In 2017, BHS's Environmental Action Club members overcame obstacles to launch a successful cafeteria compost effort that diverted 33 tons of food waste during the first year. Even with two successful years of composting completed, future support for the program is uncertain.**

**With a grant from the New England Grassroots Fund, we will raise our youth voices and advocate for the power of compost as climate action. To build community support for food waste diversion and ultimately improve and expand composting at BHS and within the school district, the EAC will: engage stakeholders in our efforts; dive deeply into our school's waste through a pre and post audit; showcase our work by hosting a site visit for other schools; and celebrate all we accomplish by applying for a Bronze Award from National Wildlife Federation Eco Schools USA.**

**To build engagement and support, we will convene several stakeholder meetings to include school administrators, teachers, custodial and food services, SWAC, and MOF. The EAC will conduct a waste audit with experts from BSEC to learn about the contents of the waste stream at BHS. The experiential learning opportunity of weighing and sorting one day's cafeteria waste will be valuable for the members of the EAC, but will also be shared through bulletin boards, presentations and social media to engage our whole school community. We'll also share research on the environmental, social, and economic benefits of the school's composting efforts. The audit will help to identify strategies to limit compost contamination, reduce waste at the source, and evaluate the potential impact of a food recovery effort.**

**EAC Ambassadors will host a site visit at BHS to teach district school students and teachers how to set up and run a cafeteria composting program. With our help, several elementary schools already launched pilot composting programs. The EAC will follow the Eco Schools USA seven step process and apply for a Bronze Award in June 2020.**

(1986 characters)

*J. (How) Does your proposed project have environmental, social and/or economic impacts? Please describe how your project is contributing to a shift toward procedures and strategies that ensure ecological and social well-being, cooperation and regeneration in your community (1000 characters).*

**This community-based project will foster sustainable behavior and mindset among young people within the Brookline community and build social capital through stakeholder engagement. The student-led waste audit and EAC ambassador efforts will involve direct contact with students, an effective approach according to Community-Based Social Marketing.**

**Expanded composting within Brookline's school district will lead to large-scale, positive environmental impacts, as composting effectively reduces greenhouse gas emissions. Composting is also part of the zero waste section of Brookline's 2050 Climate Action Plan.**

**Composting is also cost effective. By removing nutrient-rich food waste from the solid waste stream, Brookline saves landfill tipping fees and puts this valuable resource back into the ecosystem. In fact, our project fits the Department of Public Works' FY 2020 objective to research methods to reduce food waste from the municipal solid waste stream.**

(964)

*K. Describe your group's overarching vision for your community. This is a huge question to ask, and this is a space to share a little more about the full vision group members have for the community. If resources weren't an issue, what do you ultimately hope for your community? (1500 characters)*

**Schools are at the center of community learning, and we aim to make this true in regard to sustainability. Our group raises awareness about food waste and how we--and young people especially--can take steps such as composting to mitigate these issues. We hope that by introducing students to a system of composting and recycling in their school, they are encouraged to develop similar habits at home and spread greater awareness throughout the community. Through comprehensive environmental education, we can push for sustainability measures throughout Brookline, such as greater renewable energy usage. Brookline has the potential to be a leader for other communities wanting to make similar changes in their environmental impacts, and this process begins with teaching our students how to be effective collaborators, communicators, and leaders.**

**The EAC wants Brookline to reduce its climate impact and lead the fight for our futures. Our student group advocates passionately at a local, state and national level for a livable planet and we get results! In addition to presenting recently to our local and state elected leaders on the Green New Deal (unanimous Select Board vote after our impassioned pleas!) and renewable energy, we're focused on reducing emissions associated with food waste. Composting is an important aspect of this work, but our vision for a sustainable Brookline is broad and includes energy, transportation, waste and all aspects of a livable planet and community. (1489 characters)**

*L. Please describe how young leaders make decisions and set(s) priorities for the proposed project. We want to understand how young leaders have input on the direction and priorities for this work (1000 characters).*

**The EAC prides itself on being student led. Our priorities reflect current events and the passions of our members. In weekly meetings, student members work with adult advisors to discuss project progress and next steps. The Compost Team, a group of five to eight students, met weekly to plan the timeline, budget, and waste audit, and to write this grant narrative. This group of students will also present the draft grant to the School Committee for approval.**

**For our current cafeteria composting system, students are the ones who respond to and remedy inefficiencies, such as contamination and a lack of participation from the remainder of the student body. Our students also engage in communication with upper administration, including cooking teachers, the school headmaster, custodial and lunch staff, and even our previous Brookline public schools to engage them in the composting process. Students identify the areas of need within our project, and then follow through in that direction.**

