

School Committee Finance Subcommittee

Wednesday, January 22, 2020

8:30 AM-10:45 AM

Room 103, Town Hall

Finance Subcommittee members present: Susan Wolf Ditkoff (Chair), Sharon Abramowitz, Suzanne Federspiel, and David Pearlman (by phone).

Other School Committee members present: Helen Charlupski.

Staff present: Ben Lummis, Mary Ellen Normen, Nicole Gittens, Mary Brown, Donna Chisholm, Robin Coyne, Visual Arts Curriculum Coordinator K-12 Alicia Mitchell, Performing Arts Curriculum Coordinator K-12 Kenny Kozol, K-8 World Language Coordinator Tanya Alvarado, and 9-12 World Language Coordinator Agnes Alberola.

Others present: Advisory Committee School Subcommittee Chair Cliff Brown and John VanScoyoc.

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

Ms. Normen reported that she expects the FY 2019 Financial Report will be completed by January 30, 2020, but will know more tomorrow. She will keep the Subcommittee informed.

2) FY 2020 Budget Update

Ms. Normen reported that the 2nd Quarter Financial Report will be presented after the February vacation. The administration is assessing whether there will be any savings from staff turnover that could help address the deficit projected at the end of the 1st Quarter. Budget closure procedures will start after the 3rd Quarter Financial Report. Procedures will be clearly communicated. Ms. Normen stated that if there is a projected deficit of more than \$.5 million for two quarters in a row, she will likely recommend a spending freeze. The administration will do what it can to avoid implementing a freeze. If a freeze is needed, she will inform the School Committee and make a recommendation to the Interim Superintendent in late February. The Finance Subcommittee discussed scheduling an additional meeting at the end of February.

3) FY 2021 Budget Development Update

Mr. Lummis reported that he will be presenting the Interim Superintendent's FY 2021 Recommended Budget to the School Committee on January 30, 2020.

4) Budget Presentation: Visual Arts; Performing Arts

Dr. Gittens provided a presentation on Visual Arts (Attachment A). All K-8 students have art classes once per week. Brookline High School offers elective courses from foundational to advanced courses, with AP Portfolio as a capstone opportunity. Dr. Gittens described the program structure, reviewed the number of FTEs, and noted benefits and challenges. Visual Arts Curriculum Coordinator K-12 Alicia Mitchell discussed the challenges, which include the following: 1) teaching time in K-8 Art classes

is only 45 minutes each week for the full year and 2) K-12 consumable materials available to students are greatly impacted by the budget. Ms. Mitchell noted the impact of transition time between grades, particularly for the younger students. She discussed scheduling (five minutes had been added for 45 minutes total; even if had more staff would be complicated to add classes because of the lack of space; some schools only have one art room). Subcommittee members suggested consideration of alternative approaches to scheduling, e.g., doubling up on art or music for a quarter- or half-year with all students getting the same amount of instruction, but at different times of year (staff noted the importance of consistency for the younger grades, benefit of adding more time for visual and performing arts, and the need to provide an equitable experience for all students).

The Subcommittee discussed staff travel between schools and whether this impacts teaching and learning (delivery happens in the same way; usually one day per week; teachers still work together as a team).

Members requested additional information (from Enrichment and Challenge Support Coordinator Matt Rosenthal and others) on current and planned use of makerspaces and project-based learning.

Dr. Gittens provided a presentation on Performing Arts (Attachment B). The Public Schools of Brookline Performing Arts Program includes general music K-5; 4th through 8th grade Conservatory; Brookline High School programs at all levels in Music, Drama, and Dance; and extracurricular after-school programs in Music, Drama, and Dance. Dr. Gittens described the program structure, reviewed the number of FTEs, and noted benefits and challenges. Performing Arts Curriculum Coordinator K-12 Kenny Kozol discussed the challenges, which include the following: 1) limited time for music at the K-8 level with only 80 minutes of music weekly for K-3 and 90 minutes of music weekly for 4-8; 2) shared staffing creates challenges with K-8 scheduling across all schools; 3) Performing Arts subjects take a back seat to “academic” subjects, and 4) elective enrollment at Brookline High School does not reflect the number of students who request Performing Arts classes due to scheduling issues.

Subcommittee discussion focused on the following: need for further conversation regarding the strong community interest in K-8 Drama; barriers to participation, issues of equity/representation, and the need to correct any misperceptions regarding what is required/recommended in terms of after-school instruction; and the impact of Conservatory on school scheduling.

[The World Language presentation will be rescheduled.]

5) Review/Approval of Finance Subcommittee Minutes

On a motion of Ms. Federspiel and seconded by Dr. Abramowitz, the Finance Subcommittee voted unanimously to approve the minutes of the January 15, 2020 Finance Subcommittee meeting.

On a motion of Ms. Federspiel and seconded by Dr. Abramowitz, the Finance Subcommittee voted unanimously to approve the minutes of the December 18, 2019 Finance Subcommittee meeting.

6) Acceptance of Gifts from Brookline High School PTO and Anonymous

On a motion of Dr. Abramowitz and seconded by Ms. Ditkoff, the Finance Subcommittee voted unanimously to recommend that the School Committee vote to accept the gifts, as shown in Attachment C.

7) Acceptance of Grant from the Massachusetts Cultural Council

On a motion of Dr. Abramowitz and seconded by Ms. Ditkoff, the Finance Subcommittee voted unanimously to recommend that the School Committee vote to accept the grants, as shown in Attachment D.

8) Brookline Fiscal Advisory Committee (BFAC) Update

Mr. Pearlman reported that BFAC will be meeting tonight to vote on the draft BFAC Report/Recommendations. Subcommittee members noted that the School Department and School Committee were represented at the BFAC Public Hearing, but that the School Committee and Finance Subcommittee have not had a full discussion of the recommendations and their potential impact on the Public Schools of Brookline. BFAC member Cliff Brown described the process thus far and going forward up until Town Meeting (will include an extensive public education process).

