Ms. Federspiel called the meeting to order at 6:00 PM.

1. PROPOSED EXECUTIVE SESSION
   By roll call vote at 6:00 PM, with 7 in favor and 1 opposed (Mr. Pearlman), 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, Unit A (grievance hearing), because the chair declared that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Ms. Federspiel announced that the meeting will reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 7:00 PM, the School Committee reconvened in public session.

2. ADMINISTRATIVE BUSINESS
   a. Calendar
      Ms. Federspiel noted upcoming events on the calendar.

   b. Consent Agenda
      **ACTION 20-19**
      On a motion of Ms. Charlupski and seconded by Ms. Scotto, the School Committee VOTED UNANIMOUSLY to approve the items included in the Consent Agenda.
      i. Past Record: January 30, 2020 School Committee Meeting
      ii. Past Record: February 6, 2020 School Committee Meeting
      iii. Past Record: February 13, 2020 School Committee Meeting
      iv. Past Record: February 20, 2020 School Committee Meeting
      v. Establishment of the Ronald C. Cutraro Scholarship (Attachment A)
      vi. Brookline High School Expansion Project: Skanska Change Order in the Amount of $515,982 (Attachment B)
      viii. Brookline High School Expansion Project: William Rawn Associate Contract Amendment in the Amount of $80,820 (Attachment D)
3. **PUBLIC COMMENT**

Mark Goldner, Heath Teacher and Co-Chair of the Brookline Educators Union (BEU) Grievance Committee, described the BEU’s Professional Development Level 3 Grievance. The BEU would like grievance hearings to be held in open session. The BEU agrees that there is need for professional development, but does not support the manner in which the professional development was planned and implemented. Mr. Goldner stated that that the administration should respond to grievances in a timely and clear manner and that the School Committee should make sure that the administration treats the BEU with civility and as an equal partner.

Kathy Hitchcock, Brookline High School Teacher and BEU Grievance Committee member, described the BEU’s Visual Arts Advisory Level 3 Grievance. A well planned Advisory Program can be beneficial, but the current model is burdensome and does not work for students. There are other ways students can develop strong connections with adults. Jessica Wender-Shubow, BEU President, spoke in support of addressing teachers’ concerns regarding issues such as workload.

4. **STUDENT REPORT**

Mr. Cannon stated that the Legislature has discussed possible changes to the Student Attendance Policy (e.g., students on trips related to class content area would not be counted absent for those classes; students on field trips would not be counted as absent). Students have been engaged in outreach and education related to sustainability and composting. Ms. Monopoli commented that she will be replying to a student request for information on potential use of solar panels at Brookline High School.

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

a. **Update on the FY 2021 Budget**

Ms. Normen provided a demonstration on how to use the Public Schools of Brookline’s first interactive budget, which was built using the OpenGov platform. Detailed information on the FY 2021 Budget can be found at this site https://stories.opengov.com/brooklineschooldeptma/published/qqiZMV8Rq. School Committee members expressed appreciation to Ms. Normen and her team for the amount of work that went into developing this site. Members suggested the following: provide information on how members of the community can get assistance in navigating the site; provide hard copies by request; add language that explains that this is a live document that will be updated as we receive new information; ensure that all budget managers are fully trained in how to use and understand the new format. Mr. Lummis provided an overview of next steps in the budget process with the goal of achieving a balanced budget by the end of March.

b. **Update on 2019-2020 District Priorities**

Mr. Lummis introduced the Update on 2019-2020 District Priorities (Attachment E), including progress made during the year and factors hindering progress. Mr. Lummis reviewed Superintendent Priorities and Office of Strategy, Performance, and Community Engagement Priorities.
Ms. Ngo-Miller reviewed Office of Student Services Priorities. School Committee members asked for additional information on the following: intensive reading services at schools; Problem Resolution System (PRS) filings and bullying reports, e.g., change in number, legal costs, resolutions; frequency compared to other districts; status of bullying reports; efficacy of district-wide trainings; and possibility of Massachusetts Association of School Committees (MASC) training.

Dr. Wornum reviewed Office of Educational Equity Priorities. School Committee members asked for additional information on the following: Dr. Wornum’s interaction with other departments, e.g., Human Resources; how her role has evolved; the correlation between participation in affinity groups and retention; and requests for assistance from families.

Ms. Normen reviewed Office of Administration and Finance Priorities. School Committee members asked for additional information on the following: the communication and implementation plan for response training; age appropriateness of training components; the plan to solicit administrator, teacher, and parent/guardian input regarding building access (with possible assistance from the Capital Improvements and Policy Review Subcommittees); the timeline to review and update the Emergency Response Plan; the plan to discuss non-aligned personnel increases; and the plan to discuss next steps with regard to the Brookline Financial Advisory Committee recommendations (members should send any comments to Ms. Normen and/or Ms. Ditkoff).