**(994 characters)**

*M. What lived experiences do current decision-makers offer that will help with the project? We are interested in the perspectives and diversity (however you choose to define that) of the core group of decision makers (1000 characters).*

**Student members of our group bring experiences from living in different countries and communities to our efforts to build a more sustainable future in Brookline. For example, in her home city of Tehran, one of our student leaders, Saya, saw activists immobilized by strict censorship and severe punishments for speaking against the government in support of the environment. Our adult advisors also bring important experience and perspective to the project. Our teacher advisor has supported the EAC's activism for over 20 years. Boyer Sudduth Environmental Consultants has experience assisting schools in Pennsylvania, Delaware and Massachusetts with sustainability initiatives, including performing waste audits. A dedicated team from Mothers Out Front Brookline helped start the compost program and works in our cafeteria daily helping students correctly sort their waste. The Chair of the Solid Waste Advisory Council, a former school principal, knows our community as a leader and volunteer.**

**(996)**

*N. Describe how the group makes efforts to understand and address barriers to participation in this project. We are interested in understanding how the group advances (or plans to advance) equitable access to resources, events, information and participation in the project (1000 characters).*

**In regard to engaging with elementary schools in the area, the EAC ambassadors reach out to their own alma mater, therefore accessing a range of different schools within the area. Also, by having an already established relationship with these schools, they are more likely to be receptive to learning about composting and sustainability initiatives. Our group is working on creating a materials packet to give to these schools, like a how-to guide for composting implementation. We don't want to keep**

composting all for ourselves; we are deeply invested in sharing this mission with the entire Brookline community.

The EAC recruits new student members in the fall. Advisory activities, assemblies and presentations also connect us to students who want to learn about the projects, but don't have time to support our work directly.

(831)

*O. Will this project build upon previous or parallel efforts (either initiated by your group or by others) or is this a new organizing strategy for the community? We would like to understand the community context. Are there other groups nearby that do similar work? Is this project re-invigorating previous efforts? (1000 characters)*

This project builds upon the high school compost program the EAC, MOF and the SWAC started in 2017. Our efforts created interest and excitement about composting in the community. Yet, each year we advocate for the value of our high school cafeteria compost program to keep it in the town budget and make the case for improving and expanding the program. Since we started, other schools and business in the area, such as the Lincoln School, Rifrullo Cafe, and Clear Flour Bakery, have begun composting initiatives. Now, the town of Brookline, through the Department of Public Works, the Solid Waste Advisory Committee, and Mothers Out Front, is expanding its offerings to households who wish to compost. Households are encouraged to sign up for reasonably priced (\$4 per week) curbside pickup of food waste. Thanks to the DPW, households also have the option of dropping off their food waste for free at the Brookline Teen Center and at the town's municipal waste facility.

(972)

*P. How does the group plan to learn about the project's social, environmental and economic impact(s) and understand whether this project's continuation meets a need within the community? Please describe how the group plans to monitor the impact of the work. What protocols/processes exist to adjust the work based on feedback from community members? (1000 characters)*

We aim to understand the nature of waste at BHS and analyze the value of composting as an economic and environmental solution. Within BHS, not many people outside of the club think about the environmental impact of what they are throwing away. Guided by the principles of Community Based Social Marketing, we aim to understand the barriers that prevent students from properly sorting their waste and will collect data from pre and post surveys. Waste audits in the fall and spring will provide actual data on waste volumes and sorting behavior in our school community before and after our interventions. The seven step process required by the Eco Schools USA waste pathway ensures that we engage stakeholders and build social capital, gather data, plan and monitor each intervention based on feedback and connect with the community. The entire project will serve as a model for the town and school district composting interventions.

(933)

*Q. How much money is needed in total to complete the full proposed project? Please break down/categorize the total project costs:*

Amount:

Item:

Covered by Grassroots Fund?

Type of Expense:

- Materials
- Marketing Outreach Materials
- Expert Assistance
- Events
- (Coordinator) Stipend
- Other

**See budget for responses**

*R. Tell us how the group is prepared to manage a Grassroots Fund grant? For example, does the group have a 'treasurer'? How do you currently keep track of group expenses? Does the group have a bank account in the group's name? (1000 characters)*

**The BHS EAC will work with the school district's grants administrator, Ms. Maccini to manage the grant. The Club will appoint a member as treasurer to work directly with Ms. Maccini and our faculty advisors will support this work. The group currently tracks its expenses using an excel spreadsheet. There is not a bank account in the group's name. Club funds are managed through the high school.**