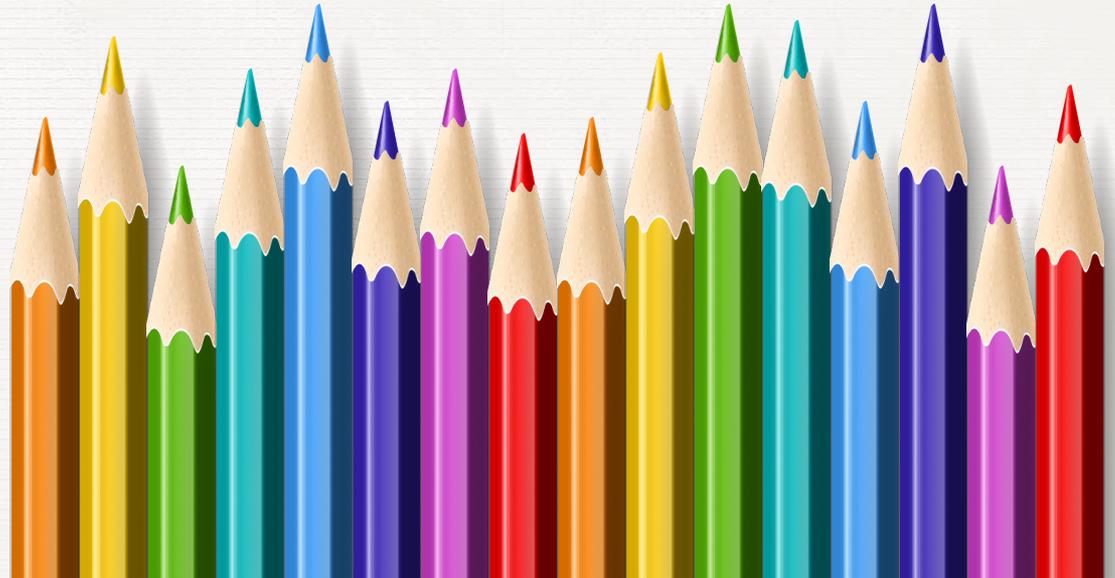
Members suggested that it would be helpful to understand the three to five places in the BFAC Report/Recommendations that have the largest implications for the Schools and to get more information on potential changes in the number of FTEs, the timeline for implementation, potential funding sources, and the analysis/comparable data used to develop the recommendations. The School Committee needs to consider how to think about the BFAC priorities relative to other aspects of the budget process, e.g., financial pressures, potential reductions, and community feedback to reduce central administration. The Subcommittee discussed the possibility of moving forward with this year's budget process and then taking the necessary time to thoroughly review and implement, as appropriate, BFAC recommendations. The Subcommittee discussed bringing a recommendation on next steps (e.g., Subcommittee referrals) to the full School Committee. Mr. Brown noted that BFAC's expectation is that adjustments will be made in this year's budget to implement recommendations.

The Subcommittee agreed to continue to discuss next steps with regard to the BFAC recommendations at the next Subcommittee meeting (February 6, 2020, 4:00 PM-6:00 PM, in the 4th Floor Conference Room, Town Hall). The Subcommittee agreed to add a Finance Subcommittee meeting on Wednesday, February 26, 2020, 8:15 AM, in the 5th Floor Conference Room, Town Hall).

The meeting adjourned at 10:45 AM.

Visual Arts

Presentation to the Finance Subcommittee
January 22, 2020



Budget Presentation

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

Purpose

- ✓ Educate School Committee and public on Visual Arts Program

General Description

The Visual Arts K-8 Learning Expectations and BHS courses are well aligned vertically. The department has common understandings on concepts, craftsmanship, and the development of artistic thinking skills necessary to express ideas and feelings, explore and discover, and imagine what is yet to be.

All K-8 students have art classes once a week.

BHS offers elective courses from foundational to advanced courses, with AP Portfolio as a capstone opportunity.



Program Structure

Grade Level	Instructional Time	Delivery Model K-12
K - 3	40/45 once per week	<p>Inspiration/ Setting the task Background information, connections to prior experiences, sharing ideas, modeling techniques/ approaches to problem solving</p> <p>Studio Time: Working time for students (greatest amount of time)</p> <p>Wrap up: Clean up and Reflection</p>
4 - 5	40/45 once per week	
6 - 8	45/50 once per week	
9 - 12	<p>One Semester courses Full year courses</p> <p>@435 minutes of instruction within 2 weeks</p>	



FTE

Number of FTE (including coordinator): **Systemwide Total FTE=18.3**

Coordinator: 1.0

K-8: 13 teachers = 11.3 FTE

Shared FTEs (K-8 schools only): 4 teachers work in more than one school

BHS: 6 teachers = 6.0 FTE



Other Information

- Creating art is a dynamic cognitive process in which all students are encouraged to develop an intrinsic connection to:
 - exercise strong habits of mind and express personal voice
 - apply multidisciplinary content skills into new situations
 - think critically to answer an essential question, create original answers.
- Curriculum units are designed to practice and strengthen Studio Habits of Mind:
 - develop craft, engage and persist,
 - visualize, express, understand the world,
 - observe, reflect, explore and discover.
- Students make multiple decisions during the making of art, leading to results that are personal and original.



Benefits & Challenges

Benefits of Visual Arts classes. Students learn to:

- Cultivate curiosity and imagination.
- Tolerate uncertainty; take pleasure in ambiguity.
- Accept failures as a necessary part of success.
- Be resilient , overcome obstacles and adapt when setbacks occur.
- Celebrate diverse thinking.
- Seek new perspectives through regular critique and reflection.
- Invest in the creative process for the intrinsic value of finding a solution to a problem.
- Connect with others by expressing personal voice.
- Understand and value the art that is everywhere in their world.