Office of Teaching and Learning Priorities will be presented at a later date. Members requested that the update include a report on work being done to identify Essential Curriculum.

c. Update on Pierce School/Massachusetts School Building Authority (MSBA) Project

Mr. Lummis provided an update on the Pierce School/MSBA Project. He explained where the district is in the Pierce/MSBA process: nearing completion of Eligibility Period; MSBA has completed their enrollment projections; MSBA Enrollment Letter will offer to partner with the district to build a four-section school with three early education classes; still must go through feasibility, schematic design phases, and would not become a four-section school until it is built. Mr. Lummis discussed the building’s condition and issues: nearing the end of its useful life; significant parts of the school aren’t accessible or don’t meet state and federal standards; was originally designed as three-section school, but is now serving as a five-section school; and likely to be a complex and expensive project, making it important to partner with the MSBA for approximately 25 percent reimbursement. He talked about how enrollment forecasts across the district anticipate that a four-section Pierce can work: PreK-8 Pierce capacity would be approximately 800 students (21 per classroom); School Year 2019-2020 K-8 enrollment is 842 students; Cropper McKibben forecasts a decline to fewer than 800 K-8 students at Pierce by 2024-2025 and then continued decline; MSBA says the need at
Pierce will be 725 students based on utilization across the district; with Driscoll a four-section school, North Brookline continues to have the same number of sections available; and adjustments can also be made in school zones and district-wide programs, if necessary. Mr. Lummis noted upcoming steps: provide an update to the Select Board and Pierce community; MSBA send Enrollment Letter to district in two weeks; Town Administrator, Superintendent, and School Committee Chair sign Enrollment Letter; MSBA’s April Board meeting considers and votes on moving Brookline into the Feasibility Phase; and in the Feasibility Phase, Owner’ Project Manager and Designer selection, and Education Plan.

School Committee members stressed the need for more data, discussion, and input from the school communities before making changes to current plans. Members noted the following: need to address current enrollment, but also future proof; support in the Pierce community for a five-section school; the potential enrollment impact of increased development in North and South Brookline; need to work closely with the Select Board and Economic Development Advisory Board on enrollment projection amendments; perhaps reassess needs after Driscoll and Pierce projects are completed; important that the Baker community understands that there is a plan to provide relief; need a comprehensive capital plan that incorporates a plan to address substandard spaces, the status of our lease agreements, and the implications for other facilities (existing and potentially available).

The School Committee discussed a request to the MSBA for the official Pierce Enrollment Letter, which we assume will be for a four-section school. The School Committee will need to vote to authorize the Chair (in addition to the Interim Superintendent and Town Administrator) to sign the MSBA Pierce School Design Enrollment Certification. Members emphasized the need for clear communication to Pierce staff and families that explains why a four-section school could be possible and that notes there will be continued communication during this long-term process. It was noted that Principal Ryan-Miller will be sending out a communication tomorrow. Ms. Charlupski reported that members of the Advisory Committee have been updated and that there will be a presentation to the Select Board on March 3, 2020. The consensus of the School Committee was to request the MSBA Pierce Enrollment Letter. Once we receive the MSBA Enrollment Letter (likely within two weeks), it will be presented to the School Committee, with a possible vote to authorize the Chair to sign the MSBA Pierce School Design Enrollment Certification.

6. **SUBCOMMITTEE REPORTS**
   a. **Finance**
   The next meeting of the Finance Subcommittee will take place April 1, 2020.
b. Capital Improvements
   i. Possible Vote to Appoint Community Members to the Driscoll Playground Design Review Committee

Ms. Charlupski reported that the School Committee needs to vote to appoint three community members to the Driscoll Playground Review Committee. There were nine very well qualified applicants, which makes this a difficult decision. The Capital Improvements Subcommittee discussed this on February 11, 2020, and voted unanimously to recommend that the School Committee appoint Sam Ditzion, Victor Kusmin, and Derek Hatchett. The Subcommittee also recommended that 1) Lakia Rutherford be appointed METCO Liaison to the Design Review Committee and 2) that a Special Education Parent Advisory Council (SEPAC) Liaison (Linda Monach) be appointed. Ms. Charlupski noted that all meetings of the Committee will be open to the public and that there will be opportunities for public input. Mr. Mullin will notify all applicants.

**ACTION 20-20**

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the School Committee VOTED UNANIMOUSLY to appoint Sam Ditzion, Victor Kusmin, and Derek Hatchett to the Driscoll Playground Design Review Committee and to appoint Lakia Rutherford as the METCO Liaison and Linda Monach as the SEPAC Liaison.

ii. Possible Vote to Recommend Florida Ruffin Ridley School Signage to the Planning Board for Approval

Ms. Charlupski presented the proposed Florida Ruffin Ridley School signage (Attachment F).

**ACTION 20-21**

On a motion of Ms. Charlupski and seconded by Mr. Glover, the School Committee VOTED UNANIMOUSLY to recommend Florida Ruffin Ridley School signage, as shown in Attachment F, to the Planning Board for approval.

The next meeting of the Capital Improvements Subcommittee will take place on March 19, 2020.

c. Curriculum

Ms. Scotto reported that the next meeting of the Curriculum Subcommittee will take place on March 3, 2020. The agenda include a presentation on Time and Content in the Public Schools of Brookline.

d. Government Relations

Ms. Charlupski had nothing to report at this time.
e. Policy Review
The next meeting of the Policy Review Subcommittee will take place on March 16, 2020.

f. Superintendent Search Process
Mr. Glover reported that the Superintendent Search Preliminary Screening Committee and Public Advisory Committee will be meeting on March 2, 2020.

g. Additional Liaisons and Updates
No updates were provided.

7. NEW BUSINESS
Ms. Charlupski reported that the EDCO Collaborative finance person left their position. The EDCO Collaborative is trying to work through financial difficulties.

8. PROPOSED EXECUTIVE SESSION
By unanimous roll call vote at 10:00 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for the following purposes:
Purpose 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel (non-aligned personnel)
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. Federspiel announced that the meeting will not reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 11:10 PM, the School Committee reconvened in public session for the purpose of adjournment.