*S. Has your group fundraised or accessed resources in the past? Y/N*

**The club has received an annual budget of \$500 for speakers and events. We have done a little fundraising selling water bottles, stickers and t-shirts, but fundraising has not been a major area of focus for our work.**

*T. Does the group have a (long-term) fundraising plan to bring in diverse sources of funding? No*

*U. Describe any specific challenges and opportunities your group faces in accessing resources for your work? These can range from skills & capacity to group tax status to competition for local resources. Please give us some insight in to the group's specific context (1000 characters).*

**We face two main challenges: aversion to change and competition for town resources. For example, our club needs to convince the head of custodial services to support our plan, in particular our wish to expand recycling and compost to the overflow cafeteria area. He is concerned this will mean extra work for his staff. With this grant, we can overcome these challenges by bringing people together to discuss the barriers and plan solutions together. Another challenge is that waste collection in our exterior quad, where students eat outside in nice weather, is managed by the Parks and Recreation Department; unfortunately, they have not done composting before, so this makes it difficult to establish buy-in and an effective system. In addition, even though we've been successfully composting at the high school since 2017, the town funding for the compost hauler service is uncertain. We need**

data to make the case that this should be an essential aspect of waste management and climate action.

(999)

V. Please select which of the following RootSkills training topics would be useful for members of your group as they start implementing the project Below are the overarching track topics offered during RootSkills workshops and conferences (learn more by clicking here). Please select as many topics as relevant and use the "Other" option to suggest additional topics.

- Equity/inclusion
- Fundraising
- Asset mapping & communications
- **Co-creating with young leaders**
- Group resilience & governance
- Other

W. Is there anything else we should know about this project (1000 )

INSERT MORE INFORMATION HERE

### Part 3

A. What is the purpose of the group? By purpose, we mean the overarching reason why the group has decided to become active. What do you see as the overall goal of your work? Some groups have a formal mission, other groups work under a more loosely defined set of goals. Either way, we would like to learn why you formed your group or this project. Why do you want to do this work? (1500 characters)

**Our purpose is to promote and work on grassroots issues that will ensure a livable climate for our generation and future generations. We are a group of Brookline High School students (approximately 12 students in grades 9-12) who meet weekly to plan and execute our goals. Our goals sometimes change over the academic year depending on the pressing environmental issues and students' interests. However, our work in composting has been a multi year effort that began in the spring of 2017. At our weekly meetings we break into sub-groups to work on the current issues. For example, this semester the sub-groups are: composting and legislative activities to further the Green New Deal. We frequently work on educating and recruiting other students. In February 2019 we planned and organized three consecutive assemblies for the student body: part one focused on local environmental initiatives of Mothers Out Front and the Environmental Action Club ( with a focus on the high school's composting program); part two addressed state environmental legislative initiatives; and part three involved the national and international environmental challenges. We are a group of impassioned youth community members, committed to learning and taking action.**

(1245)

*B. How does your group ensure that the voices present in the decision making process are shared with and broadly representative of community stakeholders? How are new volunteers recruited, how is leadership shared, where and how often does the group meet and how are decisions made? (1000 characters)*

**Our club is formed from a diverse group of people across Brookline High School, and new members are recruited from our school's annual club fair. We have several student leaders and teacher advisors at any given time who lead different groups. Our decisions are made by consensus, and if club members agree with a decision that requires the cooperation of other people, we consult with them. With the current composting system in our cafeteria, we talked to administration to get their approval for the project. We then discussed the details of the composting pick-up with the janitors and the composting company. Additionally, we educated teachers on sorting waste so they could help students compost into the proper bins. Finally, we taught the student body how to compost through signs and videos, and recruited adult volunteers to oversee the system and prevent contamination. In this way, every member of the Brookline High School community was involved in the decision-making process.**

(990)

## Grassroots Fund Young Leaders Grant Application

### BHS EAC APPLICATION: Composting for Climate Action

#### PROJECT TIMELINE

- April 15, 2019
  - Submit grant application
- June 19, 2019
  - Grant decisions announced
  - Recruit two teacher advisors for the project
  - Refine basic project plan and set dates for audit, stakeholder mtg
- September 2019
  - Assign two teacher advisors for the project
  - Reconvene student leaders and adult advisors
  - Plan Waste Audit & get approval for all detailed steps
- October 2019
  - Stakeholder meeting #1 (BHS admin, custodial, food service, EAC etc.)
- November 2019
  - Attitude survey (pre-test)
  - Waste Audit (pre)
- November/December 2019
  - Analyze results & draft a plan to improve and expand compost at BHS
- January 2020
  - Stakeholder meeting #2: students to present audit results and draft plan
- February 2020 - April 2020
  - Implement plans. Ideas include:
    - Expand composting to UA building, spillover rooms & courtyard
    - Implement strategies to address problems identified in the audit and survey. Optional ideas: advisory activity, assembly presentation.
    - Help K-8 schools to introduce composting via EAC Ambassadors, video tutorials, site visit at BHS
    - Additional NWF Eco Schools requirements: community engagement, create bulletin board, draft an eco code, social media
- April/May 2020
  - Attitude survey (post)
  - Waste Audit (post)
  - Apply for National Wildlife Federation Eco Schools Bronze Award
- June 2020
  - Stakeholder Meeting #3
  - Announce Bronze Award in newspaper, school committee
  - Grant report on results to Grassroots Fund