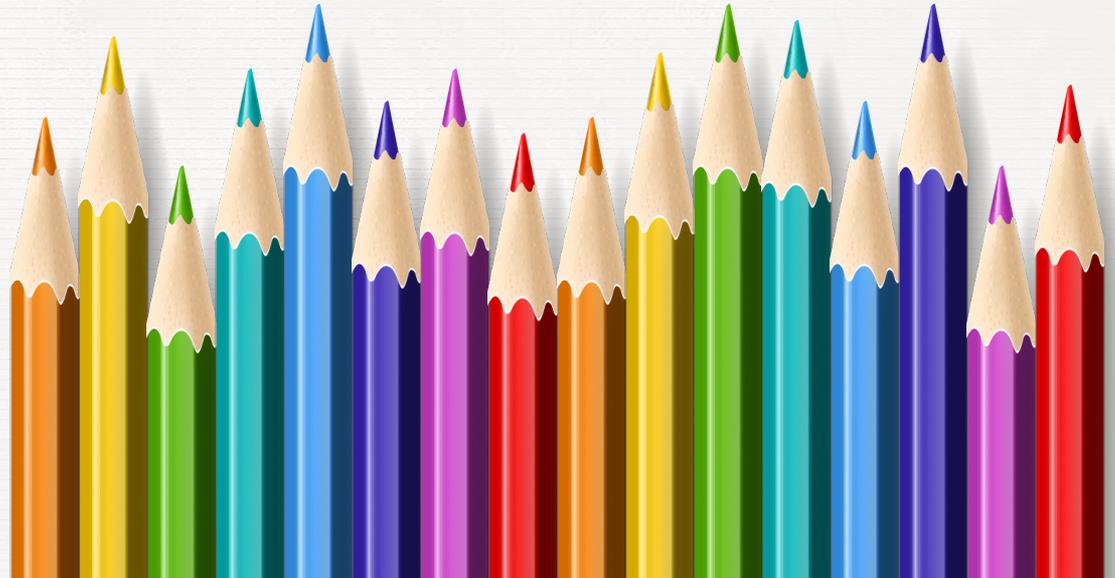
Challenges:

- Teaching time in K-8 Art classes is only 45 minutes each week for the full year.
- K-12 consumable materials available to students is greatly impacted by the budget.



Performing Arts

Presentation to the Finance Subcommittee
January 22, 2020



Budget Presentation

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

Purpose

- ✓ Educate School Committee and public on Performing Arts Program

General Description

The PSB Performing Arts Program includes:

- ✓ General Music K-5
- ✓ 4th through 8th grade Conservatory
 - **4th Grade** - every PSB student studies a string instrument (violin, viola, cello or upright bass) or band instrument (clarinet, flute, trumpet, trombone, or percussion)
 - **5th Grade** - students who continue with instrument take Band or Orchestra, students who don't or prefer singing take Chorus
 - **6th, 7th and 8th Grades** - All 6-8th graders meet at same time and choose from Band, Orchestra, Chorus, Guitar/Ukulele, Music Production or General Music
- ✓ Brookline High School
 - Rich and comprehensive programs at all levels in Music, Drama and Dance
- ✓ Extracurricular after school programs in Music, Drama and Dance



Program Structure



Grade Level	Instructional Time	Delivery Model
K - 3	80 minutes per week (some schools schedule for 90 minutes per week)	General Music (2x 40 minutes)
4 - 5	90 minutes per week	Conservatory (1x 45 minutes) and General Music (1x 45 minutes)
6 - 8	90 minutes per week	Conservatory (2x 45)
9 - 12	Graduation requirement of 3 elective credits in three elective departments (potentially 1 - 3 credits in Performing Arts)	~435 minutes over 10 days per class

FTE

Number of FTE (including coordinator):

- ✓ 1 full-time (1.0 FTE) K-12 Curriculum Coordinator, who also teaches one 1/2-credit music class at BHS
- ✓ 19.5 FTE - K-8 Music
- ✓ 6.65 FTE - BHS Music, Drama and Dance (0.4 of which is Arts Infusion at Winthrop House and in Special Education)
- ✓ 0.4 FTE - BHS PA Technician Aide (not-teacher salary scale)

Number of Shared FTE:

- ✓ 1.0 FTE - General Music
- ✓ Traveling 4-8 Conservatory teachers work at multiple elementary schools



Other Information



PSB Performing Arts is a nationally recognized program. We support students at all experience and ability levels in heterogeneous, mixed grade level classes. The foundation of our work involves developing the essential life and academic skills of students learning how to:

- ✓ Collaborate with peers to create ensemble
- ✓ Analyze their process critically and creatively
- ✓ Problem solve individually and with peers
- ✓ Develop and express their voice in artistic endeavors
- ✓ Connect to a cultures and traditions from around the world
- ✓ Learn the art of revision through the rehearsal process
- ✓ Learn to present and perform in public

Students in our Performing Arts program present over 50 shows yearly, earn many awards and perform with many renowned artists. Some include:

- ✓ Mass Education Theater Guild Awards & Emerson College Festival Awards
- ✓ Regional, All-State and National District Music Awards
- ✓ Berklee Music Festival Honors, MICCA Competition gold rating and performance at Symphony Hall
- ✓ Master classes with Alvin Ailey, Jazz legend Billy Pierce and PSB graduate Grace Kelly, West African dancer and musician Sidi Mohamed Camara, PSB graduate Nik Walker (Aaron Burr in Hamilton), and many others...

Benefits & Challenges

Benefits for K-8 schools and students:

- ✓ Conservatory model of multiple sections meeting at the same time saves 3.4FTE over if we had separate music classes for each homeroom.
- ✓ 4th through 8th grade Conservatory, Performing Arts offers more student choice than any other subject matter at the elementary level.
- ✓ At the K-8 level, music class allows classroom teachers their contractual 40 minute prep period.
- ✓ Conservatory facilitates common planning time for all 4th grade and 5th grade homeroom teachers.
- ✓ 6-8 Conservatory facilitates common planning time for all 6-8 teachers.
- ✓ Students develop skills in Performing Arts that form the backbone of a rich, high profile, year-long extracurricular performances.

Challenges:

- ✓ Limited time for music at the K-8 level with only 80 minutes of music weekly for k-3 and 90 minutes of music weekly for 4-8.
- ✓ Shared staffing creates challenges with K-8 scheduling across all schools
- ✓ Performing Arts subjects take a back seat to 'academic' subjects
- ✓ Elective enrollment at BHS does not reflect the number of students who request PA classes due to scheduling issues.





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 22, 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>
Brookline High School PTO	Brookline High School	\$6,000.00	Senior Essay Workshop – Teacher Pay	3300SEF9-482030
Anonymous Donation	Lawrence School In Honor of Teacher	\$1,000.00	Lawrence School Gift Account	3300SEF5-482030

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



Monica Crowley <monica_crowley@psbma.org>

Gift to Teacher

3 messages

Monica Crowley <monica_crowley@psbma.org>

Thu, Jan 9, 2020 at 1:11 PM

To: [REDACTED]
Cc: Molly Centore <molly_centore@psbma.org>, Laura Horst <laura_horst@psbma.org>

Dear [REDACTED],

I have learned about the generous gift you gave to Ms. Centore. As kind as it is, employees cannot accept a gift of that size per Massachusetts Conflict of Interest Law 268A, which pertains to the conduct of public officials and employees. Therefore, we are at a choice point. We may return the money to you or you can make a donation to the Lawrence School gift account.