9. ADJOURNMENT
Ms. Federspiel adjourned the meeting at 11:10 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee
Brookline High School
Application for New Scholarship Award

(Please Print)

1. Title of Scholarship  Ronald C. Cutraro "Mr. C." Scholarship

2. Please indicate the anticipated amount to be awarded  $10,000-15,000 per year - Based on interest earned

3. What criteria do you wish to establish for the recipient?
   (For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)

   The priorities should be in order:
   1. Graduate or student at one time of Heath School
   2. Child with economic need ideally from Heath but can be from another school if no Heath Student meets requirement.
   3. Strong academic record
   4. Involvement in sports and other extra-curricular activities
   5. Involvement in community service
   6. Strong preference if the student is a child of a teacher

   NOTE: If no student is available from Heath one year then money will go to the students most in need of economic support and meet the other requirements. The priority however is a student who attended Heath and preferably the 6th grade at Heath

All Scholarship recipients are chosen by the Brookline High School Scholarship Committee. Scholarship payments are made directly to the institution where the student is enrolled unless prior arrangements have been made with the donor.

4. How is this scholarship to be funded? Please indicate below:

   ☐ A. One time, lump sum award.
   ☑ B. Each year from accumulated interest from a scholarship account held in the Treasurer’s Office.
   ☐ C. A check will be sent to the Scholarship Committee each year. (Deposit - General Scholarship Fund)
   ☑ D. Other: A Check will be delivered from the Essex County Community Foundation

5. If this scholarship is in memory of a particular individual, please complete the following:

   Full Name: (Please Print)  Ronald C. Cutraro
   Living or Deceased  Deceased
   Resident of Brookline (If so, when)  Intermittently
   Attended Brookline High School (If graduate, indicate)  NO
   Accomplishments/Honors:

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
6. Please give any other details explaining relationship to Brookline Public Schools:

Ron was a teacher in Brookline schools for nearly 30 years. He taught 6th Grade. Ron embarked upon a remarkable career as a 6th grade teacher at Heath School in Brookline, where he became well-known as the incomparable "Mr. C." and was also the varsity boys’ tennis coach for Brookline High School for nearly 15 years, guiding his players to multiple state titles. Ron was a USPTA pro - he enjoyed both playing and instructing tennis on a competitive level. 

OBIT: https://www.legacy.com/obituaries/wickedlocal-ChronTranscript/obituary.aspx?pid=186116419

7. Please explain history of Scholarship. Why is it being established?

Ron loved Brookline schools and his students at Heath and the High School. He passed at an early age (71) and this was his request.

8. Please list the contact person(s) who will be responsible for all communications regarding this scholarship. Please indicate complete names and addresses and phone numbers -- home and work.

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<thead>
<tr>
<th>CONTACT PERSON #1</th>
<th>CONTACT PERSON #2</th>
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<tr>
<td>Full Name:</td>
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<tr>
<td>STRATTON LLOYD</td>
<td>Brooke Lloyd</td>
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<td>Street:</td>
<td>Street:</td>
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<tr>
<td>217 Larch Row</td>
<td>400 Harvard Ave E Apt 301</td>
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<td><a href="mailto:siloyd2000@yahoo.com">siloyd2000@yahoo.com</a></td>
<td><a href="mailto:belloyd@gmail.com">belloyd@gmail.com</a></td>
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9. Please designate the person(s) who will present this scholarship at our Annual Scholarship Breakfast in June?

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<th>Name:</th>
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<tr>
<td>TBD it may be Stratton or Brooke or their Parents- Frank and Lida Lloyd or their Sister Ashton Lloyd</td>
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Please return this form to: Linda Wentzell Scholarship Coordinator, 115 Greenough Street, Brookline, MA 02445

If you have any questions regarding this form, please call the Scholarship Chairperson, Scott Butchart or Linda Wentzell at 617-713-5006.

cc: Ms. Robin Coyne, School Committee

Updated: 4/2015
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 14/CO No. 3

DATE: February 13, 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 $515,982:

- STEM- Specialties; Signage
- CYPRESS- None
- CO No 2- Misc. Changes – Cypress, Enabling, MBTA

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. Refer to the Hill memo dated February 11, 2020 for further explanation of these services. The final procurement for the project is scheduled for next month.

The Building Department will be available to answer any questions you may have. Thank you for your consideration.
**TOWN OF BROOKLINE**

**PURCHASE ORDER CHANGE FORM**

**INVOICE DATE:** 10-Feb-20

**FOR:** Sharska USA Building Inc
101 Seaport Boulevard, Suite 200
Boston MA 02210

**Purchase Order Number:** 21911639

**Vendor Number:** 55369

**PAYMENT AMOUNT:** $515,962.00

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**FOR:** Brookline High School Expansion

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<tr>
<th>Amendment</th>
<th>Date</th>
<th>Description</th>
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<tr>
<td>14</td>
<td>2/9/2020</td>
<td>Pre-GMP Amendment 14/Change order No. 3</td>
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AMOUNT: $515,962.00
February 11, 2020

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

RE: Recommendation to approve Skanska Pre-GMP Amendment #14

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Pre-GMP Amendment 014 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline. The total cost of this Amendment is $515,982.00.

This Amendment includes direct cost for subcontracts for signage and specialties that total $288,387.00. The Bid and Awarded direct cost of work within this Pre-GMP Amendment only, is net cumulatively savings of $33,538.00 of the previous 60% estimated costs including escalation and design contingencies.

