RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE HELD ON **THURSDAY, JANUARY 23, 2020** AT 5:20 PM IN THE WALSH SCHOOL COMMITTEE ROOM, 5TH FLOOR, TOWN HALL. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members Present: Ms. Schreiner-Oldham (Chair), Ms. Federspiel (Vice Chair), Dr. Abramowitz, Ms. Charlupski, Mr. Glover, Ms. Monopoli, and Mr. Pearlman. School Committee Members Absent: Ms. Ditkoff and Ms. Scotto. Also present: Mr. Lummis, Ms. Normen, Dr. Gittens, Ms. Ngo-Miller, Mr. Cannon, and Ms. Coyne.

Others Present: English Language Arts K-8 Curriculum Coordinator Joanna Lieberman and Deputy Town Administrator Melissa Goff.

Ms. Federspiel called the meeting to order at 5:20 PM.

1. **PROPOSED EXECUTIVE SESSION**
   By unanimous roll call vote at 5:20 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for Purpose 6, to consider the purchase, exchange, lease or value of real property because the Chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body (62 Harvard Street LLC, 62 Harvard Street, Brookline, Massachusetts; Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts; Maimonides School, 2 Clark Road, Brookline, Massachusetts; and Newbury College, 129 Fisher Avenue, Brookline, Massachusetts). Ms. Schreiner-Oldham announced that the meeting will reconvene in Open Session at the end of the Executive Session. By unanimous roll call vote at 6:30 PM, the School Committee reconvened in public session.

2. **ADMINISTRATIVE BUSINESS**
   a. **Calendar**
   Ms. Schreiner-Oldham noted upcoming events on the calendar.

   b. **Consent Agenda**
   **ACTION 20-5**
   On a motion of Ms. Schreiner-Oldham and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY to approve the items included in the Consent Agenda.
   i. Past Record: December 5, 2019 School Committee Workshop
   ii. Past Record: December 12, 2019 School Committee Meeting
   iii. Student Trip Application: Brookline High School Squash Team to Nationals; Hartford, Connecticut; February 20, 2020-February 23, 2020 (Attachment A)
   iv. Acceptance of Grant from the Massachusetts Cultural Council (Attachment B)
v. Acceptance of Gifts from Brookline High School PTO and Anonymous (Attachment C)
vi. Brookline High School Expansion: Skanska Change Order in the Amount of $7,349,790 (Attachment D)
viii. Brookline High School Expansion: MBTA Capital Delivery Force Account Additional Funding in the Amount of $3,278,077.50 (Attachment F)

Ms. Charlupski and Ms. Normen provided additional information on the Brookline High School project changes. A project update will be scheduled on January 30, 2020. Mr. Lummis will provide additional information on the proposed use of the grant from the Massachusetts Cultural Council.

3. PIERCE STUDENT PRESENTATION ON VAPING EDUCATION

Pierce School 8th Grade students spoke in support of increasing education on vaping in the Public Schools of Brookline, perhaps through the Health and Wellness Program. The students discussed the following: current education; the increase in vaping, particularly among High School students; the need to educate students and stigmatize vaping before the students enter High School; and the short-term and long-term effects of vaping.

4. PUBLIC COMMENT

Bobbie Knable spoke in support of naming a space at the Coolidge Corner (soon to be Florida Ruffin Ridley) School in honor of Ethel Weiss, a long-time Brookline resident, loved and respected by generations of students.

The following people expressed opposition to a possible move of BEEP classrooms from BEEP on Beacon to Clark Road and/or Pierce classrooms to Clark Road: Eran Segev, Lisa Sears, Errol Silverman, William Jones, Lara Jarrell, Tina Silverman, Andrew Shalit, Faith Dantowitz, Leigh Youmans, Andrea Ricotta, Dan Canniff, and Ruthann Sneider. Comments included the following: shouldn’t split school communities; proposed moves are not cost-effective; consider alternative uses for Clark Road; many parents/guardians signed a petition in opposition to the BEEP move; move would be difficult for parents/guardians who don’t drive or have one car; consider the impact on our most fragile students; children, particularly those with special needs, benefit from consistency; children whose parents cannot get them to Clark Road will lose out on critical interventions; should be promoting walkability and reducing reliance on cars; the proposed moves would be disruptive to the education program and to families and do not address Public Schools of Brookline overcrowding; the BEEP/Trust partnership provides many benefits, including vacation coverage, and should be seen as a model; and Town and/or School officials should communicate with the Town Meeting Members Association regarding the funding of leases.
Sheldon and Elena Chad expressed strong concerns regarding district policies and decisions on residency and grade placement.

5. **STUDENT REPORT**

Mr. Cannon reported that the Student Council met last week and discussed how to reduce student stress. A proposal to cap the number of AP classes failed. The Student Council also discussed homework deadlines, providing seniors with more choice on how to fulfill health and wellness requirements, and a bill to extend allowable use of headphones. Mr. Cannon agreed with the students who presented earlier in the meeting that more should be done to educate students about vaping, particularly at the middle school level.

6. **PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES**

a. **Budget Presentations: Literacy Support; K-8 Staffing**

Dr. Gittens and English Language Arts (ELA) K-8 Curriculum Coordinator Joanna Lieberman provided a presentation on Literacy Support (Attachment G). The Public Schools of Brookline Literacy Support Program includes literacy intervention for students in Grades K-8 (school year and supports) and literacy coaching and professional development for K-8 teachers. The Program’s values and goals include the following: a design for responsive literacy teaching; spiraling, standards-based ELA/literacy curriculum; a culture of ongoing, collaboration professional learning and growth; and a systematic plan of multiple pathways for literacy learning. Dr. Gittens and Ms. Lieberman explained the program structures for literacy intervention, summer literacy intervention, literacy coaching; reviewed staffing levels; and noted benefits and challenges. Coaching challenges include the following: 1) staggered, ongoing roll-out (8+ years) impedes optimal support for students and teachers and 2) finding adequate, consistent time and structures to support coaching and professional learning. Intervention challenges include: 1) unequal distribution of literacy staff; 2) need for increased opportunities to provide other supports; and 3) need for better articulation between special education services and literacy intervention.

**School Committee Member Questions/Comments:**

- Values and Goals should reference the district’s commitment to project-based learning and authentic assessments that consider student work and note opportunities for inter-disciplinary learning and the application of skills to other areas, e.g., science and social studies.
- Requested clarification of the roles of staff dedicated to intervention and coaching (are separate roles in Literacy; interventionists work with students in general education; some of the students have Individualized Education Plans (IEPs); coaches work with classroom teachers and focus on Tier 1 Instruction).
- Requested additional information on who participates in summer literacy intervention (approximately 200 students; is voluntary).
- Requested information on the annual cost of the Literacy Programs used in the district (was noted that the Literacy Collaborative is a University Partnership, not a curriculum).
• Requested clarification on when coaching sessions occur, conference frequency, and whether observations are required. Members requested additional discussion on school practices.
• Requested information on staffing differences among schools (preference would be to have two coaches in each building and two interventionists in three-section schools and three or more in schools with four or more sections).
• Asked whether interventions impact time spent on science and math (plan to have a presentation/discussion to clarify current scheduling practices and challenges; members requested that the presentation include qualitative feedback from educators on the value of the literacy programs).

[Mr. Glover arrived at 8:15 PM.]

Mr. Lummis and Dr. Gittens presented a Report on Staffing in PSB K-8 Elementary Schools (Attachment H). PSB PreK-8 staffing includes general and special education teachers, related service providers, academic and instructional support teachers and paraprofessionals, instructional coaches and specialists, administrative support, administrators, and facilities staff. The Report will be updated to include financial information. Members requested that the updated Report also show the number of FTEs.

b. Presentation on Use of Clark Road for the 2020-2021 School Year and the Leases with 62 Harvard Street LLC, 62 Harvard Street, Brookline, Massachusetts and Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts

Mr. Lummis provided a Long-term Capital Plan Update and presented the Clark Road Recommendation FY 2020-FY 2023 (Attachment I). Mr. Lummis noted that the Public Schools of Brookline (PSB) continue to plan for and find solutions for many district-wide space and facility challenges. He reviewed PSB facility challenges, district priorities, what has been developed (long-term solution through the three school plan and short-term solution through the leasing of Clark Road), why the PSB leased Clark Road, how Clark Road is currently utilized, the positive impact of Clark Road, potential options for the Pierce/Clark campus, Early Education Center Options (including a two-year transition from BEEP at Beacon to Clark Road), paying for the Clark Road lease, the impact of operating costs for leased buildings on PSB revenue, BEEP at Beacon enrollment and applicants, and operating cost trade-offs. Mr. Lummis reviewed earlier School Committee/Capital Improvements Subcommittee presentations: Clark Road Recommendation FY 2020-FY 2023, survey results, what the “No Move” option looks like, and cost estimates.

Deputy Town Administrator Melissa Goff presented an overview of the Capital Improvements Program (CIP) (Attachment J). In her presentation, she explained the CIP development process, CIP funding policies, the CIP funding breakdown (including debt-financed vs “Pay-as-you-go”), investment in schools, and CIP adjustments for the Clark Road lease. Ms. Goff noted the potential impact of selling the Oak Street properties on debt service capacity.
7. **PROPOSED EXECUTIVE SESSION**
   
   By unanimous roll call vote at 9:00 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for Purpose 6, to consider the purchase, exchange, lease or value of real property because the chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body (62 Harvard Street LLC, 62 Harvard Street, Brookline, Massachusetts; Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts; Maimonides School, 2 Clark Road, Brookline, Massachusetts; and Newbury College, 129 Fisher Avenue, Brookline, Massachusetts). Ms. Schreiner-Oldham announced that the meeting will reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 10:10 PM, the School Committee reconvened in public session.

8. **PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES**
   
   a. **Discussion and Possible Vote on Use of Clark Road for the 2020-2021 School Year and the Leases with 62 Harvard Street LLC, 62 Harvard Street, Brookline, Massachusetts and Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts**

   Ms. Schreiner-Oldham moved that the School Committee instruct the staff to negotiate and finalize a lease for five classrooms at BEEP on Beacon. The motion was seconded by Ms. Charlupski. Members spoke in support of this motion, noting the following: the tremendous need in the area; funding is already built into the Capital Improvements Program; is a walkable option in a dense area; the benefits of the Trust partnership; community feedback; the strengths of the existing program in meeting student/family needs; and the need to not rush major capital decisions that have great impact on students, families, and staff. Ms. Schreiner-Oldham noted that the School Committee heard concerns regarding the impact of multiple moves on students, families, and staff, and asked that this same factor be considered in discussions on the future of the Clark Road lease.

   **ACTION 20-6**

   On a motion of Ms. Schreiner-Oldham and seconded by Ms. Charlupski, the School Committee VOTED with 6 in favor, 0 opposed, and 1 abstention (Ms. Schreiner-Oldham) that the School Committee instruct the staff to negotiate and finalize a lease for five classrooms at BEEP on Beacon.

   Ms. Schreiner-Oldham moved that the School Committee instruct the staff to notify the landlord at 62 Harvard Street that the School Department will not be exercising the extension language of the current lease. The motion was seconded by Ms. Charlupski. Some members spoke in support of the motion (is a difficult decision and would love to expand space for Pierce, but would be fiscally irresponsible to add to the structural deficit without a source of funds; exceptional pressure on the CIP; heard from staff that some additional space is available and that they can make this work; heard from the Pierce community on the importance of keeping the community together; unfortunately many of our schools have had to repurpose space). Some members spoke
in opposition to the motion (Pierce needs some relief from overcrowding; the short
timeline for this major decision; didn’t do due diligence in discussing the impact on
students, families, and staff; took away space from Pierce; need to provide stability and
continuity; will be inordinately hard on teachers and students to make this work; consider
a Reserve Fund Transfer request).

**ACTION 20-7**
On a motion of Ms. Schreiner-Ol(idx) and seconded by Ms. Charlupski, the
School Committee VOTED, with 4 in favor (Ms. Schreiner-Ol(idx), Ms.
Charlupski, Mr. Glover, and Mr. Pearlman), 2 opposed (Ms. Federspiel and Dr.
Abramowitz), and 1 abstention (Ms. Monopoli), that the School Committee
instruct the staff to notify the landlord at 62 Harvard Street that the School
Department will not be exercising the extension language of the current lease.