**Composting for Climate Action  
Brookline High School Environmental Action Club  
Grassroots Fund Youth Leaders Grant Application Budget**

FINAL PROJECT BUDGET ESTIMATES as of 4/10/19

Name	Description	Expense Type	Model #	Website Link	Quantity	Cost	Total Cost	Category Cost
<b>WASTE AUDIT</b>								\$4,605.78
Scales	Taylor luggage scales for weighing bags of waste - EatSmart Precision Voyager Digital Luggage Scale w/ 110 lb. Capacity	Materials		<a href="https://www.amazon.com/EatSmart-Precision-Voyager-Capacity-SmartGrip/dp/B004EZG9X4/ref=sr_1_3?keywords=taylor+luggage+scale&amp;qid=1554370176&amp;s=gateway&amp;sr=8-3">https://www.amazon.com/EatSmart-Precision-Voyager-Capacity-SmartGrip/dp/B004EZG9X4/ref=sr_1_3?keywords=taylor+luggage+scale&amp;qid=1554370176&amp;s=gateway&amp;sr=8-3</a>	4	\$29.95	\$119.80	
Disposable gloves	Large Blue Lightly Powdered Disposable Nitrile Gloves (125-Count)	Materials		<a href="https://www.homedepot.com/p/HDX-Large-Blue-Lightly-Powdered-Disposable-Nitrile-Gloves-125-Count-HDX2910-125/301787844">https://www.homedepot.com/p/HDX-Large-Blue-Lightly-Powdered-Disposable-Nitrile-Gloves-125-Count-HDX2910-125/301787844</a>	1	\$14.98	\$14.98	
Tarps	10x12 blue tarp	Materials	NA	<a href="https://www.homedepot.com/p/Everbilt-10-ft-x-12-ft-Blue-Medium-Duty-Tarp-HLD1012M/206184456">https://www.homedepot.com/p/Everbilt-10-ft-x-12-ft-Blue-Medium-Duty-Tarp-HLD1012M/206184456</a>	6	\$15.00	\$90.00	
Trash bags - clear	50 Gal. Extra Large Clear Trash Bags (50 Count)	Materials	NA	<a href="https://www.homedepot.com/p/HDX-50-Gal-Extra-Large-Clear-Trash-Bags-50-Count-HDX50GC/203857728">https://www.homedepot.com/p/HDX-50-Gal-Extra-Large-Clear-Trash-Bags-50-Count-HDX50GC/203857728</a>	1	\$15.97	\$15.97	
Trash bags - black	64 Gal. Toter Compatible Trash Bags on Rolls - Black, Case of 50 Bags	Materials	NA	<a href="https://www.homedepot.com/p/Plasticplace-64-Gal-Toter-Compatible-Trash-Bags-on-Rolls-Black-Case-of-50-Bags-W65LDBTL2RL/304612364">https://www.homedepot.com/p/Plasticplace-64-Gal-Toter-Compatible-Trash-Bags-on-Rolls-Black-Case-of-50-Bags-W65LDBTL2RL/304612364</a>	1	\$36.74	\$36.74	
Trash Bags - green	64 Gal. EcoSafe Compostable Trash Bags (30 Per Box)	Materials	NA	<a href="https://www.homedepot.com/p/Stout-64-Gal-EcoSafe-Compostable-Trash-Bags-30-Per-Box-STOE4860E85/205904942">https://www.homedepot.com/p/Stout-64-Gal-EcoSafe-Compostable-Trash-Bags-30-Per-Box-STOE4860E85/205904942</a>	2	\$36.47	\$72.94	
Trash Bags - blue	50 in. W x 60 in. H 64 Gal. 1.5 mil Blue Gusset Seal Toter Compatible Trash Bags (50-Case)	Materials		<a href="https://www.homedepot.com/p/Plasticplace-50-in-W-x-60-in-H-64-Gal-1-5-mil-Blue-Gusset-Seal-Toter-Compatible-Trash-Bags-50-Case-H-RBL65TL/304612076">https://www.homedepot.com/p/Plasticplace-50-in-W-x-60-in-H-64-Gal-1-5-mil-Blue-Gusset-Seal-Toter-Compatible-Trash-Bags-50-Case-H-RBL65TL/304612076</a>	1	\$39.36	\$39.36	