Previous Pre-GMP Amendment #2 had included $70,000 in approved Allowances under RTA-5A SOE that turns out is no longer needed. Skanska requested and Hill agrees with reallocating (net zero budget transfer) that $70,000 into a newly created Owner Overtime Allowance. This Amendment includes an additional new $130K to supplement that $70K in order to create a budget that ToB and Hill can pre-authorize Skanska to selectively spend overtime as deemed appropriate for Skanska to recover current projected schedule impacts due to unforeseen/changed conditions.

Previous Pre-GMP Amendment #2 had included a $150K allowance for utility company backcharges. As of January, Skanska has paid Eversource and National Grid a total of $152,696.32 for at least (9) Work Orders to date. However, we anticipate a few more new Work Orders in future, including costs to relocate temporary cantilevered power lines and guy wires back to their original locations. We recommend increasing the allowance by another $100K to cover future utility company backcharges and Skanska has reflected that in this Amendment #14.

This Pre-GMP releases the following Subcontractors:

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<td><strong>CYPRESS</strong></td>
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<td><strong>STEM</strong></td>
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<td>RTA-46B - Specialties</td>
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<td>RTA-47B - Signage</td>
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<td><strong>TOTAL net Saving</strong></td>
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Bid coverage was very good (at least five bidders for each), and a relatively close spread. Because of that, we believe that the bids being advised as being accepted are low and responsive.

**Prime Change Order #003** - This Pre-GMP #14 also includes various change order work that have been reviewed by Design Team and Hill and concur they are fair and reasonable as changes to the work. Prime Contract Change Order 003 totals $64,993.00. An itemized summary follows:

- **AR #200.003**: Cypress - Owner Allowance - BP #05A - SOE Obstruction Allowance (reallocate Pre-GMP #2 Allowance to a new Overtime Allowance; no additional cost)
- **AR #200.004**: Cypress - Owner Allowance - BP #05A - Elimination of Tie Backs Under MBTA Tracks (reallocate Pre-GMP #2 Allowance to a new Overtime Allowance; no additional cost)
- **AR #310.018**: Enabling - Field Bulletin 008 & 008.1 - Counter in Cafeteria: revise horizontal pipe chase due to revised pipe routing (Misc. Scope Change)
- **AR #310.021**: Enabling - RFI #123: Thermostat some non-functioning, others exist but not shown (Error & Omission)
- **AR #310.022**: Enabling - RFI #115: Exterior Lighting Not Working (unforeseen conditions)
- **AR #310.023**: Enabling - Field Bulletin 021 - no added cost as those were separately captured in AR #310.021 and #310.022
- **AR #310.024**: Enabling RFI #74 selective demo to assist with Structural review of existing unforeseen conditions at Roberts Wing demo limit. (unforeseen conditions).
- **AR #310.025**: Enabling - Overtime - Expedite/Accelerate Week 7/13 (CM contingency expenditure)
- **AR #310.026**: Enabling - Field Bulletin 009 - RTU Curb Relocation (Unforeseen condition)
- **AR #310.033**: Enabling - Griffin OT - Contingency / Acceleration (CM contingency expenditure)
- **AR #310.034**: Enabling - Overtime - Expedite/Accelerate Week 8/3/19 (CM contingency expenditure)
- **AR #310.036**: Enabling - Field Bulletin 013 - Relocate Existing vent at H&W (Misc Scope Change)
- **AR #310.037**: Enabling – Existing heavy Safe Relocation in way of enabling work (Owner request)
- **AR #310.039**: Enabling - RFI #077: Lintel Sizing - Crawl Space (Misc Scope Change; Credit)
- **AR #310.042**: Enabling - ToB Request - Investigate Clock & Fire alarm issue (Owner Directed)
- **AR #310.043**: Enabling - RFI #093: Tel/Data Aerial Connection (Misc. Scope Change; Credit because work was performed directly by ToB's own vendor)
- **AR #310.045**: Enabling – Investigate and repair Door Controller/Operator Cut (Owner request)
- **AR #310.047**: Enabling - Field Bulletin 020 - Gooseneck Duct (Error & Omission)
- **AR #310.048**: Enabling - Field Bulletin 014 - Add'l Lights at Covered Walkways (Misc. Scope Change)
- **AR #400.004**: MBTA - Furnish Temp Line Protection 9/20/19 (unforeseen MBTA requirement)
- **AR #400.005**: MBTA - Replenish Line Protection Provided by MBTA II (unforeseen MBTA requirement)
- **AR #400.006**: MBTA - OCS & Enabling Field Bulletin #003 (Allowance expenditure)
Based on the above, we recommend approval of this Pre-GMP Amendment 014 for $515,982.00.

Very truly yours,

[Signature]

Andy Felix, MCPPO
Project Director
FEBRUARY 6, 2020

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. 014 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 Lasky, Andy Jonic (William Rawn Associates)
Change Order

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

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

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

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 014
Date: February 6, 2020

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

Recommend to Award (RTA) No. 046B. Building Specialties
Recommend to Award (RTA) No. 047B. Signage

$100,000 increase to General Requirements for Utility Company Backcharges
$130,000 Create Owner’s Overtime Allowance

Prime Contract Change Order 003
And Associated
Subcontractor Default Insurance
Construction Contingency
Builder’s Risk Insurance
CCIP
Skanska Bond
Fee

See Exhibit E, Schedule of Values for all Values.