Ms. Schreiner-Ol(idx) moved that the School Committee instruct the staff to
expand the district-wide BEEP Program by adding BEEP classrooms at 2 Clark Road.
The motion was seconded by Mr. Pearlman. Members spoke in support of this motion
(excited to use this beautiful space for BEEP classrooms and to be able to expand
capacity for early education, which is so important; expanding BEEP to a neighborhood
that hasn’t had access; shows a commitment to using this space for early education and
providing stability for the Driscoll and RISE students who are already attending BEEP at
Clark Road; any attempts to break the lease would negatively impact current Clark Road
students and families as well as the town’s reputation and ability to do business with
other partners; and the importance of providing wrap-around services). All of the
members expressed their deep appreciation to Dr. Watts and her staff for the work they
do to provide such an excellent and valuable program. Mr. Lummis and the other School
Committee members thanked Ms. Charlupski for her longstanding advocacy for the
BEEP Program.

**ACTION 20-8**
On a motion of Ms. Schreiner-Ol(idx) and seconded by Mr. Pearlman, the School
Committee VOTED UNANIMOUSLY to instruct the staff to expand the district-
wide BEEP Program by adding BEEP classrooms at 2 Clark Road.

9. **SUBCOMMITTEE REPORTS**
   a. **Finance**
   The next meeting of the Finance Subcommittee will take place on February 4,
2020. The agenda will include the following: FY 2019 Final Financial Report Update,
Discussion of Brookline Fiscal Advisory Committee Recommendations and Next Steps,
Discussion of Interim Superintendent’s FY 2021 Budget Recommendation, and FY 2020
Budget Update.
b. Capital Improvements
Ms. Charlupski reported that the Driscoll School Building Advisory Committee met this morning. A project update will be scheduled for January 30, 2020. The next meeting of the Capital Improvements Subcommittee will take place on February 11, 2020.

c. Curriculum
The next meeting of the Curriculum Subcommittee will take place on February 4, 2020. The agenda will include presentations on the Enrichment and Challenge Support Program and proposed 2020-2021 Brookline High School Course Catalog Changes.

d. Government Relations
Ms. Charlupski reported that the Governor’s proposed budget has been released. It includes a 1.5 percent increase in Chapter 70 funds.

e. Policy Review
Mr. Glover reported that the Policy Review Subcommittee will be meeting on February 10, 2020.

f. Superintendent Search Process
Mr. Glover provided an update on the Superintendent Search process. The Superintendent Search Preliminary Screening Committee and the Public Advisory Committee will have a joint meeting on January 28, 2020. The Committee will be discussing the Candidate Profile and Interview Process. The Committees will meet on February 4, 2020 to begin to review candidates.

g. Additional Liaisons and Updates
Ms. Monopoli encouraged people to attend the February 8, 2020 Pan-Asian Lunar New Year Festival at Brookline High School. Mr. Pearlman reported that the Brookline Fiscal Advisory Committee (BFAC) met on January 22, 2020. BFAC will be presenting its report to the Select Board on February 4, 2020. The Committee would like to have as many School Committee members as possible at the presentation.

10. NEW BUSINESS
School Committee members requested School Committee/Subcommittee presentations/discussions on the following: number of minutes being scheduled for Science and Social Studies, particularly in Grades K-5; curriculum related to climate change; and the School Site Council goal setting process.

11. PROPOSED EXECUTIVE SESSION
By unanimous roll call vote at 10:55 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for Purpose 3, to discuss strategy with respect to collective bargaining with the Brookline Educators Union, Units A, B, and Paraprofessionals, because the chair declared that an open meeting may have a detrimental effect on the bargaining or litigating position of the
public body. Ms. Schreiner-Oldham announced that the meeting will not reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 11:15 PM, the School Committee reconvened in public session for the purpose of adjournment.

12. **ADJOURNMENT**

Ms. Schreiner-Oldham adjourned the meeting at 11:15 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee
BHS Squash HS Nationals Trip
Overnight, Out-of-State Field Trip Application
Hartford, CT
February 20, 2020 – February 23, 2020

For review and consideration by the
Brookline School Committee
PUBLIC SCHOOLS OF BROOKLINE
APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT FIELD TRIPS

Before the trip is announced to students, please submit this form to the Superintendent of Schools:
(a) three (3) months in advance if the trip is within the United States, or
(b) six (6) months in advance if the trip is out-of-the-country.
For clarity, all forms are to be word-processed, NOT handwritten. To maintain the formatting, delete the lines.

TRIP LOGISTICS:

1. Name of Field Trip: BHS Squash HS Nationals
   Trip
2. Educator Requesting Field Trip Approval: Steve Lantos, Head Squash Coach
3. School: Brookline High School Grade Level: 9-12
4. Have you reviewed the School Committee Policy 13 a. for School Sponsored Field Trips? Yes
5. Have you reviewed the document “Administrative Procedures for School Sponsored Field Trips”? Yes
   If you need copies of the documents for #4 and #5, contact the Office of Teaching and Learning at 617-730-2432.
6. What is your destination? Hartford, CT
7. What is the date and time you are leaving school? Thursday, February 20, 2020 3:00pm
8. What is the date and time you are returning to school? Sunday, February 23, 2019 7:00pm
9. Do the dates of the trip conflict with any religious holidays or observances? No
10. How many days will students miss from school? 0
11. How are students being transported (school bus, chartered bus, plane, rail, etc)? We will be taking two
    BHS passenger vans. Any coach or parent who will be driving students will complete the “Transporting
    Students on a Field Trip” form.
    If students are traveling via bus, please complete the
    Requirements for Field Trip Transportation via Bus form.
12. How many students will be participating in the field trip? 16 students will participate
13. What members of the student body are eligible for the trip? Qualifying members of the girls and boys
    squash teams
14. How are students selected to participate in this field trip? Students are qualified based on their prior
    performance on the team
15. Where will students be staying? Farmington Marriott, 15 Farm Springs Rd., Farmington CT 06032
    (860) 678-1000, hotel recommended by US Squash for this tournament
16. What are the names and cell phone numbers of the primary staff chaperones or the trip?
    Steve Lantos (Head Coach), 617-320-7510
17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult
    chaperones who will be on the trip? Charlton McVeigh, Brookline Soccer Coach, already CORIed

EDUCATIONAL RELEVANCE

18. What is the purpose of the trip and how does it relate to Brookline’s Learning Expectations (K-8) or BHS
    Course Syllabi? This trip is a culminating event of the winter squash season.
19. Describe activities planned before the trip to prepare students: **Athletes will participate at a national level competition.**

20. Describe activities planned after the trip for students to wrap-up/reflect: **Season wrap up.**

**ACCESSIBILITY AND STUDENT SAFETY**

21. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? **Among the 16 participants attending, 16 are ...**

The BHS Girls and Boys Squash programs are open for all students to register and try out. If financial assistance is required and/or requested, systems are in place through both the BHS Athletic Department and the BHS Squash team's fundraising efforts, to provide for those athletes and families who qualify for and request aid.

22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. **The team has traveled to HS Nationals previously. The hotel facility is recommended by US Squash. It has common lobby entrance and security personnel.**

23. What is the name and location of the medical facility closest to your destination? **CT Children's Medical Center, 282 Washington St., Hartford CT 860-545-9000**

24. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission will not be allowed to swim) **No.**

25. If travelling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of Consular statement. **N/A**

**FUNDING**

26. What is the total cost of the trip? Please detail the major components of the trip below and provide a total. **(add/edit headings as necessary)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>$120</td>
</tr>
<tr>
<td>Travel</td>
<td>$20 (gas money, tolls)</td>
</tr>
<tr>
<td>Meals</td>
<td>$120</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$260 per student</strong></td>
</tr>
</tbody>
</table>

27. How will the field trip be funded? **The trip is funded by a combination of family contributions and team fundraising using the MySchoolBucks funding site. Entry fees are paid by BHS Athletics.**

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? **Scholarships are available from our general fundraising efforts through the BHS Squash team. Fundraising will pay for nearly all of the students’ expenses. Fundraising will also cover students requesting financial assistance.**
PUBLIC SCHOOLS OF BROOKLINE

29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: See above.

If you need any assistance as you complete this application, please contact the Office of Teaching and Learning at 617-730-2432.

Signatures:

Educator Requesting Field Trip Approval: [Signature] Date: 1/13/10

Principal: [Signature] Date: 1/14/10
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:

<table>
<thead>
<tr>
<th>Source</th>
<th>Grant</th>
<th>Award</th>
<th>Assumption</th>
<th>FY20 Projected Balance/(Deficit)*</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Cultural Council Grant</td>
<td>MCC STARS Residency Program</td>
<td>$5,000.00</td>
<td>New</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Mass Cultural Council Grant</td>
<td>Brookline High School – Poet in Residence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.
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
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 1:56 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 fingerprinting done.

Thanks!
Meg

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

This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, re-transmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this email in error, and delete the copy you received.

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

https://mail.google.com/mail/u/0?ik=6155634ade&view=pt&search=all&permthid=thread-f%3A16556347906347158666&simp=msg-f%3A16556347906347158666&… 2/2
Mass Cultural Council - STARS Residencies FY20
Brookline High School
Application #RES0108

Primary Contact: Mr. Daniel Johnson
Phone: (617) 600-6372
Email: daniel@masspoetry.org

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: 

#RES0108
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
Project Contact Email
daniel@masspoetry.org
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
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
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
\((A \times B) + C + D = E\)

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.)
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
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.

(Characters 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
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
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.
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.

<table>
<thead>
<tr>
<th>Cultural Partner Fee</th>
<th>Planning (must be at least $200)</th>
<th>Materials</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,800</td>
<td>200</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

**Expense Total** $5,000

**Potential Grant Amount (if approved)** 5,000

*(Enter the same amount from Line G on Session & Grant Calculation page. NOT TO EXCEED $5,000.)*

**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.

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**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.masscomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Brookline High School
(and db/a): 115 Greenough Street, Brookline MA 02445-6199

Legal Address: (W-9, W-4):

Contract Manager: Anthony Meyer
Phone: 617/713-5003
E-Mail: 617/713-5005

Contractor Vendor Code: VC
Vendor Code Address ID (e.g. "AD001") AD_61
(Note: The Address ID must be set up for EFT payments.)

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

- Statewide Contract (CSD or an OSD-designated Department)
- Collective Purchase (Attach CSD approval, scope, budget)
X Department Program (Includes all Grants - 815 CMR 2.00, Solicitation Notice or RFR, and Response or other procurement supporting documentation)
- Emergency Contract (Attach justification for emergency, scope, budget)
- Contract Employee (Attach Employment Status Form, scope, budget)
- Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

X CONTRACT AMENDMENT

Enter Current Contract End Date Prior to amendment: 20
Enter Amendment Amount: $ 5,000 (Or 'no change')

AMENDMENT TYPE: (Check one option only. Attach all details of amendment changes)

- Amendment to Data, Scope or Budget
- Interim Contract (Attach amendment justification for interim Contract and updated scope/budget)
- Aftermath Employee (Attach any updates to scope or budget)
- 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): X Commonwealth Terms and Conditions

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.
- 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.

X Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). $ 5,000

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 30 days _% PPD. If PPD percentages are left blank, contractors 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 Payment 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 any supporting documentation and justifications.)

This is a grant of financial assistance for a poetry residency with spoken word artist Jowasa Blaxam.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

- may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
- 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.
- were incurred as of __/__/__ __, 20 __, 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 __/__/__ __, 20 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 laws, 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. Contractors are attached or incorporated by reference herein according to the following hierarchy of document precedence, the 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: David T. Slattery
Print Title: Deputy Director

(Updated: 10/25/2019) Page 1 of 1

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: __________ Date: __________
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: David T. Slattery
Print Title: Deputy Director
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 recision 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
COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME:
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

<table>
<thead>
<tr>
<th>AUTHORIZED SIGNATORY NAME</th>
<th>TITLE</th>
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<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

________________________________________  Date:

Signature

Title: Telephone:

Fax: Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.
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:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Recipient</th>
<th>Amount</th>
<th>Reason</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookline High School PTO</td>
<td>Brookline High School</td>
<td>$6,000.00</td>
<td>Senior Essay Workshop – Teacher Pay</td>
<td>3300SEF9-482030</td>
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<td>Anonymous Donation</td>
<td>Lawrence School In Honor of Teacher</td>
<td>$1,000.00</td>
<td>Lawrence School Gift Account</td>
<td>3300SEF5-482030</td>
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</tbody>
</table>

Motion: Accept the above listed gifts for school department use.
Gift to Teacher
3 messages

Monica Crowley <monica_crowley@psbma.org>  Thu, Jan 9, 2020 at 1:11 PM
To:  
Cc: Molly Centore <molly_centore@psbma.org>, Laura Horst <laura_horst@psbma.org>

Dear [Name]

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, if 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

To: Monica Crowley <monica_crowley@psbma.org>  Thu, Jan 9, 2020 at 1:27 PM

Dear Monica,

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

Thanks!