**Composting for Climate Action  
Brookline High School Environmental Action Club  
Grassroots Fund Youth Leaders Grant Application Budget**

FINAL PROJECT BUDGET ESTIMATES as of 4/10/19

Name	Description	Expense Type	Model #	Website Link	Quantity	Cost	Total Cost	Category Cost
Duct Tape	for labeling trash bags. Tape King Professional Grade Duct Tape, 3-Pack, Silver Color Multi Pack, 1mil (1.88 Inch x 35 Yards), 48mm x 32m - Ideal for Crafts, Home Improvement Projects, Repairs, Maintenance, Bulk	Materials	NA	<a href="https://www.amazon.com/Tape-King-Professional-3-Pack-Silver/dp/B078X3F29Q/rf=ssr_1_2_sspa?crid=TQ4N8DC8VDAIB&amp;keywords=duct+tape&amp;qid=1554370330&amp;s=hi&amp;srefix=duct+tape%2Cfashion%2C144&amp;sr=1-2_spons&amp;psc=1">https://www.amazon.com/Tape-King-Professional-3-Pack-Silver/dp/B078X3F29Q/rf=ssr_1_2_sspa?crid=TQ4N8DC8VDAIB&amp;keywords=duct+tape&amp;qid=1554370330&amp;s=hi&amp;srefix=duct+tape%2Cfashion%2C144&amp;sr=1-2_spons&amp;psc=1</a>	1	\$15.99	\$15.99	
Waste audit consultant	Boyer Sudduth Environmental Consultants - reduced fee for planning, conducting and follow up analysis of pre and post waste audits includes \$600 in pro bono services	Expert Assistance	NA	<a href="http://www.boyersudduth.com">www.boyersudduth.com</a>	1	\$4,200.00	\$4,200.00	\$30.00
<b>STAKEHOLDER MEETING</b>								
Snacks	Snacks for stakeholders meetings to encourage attendance	Events				\$30.00	\$30.00	
Meeting Facilitator	Pro bono Facilitator - Boyer Sudduth Environmental Consultants - \$900 customary in pro bono services for planning stakeholder meeting with students & administration, facilitating and follow up	Expert Assistance		<a href="http://boyersudduth.com">boyersudduth.com</a>		\$0.00	\$0.00	
<b>AMBASSADOR PROGRAM</b>								\$530.00
Snacks	Snacks for site visit to BHS from K-8 schools teachers, administrators and parents	Events			1	\$30.00	\$30.00	
Video production stipend	Student stipend to produce how-to videos	Marketing/Outreach			2	\$250.00	\$500.00	
<b>NATIONAL WILDLIFE FEDERATION ECO SCHOOLS PROGRAM</b>								\$0.00
Bulletin board materials	Paper, glue, markers (to be provided by BHS)	Materials				\$0.00	\$0.00	\$0.00

**Composting for Climate Action  
Brookline High School Environmental Action Club  
Grassroots Fund Youth Leaders Grant Application Budget**

FINAL PROJECT BUDGET ESTIMATES as of 4/10/19

Name	Description	Expense Type	Model #	Website Link	Quantity	Cost	Total Cost	Category Cost
Documentation & application submission	Boyer Sudduth Environmental Consultants to assist students with documentation, data and submission to National Wildlife Federation Eco Schools - value of \$300 in pro bono services	Expert Assistance				\$0.00	\$0.00	
<b>GENERAL</b>								
Stipend	Project advisor teacher stipend	Coordinator Stipend			2	\$1,000.00	\$2,000.00	
T-shirts	20 t-shirts for Environmental Action Club students	Marketing/Outreach		<a href="https://www.customink.com">https://www.customink.com</a>	1	\$300.00	\$300.00	
<b>TOTAL</b>								<b>\$7,465.78</b>

<b>DO NOT DELETE</b>
<b>Expense Categories</b>
Materials
Marketing/Outreach Materials
Events
Expert Assistance
Coordinator Stipend
Other 1
Other 2
Other 3

PARTNERSHIP AGREEMENT

July 03, 2019

Mary Minott  
Brookline High School (BHS) Environmental Action Club (EAC)  
Brookline High School  
115 Greenough Street  
Brookline, MA 02445

Dear Mary,

The New England Grassroots Environment Fund (Grassroots Fund) is pleased to provide a **Young Leader Grant to Brookline High School (BHS) Environmental Action Club (EAC)**. Our participatory review process and grassroots-led Grantmaking Committee recognized the strength and potential of your effort and its impacts on the health and sustainability of our region. In addition to funding, we hope to develop a long-lasting partnership with your organization by providing training opportunities and resources to ensure that your work has the support it needs to thrive. We hope that **Brookline High School (BHS) Environmental Action Club (EAC)** will help us spread the word about our grants program so that others can benefit from funding, and share both your challenges and successes with us so that we can learn alongside your group.