Pre-GMP Amendment 14a - Sub/Trade Contract Awards: $450,989
Pre-GMP Amendment 14b - PCCO 003: $64,993

The original Contract Sum was $476,928.00
The net change by previously authorized Change Orders $119,398,542.00
The Contract Sum prior to this Change Order was $119,875,470.00
The Contract Sum will be increased by this Change Order in the amount of $515,982.00
The new Contract Sum including this Change Order will be $120,391,452.00
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.
TO OWNER – CONSTRUCTION MANAGER AGREEMENT FOR EXPANSION OF BROOKLINE HIGH SCHOOL,
(PROJECT A and PROJECT B)

Pursuant to Article 6.1.2 of the Owner – Construction Manager Agreement dated July 24, 2018 and Article VII of the General Conditions of the Contract between the Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline (Owner) and Skanska USA Building Inc. (Construction Manager), for construction of the Expansion of Brookline High School, (Project A and Project B) (the Project), the Owner and Construction Manager establish an interim price to allow an interim phase of construction services to proceed prior to the execution of the Guaranteed Maximum Price (GMP) amendment. This Amendment shall also serve as the Notice to Proceed (NTP) for the Construction Manager to perform this initial phase of construction services.

EXHIBITS TO AMENDMENT:

Exhibit A: Document List
Exhibit B: List of Allowances & Scope Holds
Exhibit C: Assumptions, Qualifications & Clarifications
Exhibit D: Contract Time
Exhibit E: Schedule of Values
Exhibit F: Schedule of Alternate Prices
Exhibit G: Schedule of Unit Prices
Exhibit H: Time Limit for Acceptance

Exhibit I: Prime Contract Change Order 003 dated February 6, 2020
This agreement is made as of the _6th_ day of _February_ by and between the Town of Brookline and Skanska USA Building Inc.

**SKANSKA USA BUILDING INC**

By: [Signature]

Date: 2/16/20

Dan Lanneville, Senior Vice President
### APPROVAL OF OWNER: TOWN OF BROOKLINE

#### Building Commission

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

#### Selectboard

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

#### School Committee

- Helen Charlupski, Member
- Suzanne Federspiel, Member
- Jennifer Monopoli, Member
- Barbara Scotto, Member

#### Confirmation of Availability of Funds:

- Town Comptroller
Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: Brookline High School- Amendment 14
Design Services (FY 19)

DATE: February 13, 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 $97,900.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for design services involving the need for additional geotechnical support for the overall project. Refer to the Hill memo dated February 10, 2020 and the Rawn memo dated February 4, 2020 for further explanation of services.

The Building Department will be available on Tuesday evening to answer any questions. Thank you for your consideration.
TOWN OF BROOKLINE
222 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM
INVOICE DATE: 10-Feb-20

SIX: William Rawn Associates, Architects, Inc
10 Post Office Square, Suite 1010
Boston MA 02109

Account Number: 21803108
Vendor Number: 53540

BUDGET: 14,638,848.00
BALANCE: 8,765,022.22

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PAYMENT AMOUNT: $97,900.00

PURPOSE: Brookline High School Expansion

Assessor: 14  Date: 24/2/2020  Additional Services - Geotechnical Services

BUILDING COMMISSION

APPROVAL OF:

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

SELECT BOARD

APPROVAL OF:

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

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Noreen, Assistant Superintendent for Administrative and Finance

[Signature]

[Signature]
February 10, 2020

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

Re: William Rawn Associates Amendment 14

Dear Ray:

Attached please find a proposal and Amendment 14 for additional geotechnical engineering services. This work will be performed by McPhail Associates, the geotechnical engineer of record through William Rawn Associates (WRA).

**Scope #1: Additional Geotechnical Engineering Services for Construction Administration Projects H**

The helical piles and drilled mini-piles for the platform and catenary foundation systems require continual special inspections by a Geotechnical Engineer per building code requirements, as detailed in the proposal from WRA/McPhail. McPhail further clarified to Hill that the weekly rate of $5,500 can cover day or night shift work.

**Scope #2: Additional soil profiles requested by Skanska**

In order to expedite soil export operations and maintain scheduled work flow through the use of multiple or back-up soil disposal sites, Skanska requested that (12) additional soil profiles be generated by McPhail. This scope item reflects the cost for McPhail to prepare and submit these (12) soil profiles.

**Scope #3: Additional Construction Administration related Geotechnical Engineering Services for Projects A (Cypress Building) and Project C (STEM Wing)**

McPhail’s base scope for Projects A and C included construction services for an estimated (20) weeks during Skanska’s sitework and foundation activities. Skanska’s recent schedule update extended these sitework and foundation activities to a total duration of (29) weeks. However, an extension of overall duration for sitework and foundation activities may not warrant an extension of services for McPhail, as they may have been utilizing the same amount of resources and subsequent cost, simply over a longer period of time. As such, Hill asked McPhail to first advise on their historical “burn rate” for services over this twenty week period. McPhail reported that their historical “burn rate” of services over a three month period is between $5,100 - $5,900 per week, substantiating their initial base services estimate of $5,500 per week for (20) weeks. Given this information and analysis, Hill is in support of this scope item.

The attached letter from WRA dated February 4, 2020 and the supporting proposal from McPhail provides additional detail for this work. Hill recommends approval of the $97,900.00 Amendment 14.

Sincerely,

Ian Parks
Senior Project Manager

cc. A. Jonic - WRA, T. Guigli - ToB
Ray Masak  
Project Manager  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

February 4, 2020

Project Name: Brookline High School Expansion Project  
Rev: (Contract Amendment #14)  
--- Additional Geotech Services $97,900---

Dear Ray,

The following additional service proposal for Geotechnical Engineering services for Project H (MBTA Platform + OCS), Project A (Cypress Building), and Project C (STEM Wing) has been broken into the following distinct scopes of work for clarity.