Monica Crowley <monica_crowley@psbma.org>

Monica Crowley <monica_crowley@psbma.org>  Fri, Jan 10, 2020 at 10:55 AM
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]
TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Construction Management @ Risk (CM@R) Skanska Change Order –Pre GMP Amendment 13/ CO No. 2

DATE: January 16, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order/ Amendment Approval for the construction management firm Skanska to perform the following services in the amount of $7,349,790:

- STEM- Doors, Frames & Hardware
- CYPRESS- Drywall
- CO No 2- Misc. Changes

The HS expansion project was awarded to the contractor Skanska which was based on their qualifications. Early bid packages are being prepared by the architect, William Rawn Associates and based on these documents, Skanska prepares pricing. These early bid packages and pricing are necessary to keep the project on schedule. This package also includes change order work.

The Building Department will be available to answer any questions you may have. Thank you for your consideration.
January 13, 2020

Mr. Ray Masak, P.E.
Project Manager
Town of Brookline Building Department
333 Washington Street
Brookline, MA 02445

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Pre-GMP Amendment 013 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline. The total cost of this Amendment is $7,349,790. The Bid and Awarded direct cost of work within this Pre-GMP Amendment only is net cumulatively over budget by $1,984,358 of the previous estimated costs including escalation and design contingencies as pre-reviewed with co-Chairs on 1/10/20. This Pre-GMP releases the following Subcontractors:

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Description</th>
<th>Savings/(Over budget)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CYPRESS</strong></td>
<td>RTA-26A Drywall</td>
<td>$ (1,997,519)</td>
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<tr>
<td><strong>STEM</strong></td>
<td>RTA-44B - Doors, Frame &amp; Hardware</td>
<td>$ 13,161</td>
</tr>
</tbody>
</table>

TOTAL net overbudget $ (1,984,358)

Skanska informed us that they were only able to successfully receive one bid, out of (9) invited drywall bidders, even after extending the bid due date in hopes of giving other potential bidders more time to consider bidding. Hill and WRA attended Skanska’s de-scope meeting with the single Cypress drywall bidder (Sweeney) on Friday December 13, 2019 and the outcome of the scope review meeting did not unveil any apparent inconsistencies in their bid for the work. Skanska prepared a bridge document explaining what they believed to be a combination of reasons for the bust and that was included as part of RTA-26A review and recommendation.

Prime Change Order #2 - This Pre-GMP #13 also includes various change order work that have been reviewed by Design Team and Hill and concurs they are fair and reasonable as changes to the work. An itemized summary follows:

- AR #310.011: Enabling RFI #56 to provide a temporary connection for undocumented existing sanitary drain line. The permanent solution will be performed under next STEM phase project. *(unforeseen conditions)*.
- AR #310.007: Enabling RFI #58 existing roof drain rework due to conflict with new parapet wall; it was relocated to the side of the building that is to remain. *(unforeseen conditions)*
• AR #310.014: Enabling RFI #64 scope modifications due to discovered existing plaster ceiling, above existing ACT. A unistrut frame was added to support new MEPs and soffits were built in order to avoid disturbing existing plaster ceiling’s integrity. *(unforeseen conditions)*
• AR #310.020: Enabling RFI #75 temp unistrut lateral bracing required until permanent concrete roof is placed on top of mechanical crawl space in the STEM phase of project Enabling misc. metal design did not account for this phasing issue between Enabling and permanent condition that would occur subsequently. *(Design Omission)*
• AR #310.017: No cost revision for various RFIs included in Bulletin #6.1.
• AR #310.013: Final Cleaning effort after Summer Enabling work in preparation for start of Sept. school. *(Approved CM contingency expenditure as unpurchased scope)*
• AR #310.015: Credit to reconcile actual T&M costs against previously approved budget from RTA 19B/Amendment #2 for Enabling phase flooring. *(Reconciled Buyout savings)*

Based on the above, we recommend approval of this Pre-GMP Amendment 013 for $7,349,790.

Very truly yours,

Andy Felix, MCPPO
Project Director
**PURCHASE ORDER CHANGE FORM**

**TO:** Skanska USA Building Inc  
1C1 Seaport Boulevard, Suite 200  
Boston MA 02210

**INVOICE DATE:** 14-Jan-20

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| PAYMENT AMOUNT | $7,349,790.00 |

**FOR:** Brookline High School Expansion

<table>
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<tr>
<th>Amendment</th>
<th>Date</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>1/9/2020</td>
<td>$7,349,790.00</td>
</tr>
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---

**Vendor Number:** 21911639

---

**Vendor Number:** 55369

---

**Signature:** [Signature]
Date: JANUARY 9, 2020  
Reference: Skanska Project No. 1318014 – Exapnsion & Renovation of Brookline High School (Project A and Project B) – Pre-GMP Amendment No. 013

Mr. Raymond Masak, Project Manager

TOWN OF BROOKLINE BUILDING DEPARTMENT
333 Washington Street, 3rd Floor
Brookline, MA 02445

Dear Mr. Masak:

Skanska USA Building Inc. is pleased to provide you with the attached Pre-GMP Amendment No. 013 for the above referenced project. The summary of this amendment has been organized to include the addition of the items listed above to the amount previously approved in the base contract.

Please do not hesitate to contact me with any questions.

Sincerely,

SKANSKA USA BUILDING INC.

PETER K. ROCHE
Peter K. Roche
Senior Project Manager

CC: Dan Lanneville, Jim Craft, Rob Mulligan, Anna Lee, Linda Swartz, Mary Groves (Skanska USB)
Andy Felix, Ian Parks, Paul Kalous, Andy Vo (Hill International)
Samuel .asky, Andy Jonic (William Rawn Associates)
Change Order

PROJECT: (Name and address)
Expansion of Brookline High School, (Project A and Project B)
Brookline, MA 02445

OWNER: (Name and address)
Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline
333 Washington Street, Brookline, MA 02445

CONTRACT INFORMATION:
Contract For: Construction
Date: July 24, 2018

ARCHITECT: (Name and address)
William Rawn Associates Architects Inc.
10 Post Office Square, Suite 1010, Boston, Massachusetts 02109

CONTRACTOR: (Name and address)
Skanska USA Building Inc.
101 Seaport Boulevard, Suite 200, Boston, MA 02210

CHANGE ORDER INFORMATION:
Change Order Number: Pre-GMP Amendment 013
Date: January 9, 2020

THE CONTRACT IS CHANGED AS FOLLOWS:
(Inset a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Recommend to Award (RTA) No. 026A. Rough Carpentry and Drywall

Recommend to Award (RTA) No. 044 B. Doors, Frames and Hardware

Prime Contract Change Order 002

And Associated
Subcontractor Default Insurance
Construction Contingency
Builder’s Risk Insurance
CCIP
Skanska Bond
Fee

See Exhibit B, Schedule of Values for all Values.

The original Contract Sum was

$ 476,928.00

The net change by previously authorized Change Orders

$ 112,048,752.00

The Contract Sum prior to this Change Order was

$ 112,525,680.00

The Contract Sum will be increased by this Change Order in the amount of

$ 7,349,780.00

The new Contract Sum including this Change Order will be

$ 119,875,470.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be See Exhibit D

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

William Rawn Associates Architects Inc. ____________________________ Skanska USA Building Inc. ____________________________ Town of Brookline ____________________________
ARCHITECT (Firm name) CONTRACTOR (Firm name) OWNER (Firm name)

__________________________ ____________________________ ____________________________
SIGNATURE SIGNATURE SIGNATURE

__________________________ ____________________________ ____________________________
PRINTED NAME AND TITLE PRINTED NAME AND TITLE PRINTED NAME AND TITLE
Daniel R. Lanneville, Senior Vice President

__________________________ ____________________________ ____________________________
DATE DATE DATE
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<tr>
<th>Component Code</th>
<th>Component Name</th>
<th>Cost</th>
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<th>Material Cost</th>
<th>Total Cost</th>
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<td>800</td>
<td>New component for installation</td>
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<td>0987654321</td>
<td>Another Example</td>
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<td>250</td>
<td>150</td>
<td>1100</td>
<td>Replacement of existing parts</td>
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<td>Component X</td>
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<td>400</td>
<td>200</td>
<td>1600</td>
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<td>Component Y</td>
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<td>300</td>
<td>2400</td>
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<td>Scheduled maintenance upcoming</td>
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<td>3500</td>
<td>Significant upgrade planned</td>
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<td>4800</td>
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<td>6400</td>
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<td>900</td>
<td>7200</td>
<td>Key component for ongoing operations</td>
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<td>1098765432</td>
<td>Component FF</td>
<td>5000</td>
<td>2000</td>
<td>1000</td>
<td>8000</td>
<td>Essential for project success</td>
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</table>

**Total Costs:**
- Component X: 1600
- Component Y: 2400
- Component Z: 3200
- Component AA: 3500
- Component BB: 4800
- Component CC: 5600
- Component DD: 6400
- Component EE: 7200
- Component FF: 8000

**Grand Total:** 43,200
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<td>Item 9</td>
<td>789</td>
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Note: The table continues with more items and values.
Date: 1/9/2020

Brookline High School

Prime Contract Change Order Number 002
Project # 1318014
Skanska USA Building Inc.

To Contractor:
Skanska USA Building Inc.

The Contract is hereby revised by the following items:

Approved Authorization Requests 01/09/20

<table>
<thead>
<tr>
<th>AR</th>
<th>CE</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>310.011</td>
<td>310.1005</td>
<td>Enabling - RFI #056: Existing Sanitary Line Discovery</td>
<td>$ 4,542.00</td>
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<td>310.007</td>
<td>310.1006</td>
<td>Enabling - RFI #058: Roof Drain Conflict</td>
<td>$ 10,805.00</td>
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<td>310.014</td>
<td>310.1008</td>
<td>Enabling - RFI #064: Plaster Ceiling Discovery &amp; Unistrut</td>
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<td>310.020</td>
<td>310.1016</td>
<td>Enabling - RFI #075: Unistrut Lateral Bracing</td>
<td>$ 7,467.00</td>
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<td>310.017</td>
<td>310.1024</td>
<td>Enabling - Field Bulletin 066.1 - RFI's 049, 054, 064, &amp; 082 - See CE # 310.1002 (RFI 049), 1004 (RFI 054), 1008 (RFI 064), &amp; 1015 (RFI 082)</td>
<td>$ 0.00</td>
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<tr>
<td>310.013</td>
<td>310.1038</td>
<td>Enabling - FRONTLINE - T&amp;M Contract</td>
<td>$ 0.00</td>
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<tr>
<td>310.015</td>
<td>310.1085</td>
<td>Enabling - Allegheny T&amp;M Contract</td>
<td>$(6,240.00)</td>
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</table>

For Approval, Refer to Pre-GMP Amendment and Associated AIA G701 with Town of Brookline Signature Page Attached

Printed on: 1/9/2020
TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: Brookline High School- Amendment 13
Design Services (FY 19)

DATE: January 16, 2020

On the Calendar this week, the Building Department is requesting the approval of an amendment for designer services for the subject project in the total amount of $11,000.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for additional design services involving the need for additional structural support for the existing building (main HS campus) to support the remaining demolition of the Roberts Wing. Refer to the Rawn memo dated January 6, 2020 for further explanation of services.

The Building Department will be available on Tuesday evening to answer any questions. Thank you for your consideration.
January 10, 2019

Mr. Ray Masak, P.E.
Project Manager
Town of Brookline Building Department
333 Washington Street
Brookline, MA 02445

Re: William Rawn Associates Amendment 15

Dear Ray:

We have reviewed WRA’s proposed Amendment 15 for additional structural design field investigations due to unforeseen conditions with existing structural conditions that were concealed and could not have been seen by the Design Team during preconstruction. We have reconfirmed the sequence of events with WRA and ToB’s Site Representative and concur that WRA’s request is fair and reasonable. Hill recommends approval of the $11,000.00 Amendment.