If you choose the Lawrence School Gift account, I will request the school committee to accept the donation. As part of the acceptance of the gift, it would be great if you can share how you would like the money to be spent, and if you would like the donation be anonymous. We certainly can highlight the name of the teacher and others in the grade level as public recognition of your appreciation.

Please let me know which option you would like to take place. If I do not hear from you, I will make arrangements for the funds to be returned to you.

Sincerely,

Monica

Monica Crowley
Lawrence School Principal
27 Francis Street
Brookline, MA 02446
617-879-4300

[REDACTED] Thu, Jan 9, 2020 at 1:27 PM

To: Monica Crowley <monica_crowley@psbma.org>

Dear Monica,

We choose the Lawrence School Gift account and the donation be anonymous.

Thanks!

[REDACTED]
Monica Crowley <monica_crowley@psbma.org> [REDACTED]
[Quoted text hidden]

Monica Crowley <monica_crowley@psbma.org>

Fri, Jan 10, 2020 at 10:55 AM

To: [REDACTED]

Hello,
Thank you for the quick response and very generous offer.

Monica
Monica Crowley
Lawrence School Principal
27 Francis Street
Brookline, MA 02446
617-879-4300

[Quoted text hidden]



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 22, 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>
Mass Cultural Council Grant	MCC STARS Residency Program	\$5,000.00 Brookline High School – Poet in Residence	New	\$0	

*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.



Meg Maccini <meg_maccini@psbma.org>

Fwd: STARS Residencies Application Approved

3 messages

Benjamin Berman <ben_berman@psbma.org>

Mon, Jan 13, 2020 at 12:25 PM

To: Meg Maccini <meg_maccini@psbma.org>

Cc: Kelli McDermott <kelli_mcdermott@psbma.org>, Anthony Meyer <anthony_meyer@psbma.org>

Hi Meg,

This is the letter from the MCC letting Mass Poetry know that they received the grant to partner with Brookline for the MCC STARS Residency program. Please let me know if you have any questions.

Also, I wrote the Poet-in-Resident about the CORI/Fingerprinting issue. I'll let you know once I hear back from them.

Much thanks, and please let me know if you need anything else in the meantime.

Ben

----- Forwarded message -----

From: **Erica Charis-Molling** <erica@masspoetry.org>

Date: Mon, Jan 13, 2020 at 11:13 AM

Subject: Fwd: STARS Residencies Application Approved

To: Benjamin Berman <ben_berman@psbma.org>

On Fri, Oct 25, 2019 at 2:15 PM Diane Daily <diane.daily@art.state.ma.us> wrote:

Congratulations! Your MCC STARS Residencies grant application has been approved! A copy of the final version of your application is attached for your records.

Please check the grant amount on the budget page of your application -- if you inadvertently miscalculated the amount, we have corrected it for you.

In mid-November, your principal will receive a contract package from the Mass Cultural Council. Please be on the lookout for this package. Please review the information carefully, complete the contract documents, and mail them to Mass Cultural Council within 30 days of receiving the package. We cannot process your funding until these documents are returned to us.

Your grant funds will be transferred within 4-6 weeks after we have received your completed contract package. For more information, please see the STARS Residencies Frequently Asked Questions at <https://massculturalcouncil.org/education/stars-residencies/faqs/>.

Finally, and most important, please thank your elected officials who make this funding possible. To access a list of elected officials, go to http://www.massculturalcouncil.org/contracts/cred_state.asp.

Thank you for your work to bring creative learning to Massachusetts students!

Sincerely,

Diane Daily
Education Programs Manager

--
Daniel Johnson
Executive Director, Mass Poetry
tel: 617-600-6372

1/13/2020

Public Schools of Brookline Mail - Fwd: STARS Residencies Application Approved

masspoetry.org
Facebook / twitter

 104467.pdf
91K

Meg Maccini <meg_maccini@psbma.org>
To: Benjamin Berman <ben_berman@psbma.org>
Cc: Kelli McDermott <kelli_mcdermott@psbma.org>, Anthony Meyer <anthony_meyer@psbma.org>

Mon, Jan 13, 2020 at 1:55 PM

Hi Ben-
Thanks for the letter- I will forward this to MaryEllen and Donna Chisolm. Yes please put me in contact with the poet once they respond to you so we can get the Cori and finderprinting done.

Thanks!

Meg

[Quoted text hidden]

--

Meg Maccini, Senior Director of Programs
Public Schools of Brookline
333 Washington Street, 5th floor
Brookline, MA 02445
(617) 730-2427

When writing or responding, please remember that the Secretary of the Commonwealth of Massachusetts has determined that email is a public record.

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The Public Schools of BROOKLINE does not discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, age, gender identity, or homelessness in its educational programs, services, activities, or employment.

Meg Maccini <meg_maccini@psbma.org>
To: MaryEllen Normen <maryellen_normen@psbma.org>, Donna Chisholm <donna_chisholm@psbma.org>
Cc: Benjamin Berman <ben_berman@psbma.org>, Anthony Meyer <anthony_meyer@psbma.org>, Kelli McDermott <kelli_mcdermott@psbma.org>

Mon, Jan 13, 2020 at 1:57 PM

Hi Donna and MaryEllen-
Please see below and attached for the communication/email/letter of award to BHS for the Mass Cultural Council poet in residence program this year. I believe this addition should make the application package for Finance Subcommittee/School Committee review/approval complete? Please let me know if you need anything else.