**Scope #1:** Additional Geotechnical Engineering Services for Construction Administration Projects H

**Scope #2:** Additional soil profiles requested by Skanksa

**Scope #3:** Additional Construction Administration related Geotechnical Engineering Services for Projects A (Cypress Building) and Project C (STEM Wing)

--- **Scope #1: Continuous Special Inspections by a Geotechnical Engineer for Project H (MBTA OCS Foundations and MBTA Platform)** ---

Per building code requirements, a geotechnical engineer is required to provide continual special inspections of mini-piles and helical piles (see code language in Scope #3 below). The Overhead Catenary Support (OCS) steel portal foundations include mini-piles and the platform foundation consists of helical piles. McPhail has already provided third party installation and loading inspections on good faith for OCS foundations as authorized by Hill International. We have not asked AECOM for a proposal because their geotechnical engineering proposal for environmental soil analysis was significantly higher than McPhail's and anticipate a similar outcome.

- OCS Foundations (drilled mini-pile test pile, load test, and production pile installation): 2 weeks
- Helical Pile Installation – Eastern portion of the new platform: 4 weeks
- Helical Pile Installation – Western portion of the new platform: 4 weeks
- Total: 10 weeks @ $5,500 per week
• McPhail Fee: $55,000
• WRA Admin (10%): $5,500
  Scope #1 Total Fee: $60,500

Scope #2: Preparation of additional facility disposal profiles for off-site disposal

Additional services fee for the preparation of (12) additional soil profiles at the request of the Construction Manager (Skanska).

  • McPhail  $12,000
  • William Rawn 10% Administration Fee $1,200
  Scope #2 Total:  $13,200

Scope #3: Increased Time on Site for Continuous and Periodic Special Inspections by the Geotechnical Engineer at the Cypress Building (Project A) and STEM Wing (Project C)

There are two State of Massachusetts requirements (IBC 2015) for on-site special inspections by a licensed geotechnical engineer:

Code Requirement #1: Continuous Special Inspections

Table 1705.6 Required Special Inspections and Tests of Soils
  4. Verify use of proper materials, densities, and lift thicknesses during placement and compaction of compacted fill.

Table 1705.7 Required Special Inspections and tests of Driven Deep Foundation Elements
  1. Verify element materials, sizes and lengths comply with the requirements.
  2. Determine capacities of test elements and conduct additional load tests, as required
  3. Inspect driving operations and maintain complete and accurate records for each element.
  4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element.

Table 1705.8 Required Special Inspections and Tests of Cast-in-Place Deep Foundation Elements
  1. Inspect drilling operations and maintain complete and accurate records for each element.
  2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable), and adequate end-bearing strata capacity. Record concrete grout volumes.

Code Requirement #2: Periodic Special Inspections

Table 1705.6 Required Special Inspections and Tests of Soils
  1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity
  2. Verify excavations are extended to proper depth and have reached proper material
  3. Perform classification and testing of compacted fill materials.
5. Prior to placement of compacted fill, inspect subgrade and verify that site has been prepared properly.

Table 1705.8 Required Special Inspections and Tests of Cast-in-Place Deep Foundation Elements

3. For concrete elements, perform tests and additional special inspection in accordance with Section 1705.3.

McPhail’s March 23, 2018 proposal for construction phase services for Projects A and C was based on a total duration of 20 weeks for these requirements. McPhail did not have the benefit of reviewing a detailed construction schedule when preparing their proposal.

Although unavailable to McPhail at the time of their March 23rd proposal, it is worth noting that the durations for earthwork improvements and foundations have been extended significantly when comparing Skanska’s September 2018 schedule (9/5/2019 run date) and their current January 2020 Schedule (1/16/2020 run date). The duration for Cypress building sitework and foundations has increased by 12 weeks. The duration for STEM Wing sitework and foundations has increase by 4 weeks.

Project A Cypress Building Sitework and Foundations
September 2018 Schedule
September 10, 2019 to January 10, 2020
Duration: 4 months (17 weeks)

January 2020 Schedule
September 6, 2019 to March 31, 2020
Duration: 6 months (29 weeks)
Duration Increase: 12 weeks

Project C STEM Wing Sitework and Foundations
September 2018 Schedule
September 27, 2019 to November 25, 2020
Duration: 2 months (9 weeks)

January 2020 Schedule
November 8, 2019 to February 5, 2020
Duration: 6 months (13 weeks)
Duration Increase: 4 weeks

McPhail is requesting additional services for an additional 22 weeks of on-site time in addition the 10 Project H weeks listed above. Upon their initial review of McPhail’s proposal, Hill International questioned the +$100k fee increase above and beyond McPhail’s original proposal for Projects A and C. We recommend approval of 4 additional weeks of time on site as part of this Contract Amendment in order to maintain their efforts in the field. We can assess the need for additional time on site on a monthly basis going forward.

4 weeks @ $5,500 / week = $22,000

WILLIAM RAWN ASSOCIATES | Architects, Inc.
- McPhail $22,000
- William Rawn 10% Administration Fee $2,200
  Scope #1 Total: $24,200

TOTAL ADDITIONAL SERVICE FEE: $97,900

Please let us know if you have any questions or comments. Upon approval of this additional service will submit formal paperwork (Attachment F).