Very truly yours,

[Signature]

Andy Felix
Project Director

cc. A. Jonic WRA
**TOWN OF BROOKLINE**

**PURCHASE ORDER CHANGE FORM**

**INVOICE DATE:** 14-Jan-20

**TO:** William Rawn Associates, Architects, Inc  
10 Post Office Square, Suite 1010  
Boston MA 02110

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<td>Vendor Number</td>
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**BUDGET** 14,038,648.00  
**BALANCE** 8,687,722.22

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**PAYMENT AMOUNT** $11,000.00

**FOR:** Brookline High School Expansion

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<th>Amendment</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>13</td>
<td>1/8/2020</td>
<td>Design structural steel support framework - Roberts Wing</td>
<td>$11,000.00</td>
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**BUILDING COMMISSION**

- Janet Fierman, Chairman
- George Cole
- Kenneth Kaplan
- Karen Breslawski
- Nathan E. Peck

**SELECT BOARD**

- Bernard W. Greene, Chairman
- Benjamin J. Franco
- Nancy S. Heller
- Heather Hamilton
- Raul Fernandez

**SCHOOL COMMITTEE**

- Mary Ellen Norman, Assistant Superintendent For Administration and Finance

**APPROVAL OF:**

[Signatures]

[Note: The signature of Mary Ellen Norman is located at the bottom right of the page.]

[Signature of Raul Fernandez]
Ray Masak  
Project Manager  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445  

January 6, 2020  

Project Name: Brookline High School Expansion Project  
Re: Contract Amendment #1B  

Additional Service Proposal for:  
1. Additional structural engineering services for unforeseen conditions where the west end of the new STEM addition meets the existing BHS building adjacent to the auditorium  

Dear Ray,  

During the demolition of the Roberts Wing it was determined that the east wall of the existing high school building was structurally unstable to complete demolition. WRA together with LeMessurier consultants designed and documented a steel support framework designed to allow the remaining 20' x 20' area of the original building to be removed. Due to unforeseen conditions and incomplete original building structural design documents, we were unable to identify the need for this additional framing during design phase. Additionally, the design team made 4 site visits at the request and timing of Skanksa Inc, however the CM had not selectively demolished appropriate scope in order to determine a structural design solution. Upon the fifth site visit, WRA and LeMessurier were able to observe enough of the existing structural condition to complete the design, and document as part of FB022.  

1. **Scope #1: Design structural steel support framework for the completion of Roberts Wing Demolition**  

   Article 8.2.1 preparing measured drawings and detailed construction investigations documentation for existing building when such documentation does not exist.  

Tasks:  
1. Initial site visits to determine the existing conditions  
2. Structural design and engineering  

- LeMessurier  
- WRA  
  **Scope #1 Total:**  
  $10,000 (not to exceed fee)  
  $1,000 (lump sum)  
  **$11,000**  

[Signature]

WILLIAM RAWN ASSOCIATES | Architects, Inc.

Page 1 of 2
Regards,

[Signature]

Andy Jonic, AIA
Senior Associate
William Rawn Associates, Architects Inc.

Attachments: Lemessurier proposal dated October 17, 2019
October 17, 2019

Andrew Jonic
William Rawn Associates, Architects
10 Post Office Square, Suite 1010
Boston, MA 02109

Project: Brookline High School – Renovation – Unanticipated Conditions
LeM File No. 37111.005

Dear Andy,

Pursuant to our phone conversation of October 17, 2019, we are forwarding this request for additional services associated with the conditions that are being exposed relative to the potential demolition and retention of portions of the existing building.

These conditions result in our staff making site visits to view and document the existing conditions and then prepare supplemental sketches and/or drawings to define the mitigated work required. In some areas, these conditions exist because the structure was not known at the time of the document preparation; in other cases, the conditions have arisen because of how the demolition has proceeded, or how things were constructed.

Therefore, we request to bill you for this work on an hourly basis using the rates on the attached sheet. It is difficult to estimate how many of these conditions will occur, but perhaps you can authorize a $10,000 upset limit which we will not exceed without your further authorization.

We trust this summary is consistent with our phone conversation. If you have any questions or comments, please contact me directly.

Very truly yours,
LeMessurier Consultants Inc.

[Signature]

Peter J. Cheever, P.E.
President

PJC:pw
SA201737111V03- Correspondence\02-Contract\005-Fee-AJ(10-17-19) pjc.docx

xc: A. Vodenicharska/LeM

LeMessurier.

1380 Soldiers Field Road Boston, MA 02135 TEL 617.868.1200 WWW.LEMESSURIER.COM
HOURLY BILLING RATES (2019)

Principal ........................................ $225.00
Associate ........................................ $175.00
Engineers ........................................ $150.00
Senior CADD Operators ....................... $125.00
CADD Operators ............................... $100.00
ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 15

WHEREAS, the Town of Brookline ("Owner") and William Rawn Associates, Architects Inc. (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Brookline High School Expansion Project (Purchase Order # 21803108) at the Brookline High School on July 6, 2018, "Contract"; and

WHEREAS, effective as of January 6, 2020, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.

2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

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<th>Fee for Basic Services</th>
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<td>Schematic Design Phase</td>
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<tr>
<td>Completion Phase</td>
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*Includes previous Amendments

Total Fee $TBD $TBD Pending

Amendment #14

This Amendment is a result of: Unforeseen conditions at the west end of the demolished Roberts Wing (Project C – STEM Wing).

v.10.27.15
3. The Construction Budget shall be as follows:
   Original Budget: $n/a
   Amended Budget $n/a

4. The Project Schedule shall be as follows:
   Original Schedule: $n/a
   Amended Schedule $n/a

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

(print name)

(print title)

By (signature)

Date

DESIGNER

Andrew Jonic

(print name)

Senior Associate

(print title)

By

(signature)

Date 01.6.20

v.10.27.15
January 10, 2019

Mr. Ray Masak, P.E.
Project Manager
Town of Brookline Building Department
333 Washington Street
Brookline, MA 02445

Re: William Rawn Associates Amendment 15

Dear Ray:

We have reviewed WRA’s proposed Amendment 15 for additional structural design field investigations due to unforeseen conditions with existing structural conditions that were concealed and could not have been seen by the Design Team during preconstruction. We have reconfirmed the sequence of events with WRA and ToB’s Site Representative and concur that WRA’s request is fair and reasonable. Hill recommends approval of the $11,000.00 Amendment.

Very truly yours,

[Signature]

Andy Felix
Project Director

cc. A. Jonic WRA
TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – MBTA Capital Delivery Force Account
Additional Funding: Amendment 3- MBTA Support

DATE: January 16, 2020

On the Calendar this week, the Building Department has submitted a request to provide additional funding for the Capital Delivery force account related to MBTA construction diversions associated with the MBTA station and the new 111 Cypress building. As part of the force account agreement, the Town is required to fund the account for construction related MBTA support (diversion; flagmen; etc). The funding request is for $3,278,077.50 through the end of 2020.

The Building Department will be available on Tuesday evening to answer any questions you may have. Thank you for your consideration.
January 13, 2020

Mr. Ray Masak, P.E.
Project Manager
Town of Brookline Building Department
333 Washington Street
Brookline, MA 02445

Dear Mr. Masak:

Under separate cover, the MBTA Capital & Delivery Department has submitted an email copy of Construction Force Account Amendment #3 received 1/10/20. This Amendment includes an MBTA technician required for the AFC shelter relocation which occurred on 1/11/20 and another (20) weeks of flagging support, but the majority of it includes estimated costs for (14) weekend diversions and (20) week night early access dates anticipated January-December 2020.

In 2019, Skanska has been able to capitalize on seven (7) existing MBTA weekend diversions at no cost to the Town. It is anticipated that Skanska can also piggyback on (3) planned MBTA weekend diversions in 2020. In addition, Skanska has planned (155) week night early access dates in 2020, in which the majority will be piggybacked. It is estimated that (20) week night early access dates will be cancelled by the MBTA in 2020, in which cost would be transferred to the Town as accounted for in the Amendment.

Below is brief summary of costs related to the MBTA Force Account to date:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Funding for Design Review</td>
<td>$160,282.95</td>
</tr>
<tr>
<td>Amendment 1 - MBTA Support Services thru Construction</td>
<td>$706,356.37</td>
</tr>
<tr>
<td>Amendment 2 - 2019 Diversions + Flagging Support</td>
<td>$1,119,463.40</td>
</tr>
<tr>
<td>Amendment 3 - 2020 Diversions + Cancelled Week Nights + Flagging Support</td>
<td>$3,278,077.50</td>
</tr>
<tr>
<td></td>
<td>$5,264,180.22</td>
</tr>
</tbody>
</table>

We anticipate a future Amendment request for additional funding for MBTA support in 2021.

Hill has analyzed the MBTA’s latest request and we recommend approval of Amendment 03 in the amount of $3,278,077.50.

Sincerely,

Ian M. Parks
Senior Project Manager
TOWN OF BROOKLINE
333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 14-Jan-20

No: Capital Delivery Department
    Massachusetts Bay Transportation Authority
    Ten Park Plaza, Suite 5170
    Boston MA 02119
    Attn: Beth Larkin, Assistant General Manager

Purchase Order Number: 21917414

BUDGET 886,639.32
BALANCE 687,767.02

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGANIZATION</th>
<th>ACTIVITY</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>26942004</td>
<td>680156</td>
</tr>
</tbody>
</table>

PAYMENT AMOUNT $3,278,077.50

FOR: High School Expansion Project

Change Order Date AMOUNT
3 10/7/2019 2020 Diversions + Cancelled Week Night + Flagging Support $3,278,077.50

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman
George Cole
Kenneth Kaplan
Karen Breulmann
Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman
Benjamin J. Franco
Nancy S. Heller
Heather Hamilton
Raul Fernandez

SC-100L COMMITTEE

APPROVAL OF:

Mary Ellen Nemen, Assistant Superintendent For Administration and Finance
THIRD AMENDMENT TO
FORCE ACCOUNT AGREEMENT
by and between
MASSACHUSETTS BAY TRANSPORTATION AUTHORITY
and
TOWN OF BROOKLINE, MA

This Third Amendment to the Force Account Agreement ("Third Agreement") is entered into as the _____ day of ____________, 2020 by and between Massachusetts Bay Transportation Authority, a body politic and corporate and a political subdivision of the Commonwealth of Massachusetts ("MBTA"), and Town of Brookline, acting by and through Brookline Select Board and Brookline School Committee, with an address of Town Hall, 333 Washington Street, Brookline, MA 02445 ("Proponent"). Capitalized terms not defined herein shall have the meanings ascribed to such terms in the Force Account.

RECITALS

WHEREAS, the MBTA and Town of Brookline entered into that certain Force Account Agreement effective March 12, 2019, First Amendment to Force Account Agreement dated July 25, 2019, a copy of which is attached as Attachment 2, Second Amendment to Force Account Agreement dated January _____, 2020, a copy of which is attached as Attachment 3 (the "Force Account"); and

WHEREAS, the Authority and Proponent wish to amend the Force Account as the Proponent requires additional services of the MBTA in connection with the Brookline High School Expansion Project (the "Project").

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereby amend the Contract as follows:

(1) "Article 1 – Scope of Services" of the Force Account is hereby amended to include the additional services set forth under "Article 1 – Scope of Services Amendment 3" in Attachment 1 attached hereto and incorporated herein by reference ("Attachment 1").
(2) "Article 2 – Budget" of the Force Account is hereby amended to add additional costs for the additional Services to be provided by the MBTA in connection with the Project,
which additional costs are estimated to be $3,278,077.50, as set forth under “Article 2 – Budget Amendment 3” in Attachment 1.

(3) Attachment 3 attached hereto and incorporated herein by reference (“Attachment 3”) entitled “Force Account Agreement & Amendment 2” is hereby added to the Force Account. As set forth in Attachment 2, the MBTA’s estimated cost of providing the Services as set for in Attachment 2 is $3,278,077.50. Accordingly, the aggregate estimated cost of the Services to be provided by the MBTA in connection with the Project is currently $1,986,102.72, which may be increased, in accordance with the terms of the Force Account, as amended to $5,264,180.22.