**What We Offer:**

**Training Resources**

The Grassroots Fund's RootSkills Training Series offers opportunities for peer-to-peer skill sharing and offers support on topics such as fundraising, governance, communications, volunteer management. These opportunities are provided through webinars, in-person workshops, and conferences. To find out about upcoming trainings please visit <https://grassrootsfund.org/tools>.

**What We Ask:**

**Meet Our Reporting Requirements:**

**Grantee Call Participation**

You are required to participate in a conference call with other grantees between six and twelve months from the date of your award. During this call you will be asked to speak about the successes and challenges your group has experienced since receiving the grant. This is also an opportunity to hear from peer organizers. You can sign up for a **Grantee Call** at any time at <https://grassrootsfund.org/dollars/grantee-calls>.

**Final Report Submission**

You are required to submit a detailed report twelve months from the date of your award. You can find the report template and submission instructions here: [www.grassrootsfund.org/dollars/grant-report](http://www.grassrootsfund.org/dollars/grant-report).

**Announce Your Award**

We welcome your announcement of receiving a grant from the Grassroots Fund! You can mention us on Facebook (New England Grassroots Environment Fund), Instagram ([@grassrootsfund](https://www.instagram.com/grassrootsfund)), and Twitter ([@grassrootsfund](https://twitter.com/grassrootsfund))

**Example of Where & How to List Your Grant**

Please tailor the following example for your brochures, e-newsletters, display tables, website(s) and/or social media: "Funding for the [Your Program] was provided by the New England Grassroots Environment Fund."  
[www.grassrootsfund.org](http://www.grassrootsfund.org)

**Include the Grassroots Fund's Boilerplate in Your Materials**

If you decide to send a press release, please include the below paragraph in your communications:

**About Grassroots Fund:** The Grassroots Fund is dedicated to co-creating healthy and sustainable communities throughout New England. Grassroots Fund empowers individuals, groups and organizations working across a broad range of environmental and social justice issues. By helping them identify, select and access the specific tools, resources and connections they need to challenge existing systems, they are able to develop lasting solutions to the complex problems affecting the places they live and the health of the people who live there. We're supporting change makers who not only experience marginalization but face systemic and structural barriers to traditional funding. To learn more visit [grassrootsfund.org](http://grassrootsfund.org).

For additional media & outreach suggestions and templates please download a PDF with suggestions from [www.grassrootsfund.org/publicity](http://www.grassrootsfund.org/publicity).

**Include the Grassroots Fund's Logo in Your Materials**

Electronic versions of our logos are available for websites, printed materials and other documents at [www.grassrootsfund.org/publicity](http://www.grassrootsfund.org/publicity). Please use the following guidelines when using the logo:

- If you post a logo on your website, please link it to [www.grassrootsfund.org](http://www.grassrootsfund.org)
- The logo should never appear smaller than 1" in width.
- Do not alter the logo in any manner, including color changes, adding/removing elements of the logo or changing the aspect ratio (i.e. stretching or compressing the logo).
- Do not display the logo in a manner that implies sponsorship or endorsement without explicit permission from the foundation. Usage of the logo is limited to acknowledging your grant from the foundation.

**Let us know how it's going – and spread the word!**

We ask that you submit a picture of your group implementing your project for the Grassroots Fund to use in social media posts. This post will include your group's social media handles and any other hashtags your group would like to be included. Please submit your group photo, social network handles and hashtags to [audrey@grassrootsfund.org](mailto:audrey@grassrootsfund.org).

Thank you again for allowing the Grassroots Fund to be a partner with you on your project. We look forward to being a part of your success.