Regards,

[Signature]

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

Attachments: McPhail Additional Service Proposal dated January 28, 2020
McPhail Original Proposal dated March 23, 2018
TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: Brookline High School- Amendment 15
Design Services (FY 19)

DATE: February 13, 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 $80,820.

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 MBTA station. Refer to the Hill memo dated February 7, 2020 and the Rawn memo dated February 5, 2020 for further explanation of services.

The Building Department will be available on Tuesday evening to answer any questions. Thank you for your consideration.
TOWN OF BROOKLINE
333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 10-Feb-20

No. William Rawn Associates, Architects, Inc
    10 Post Office Square, Suite 1010
    Boston MA 02109

Purchase Order Number: 21803108
Vendor Number: 53240

BUDGET: 14,838,648.00
BALANCE: 8,866,442.22

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PAYMENT AMOUNT: $80,820.00

FOR: Brookline High School Expansion

Amendment Date: 2/5/2020 Additional Services - MBTA Station Design

AMOUNT: $80,820.00

BUILDING COMMISSION
APPROVAL OF:

Janet Fieman, Chairman
George Cole
Kenneth Kaplan
Karen Breslauwski
Nathan E. Peck

SELECT BOARD
APPROVAL OF:

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

SCHOOL COMMITTEE
APPROVAL OF:

Mary Ellen Noreen, Assistant Superintendent for Administration and Finance
February 7, 2020

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

Re: William Rawn Associates Amendment 15 – MBTA project related Add Services

Dear Ray:

Attached please find WRA’s Amendment Request # 15 for additional design for changes required. Additional design services in this amendment are for three separate tasks and performed by William Rawn Associates (WRA), AECOM, Nitsch and Lemon Brooke. The services proposed were previously reviewed and commented on by Hill, and the attached now reflects revisions we support.

Scope #1 is for design changes due to the MBTA’s removal and replacement of the tracks at Brookline Hills Station in September 2019 well after the 100% OCS was issued 3/15/19 and 100% Platform issued 7/1/2019. Track as-built conditions (“1”-“3”) affected the previous design and the design, therefore 100% designs needed to be adjusted and issued to Skanska via Bulletins.

Scope #2 regarding the Fare (AFC) Shelter, a temp. location was originally shown in the 3/15/19 100% OCS/Enabling design. Subsequently, as a result of plaza enlargement/parking lot reconfiguration, better understanding of Skanska phasing and logistic needs, and finding out during late Summer 2019 during Final Easement negotiations that MBTA may or may not have their new Fare Equipment (AFC 2.0) ready for deployment at end of the project, all those factors contributed into the AFC shelter having to be temporarily relocated once further West, to be within future new ToB parking lot. This relocation coordination was done intentionally to minimize rework in the future when the AFC shelter had to be permanently removed by MBTA and restore ToB’s parking lot.

Scope #3 the OCS portal foundations were re-designed to be mini-pile supported, in lieu of original caisson design, primarily due to Contractor’s equipment height constraints being too close to existing overhead lines that did not have enough slack to temporarily move to allow original caissons to be installed.

The attached letter from WRA dated February 5, 2020 and supporting proposals from the consultants indicated provide additional detail in support of the request. Hill recommends approval of the $80,820.00 Amendment 15.

Very truly yours,

Andy Felix
Project Director

cc. A. Jonic WRA T. Guigli, ToB
Ray Masak  
Project Manager  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445  

February 5, 2020  

Project Name: Brookline High School Expansion Project  
Re: Contract Amendment #15  

Additional $80,820  

Dear Ray,  

There have been several instances where the platform designer (AECOM) has been required to revise their original contract documents in response comments from the MBTA, revisions requested by the Town of Brookline, and delegated design engineering work requested by the CM in order to meet the current OCS schedule. A summary of this additional work is identified below in addition to the attached proposal from AECOM.  

Scope #1: Design changes to accommodate the MBTA removal and replacement of Green Line tracks.  
The new Brookline Hills Station was laid out based on an existing conditions survey provided by Feldman Land Surveyors in 2017. During the summer of 2019 the MBTA tracks at the station were replaced by the MBTA. Skanska’s surveyor provided an as-built survey that indicated the tracks were raised between 1” and 3”. This grade change impacted the design of the platform and MBTA plaza documented in AECOM’s drawings, Lemonbrooke’s landscape drawings, and Nitch engineering’s documents. Please see additional service proposals  

- AECOM (OCS) $16,575*  
- AECOM (Platform) $10,580*  
- Lemonbrooke $5,000  
- Nitsch Engineering $3,000  
- William Rawr Associates Project Management $1,000  
- William Rawr Associates Administration (10%) $3,515  
Scope #1 Total: $39,670  

*Fee reduced by $6,800 from original 11/15/19 proposal  

Scope #2: Temporary MBTA fare collection hut locations, foundation, and systems  
The Town of Brookline / Hill International requested that the design team find a new, more permanent location for the MBTA fare collection hut. The MBTA stated that the fare collection system 2.0 may not be ready by the time the project is completed in 2021 requiring the temporary hut to remain in operation until the new fare collection equipment is available. The design team worked to find a
location that would prevent the temporary hut from being relocated two times during construction. See AECOM’s proposal (attached) for additional detail.