(4) All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their duly authorized representatives:

MASSACHUSETTS BAY TRANSPORTATION AUTHORITY

__________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

TOWN OF BROOKLINE

__________________________________
Print Name: ________________________
Title: ______________________________
Date: ______________________________

Attachments:

Attachment 1: Articles 1 & 2 – Amendment 3
Attachment 2: Exhibit A – Scope and Budget Amendment 3
Attachment 3: Force Account Agreement
                   Force Account Agreement Amendment 1
                   Force Account Agreement Amendment 2
Literacy Support Presentation to School Committee
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
Purpose

✓ Educate School Committee and public on Literacy Support Program

General Description

The PSB Literacy Support Program includes:

● Literacy intervention for students in grades K-8
  ○ School year and summer supports
● Literacy coaching and professional development for K-8 teachers
Literacy in PSB: Values and Goals

- **A Design for Responsive Literacy Teaching**
  - Teaching and learning about reading, writing, thinking, and talking
  - Use of assessments to inform instruction
  - Attention to each child as a unique reader and writer

- **Spiraling, Standards-Based ELA/Literacy Curriculum**
  - Anchor units of instruction in reading, writing, and language/word study
  - Texts that are culturally responsive and accessible for all students

- **Culture of Ongoing, Collaborative Professional Learning and Growth**
  - Coaching and professional development at all schools
  - A shared process for reflection and goal setting

- **Systematic Plan of Multiple Pathways for Literacy Learning**
  - Intervention (in Tiers 1, 2 and 3) and progress monitoring
Understanding Intervention and Support for Students

- Essential support for students striving to learn literacy skills
- Differentiated small group or individual instruction
- Models include pull-out and push-in
- Classroom teachers identify potential candidates using a variety of assessment and instructional information (BAS, classroom observations, conferring notes, writing, etc.)
- Students are selected during grade level meetings with classroom teachers, special educators, EL teachers and literacy specialists
Program Structure: Literacy Intervention

<table>
<thead>
<tr>
<th>Model</th>
<th>K-2</th>
<th>3-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small group instruction within the general education classroom (provided by classroom teacher and/or interventionist)</td>
<td>30 min X 2/3 days per week</td>
<td>30 min X 2/3 days per week</td>
</tr>
<tr>
<td>Leveled Literacy Intervention</td>
<td>30 min x 5 days/ week</td>
<td>45 min x 4 days/ week</td>
</tr>
<tr>
<td>Small group instruction (comprehension, phonics, writing, etc.) (provided by classroom teacher and/or interventionist)</td>
<td>20-30 min x 2-3 days/ week</td>
<td>30-45 x 2-3 days/ week</td>
</tr>
<tr>
<td>Reading Recovery (1st grade)</td>
<td>30 min x 5 days/ week</td>
<td>N/A</td>
</tr>
<tr>
<td>1-to-1 instruction (comprehension, phonics, writing, etc.) (provided by classroom teacher and/or interventionist)</td>
<td>20-30 min x 2-3 days/ week</td>
<td>30-45 x 2-3 days/ week</td>
</tr>
</tbody>
</table>
# Program Structure: Summer Literacy Intervention

<table>
<thead>
<tr>
<th>Model</th>
<th>Grades 1-4</th>
<th>Grades 5-6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small classroom instruction</td>
<td>20 days 3.5 hours a day</td>
<td>20 days 3.5 hours a day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max 11 students/ 1 teacher</td>
<td>142 students 13 teachers Director &amp; Asst. Director/ Interventionist</td>
<td>51 students 5 teachers Director</td>
</tr>
</tbody>
</table>
Understanding Literacy Coaching

- **Teaching**
  - Coaches are teachers, modeling research-based practices every day
  - Coaches support curricular and pedagogical continuity K-8

- **Coaching**
  - Coaching is responsive- individualized learning and support for teachers
  - Coaching is reflective- providing regular time and space for reflecting on the impact of instruction and planning targeted instruction

- **Professional Learning**
  - Coaches are trained to provide powerful learning opportunities for adults, expanding teachers’ understandings in a variety of ways
  - Coaches create opportunities to collaborate with colleagues within and across grade levels

- **Literacy Leadership**
  - Coaches help craft a collaborative vision that honors the teachers expertise and provides crucial information for new teachers
  - Coaches work between, among, across classrooms, grade levels, clusters, buildings, district to create focus and coherence

“The goal is to raise the achievement of students. The path requires professional development, coaching, and a clear vision.”
# Program Structure: Literacy Coaching

<table>
<thead>
<tr>
<th>Elements of the Model</th>
<th>Structure</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| Coaching Cycle              | - Pre-Observation-Post Meetings  
- Planning Conversations  
- Literacy Learning Labs | - Once every 3 weeks                                                        |
| Professional Learning       | - Professional Development Course of Study  
- Literacy Learning Labs  
- Grade Level/Team Conversations | - Release time  
- Agreed upon collaboration time |
| Co-teaching Residencies     | Shared instructional experience to explore and support curriculum & instruction | - Determined by teacher and coach (full year, semester, unit, class period, etc.) |
Number of FTE (including coordinator):
Student Support & Intervention: 21.2
Coaching: 11.8
Coordinator: 1.0

Number of Shared FTE:
Intervention: 2 FTE between 3 buildings
Coaching: 1 FTE between 2 buildings
Position Distribution: Intervention & Coaching

<table>
<thead>
<tr>
<th>School</th>
<th>Enrollment As of 10/1/19</th>
<th>Sections per Grade</th>
<th>FTE Intervention</th>
<th>FTE Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker</td>
<td>750</td>
<td>4</td>
<td>3.0</td>
<td>1.0 (3-8)</td>
</tr>
<tr>
<td>CCS</td>
<td>888</td>
<td>5</td>
<td>3.6</td>
<td>2.0 (K-2; 3-8)</td>
</tr>
<tr>
<td>Driscoll</td>
<td>600</td>
<td>3</td>
<td>2.1</td>
<td>.9 (3-8)</td>
</tr>
<tr>
<td>Heath</td>
<td>525</td>
<td>3</td>
<td>1.9</td>
<td>1.7 (K-2; 3-8)</td>
</tr>
<tr>
<td>Lawrence</td>
<td>679</td>
<td>4</td>
<td>2.6</td>
<td>2.0 (K-2; 3-8)</td>
</tr>
<tr>
<td>Lincoln</td>
<td>576</td>
<td>3</td>
<td>3.3</td>
<td>2.0 (K-2; 3-5)</td>
</tr>
<tr>
<td>Pierce</td>
<td>842</td>
<td>5</td>
<td>3.0</td>
<td>1.0 (K-2)</td>
</tr>
<tr>
<td>Runkle</td>
<td>582</td>
<td>3</td>
<td>1.7</td>
<td>1.2 (3-5; 6-8)</td>
</tr>
</tbody>
</table>
## Benefits & Challenges

<table>
<thead>
<tr>
<th>Coaching</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits:</strong></td>
<td><strong>Benefits:</strong></td>
</tr>
<tr>
<td>● Promotes joyful literacy experiences and</td>
<td>● RTI approach: students well-supported in general education setting</td>
</tr>
<tr>
<td>excitement around instruction and curriculum</td>
<td>● Research-based and research-tested approaches to intervention</td>
</tr>
<tr>
<td>● Staff members feel supported in teaching</td>
<td>● All student growth is monitored over time; supports are provided at critical junctures</td>
</tr>
<tr>
<td>● Building-based instructional/curricular</td>
<td>● Collaborative conversations about the whole child among all service providers</td>
</tr>
<tr>
<td>resource</td>
<td>● Common language and practices between classroom teachers and interventionists</td>
</tr>
<tr>
<td>● Increased teacher collaboration leads to</td>
<td></td>
</tr>
<tr>
<td>more cohesive experiences for students</td>
<td></td>
</tr>
<tr>
<td>● Increasingly equitable teaching and learning</td>
<td></td>
</tr>
<tr>
<td>across the district</td>
<td></td>
</tr>
<tr>
<td>● Non-evaluative conversations build a larger</td>
<td></td>
</tr>
<tr>
<td>repertoire of teaching moves</td>
<td></td>
</tr>
<tr>
<td>● Common language</td>
<td></td>
</tr>
<tr>
<td><strong>Challenges:</strong></td>
<td><strong>Challenges:</strong></td>
</tr>
<tr>
<td>● Staggered, ongoing roll-out (8+ years)</td>
<td>● Unequal distribution of literacy staff</td>
</tr>
<tr>
<td>impedes optimal support for students and</td>
<td>● Need for increased opportunities to provide other supports (more RR, etc.)</td>
</tr>
<tr>
<td>teachers</td>
<td>● Need for better articulation between Special Education services and literacy intervention</td>
</tr>
<tr>
<td>● Finding adequate, consistent time and</td>
<td></td>
</tr>
<tr>
<td>structures to support coaching and professional</td>
<td></td>
</tr>
<tr>
<td>learning</td>
<td></td>
</tr>
</tbody>
</table>
Staffing in K-8 Elementary Schools

Presentation to the School Committee

January 23, 2020
Intention is to provide a level of transparency and detail not typically provided about programming and costs.

Ongoing public interest, and those identified by Superintendent presentations on areas requested by School Committee, challenges information about area, and also costs, cost drivers, staffing, and presentations typically will include a combination of background including programs, services, and departments.

Purpose

Budget Presentation
Facilities Staff
Administrators
Administrative Support
Instructional Coaches & Specialists
Academic and Instructional Support Teachers & Paras
Related Service Providers
General and Special Education Teachers

The PSD PK - 8 Staffing Includes:

General Description
Educate School Committee and Public on K - 8 Staffing

Purpose
Budget Presentation
One Vice Principal is added for every 250 students
Number of Vice Principals depends on the number of students in a school

- Sub-Separate Programs
- In-Classroom Support
- Special Education Teachers
- Middle School Content Teachers
- Specials Teachers
- K-5 Teachers

General & Special Education Teachers
Related Service Providers

- Speech & Language Therapy
- Occupational Therapy
- Physical Therapy
Steps to Success P3B Advisors
METCO Advisors
Special Education Paras
Classroom aides
PBIS Paras
Interventionists

Academic & Student Support Teachers & Paras
School Nurse
Librarians
ETFs
Guidance Counselors
ETFs
Math Coaches
Math Specialists
Literacy Specialists
Literacy Coaches
Inclusion Specialists

Instructitional Coaches, Specialists & Others
LONG-TERM CAPITAL PLAN UPDATE

Clark Road Recommendation
FY2020 - 2023

SCHOOL COMMITTEE MEETING

JANUARY 23, 2020
PSB continues to plan for and find solutions for many district-wide space and facility challenges.
FACILITY CHALLENGES AT PSB

▸ Continued overcrowding at our schools.
  ▶ Enrollment remains more than 1,500 students greater than FY 2006.

▸ Sub-standard facilities, particularly for our most vulnerable populations.

▸ Outdated buildings (Driscoll, Pierce, and Baker Schools) that are at or nearing end of life.

▸ Need for additional classroom spaces for Special Education and English Learner Education programs.
FACILITY CHALLENGES AT PSB

- BEEP - Returning 14 classrooms into K-8 school to end leases and meet demand.

- Reduce or eliminate use of leased spaces and their operating costs
  - ~$1,500,000 in expenses annually

- Office space for up to 60 employees who provide essential services to students, families, and schools every day that used to be in school buildings and are now temporarily at Clark Road.
PRIORITIES REMAIN UNCHANGED

▸ Provide the best educational environment for our students.
▸ Minimize disruption to students, families, and staff.
▸ Address PSB’s district-wide space needs using facilities and means within our control.
▸ Limit costs so PSB can operate within the Town’s operating and capital budgets
WHAT HAS BEEN DEVELOPED

Long-Term Solution through the Three School Plan.

▸ Renovate/Expand Driscoll School.

▸ Renovate/Expand Pierce School.

▸ Develop a new 2-section or 3-section PK-8 school at Old Lincoln, Newbury, or a site TBD.
WHAT HAS BEEN DEVELOPED

Short-Term Solution through the leasing of Clark Road.

- Added 16 classrooms for immediate use.
  - Classrooms are modern and fully equipped (but not furnished) for early childhood and early elementary use.

- Two playgrounds, library, computer area, small cafeteria, multipurpose space for Physical Education, numerous small instructional spaces and offices.
WHY DID PSB LEASE CLARK ROAD?

▸ This high quality facility provides better classroom space than a number of our current school buildings.

▸ PSB can use the Clark Road facility to address a number of district-wide and school-specific needs.

▸ Unprecedented for this type of school-specific space to be available in Brookline.

▸ Select Board and Advisory Committee voted unanimously to support School Committee decision to lease Clark Road in July 2019.
HOW IS CLARK ROAD CURRENTLY UTILIZED?

- 3 BEEP Classrooms including one RISE classroom
- Office Space for 41 staff members, providing essentials services for PSB students, families, and schools
  - BEEP Administrative Staff (10)
  - Brookline Adult & Community Education (7)
  - Student Services (8)
  - METCO (2)
  - Food Services (5)
  - Operations & Transportation (4)
  - Steps to Success (5)
POSITIVE IMPACT OF CLARK ROAD

- Relocated BEEP Classrooms at Driscoll and Putterham, creating additional learning spaces including improved learning spaces for special education and English learners at Driscoll.

- Relocated office and administrative spaces from 24 Webster. Improved accessibility to the Offices of Registration & Enrollment and English Learners by moving Office of Student Services to Clark Rd.