Thanks-

Meg

[Quoted text hidden]

[Quoted text hidden]

 104467.pdf
91K



Mass Cultural Council - STARS Residencies FY20
Brookline High School
Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org
Document Generated: Thursday, October 10th 2019, 4:12 pm

Applicant Profile

Applicant Type	Organization
Legal Name	Brookline High School
Address	115 Greenough Street Brookline, MA, Massachusetts 02445 UNITED STATES
Telephone	(617) 713-5000
Primary Contact	Mr. Daniel Johnson Executive Director Phone: (617) 600-6372 Email: daniel@masspoetry.org
Applicant Status	Government - State
Applicant Institution	Secondary School
Applicant Discipline	Literature
Grantee Race	White
FEIN / TAX ID	
DUNS Number	000000000
Web Address	



Mass Cultural Council - STARS Residencies FY20

Brookline High School

Application #RES0108

Primary Contact:

Mr. Daniel Johnson

Phone:

(617) 600-6372

Email:

daniel@masspoetry.org

Document Generated: Thursday, October 10th 2019, 4:12 pm

School Information

School Name

(Enter the name of the applicant, the school applying for this grant.)

Brookline High School

ESE School Code (See school profile in ESE Directory)

(Enter the 8-digit school code from ESE's directory (####-####))

046-001-10

School Principal Name

Anthony Meyer

School Principal Phone

(###-###-####)

617-713-5004

School Principal Email

anthony_meyer@psbma.org

School Contact Name

(School employee responsible for the residency)

Jennifer Rose-Wood

School Contact Title

ELA Teacher

School Contact Phone

617-713-5045

School Contact Email

jen_rosewood@psbma.org

Project Contact Name

(if different from above)

Daniel Johnson

Project Contact Phone

617-600-6372



Mass Cultural Council - STARS Residencies FY20
Brookline High School
Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org
Document Generated: Thursday, October 10th 2019, 4:12 pm

Project Contact Email
daniel@masspoetry.org



Mass Cultural Council - STARS Residencies FY20

Brookline High School

Application #RES0108

Primary Contact:

Mr. Daniel Johnson

Phone:

(617) 600-6372

Email:

daniel@masspoetry.org

Document Generated: Thursday, October 10th 2019, 4:12 pm

Cultural Partner Information

The "cultural partner" is the artist, scientist, or scholar who will be leading the residency.

Cultural Partner Name

Joshua Elbaum

Cultural Partner Organization Name

(if applicable)

Mass Poetry

Cultural Partner Phone

(831) 588 6434

Cultural Partner Email

jbelbaum@gmail.com

Cultural Partner Discipline(s)

(ctrl + click to select more than one, if the cultural partner has multiple disciplines.)

Literature (10)

Have you worked with this Cultural Partner before?

No

List the Name(s) of each additional Cultural Partner

(If using multiple Cultural Partners, they must be collaborating on the same residency.)

N/A



Mass Cultural Council - STARS Residencies FY20
Brookline High School
Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org
Document Generated: Thursday, October 10th 2019, 4:12 pm

Residency Summary

Project Title

(up to 100 characters. Example: Art on the Move!)

Poet in Residence

Provide a description of the residency in 100 characters or less.

(Example: "for a school residency in visual arts with Alicia Kent of Art for All.")

This grant will fund a poetry residency with spoken word artist Joshua Elbaum.

Start Date

(Residencies may start no earlier than September 3, 2019.)

2019-11-1

End Date

(Residency must end by June 30, 2020.)

2019-5-1

Residency is scheduled during:

school hours

Has the principal approved this residency?

Yes

Has each cultural partner approved this residency?

Yes

Residency discipline(s):

(ctrl + click to select more than one)

Literature (10)

Grade level(s) of participating students involved:

(Ctrl + click to select multiple grades [K-12])

9

10

11



Mass Cultural Council - STARS Residencies FY20

Brookline High School

Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org
Document Generated: Thursday, October 10th 2019, 4:12 pm

Session & Grant Calculations

Students in Residency
Number of students directly involved in the residency: 115
Length of Residency
Total number of days per classroom: 7
Total Number of days in school: 40
Calculate Sessions

In this section, applicant responses are used to calculate the total number of residency sessions.

A. Number of classrooms participating: 2
B. Number of sessions per classroom: 7
C. Number of additional sessions (if not applicable, Enter "0"): 20
D. Number of sessions for the Culminating Event, If not applicable enter "0": 2

E. Total Number of Sessions: 36
((A x B) + C + D = E)

F. Calculate (Line E x \$100) + \$200: 3,800
(Total Number of sessions x \$100) + \$200 for required planning time with the cultural partner(s)
\$5,000 is the maximum dollar amount that may be awarded through this grant.

- If Line F is LESS THAN 5,000, then enter the value of Line F on Line G.
• If Line F is EQUAL TO or GREATER THAN 5000, ENTER "5000" on Line G.

G. Potential Grant Amount (if approved): 5,000
(This amount must not exceed \$5,000.)



Mass Cultural Council - STARS Residencies FY20

Brookline High School

Application #RES0108

Primary Contact:

Mr. Daniel Johnson

Phone:

(617) 600-6372

Email:

daniel@masspoetry.org

Document Generated: Thursday, October 10th 2019, 4:12 pm

Residency Description

Learning Objectives

Provide a brief description of the Top 2 Student Learning Objectives for this residency.

Student learning objectives must be connected to the curriculum.

(Character limit is 250 including spaces for each learning objective.)

Learning Objective #1:

Students will develop and expand their poetry-writing skills, focusing especially on precise word choice, original figurative language, rich sensory details, and rhythmic sound effects.

Learning Objective #2"

Students will develop their skills in orally presenting their and others' poems, gaining the confidence and technique to deliver compelling performances for an audience.

Socially Conscious Learning Objective

What will students learn to prepare them to be positive contributors to their world? For example, does the residency help them connect with their own voice or with the world around them (such as their school, their community, environment, or another culture?)

(Character limit is 250 including spaces.)

Socially Conscious Learning Objective:

Through imaginative play with language, poets can excavate their own personalities and imaginatively explore others' inner worlds; this creative process creates a powerful form of empathy, an essential pre-condition for any form of social change. (24

Residency Overview

What is the goal of the residency? What will the cultural partner(s) be doing? What will the students be doing? What will the teacher(s) do before and after the residency to extend learning? (Note: descriptions of individual sessions belong in the next section.) If the residency involves more than one grade, identify the unifying theme and discuss how the grades will explore the same content.

(Character limit is 2,000 including spaces.)