Regards,



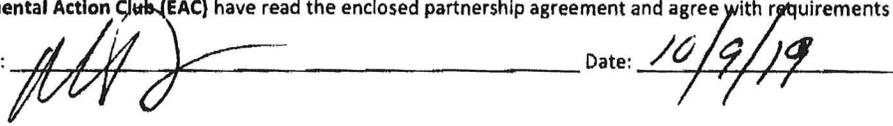
Julia Dundorf  
Executive Director

**ACCEPTANCE OF PARTNERSHIP AGREEMENT**

I, \_\_\_\_\_, an authorized representative of **Brookline High School (BHS)** Environmental Action Club (EAC) have read the enclosed partnership agreement and agree with requirements listed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





July 03, 2019

Mary Minott  
Brookline High School (BHS) Environmental Action Club (EAC)  
Brookline High School  
115 Greenough Street  
Brookline, MA 02445

Dear Mary,

We are pleased to award a **Young Leader Grant** to **Brookline High School (BHS) Environmental Action Club (EAC)** in the amount of **\$1,875.00** ("Grant Funds") for the purpose(s) stated here:

***To support Brookline High School's (BHS) Environmental Action Club (EAC) to improve and expand composting at BHS and in Brookline schools.***

These funds may be used during the period commencing on **July 03, 2019 and ending on July 06, 2020** ("Grant Period"). The funds shall be spent for the purpose stated above and within the budget submitted by **Brookline High School (BHS) Environmental Action Club (EAC)**. If there are unexpended funds at the end of the Grant Period, the group shall contact Grassroots Fund (the "Fund") staff to determine next steps.

Under the terms of the Fund's status as a public charity under section 509(a)(1) of the Internal Revenue Code, we must maintain records that indicate whether or not you are a tax-exempt organization under section 501(c)(3). **Brookline High School (BHS) Environmental Action Club (EAC)** shall make such records available to the Fund upon request. The Fund must also maintain records on the use of distributed funds. A final report on the outcome(s) of your project and the use of the Grant Funds is required 60 days after completion of the grant or at the end of the Grant Period. You can find the grant reporting requirements including the grant report form at: [www.grassrootsfund.org/dollars/grant-report](http://www.grassrootsfund.org/dollars/grant-report).

**Brookline High School (BHS) Environmental Action Club (EAC)** agrees to maintain adequate financial records documenting the use of the Grant Funds. These records must be maintained by **Brookline High School (BHS) Environmental Action Club (EAC)** for at least three (3) years after the end of the Grant Period and shall be made available to the Fund upon request. The Fund may monitor and evaluate **Brookline High School (BHS) Environmental Action Club (EAC)**' use of Grant Funds and operation to ensure compliance with this agreement letter and the attached Partnership Agreement (the "Partnership Agreement").

**Brookline High School (BHS) Environmental Action Club (EAC)** shall not engage in any activity using the grant that jeopardizes the Fund's status as a nonprofit, public charity qualified to receive tax-deductible contributions under section 501(c)(3). No part of any grant may be used for lobbying, a political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research. If **Brookline High School (BHS) Environmental Action Club (EAC)** is in doubt about whether a certain activity may constitute lobbying or otherwise violate the above prohibition, the Fund welcomes questions and is

INITIAL: 

P.O. Box 611, Newmarket, New Hampshire 03857 - Phone: 603 905 9915  
[info@grassrootsfund.org](mailto:info@grassrootsfund.org) / [www.grassrootsfund.org](http://www.grassrootsfund.org)

happy to provide guidance. No portion of the Grant Funds may be sub-awarded to a secondary grantee, contractor or other recipient without the express permission of the Fund to do so.

This grant is subject to the terms set forth in this letter and the Partnership Agreement. The Fund, at its discretion, may revoke or request return of Grant Funds if terms of this letter or the Partnership Agreement are not met; contingencies are not met; required or requested interim or final reports are inadequate or not provided; or **Brookline High School (BHS) Environmental Action Club (EAC)**' leadership, finances or other major issues put the outcome or funding of the grant in jeopardy.

No portion of the funds may be used for illegal activity or to discriminate on the basis of ethnicity, race, color, creed, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or any veteran status. It is understood that funds may not be used to promote or proselytize any religion.

**Brookline High School (BHS) Environmental Action Club (EAC)** shall notify the Fund immediately of any change in the group's Federal tax status before or during the Grant Period. By agreeing to be your fiscal sponsor and signing this agreement letter and the Partnership Agreement **Brookline High School (BHS)**, agrees to ensure that **Brookline High School (BHS) Environmental Action Club (EAC)** uses the grant funds for the purpose stated above and in compliance with this letter and the Partnership Agreement. **Brookline High School (BHS)**, represents and warrants that it is a tax exempt public charity under 501(c)(3) of the Internal Revenue Code. **Brookline High School (BHS)**, shall retain its tax-exempt status throughout the Grant Period and shall notify the Fund immediately of any change in Federal tax status before or during the Grant Period.