- Eliminated leases for 24 Webster Place and 62 Harvard Street (effective June 2020).
  - $584,000 in total expenses to lease both sites.
## POTENTIAL OPTIONS FOR PIERCE/CLARK CAMPUS

<table>
<thead>
<tr>
<th>Kindergarten Only</th>
<th>Kindergarten and 1st Grade</th>
<th>Kindergarten, 1st, and 2nd Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Classrooms + Existing BEEP Program</td>
<td>10 Classrooms + Existing BEEP Program</td>
<td>15 Classrooms. BEEP moves to Pierce Historic Building</td>
</tr>
</tbody>
</table>

Each option has its own benefits and challenges.

Moving K only allows PSB to address more of our district-wide space and learning needs.
Original Recommendation - December 2019

Fully Utilizing the Clark Road facility:

- 4 or 5 BEEP Classrooms
- 5 Kindergarten classrooms from Pierce
- Work space for 34 staff members, providing essentials services for PSB students, families, and schools
Early Education Center Option

- Move BEEP @ Beacon
- 10 or 11 BEEP classes at Clark Road
- A true Early Education Center with a critical mass of Pre-School and Pre-Kindergarten classes and BEEP specific space for staff meetings and trainings
- Better facility for learning inside and outside than Beacon
- Will increase access in an area of town where need exists
- Potential for the PSB to end one more lease (BEEP Beacon)
- Minimal additional staffing and transportation costs if any
- Most cost effective option being considered
- Administrative offices for essential school and district support to students, families, and schools that are currently at Clark would all consolidate on 3rd floor
What does the “No Move” Option look like for Pierce?

Possible Ways Pierce could Make the “No Move” Option work

▸ User Sperber for two classrooms and small learning spaces
▸ Vice principals office converted into a classroom
▸ Computer Lab converted to a classroom
▸ 1 World Language class travel from room to room
▸ Possible consolidation of smaller classes

Challenges

▸ Pierce still loses the use of five classrooms in The Loft so the same number of students are in a smaller facility
Early Education Center Option

Challenges

▸ Will be disruptive to families who are planning on continuing at BEEP @ Beacon

▸ Will negatively impact enrollment and staffing at BEEP, until BEEP can build full enrollment at Clark Road

▸ Will move BEEP seats away from densely populated area of town with easy public transportation access

▸ Full Day, school vacation, and summer programming for students will be difficult to replicate without an external partner (e.g. school-based extended day program

New Option: Moving away from BEEP@Beacon over in phases. Three classes move in FY21 and 2 more move in FY22
Pierce K to Clark

Classrooms at Clark

- 5 Pierce K classrooms
- 4 or 5 BEEP classrooms

- Student Impact: ~100 students (and their families) impacted for duration of lease and likely through the Pierce building project
- Pierce loses 4 classrooms and learning support room due to ending of 62 Harvard lease
- Limited # of shared staff travels between Clark and Pierce because services would also be provided to BEEP students (likely more staff traveling than a K-2 approach)
- BEEP @ Beacon operates as it does today
- BEEP classes currently at Clark remain

- Administrative staff at Clark consolidate to 3rd floor
- Sperber Education Center - Office of Teaching and Learning staff remain; BA&CE move to SEC
- Baldwin houses 2 BEEP classes by FY22
- No additional leased space is needed
- No additional transportation costs for moving students in morning and afternoon between Pierce and Clark
- Total FY21 cost of leases (Clark, Beacon, Putterham) - $1,633,900
- Operating costs at leased buildings - $303,600
Pierce K - 2 to Clark

Classrooms at Clark

- 15 Pierce K-2 classrooms

- Student Impact: ~300 students (and their families) impacted for duration of lease and likely through the Pierce building project

- 5 additional classrooms gained at Pierce (+ 15 that move to Clark; - 5 due to ending of 62 Harvard lease; - 4 or 5 due to BEEP classes moving to Pierce Historic)

- Limited # of shared staff travels between Clark and Pierce because much of staffing is organized by grade band clusters (K-2, 3-5, 6-8)

- BEEP classes currently at Clark relocated again and move to Pierce Historic

- BEEP @ Beacon operates as it does today

- Baldwin used for South Brookline BEEP in FY22

- Administrative staff at Clark use Baldwin and additional leased space (~5 employees)

- SEC - Office of Teaching and Learning staff remain; BA&CE move to SEC

- Transportation costs for moving students in morning and afternoon between Pierce and Clark ~$172,000 annually

- Total FY21 cost of leases (Clark, Beacon, Putterham, plus office space for 25 admin staff) - $1,808,900

- Operating costs at leased buildings - $318,600
BEEP @ Beacon moves to Clark

Classrooms at Clark

▶ Early Education Center with 9 or 10 BEEP classrooms

▶ Student Impact: 32 existing students (and their families) impacted for one year; likelihood of families choosing options other than BEEP

▶ Reduces BEEP capacity in Coolidge Corner/Beacon St area; while growing BEEP capacity in currently under-resourced area

▶ Will take time for BEEP to build to its full capacity at Clark

▶ Pierce gains use of Sperber Education Center

▶ BEEP classes currently at Clark don’t have to move again

▶ Administrative staff at Clark consolidate to 3rd floor

▶ SEC - SEC staff (17) and BA&CE (8) move to leased space and Baldwin Baldwin houses 2 BEEP Classes in FY22 post BHS exit

▶ Total FY21 cost leases (Clark, Putterham and TBD admin office space for 10 staff - $1,407,988

▶ Operating costs at leased buildings - $313,900
2-Year Transition from BEEP @ Beacon to Clark

Classrooms at Clark

- FY 21 - 3 Beacon classes move to Clark, 2 remain at Beacon
- FY 22 - 2 Beacon classes move to Clark and program rebuilds towards 9 or 10 BEEP classes as an early education center

- Student Impact: 32 returning students (and their families) remain at Beacon for SY 20-21; those with entering siblings would have option to relocate
- Will reduce BEEP capacity in Coolidge Corner/Beacon St area over two years instead of this year while growing BEEP capacity in currently under-resourced area
- BEEP classes currently at Clark don’t have to move again
- Will take time for BEEP to build to its full capacity at Clark

- Pierce gains use of Sperber Education Center (SEC)
- With ending of 62 Harvard lease, Pierce would consolidate, repurpose spaces
- Administrative staff at Clark consolidate to 3rd floor
- SEC - Office of Teaching and Learning and BA&CE move to leased space and Baldwin
- Baldwin houses 2 BEEP Classes by FY22

- Total FY21 cost of leases (Clark, Putterham, Beacon FY21 (2 rooms) and office space for 10 admin staff) - $1,492,988
- FY21 Operating costs at leased buildings - $303,600
<table>
<thead>
<tr>
<th></th>
<th>Pierce K</th>
<th>Pierce K-2</th>
<th>BEEP Beacon moves</th>
<th>2 Year Transition from Beacon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total FY21 cost of leases</strong></td>
<td>▶ Clark, Beacon, Putterham) - $1,633,900</td>
<td>Clark, Beacon, Putterham, plus office space for 25 admin staff) - $1,808,900</td>
<td>Clark, Putterham and TBD admin office space for 10 staff - $1,407,988</td>
<td>Clark, Putterham, Beacon FY21 (2 rooms) and office space for 10 admin staff) - $1,492,988</td>
</tr>
<tr>
<td><strong>FY21 Operating costs at leased buildings</strong></td>
<td><strong>$303,600</strong></td>
<td><strong>$318,600</strong></td>
<td><strong>$313,900</strong></td>
<td><strong>$303,600</strong></td>
</tr>
</tbody>
</table>
Paying for the Clark Road Lease

July 19 Memorandum to Select Board and Advisory

When Select Board, Advisory Committee, and School Committee approved Maimonides Lease, the source of funding after FY20 was not identified.

The cost of leasing and operating leased buildings has come from the CIP budget. As of July 2019, the CIP did not include full funding for Clark Road and all PSB rentals.

To identify funding the following work is being done:

- Ending PSB leases where possible
- Revising CIP projects from across town departments
- PSB budget funding operating costs that are billed separately from lease costs

Therefore determining the most cost effective options is one of the priorities as we consider the various options.
July 19 Memorandum to Select Board and Advisory Committee

<table>
<thead>
<tr>
<th>Location</th>
<th>FY19 (last year)</th>
<th>FY20 (current year)</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Modulars</td>
<td>$77,552.00</td>
<td>$77,552</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teen Center</td>
<td>$60,900.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temple Emeth</td>
<td>$297,766.92</td>
<td>$328,200</td>
<td>$338,046</td>
<td>$348,187</td>
<td>$358,633</td>
<td>$369,392</td>
</tr>
<tr>
<td>Lease</td>
<td>$262,609</td>
<td>$270,487</td>
<td>$278,602</td>
<td>$286,960</td>
<td>$295,569</td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>$65,591</td>
<td>$67,559</td>
<td>$69,585</td>
<td>$71,673</td>
<td>$73,823</td>
<td></td>
</tr>
<tr>
<td>Temple Ohabei</td>
<td>$217,630.74</td>
<td>$221,266</td>
<td>$227,903</td>
<td>$234,741</td>
<td>$241,783</td>
<td>$249,036</td>
</tr>
<tr>
<td>62 Harvard</td>
<td>$219,200.22</td>
<td></td>
<td>$234,010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Webster</td>
<td>$200,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maimonides</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td>$755,600</td>
<td>$1,311,168</td>
<td>$1,351,903</td>
<td>$1,392,810</td>
<td>$1,433,894</td>
<td></td>
</tr>
<tr>
<td>Operating (Maintenance, Insurance, Snow, est)</td>
<td>$570,000</td>
<td>$1,120,000</td>
<td>$1,155,000</td>
<td>$1,190,000</td>
<td>$1,225,000</td>
<td></td>
</tr>
<tr>
<td>Utilities (est)</td>
<td>$123,000</td>
<td>$126,680</td>
<td>$130,491</td>
<td>$134,405</td>
<td>$138,438</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lease Cost Only</strong></td>
<td>$1,073,049.88</td>
<td>$1,365,437</td>
<td>$1,618,391</td>
<td>$1,668,343</td>
<td>$1,718,743</td>
<td>$1,769,605</td>
</tr>
<tr>
<td><strong>Building Operating Costs (facilities, utilities)</strong></td>
<td>$251,191</td>
<td>$258,727</td>
<td>$266,488</td>
<td>$274,483</td>
<td>$282,718</td>
<td>$1,333,606.71</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$1,616,628</td>
<td>$1,877,117</td>
<td>$1,934,831</td>
<td>$1,993,226</td>
<td>$2,052,323</td>
<td>$9,474,124.57</td>
</tr>
<tr>
<td>5 Yr. Town Plan</td>
<td>$1,166,418</td>
<td>$1,527,966</td>
<td>$1,590,000</td>
<td>$1,641,044</td>
<td>$1,702,142</td>
<td>$1,763,618</td>
</tr>
<tr>
<td>Difference 5 yr. plan - Total Cost (Over)/Under CIP</td>
<td>$166,628</td>
<td>$178,617</td>
<td>$180,001</td>
<td>$181,144</td>
<td>$183,500</td>
<td>$415,518</td>
</tr>
<tr>
<td>Difference 5 Yr. Plan - Lease Cost Only. (Over)/Under CIP</td>
<td>$84,563</td>
<td>$159,391</td>
<td>$160,343</td>
<td>$161,743</td>
<td>$163,605</td>
<td>$2,061,517.86</td>
</tr>
<tr>
<td>Lease Square Ft</td>
<td>$32</td>
<td>$33</td>
<td>$34</td>
<td>$34</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Net Maimonides per Sq Ft.</td>
<td>$21.59</td>
<td>$37.46</td>
<td>$38.63</td>
<td>$39.79</td>
<td>$40.97</td>
<td></td>
</tr>
</tbody>
</table>
The Impact that Operating Costs for Leased Buildings has on PSB Revenue

Operating costs for buildings include utilities, maintenance, cleaning, insurance, IT, playgrounds, snow removal and other DPW services.