A poetry residency with Joshua Elbaum—an award-winning spoken word poet and member of the renowned



Mass Cultural Council - STARS Residencies FY20

Brookline High School

Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org
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Boston Slam Team from the Cantab Lounge– will introduce Brookline High School (BHS) 11th and 12th grade students to contemporary poetry and performance in a way that compliments and enhances their ELA curriculum in the classroom. In two different classrooms, Josh will work alongside partner teachers to spur students' interest and understanding of poetry by helping them to read, interpret, and explore texts as varied as Shakespearean sonnets, contemporary lyric and narrative poems, and more. Josh will lead the 14-session unit with two different classrooms. While keeping these mentor texts in mind, students will then draft, revise, and even perform their own poems in the second half of the curriculum. Josh will also work with the BHS spoken word team during their X block, an elective period that occurs during the school day. Twice weekly, Josh will meet for 14 sessions with the BHS spoken word club in order to introduce students to the tenets of writing and performing spoken word poetry. Drawing on his own extensive background, Josh will provide students with writing prompts, mentor poems, and give students the opportunity to explore their own personal histories through writing spoken word poetry.

Residency Session Detail

Detail what will happen in the residency sessions to show how the residency will achieve all three Learning Objectives listed above. If the residency is 8 sessions per classroom or less, detail each session. If the residency is more than 8 sessions per classroom, provide the detail by groups of sessions (for example, Sessions 1-3, Sessions 4-6, Sessions 7-9, etc.) For each session (or group of sessions) tell us what the Cultural Partner will teach, what activities the students will do, and what the teacher(s) will do before and after the session(s) to extend the learning.

(Character limit is 3,300 including spaces.)

Session 1- 7: In Teacher Nick Rothstein's class, students will be studying 19th century American poets, focusing on Walt Whitman and Emily Dickinson. As both these iconic poets are known for their distinctive forms and use of imagery, Poet-in-Residence Joshua Elbaum will highlight elements of each poet's craft, and have students write poems that experiment with similar techniques. Whitman is a master of sensory detail, while Dickinson features brilliant word choices. Both their works can be studied as "mentor poems" for the students' own work. Students will complete vocabulary assignments and short image sketches that will help them practice these skills, in preparation for writing their own poems. Nick can then work with students to workshop, revise and possibly present their finished poems. Session 8-14: In teacher Ali Whitebone's class, students will be studying different poetic forms and gaining a survey-style introduction to poetry. Poet-in-Residence Joshua Elbaum will work with Ali to select exemplars of the selected genres, perhaps including slam poetry as a feature form. Poems will be tied into the content the students are learning, which is focused around the themes of identity and the hero's journey. Josh will work with students to explore their identities through free-writing and experimentation with the different forms Ali is focusing on. Other activities will focus on oral recitation, with students practicing presenting both published poems and their own original poems. Ali will build on Josh's work by having students polish and revise their poems to share with a broader audience, either through reading at BHS's Annual Poetry Festival or through print publication. "X-Block" Sessions (20



Mass Cultural Council - STARS Residencies FY20

Brookline High School

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sessions every two weeks): Poet-in-Resident Joshua Elbaum will work with BHS's Slam Poetry Team by mentoring student poets individually and by facilitating group writing workshops. He will share his own poems as well as the work of other local young slam poets as models and mentor texts, highlighting the particular writing and presentation techniques students are most interested in. These sessions will be more organic and student-centered in nature, as the Slam Team is an open club and aside from a small core group, different students show up every week. Nick Rothstein, the club advisor, is new to the Team this year and is currently focused on building relationships and developing community in the group. Leadership has mainly come from several senior students. While Nick can and will build on Josh's work with the team, he is planning on taking the lead from the collaboration between the poet and the student leaders.

Culminating Event

If there will be a Culminating Event, such as an exhibit or performance, please describe. Indicate if the Cultural Partner will be there or not. Residencies of 5 days or more in the school must include a Culminating Event.

(Character limit is 500 including spaces.)

At the end of the residency, each class will devote a period to student performances/recitations of their works created during the residency. At the end of the residency, the slam team will compete in the regional youth poetry festival Louder Than a Bomb as a way to build community around writing and performing poetry. The team will also perform at the Brookline Poetry Festival at the Brookline Booksmith on April 1, 2020. Poet-in-Residence Joshua Elbaum would be in attendance at both events.

Planning with the Cultural Partner

Planning Time is a critical step in developing a valuable and high-quality learning experience for your students. Each grant will include a \$200 stipend to pay the Cultural Partner for time spent planning with the school before and during the residency.

Briefly indicate which school representatives will be involved in the planning with the Cultural Partner, approximately when that will happen, and for how long they will meet/talk?

For example, The four 3rd grade teachers will meet with the Cultural Partner for one hour in-person one month before the residency, followed by a total of one hour of individual meetings during the residency."

(Character limit is 500 including spaces.)

Teacher Ali Whitebone will meet with the Poet-in-Residence at a time that works best for her, either after school or during one of the teacher's prep periods throughout the week. Teacher Nick Rothstein will meet with the Poet-in-Residence at a time that works best for him, either after school or during one of the



Mass Cultural Council - STARS Residencies FY20
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teacher's prep periods throughout the week. They will also debrief with the Poet-in-Residence regularly and make adjustments to the plan as necessary.



Mass Cultural Council - STARS Residencies FY20
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Residency Projected Budget

Develop a projected budget for your residency project that includes the anticipated cost for the entire residency. Grant funds may be spent on any residency expense – cultural partner fees, materials, culminating activity, etc. – except the teacher's salary.

1. Enter the estimated dollar amount needed for each of the line items or enter "0" if there is no anticipated cost.
2. Potential Grant Amount: This amount must be equal to Line G from the *Session & Grant Calculations* page.
3. Funds to be raised by school: Enter the dollar amount for all anticipated costs that exceed the Potential Grant Amount.

Cultural Partner Fee	3,800
Planning (must be at least \$200)	200
Materials	500
Other	500
Expense Total	\$5,000
Potential Grant Amount (if approved)	5,000
<i>(Enter the same amount from Line G on Session & Grant Calculation page. NOT TO EXCEED \$5,000.)</i>	
Funds to be raised by the school	0

(Funding to be raised = Total Expense - Potential Grant Amount)

STARS Residencies Contract Package Instructions

Congratulations on the approval of your STARS Residency grant.