**Brookline High School (BHS) Environmental Action Club (EAC)** shall indemnify, defend and hold the Fund, its directors, officers, employees, agents, and assigns harmless against all claims, liabilities, losses, damages, and expenses, including, without limitation, attorneys' fees, which arise directly or indirectly, wholly or partially from or in connection with any act or omission of **Brookline High School (BHS) Environmental Action Club (EAC)**, your employees or agents, in applying for or accepting the grant, in expending or applying Grant Funds, or in carrying out the project, including, without limitation, claims by third-parties for infringement, misappropriation, or otherwise regarding the project.

We ask that you acknowledge your acceptance of this grant award and of the terms of this letter by signing and completing all the information in the box on the next page and returning a printed copy of the full letter to the address below or a full scanned copy via email. Upon receiving the full signed agreement letter, we will dispense the complete amount of the Grant Funds in one installment by check. The check will be sent within 3 weeks from the date the Fund receives your signed agreement letter.

Note that we require a response to this letter within 90 days of the date of this letter. You can contact New England Grassroots Environment Fund at the following address, P.O. Box 611; Newmarket, NH. 03857, or by phone or email at (603) 905-9915 and [info@grassrootsfund.org](mailto:info@grassrootsfund.org).

Congratulations and good luck with your project!

INITIAL: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'JCH', written over a horizontal line.

Sincerely,



Julia Dundorf, Executive Director

Please complete the 2 steps below so we can process your grant check:

1) Complete the following information:

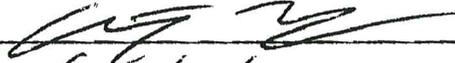
Accepted this 9th day of October, 2019

By: Mary Ellen Normen

Title: Dept. Supt. of A&F

Please provide us with, or confirm, the name of your group's Fiscal Sponsor and the Fiscal Sponsor's EIN number:

Fiscal Sponsor: Brookline High School (BHS) EIN: 046-001-102

Fiscal Sponsor Signature: 

Title: head of school

2) Please **initial the bottom of each page** and return a complete (**all 3 pages**) printed (or scanned) signed agreement letter and the **first page of your Fiscal Sponsor's IRS determination to [grantagreement@grassrootsfund.org](mailto:grantagreement@grassrootsfund.org)** or by regular mail to: PO Box 611, Newmarket NH 03857.

Please retain the digital copy of this agreement letter for your own records.

If Address to which the Award Check is to be sent is different to the one shown on page 1, please state there:

Send Award Check to:

Check made payable to:

INITIAL: 



New England  
Grassroots  
Environment Fund

October 21, 2019

Dear Mary,

Congratulations on **Brookline High School (BHS) Environmental Action Club (EAC)** recent *Young Leader grant* from the New England Grassroots Environment Fund! We're thrilled to be supporting your local efforts – it's the work of grassroots leaders like you that makes our work so impactful and exciting.

In addition to your grant award, we are sharing some other exciting benefits of being a part of the Grassroots Fund's grantee community. We have many other resources and services to offer you!

- **Join a grantee call** – We request that your group join at least one grantee call to dig deeper on one topic with other grantees in the region and learn more about being a part of the Grassroots Fund: <https://grassrootsfund.org/dollars/grantee-calls>
- **Attend a convening** – Join our webinars, catalyst convenings, workshops, pop-up offices and RootSkills conferences, designed especially for our grantees: <https://grassrootsfund.org/tools>
- **Sign up for our newsletter** – Sign up for our newsletter and never miss a grant deadline or training opportunity again! Visit <http://www.grassrootsfund.org/participate> to sign up.
- **Grantee map** – Search for grassroots groups by project type, state, or name to connect with fellow grantees for inspiration and project ideas. <http://grassrootsfund.org/stories/search>
- **Grassroots stories** – Learn from your fellow grantee groups leading amazing local initiatives across New England. From an urban community garden to addressing obesity to a community-driven revolving loan initiative - there's so much to be excited about in grassroots work! [grassrootsfund.org/stories](http://grassrootsfund.org/stories)

***We recommend that you encourage your fellow group members to register online and connect to your groups profile at [grassrootsfund.org](http://grassrootsfund.org).***

Thanks for giving us an opportunity to be a part of your project's success. Please let us know how we can support you beyond this award.

Audrey, Bart, Chetana, Janet, Julia, Laura and Tess



[/TheGrassrootsFund](https://www.facebook.com/TheGrassrootsFund)



[@GrassrootsFund](https://twitter.com/GrassrootsFund)



[@GrassrootsFund](https://www.instagram.com/GrassrootsFund)

P.O. Box 611, Newmarket, NH 03857 Phone: 603-905-9915  
[connect@grassrootsfund.org](mailto:connect@grassrootsfund.org) / [www.grassrootsfund.org](http://www.grassrootsfund.org)