Operating costs for leased buildings are removed from PSB’s Town/School Partnership Revenue Allocation and the costs are then paid by Town departments (“Off the Top”)

If PSB didn’t have operating costs for leased buildings, we would have a higher Town/School Partnership Revenue Allocation that we could use for programs, support, and services
<table>
<thead>
<tr>
<th>Location</th>
<th>Lease Costs</th>
<th>Operating Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEEP @ Beacon (Temple Ohabei Shalom) - FY2021</td>
<td>$227,903</td>
<td>N/A</td>
<td>$227,903</td>
</tr>
<tr>
<td>Pierce Loft (62 Harvard) - FY2020</td>
<td>$174,006</td>
<td>$57,849</td>
<td>$231,855</td>
</tr>
<tr>
<td>BERC (24 Webster) - (if lease had been renewed)</td>
<td>$350,000</td>
<td>N/A</td>
<td>$350,000</td>
</tr>
<tr>
<td>BEEP @ Putterham</td>
<td>$287,988</td>
<td>$48,600</td>
<td>$336,588</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,039,897</strong></td>
<td><strong>$106,449</strong></td>
<td><strong>$1,146,346</strong></td>
</tr>
</tbody>
</table>

**Clark Road - FY2021**

<table>
<thead>
<tr>
<th>Location</th>
<th>Lease Costs</th>
<th>Operating Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark Road - FY2021</td>
<td>$1,120,000</td>
<td>$300,000</td>
<td>$1,370,000</td>
</tr>
</tbody>
</table>

Sources: CIP Report to Capital Subcommittee 01.14.20; Memo to Select Board and Advisory Committee on the Recommendation of 2 Clark Road, 07.22.2019
BEEP @ Beacon: Enrollment Numbers
## BEEP @ Beacon: Enrollment Numbers

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Year Olds</td>
<td>13</td>
<td>21.7%</td>
</tr>
<tr>
<td>3 Year Olds</td>
<td>19</td>
<td>31.7%</td>
</tr>
<tr>
<td>4 year Olds</td>
<td>28</td>
<td>46.6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Classroom</td>
<td>54</td>
<td>90.0%</td>
</tr>
<tr>
<td>RISE</td>
<td>6</td>
<td>10.0%</td>
</tr>
</tbody>
</table>
### School Zones - All BEEP @ Beacon Students

<table>
<thead>
<tr>
<th>School Zone</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker</td>
<td>1</td>
<td>1.7%</td>
</tr>
<tr>
<td>Coolidge Corner</td>
<td>3</td>
<td>5.0%</td>
</tr>
<tr>
<td>Driscoll</td>
<td>6</td>
<td>10.0%</td>
</tr>
<tr>
<td>Heath</td>
<td>2</td>
<td>3.3%</td>
</tr>
<tr>
<td>Lawrence</td>
<td>5</td>
<td>8.3%</td>
</tr>
<tr>
<td>Runkle</td>
<td>8</td>
<td>13.3%</td>
</tr>
<tr>
<td>Pierce</td>
<td>2</td>
<td>3.3%</td>
</tr>
<tr>
<td>Coolidge Corner-Lawrence</td>
<td>11</td>
<td>18.3%</td>
</tr>
<tr>
<td>Coolidge Corner-Driscoll</td>
<td>4</td>
<td>6.7%</td>
</tr>
<tr>
<td>Driscoll-Runkle</td>
<td>4</td>
<td>6.7%</td>
</tr>
<tr>
<td>Pierce-Lawrence</td>
<td>14</td>
<td>23.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## School Zones - Rising K BEEP @ Beacon

<table>
<thead>
<tr>
<th>School Zone</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coolidge Corner</td>
<td>4</td>
<td>14.3%</td>
</tr>
<tr>
<td>Driscoll</td>
<td>5</td>
<td>17.9%</td>
</tr>
<tr>
<td>Heath</td>
<td>1</td>
<td>3.8%</td>
</tr>
<tr>
<td>Lawrence</td>
<td>5</td>
<td>17.9%</td>
</tr>
<tr>
<td>Runkle</td>
<td>1</td>
<td>3.8%</td>
</tr>
<tr>
<td>Pierce</td>
<td>4</td>
<td>14.3%</td>
</tr>
<tr>
<td>Coolidge Corner-Lawrence</td>
<td>3</td>
<td>10.7%</td>
</tr>
<tr>
<td>Coolidge Corner-Driscoll</td>
<td>2</td>
<td>7.6%</td>
</tr>
<tr>
<td>Pierce-Lawrence</td>
<td>1</td>
<td>3.8%</td>
</tr>
<tr>
<td>Driscoll-Runkle</td>
<td>1</td>
<td>3.8%</td>
</tr>
<tr>
<td>Withdrawing from PSB</td>
<td>1</td>
<td>3.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## Selected Populations of BEEP @ Beacon Students

<table>
<thead>
<tr>
<th>Other Metrics</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Special Education Supports (i.e. has active IEP or 504 plan)</td>
<td>15</td>
<td>25.0%</td>
</tr>
<tr>
<td>BEEP Financial Assistance (Dependent on Extended Day Participation)</td>
<td>2</td>
<td>3.4%</td>
</tr>
<tr>
<td>Public Housing/Homeless</td>
<td>1</td>
<td>1.7%</td>
</tr>
<tr>
<td>Active English Learner Education (ELE) Supports</td>
<td>3</td>
<td>5.1%</td>
</tr>
<tr>
<td>Age-eligible students who have registered for Kindergarten in 2020-2021</td>
<td>27 out of 28 (1 student is moving away)</td>
<td>45.0%</td>
</tr>
</tbody>
</table>
# BEEP @ Beacon 2020-21 Applicants (Pre-School + PreK)

<table>
<thead>
<tr>
<th>Metric</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Applicants</td>
<td>154</td>
</tr>
<tr>
<td>Number of Siblings in Applicants</td>
<td>29</td>
</tr>
<tr>
<td>Current Waitlist for Beacon</td>
<td>42</td>
</tr>
<tr>
<td>Seats Available at Beacon*</td>
<td>34* (24 Pre-K, 10 Pre-School)</td>
</tr>
<tr>
<td>Seats Available at CCS*</td>
<td>15*</td>
</tr>
<tr>
<td>Seats Available at Lynch* (Excludes Pre-School Seats)</td>
<td>26*</td>
</tr>
</tbody>
</table>

*Not counting seats reserved for Special Education Supports
Operating Cost Trade Offs

- Teachers: $70,500
- Paras: $24,500
- Secretary: $65,000
- Custodian: $55,000
- Central Admin: $135,000
- Central Office Staff: $65,000

*Based on 1.0 FTE per line item*
PRIORITY REMAIN UNCHANGED

- Provide the best educational environment for our students.
- Minimize disruption to students, families, and staff.
- Address PSB’s district-wide space needs using facilities and means within our control.
- Limit costs so PSB can operate within the Town’s operating and capital budgets
Slides from Earlier Presentations
CLARK ROAD RECOMMENDATION
FY 2021 - FY 2023

Headlines

- Addresses multiple district-wide capital needs and maintains flexibility for other sites
- Moves only one grade of students from Pierce
- Minimizes disruption to Pierce community and accommodates many of the needs expressed by the Pierce community in 7 family meetings in Spring and Fall (Transportation, PSED, fewer students, etc)
- Provides stability for BEEP classes at Clark and allows BEEP to expand
- Accommodates all office space needs without any additional leases
- Most financially prudent approach because it minimizes moving, transportation and staffing costs, and eliminates need for additional leases
Survey Results

<table>
<thead>
<tr>
<th></th>
<th>K only</th>
<th>K and 1</th>
<th>K, 1, and 2</th>
<th>No Move</th>
</tr>
</thead>
<tbody>
<tr>
<td>Families</td>
<td>29.0%</td>
<td>2.0%</td>
<td>13.7%</td>
<td>55.4%</td>
</tr>
<tr>
<td>Families with a incoming K student(s)</td>
<td>32.7%</td>
<td>1.0%</td>
<td>6.9%</td>
<td>59.4%</td>
</tr>
<tr>
<td>Staff</td>
<td>6.2%</td>
<td>0.0%</td>
<td>7.4%</td>
<td>86.4%</td>
</tr>
</tbody>
</table>

307 unique responses from Families, 82 unique responses from staff

Summary of Comments

- Wants the Pierce community want to be kept together
- Does not feel like Clark Road options address Pierce’s challenges
- Preferred to keep Pierce Loft, if possible
What does the “No Move” Option look like?

Clark Road

- Becomes a BEEP Center
- 10 or 11 BEEP classes
- Administrative offices for essential school and district support to students, families, and schools that are currently at Clark would all consolidate on 3rd floor

Challenges/Unanswered questions

- Which BEEP classes move?
- Logistics for drop off and pick up
- Which administrative offices are located at Clark Road?
- Where does Brookline Adult & Community Education re-locate to?
What does the “No Move” Option look like?

Sperber Education Center
  ▶ Can be used by Pierce for classroom and learning spaces

Challenges/Unanswered questions
  ▶ Would have to identify space for 7 Curriculum Coordinators and 10 Office of Teaching & Learning staff and curriculum resources
  ▶ Would have to identify new space for Brookline Adult & Community Education (BACE would move to SEC if Pierce classrooms move to Clark)
What does the “No Move” Option look like?

Potential Positives

▸ All Pierce students remain at Pierce school and community stays fully intact
▸ A true Early Education Center with a critical mass of Pre-School and Pre-Kindergarten classes and BEEP specific space for staff meetings and trainings
▸ Potential for the PSB to end one more lease (BEEP Beacon)
▸ Minimal additional staffing and transportation costs if any
▸ Most cost efficient option being considered
## COST ESTIMATES (January 11, 2020)

<table>
<thead>
<tr>
<th></th>
<th>K only</th>
<th>K and 1</th>
<th>K, 1, and 2</th>
<th>BEEP @ Clark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$0</td>
<td>$86,130</td>
<td>$172,260</td>
<td>$0</td>
</tr>
<tr>
<td>IT/Electrical</td>
<td>$20,000</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>Staff Additions</td>
<td>$140,000</td>
<td>$224,000</td>
<td>$112,000</td>
<td>$0</td>
</tr>
<tr>
<td>Leases</td>
<td>$0</td>
<td>$350,000</td>
<td>$400,000</td>
<td>TBD</td>
</tr>
<tr>
<td>Staff Movement</td>
<td>$25,000</td>
<td>$35,000</td>
<td>$50,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$25,000</td>
<td>$0</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Total (One-Time)</strong></td>
<td>$70,000</td>
<td>$60,000</td>
<td>$80,000</td>
<td>$95,000</td>
</tr>
<tr>
<td><strong>Total (Ongoing)</strong></td>
<td>$140,000</td>
<td>$660,130</td>
<td>$684,260</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Overall</strong></td>
<td><strong>$210,000</strong></td>
<td><strong>$720,130</strong></td>
<td><strong>$764,260</strong></td>
<td><strong>$95,000</strong></td>
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TOWN OF BROOKLINE
CAPITAL IMPROVEMENT PROGRAM (CIP)

January 23, 2020
<table>
<thead>
<tr>
<th>CAPITAL IMPROVEMENT PROGRAM</th>
<th>DATES</th>
<th>OPERATING BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Begins</td>
<td>July 1</td>
<td>Fiscal Year Begins</td>
</tr>
<tr>
<td>Request Forms distributed</td>
<td>July</td>
<td></td>
</tr>
<tr>
<td>Board/Commission Public Hearings</td>
<td>Aug / Sept</td>
<td></td>
</tr>
<tr>
<td>Request Forms due</td>
<td>September</td>
<td>Budget Forms distributed</td>
</tr>
<tr>
<td>Interdepartmental CIP Committee reviews requests</td>
<td>Sept / Oct</td>
<td>Boards/Commissions discuss/review needs with staff</td>
</tr>
<tr>
<td>Interdepartmental CIP Committee reviews preliminary recommendations</td>
<td>October</td>
<td>Department Heads prepare budget requests</td>
</tr>
<tr>
<td>Interdepartmental CIP Committee submits final recommendations to Town Administrator</td>
<td>Nov / Dec</td>
<td>Budget Requests due</td>
</tr>
<tr>
<td>Town Administrator submits Preliminary CIP to Selectmen</td>
<td></td>
<td></td>
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<tr>
<td>Preliminary CIP posted online in advance of the public hearing in December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Board and Advisory Committee's Capital Subcommittee review the Preliminary CIP</td>
<td>Dec / Jan</td>
<td>Town Administrator and staff meet with Department Heads to ascertain the need for cutbacks and/or expansion based on projected revenue</td>
</tr>
<tr>
<td>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</td>
<td>February 15* (or next Town business day)</td>
<td>Town Administrator submits Financial Plan to Selectmen and Advisory Committee</td>
</tr>
<tr>
<td>Selectmen review and vote CIP</td>
<td>Feb - Apr</td>
<td>Selectmen review and vote Budget</td>
</tr>
<tr>
<td>Advisory Committee reviews and makes recommendations to Town Meeting</td>
<td></td>
<td>Advisory Committee reviews and makes recommendations to Town Meeting</td>
</tr>
<tr>
<td>Town Meeting votes CIP</td>
<td>May / June</td>
<td>Town Meeting votes Budget</td>
</tr>
<tr>
<td>Fiscal Year ends</td>
<td>June 30</td>
<td>Fiscal Year ends</td>
</tr>
</tbody>
</table>
CIP FUNDING POLICIES