As part of our grant process we will need you to submit the following:

- Contract Package -*Due to MCC by January 31, 2020*

(Please mail your signed contracts and documents- **DO NOT FAX OR EMAIL**) to:

Cyndy Gaviglio
Mass Cultural Council
10 St James Avenue -3rd Floor
Boston, MA 02116

- Final Report – *Due 30 days after the end of the project*
- If you have any questions about our requirements after reading the following instructions, please call Cyndy Gaviglio in the Contracts Department at 617-858-2711.

I. THE CONTRACT PACKAGE

The forms in your Contract Package must be completed and returned to our Contracts Department before the MCC can proceed with your grant payment. Once received, they will be reviewed and signed. A copy will be returned to you for your files. Your Contract Package includes the following:

- 1) **THE STANDARD CONTRACT (PG. 1):** An Authorized Signatory (principal or superintendent) must sign the Standard Contract at the lower left on page 1. Please review and modify, if necessary, to make any necessary corrections.
- 2) **CONTRACT ATTACHMENT A - SCOPE OF SERVICES (PG. 2):** Easy to read highlights from the Standard Contract.
- 3) **CONTRACT ATTACHMENT B - SCOPE OF SERVICES AND ADDITIONAL TERMS & CONDITIONS (PG. 3):** Please read. Contains the terms and conditions of accepting a STARS grant regarding payment and reporting.
- 4) **CREDIT AND PUBLICITY AGREEMENT (PG. 4):** This Agreement provides guidelines for acknowledging and promoting your MCC grant. It must be signed by the principal and the person responsible for publicity at the school (this may be the same person). Please read this over carefully. Signatures are required on both lines even if it is the same person. Any questions should be directed to your STARS Program Manager Diane Daily at 617-858-2709.
- 5) **CONTRACTOR AUTHORIZED SIGNATORY LISTING:** Please list all individuals who are authorized to sign legal documents pertaining to this contract in the signature block.

6) PAYMENT INFORMATION

Once all of the required forms listed above have been completed, return the *entire* Contract Package to the MCC. The full amount of your grant will be paid within 4-6 weeks of the receipt of your completed Contract Package.

Please note the following methods of payment:

- Public Schools -your grant payment will be in the form of an electronic transfer to the treasurer of your city or town.
 - For all **Boston Public Schools** - Your contract will be signed and payment will be processed through the Office of Grants and External Funding and the Finance Office. If you have any questions regarding this new procedure you may contact Bennett Griesmer at 617-635-8582 or bgriesmer@bostonpublicschools.org.
 - **Worcester Public Schools**: contact Linda Nowosacki at the WPS Grant Office for details regarding your grant payment at 508-799-3112 or nowosack@worc.k12.ma.us.
 - Charter, Parochial, or Private Schools -your payment will be sent directly to your school or business office.
 - Schools within a Regional District - your payment will be sent directly to your district's business office.
-

II. CREDIT AND PUBLICITY KIT

We have created an online Credit and Publicity Kit to assist you in showing the link between public support and the important work of your residency. The Credit and Publicity Kit contains information about:

- Requirements for acknowledging MCC support.
- Suggestions for what you can do beyond the requirements.
- How to publicize your grant, including a sample press release and a sample story about the MCC for use in your school's newsletter.
- How to thank state officials for the public funds you were awarded.

You can find the kit at <http://www.massculturalcouncil.org/contracts/credall.asp> .

III. FINAL REPORT

The Final Report for your STARS Residency project must be completed and submitted no later than thirty (30) days after the residency has finished. The form will be available for downloading on our web site by going to the following link

http://www.massculturalcouncil.org/contracts/residency_contractreq.asp .

The Final Report confirms that you have legally fulfilled your contractual obligation to the MCC. You will not be eligible to receive another MCC grant if you fail to file your Final Report.

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Brookline High School (and d/b/a): 115 Greenough Street, Brookline MA 02445-6199		COMMONWEALTH DEPARTMENT NAME: Mass Cultural Council MMARS Department Code: ART	
Legal Address: (W-9, W-4):		Business Mailing Address: 10 St. James Ave 3rd Floor, Boston, MA 02116	
Contract Manager: Anthony Meyer	Phone: 617/713-5003	Billing Address (if different):	
E-Mail:	Fax: 617/713-5005	Contract Manager: Cynthia E. Gaviglio	Phone: 617/858-2711
Contractor Vendor Code: VC		E-Mail: Cyndy.Gaviglio@art.state.ma.us	Fax: 617/574-7305
Vendor Code Address ID (e.g. "AD001"): AD_01 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY20-SR-RES-1912	
<input checked="" type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTRACT AMENDMENT	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____ Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). \$ <u>5,000</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: __agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This is a grant of financial assistance for a poetry residency with spoken word artist Joshua Elbaum.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <ol style="list-style-type: none"> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. 2. may be incurred as of ____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <u>11/01, 2019</u>, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations. 			
CONTRACT END DATE: Contract performance shall terminate as of <u>05/01, 2020</u> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David T. Slatery</u> Print Title: <u>Deputy Director</u>	

ATTACHMENT A - SCOPE OF SERVICES AND ADDITIONAL TERMS & CONDITIONS

CONTRACTOR NAME: Brookline High School
ADDRESS: 115 Greenough Street
Brookline, MA 02445-6199
617/713-5003

BRIEF DESCRIPTION OF CONTRACT SERVICES (make any necessary changes if your project has changed significantly from the information below; initial and date):

APPLICATION #: FY20-SR-RES-1912

Poet in Residence: for a poetry residency with spoken word artist Joshua Elbaum.

TOTAL MAXIMUM OBLIGATION OF CONTRACT: \$5,000

DATES OF PROJECT: November 1, 2019 - May 1, 2020

CONTRACT START DATE: November 1, 2019

CONTRACT TERMINATION DATE: May 1, 2020

DATE FINAL REPORT IS DUE: May 31, 2020

ATTACHMENT B:
Scope of Services and Additional Terms & Conditions

1. **SCOPE OF CONTRACT.** The school (the "Contractor") agrees to perform the services set forth in the application for funding filed by the Contractor with the Council (the "Application") in accordance with the terms and conditions of the contract (the "Contract"). The Application is incorporated into the Contract by reference; the terms of the Application are binding on the Contractor unless amended by a subsequent written agreement signed by both the Council and the Contractor. The Contractor represents that it is qualified and has obtained all necessary licenses and permits required to perform the services under this Contract.