• 6% of Prior Year Net Revenue
  – Split between debt and cash ("pay-as-you-go")
  – Goal = 4.5% Debt / 1.5% Cash

• Use Free Cash to get to 7.5% of Prior Year Net Revenue
CIP FUNDING BREAKDOWN

6% Policy + Free Cash = 7.5%

- Debt-Financed [Goal = 4.5%]
- Tax-Financed [Goal = 1.5%]
- Free Cash-Financed
DEBT-FINANCED PORTION (FY21)

Debt Service $24M

- General Fund, Non-Debt Exclusion $12.3M
- General Fund, Debt Exclusion $9.8M
- Enterprise Funds $1.9M

The Debt-Financed component of the 6% Policy
FY20 Debt Service by Category

- School Bldg: 64.2%
- Water & Sewer: 8.3%
- Town Buildings: 11.7%
- Vehicles: 1.1%
- Parks: 13.9%
- Golf Course: 0.8%
## DEBT MANAGEMENT PLAN – Gen Fund

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>BOND AUTH.</th>
<th>BOND AMT</th>
<th>TERM</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<th>2026</th>
<th>2027</th>
<th>2028</th>
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<tbody>
<tr>
<td>Carlton St. Footbridge (previously authorized)</td>
<td>$1.400</td>
<td>$0.900</td>
<td>10</td>
<td>$0.124</td>
<td>$0.120</td>
<td>$0.117</td>
<td>$0.114</td>
<td>$0.110</td>
<td>$0.107</td>
<td>$0.104</td>
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<tr>
<td>Envelope/Fenestration Repairs (future authorization)</td>
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<td>$1.500</td>
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<td>$0.206</td>
<td>$0.201</td>
<td>$0.195</td>
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<td>$0.184</td>
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<td>Pierce School Feas. / Schematic Design</td>
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<td>Oak Street Condos</td>
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<td>Envelope/Fenestration Repairs (future authorization)</td>
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<td>$0.094</td>
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<tr>
<td>Larz Anderson Park (future authorization)</td>
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<td>$0.138</td>
<td>$0.134</td>
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<tr>
<td>Amory Tennis courts, Parking and Halls Pond (future authorization)</td>
<td>$2.030</td>
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<td>10</td>
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<td>$0.281</td>
<td>$0.272</td>
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<td>Envelope/Fenestration Repairs (future authorization)</td>
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<td>Roof Repairs/Replacements (future authorization)</td>
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<td>Skyline Park (future authorization)</td>
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<td>Larz Anderson Park (future authorization)</td>
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<td>$0.499</td>
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<td>Griggs Park (future authorization)</td>
<td>$1.300</td>
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</table>

### NEW GEN FUND DEBT SERVICE (cumulative)

<table>
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<tr>
<th></th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1.005</td>
<td>$2.300</td>
<td>$5.777</td>
<td>$6.017</td>
<td>$6.432</td>
<td>$7.480</td>
<td>$7.955</td>
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**Debt Exclusions**

<table>
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<tr>
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<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School - (previously authorized)</td>
<td>$151.800</td>
<td>$69.20</td>
<td>$4.910</td>
<td>$4.910</td>
<td>$4.910</td>
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<tr>
<td>High School - (previously authorized)</td>
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<td>$4.612</td>
<td>$4.612</td>
<td>$4.612</td>
<td>$4.612</td>
<td>$4.612</td>
<td>$4.612</td>
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<tr>
<td>Driscoll School - (previously authorized)</td>
<td>$115.300</td>
<td>$16.80</td>
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<td>$1.192</td>
<td>$1.192</td>
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# DEBT MANAGEMENT PLAN – Enterprise Funds

## Project Bond Authorization

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<thead>
<tr>
<th>Project</th>
<th>Bond Auth.</th>
<th>Bond AMT</th>
<th>Term</th>
<th>2021</th>
<th>2022</th>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastewater (previously authorized)</td>
<td>$3,000</td>
<td>$1,000</td>
<td>10</td>
<td>$0.143</td>
<td>$0.138</td>
<td>$0.134</td>
<td>$0.130</td>
<td>$0.126</td>
<td>$0.121</td>
<td>$0.117</td>
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<tr>
<td>Water System Improvements (existing Authorization)</td>
<td>$2,000</td>
<td>$2,000</td>
<td>10</td>
<td>$0.285</td>
<td>$0.277</td>
<td>$0.268</td>
<td>$0.260</td>
<td>$0.251</td>
<td>$0.243</td>
<td>$0.234</td>
<td>$0.226</td>
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<tr>
<td>Water System Improvements (future Authorization)</td>
<td>$2,000</td>
<td>$2,000</td>
<td>10</td>
<td>$0.285</td>
<td>$0.277</td>
<td>$0.268</td>
<td>$0.260</td>
<td>$0.251</td>
<td>$0.243</td>
<td>$0.243</td>
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</tr>
<tr>
<td>Water System Improvements (future Authorization)</td>
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<td>$2,000</td>
<td>10</td>
<td>$0.285</td>
<td>$0.277</td>
<td>$0.268</td>
<td>$0.260</td>
<td>$0.251</td>
<td>$0.243</td>
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<tr>
<td>Water System Improvements (future Authorization)</td>
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<td>10</td>
<td>$0.285</td>
<td>$0.277</td>
<td>$0.268</td>
<td>$0.260</td>
<td>$0.251</td>
<td>$0.243</td>
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<td>Wastewater (future authorization) grant / loan</td>
<td>$3,200</td>
<td>$3,200</td>
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<td>Wastewater (future authorization) grant / loan</td>
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<td>Golf Course (previously authorized)</td>
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<td>$0.023</td>
<td>$0.023</td>
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**NEW ENTERPRISE FUND DEBT SERVICE (cumulative)**

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<tr>
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<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<td>$0.878</td>
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<td>$1.679</td>
<td>$1.759</td>
<td>$1.716</td>
<td>$1.569</td>
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DEBT SERVICE – GENERAL FUND

- New Gen Fund Debt Service - Debt Exclusion
- New Gen Fund Debt Service
- Existing Gen Fund Debt Service - Debt Exclusion
- Existing Gen Fund Debt Service

Millions

FY21: $12.23
FY22: $11.86
FY23: $10.81
FY24: $9.98
FY25: $9.29
FY26: $8.29
FY27: $7.48
6% POLICY – DEBT-FINANCED vs “PAY-AS-YOU-GO”

6% Policy - Cash vs. Debt ($)

6% Policy - Cash vs. Debt (%ages)
The Revenue-Financed component of the 6% Policy

These two comprise the rev-financed portion of the 7.5% CIP policy

Revenue-Financed ($10.2M)

- Tax-Financed: $4.5M
- Free Cash-Financed: $8.3M

Other Available Funds (Parking Meters): $1.2M
CIP FINANCING – FREE CASH

The FY21-FY26 CIP follows the Town’s Free Cash Policy:

1. Budget Reserve – ¼ of the annual budget reserve fund (“reserve fund”)
2. Unreserved Fund Balance / Stabilization Fund – maintain at minimum of 10% of revenue
3. Liability / Catastrophe Fund – maintain at 1% of net revenue
4. CIP – bring CIP funding up to 7.5% from the 6% CIP Policy
5. Affordable Housing Trust Fund – deposit if the fund balance is less than $5M
6. Special Use – augment funds related to fringe benefits, go toward unfunded employee benefit liabilities, and other one-time uses, including add’l funding for the CIP and AHTF

<table>
<thead>
<tr>
<th>Certification</th>
<th>$14,392,269</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Operating Budget Reserve (25% of Operating Budget Reserve)</td>
<td>$699,726</td>
</tr>
<tr>
<td>2. Fund Balance</td>
<td>$4,600,000</td>
</tr>
<tr>
<td>a. Unreserved Fund Balance (left unappropriated)</td>
<td>$2,600,000</td>
</tr>
<tr>
<td>b. Stabilization Fund (appropriated)</td>
<td>$2,000,000</td>
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<tr>
<td>3. Liability Reserve (to get fund to 1% of Prior Yr Net Revenue)</td>
<td>$49,729</td>
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<tr>
<td>4. Capital Improvements (to get to 7.5% of Prior Yr Net Revenue)</td>
<td>$4,198,356</td>
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<tr>
<td>5. Affordable Housing Trust Fund (since Fund Balance below $5M)</td>
<td>$726,549</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>$10,274,359</td>
</tr>
<tr>
<td>Amount available for Special Use (#6)</td>
<td>$4,117,910</td>
</tr>
<tr>
<td>6. Special Use:</td>
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<tr>
<td>Additional CIP</td>
<td>$4,117,910</td>
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</table>
**INVESTMENT IN SCHOOLS**

- $28.9M 6-yr plan
- Debt Exclusions will be required for any future major elementary school project(s)
- The Classroom Capacity account funds the rental/lease costs of off-site spaces.

![Image of investment in schools]

<table>
<thead>
<tr>
<th>CATEGORY CODES (CC)</th>
<th>Category Description</th>
<th>Prior Year (FY20)</th>
<th>FY2021</th>
<th>FY2022</th>
<th>FY2023</th>
<th>FY2024</th>
<th>FY2025</th>
<th>FY2026</th>
<th>Future Years</th>
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<tbody>
<tr>
<td>1</td>
<td>New Facility Construction</td>
<td>810,000</td>
<td>70,000</td>
<td>80,000</td>
<td>90,000</td>
<td>100,000</td>
<td>110,000</td>
<td>120,000</td>
<td>130,000</td>
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<tr>
<td>2</td>
<td>HVAC Equipment</td>
<td>1,060,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
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<tr>
<td>2</td>
<td>Underground tank removal</td>
<td>350,000</td>
<td>100,000</td>
<td>100,000</td>
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<td>100,000</td>
<td>100,000</td>
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<tr>
<td>2</td>
<td>Town/School ADA Renovations</td>
<td>760,000</td>
<td>80,000</td>
<td>85,000</td>
<td>85,000</td>
<td>90,000</td>
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<tr>
<td>2</td>
<td>Town/School Elevator Renov. Program</td>
<td>200,000</td>
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<tr>
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<td>Town/School Energy Conservation Projects</td>
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<td>200,000</td>
<td>205,000</td>
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<tr>
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<td>Town/School Bldg Envelope/Fenestration Rep</td>
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<td>1,500,000</td>
<td>750,000</td>
<td>1,500,000</td>
<td>1,850,000</td>
<td>2,400,000 A/B</td>
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<td>Town/School Bldg Envelope/Fenestration Rep cash</td>
<td>850,000</td>
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<td>Town/School Roof Repair/Repl. Program</td>
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<td>3,100,000 B</td>
<td>650,000 B</td>
<td>1,700,000 B</td>
<td>4,000,000 A/B</td>
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<td>2</td>
<td>Public Building Fire Alarm upgrades</td>
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<td>400,000 A</td>
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<td>2</td>
<td>Town/School Bldg Security / Life Safety Sys</td>
<td>1,500,000</td>
<td>260,000 A</td>
<td>160,000 A</td>
<td>170,000 A</td>
<td>180,000 A</td>
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<td>Town/School Computer Replacements</td>
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<tr>
<td>2</td>
<td>School Rehab/Upgrade</td>
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<td>198,000</td>
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<tr>
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<td>Driscoll School</td>
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<tr>
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<td>Pierce School</td>
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<tr>
<td>2</td>
<td>Classroom Capacity</td>
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<td>6,573,751</td>
<td>733,928</td>
<td>799,416</td>
<td>1,035,429</td>
<td>563,095</td>
<td>1,900,000 A</td>
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</tbody>
</table>

**School Total**: 100,021,619 | 121,408,000 | 11,648,751 | 3,743,928 | 2,174,416 | 3,735,429 | 5,183,095 | 3,055,000 | 9,670,000
CIP Adjustments for Clark Road Lease

• Last Year School CIP for FY21 = $5,789,000
• Current School CIP = $11,048,751
• Adjustments to the following projects:
  – Furniture upgrades
  – HVAC equipment
  – School Rehab (all years)
  – Town Rehab (out-years)
  – Larz Anderson Garage (deferred)
  – Technology Applications (deferred)
  – New requests limited or unable to fulfill
    • E.g. Hammond/Woodland Traffic Signal / Road Diet (FY25)
    • Maintenance adjustments for roadway and park projects/accounts
    • Park Projects for Schools (future years)