2. **PAYMENT.** (a) Unless otherwise agreed upon by the Council and Contractor, the Council shall reimburse the Contractor for expenses approved by the Council included in the budget submitted to the Council with the Application noted in Section 1 (above). The approved expenses must be incurred, and services rendered, within the Term of the Contract.

For the *STARS Residencies* program, the Contractor will be reimbursed one hundred percent (100%) of the Contract amount within 4-6 weeks of the receipt of a completed and authorized Contract.

3. **INTELLECTUAL PROPERTY RIGHTS, PUBLICITY, PUBLICATION, REPRODUCTION, AND USE OF CONTRACT MATERIALS.** (a) The Council defines "deliverables" for this Contract as being the Final Report. The Report will be owned by the Council at the termination of this Contract.

4. **NON-DISCRIMINATION AND ACCESS FOR PEOPLE WITH DISABILITIES.** The contractor agrees to abide by state and federal regulations which bar discrimination on the basis of race, gender, religious creed, color, national origin, ancestry, disability, age, gender identity, or sexual orientation, and which require accessibility for persons with disabilities. The MCC expects the contractor to be in compliance with:

- The Americans with Disabilities Act of 1990 (ADA)
- Section 504 of the Rehabilitation Act of 1973 (Section 504)
- Title VI of the Civil Rights Act of 1964
- Other applicable state and local laws

(a) If a complaint or claim alleging violation by the Contractor of any statute, order, rule, or regulation with which the Contractor is obligated to comply is presented to the Massachusetts Commission Against Discrimination ("MCAD"), the Contractor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim and to assume all legal fees incurred by the Contractor in connection with the defense of such claim.

(b) In the event of the Contractor's non-compliance with the provisions of this Section 3, the Council shall impose such sanctions as it deems appropriate, including but not limited to: (i) withholding of payments due the Contractor under the Contract until the Contractor complies; and (ii) termination or suspension of the Contract.

5. **COLLABORATION.** The original application with its approval from the cultural partner will serve as the collaboration agreement for both parties.

6. **EVALUATION AND ANALYSIS OF SERVICES.** (a) The Contractor agrees to provide the Council with a Final Report and analysis of the services provided under the Contract 30 (thirty) days after the completion of a residency and no later than July 15, 2020 in a format provided by the Council. Failure to comply with the requirements of this Section 6 will result in the ineligibility of the Contractor to receive further funds from the Council.

(b) Reinstatement of the Contractor's eligibility is pending until submission of said report is reviewed and approved by Council staff.

CREDIT and PUBLICITY AGREEMENT
Between the
MASSACHUSETTS CULTURAL COUNCIL and
STARS RESIDENCIES GRANT RECIPIENTS
Updated 12-2020

This credit and publicity agreement is between the Massachusetts Cultural Council ("MCC") and the grant recipient ("the school") named below as explicit terms and conditions of the grant award. By the signatures below the grantee agrees to abide by these terms and conditions. Failure to do so may result in rescission of all or part of the grant. You will be required to describe how you credited and publicized the MCC's support in the final report you submit for this grant. Your schools will be ineligible for future grants if you do not comply with these requirements.

THIS FORM MUST BE SIGNED AND RETURNED TO THE MCC WITHIN 30 DAYS OF THE GRANT NOTIFICATION.

1. ACKNOWLEDGING LEGISLATIVE SUPPORT

It is very important to thank those elected officials responsible for appropriating funds to the MCC. For more information on how to contact state officials, please refer to the Credit and Publicity Kit at <http://www.massculturalcouncil.org/contracts/credall.asp>.

2. CREDIT

- a) **MCC Credit Logo:** The Council must be credited for the support it provides by using the agency's current credit logo (available for download at http://www.massculturalcouncil.org/contracts/logos_step1.asp). The logo must be produced as a unit without alteration.
- b) **Promotional Materials:** Credit must be given by the Contractor to the Council regarding all activities to which Council funds contribute **by using the credit logo** in printed materials (including residency publications, newsletters, press releases, and announcements), films/videos, etc. regarding all activities to which your grant contributes.
- c) **Online Materials:** Use the credit line and credit logo prominently in online materials (including web sites, listservs, blogs, electronically distributed releases, intranets, etc.) regarding all activities to which your grant contributes. The electronic logo should also link to the MCC web site, www.massculturalcouncil.org. Do not include the logo on surveys.
- d) **Exhibition Signage:** For any exhibition connected with the Residency, the wall text must include the MCC listed with other local, state or business sponsors, in proportional order of the size of contribution. If there is no sponsors list in the wall text, a placard must be placed at the entrance to the exhibit crediting the MCC. Non-written announcements apply to such situations as radio broadcasts and audio descriptions for people who are visually impaired.
- e) **Promotional Appearances and Newspaper Interviews:** On television and radio appearances by representatives of the grant recipient, verbal credit must be given at least once during a broadcast to acknowledge the support received from the MCC toward the project. Also, the recipient must acknowledge the funding in any newspaper interviews about their programs.
- f) **Educational Materials:** Credit must be given to the MCC in **all** educational materials developed or distributed in association with the Residency, such as brochures, flyers, curriculum guides, etc.
- g) **Verbal Credit:** When written credit is not applicable, such as when there is no printed program, verbal credit shall be given prior to each performance or school assembly connected with an MCC-funded program. If an announcement is not feasible, a sign must be placed in the lobby using the MCC's credit logo (and the MCC credit line, if applicable).

(OVER)

3. CULTURAL PARTNERS

Cultural Partners that are official collaborators in the residency must comply with the above-mentioned requirements. The grant recipient is responsible for informing their cultural partner(s) of this policy and seeing that they fulfill these obligations.

4. ADDITIONAL REQUIREMENTS

The MCC reserves the right to negotiate additional requirements regarding credit and publicity on a case by case basis.

FOR MORE INFORMATION ABOUT THIS POLICY, CONTACT THE MCC'S STARS PROGRAM COORDINATOR, DIANE DAILY, OR THE COMMUNICATIONS DEPARTMENT.

FY20-SR-RES-

Application Number (Found on Standard Contract)

Print the Name of the School Receiving the Grant

Signature of the School's Principal/Superintendent/Headmaster or Executive Director

Date

Signature of Person Responsible for the school's
Publicity and Publications (this may be the principal,
project coordinator, or PTA/PTO president)

Date