- AECOM $13,134
- William Rawn Associates Project Management $1,000
- William Rawn Associates Admin (10%) $1,313
  **Scope #2 Total:** $15,447

**Scope #3: Delegated design work for the MBTA OCS portal foundations**
During construction Skanska Civil determined that the equipment required to bore holes for deep OCS columns would not work with the existing overhead wires. AECOM re-designed the column footings so a low clearance mini-pile rig could be used. Under normal project conditions, the pile cap and min-piles would have been issued as a delegated design element. This additional service proposal is for the full engineering services for the mini-piles and pile caps.

Additionally, Hayward Baker had to abandon the installation of one mini-pile due to a lost casing below grade. Skanska and Hayward Baker were unable to provide a proposed re-design of the pile cap and requested assistance from AECOM’s engineering team. The $3,430 line item below is related to this scope of work.

- AECOM $19,936
- AECOM (Pile Cap re-design due to abandoned mini-pile) $3,430
- William Rawn Associates 10% Admin $2,337
  **Scope #3 Total:** $25,703

1. **Scope #4: Enabling duct bank changes due to 60% MBTA platform comments**
The OCS bid documents were issued on March 15, 2019. The 60% platform design submission documents were issued on March 1, 2019. During the MBTA’s review of the 60% platform documents they requested a change to the platform foundation design from a cast in place concrete structure to helical piles. This foundation change resulted in the need to revise OCS duct bank routing.

- AECOM $34,590*
- William Rawn Associates Project Management $3,459
  **Scope #4 Total:** $38,049

*Fee reduced by $9,000 from original 11/15/19 proposal

Scope #4 Note: The additional service proposal for duct bank revisions has been temporarily removed from this submission. A proposal will be issued to the Town of Brookline once the appropriate backup has been provided.

2. **Scope #5: New Plaza Design**
This additional service proposal represents a credit for a reduction to scope AECOM’s design scope when the MBTA plaza design was revised per ToB commuter comments. Additional design and engineering fees are for revisions to the March 15, 2019 OCS bid documents resulting from the new plaza design.
Scope #5 Note: AECOM has agreed to drop this add service proposal.

**Total Contract Amendment #15 Additional Service Fee: $80,820**

Please let us know if you have any questions or comments. Upon approval of this proposal we will provide formal additional service documentation (Attachment F).

Regards,

[Signature]

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

Attachments:
- AECOM proposal dated February 4, 2020
- Lemonbrooke proposal dated January 31, 2020
- Nitsch Engineering proposal dated December 30, 2019
Mr. Andrew Jonic, AIA, LEED AP BD+C
Senior Associate
William Rawn Associates Inc.
10 Post Office Square Suite 1010
Boston, MA 02109

February 4, 2020

The following provides AECOM’s outline to Change Order No.2 for supplemental services after the conclusion of the Final Design phase and during construction. The project is scheduled to be substantially complete in June of 2021.

1. Design changes to accommodate the MBTA removal and replacement of Green Line tracks:
The MBTA in early fall of 2019 replaced the existing Green Line tracks, ballasts and ties along the Green Line D Line branch including the tracks at the Brookline Hills Station.

- This track replacement occurred after the 100% station design was completed
- The track elevation changed each tracks’ profile as much as 3” +/-.
- AECOM requested and reviewed track survey form the MBTA that was not helpful because it wasn’t tied to the project, both in plan and datum
- AECOM requested track survey provided by Skanska
- Fit and aligned the provided CADD survey into the station model for review
- Adjusted OCS drawings using provided survey to maintain cable elevations
- Adjusted station drawing using provided survey to comply with MBTA and ADA requirements.

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2. **Temporary MBTA fare collection hut locations, foundation and systems:**
The MBTA’s inability to provide new AFC equipment prior to the completion of the project transformed the temporary hut location into a long term permanent one.
- The temporary hut location needed to be specifically located on the plaza to minimize plaza and parking impacts and the station’s main entrance.
- The relocation required attending coordination meetings
- The final coordinated location required civil and electrical drawing revisions
- The long-term placement of the hut and the potential of it staying in place after the contractor has finished, required a closer architectural review.

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3. **Delegated design work for the MBTA OCS portal foundations:**
The 100% enabling package issued on March 15, 2019 had a coordinated portal foundation design locating the OCS poles and foundation to the outsides of the two different platforms. This design was in harmony with the MBTA portal foundation detailing standards.
The contractor unable to find suitable equipment to construct the foundation with the existing cables directly above requested a change.

AECOM was directed to develop a detail using mini piles with a pile cap. This type of detail will allow smaller equipment to be used, however is different from the MBTA standards.

Two different shapes and three different orientations were developed for the 8 different portal column locations.

The contractor lost a pile during construction and AECOM was directed to design and detail another unique pile cap based on the construction activity.

### Delegated Design

<table>
<thead>
<tr>
<th>Name/Technical Team</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger Gagnier</td>
<td>$280.00</td>
<td>8</td>
<td>$2,240.00</td>
</tr>
<tr>
<td>George Katsoufis</td>
<td>$248.00</td>
<td>2</td>
<td>$496.00</td>
</tr>
<tr>
<td>Architect</td>
<td>$185.00</td>
<td>10</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Structural</td>
<td>$185.00</td>
<td>30</td>
<td>$5,550.00</td>
</tr>
<tr>
<td>Designer</td>
<td>$170.00</td>
<td>40</td>
<td>$6,800.00</td>
</tr>
<tr>
<td>CADD</td>
<td>$150.00</td>
<td>20</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Technical Support</td>
<td>$115.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>110</td>
<td>$19,936.00</td>
</tr>
</tbody>
</table>

### Unique pile design to address construction activity

<table>
<thead>
<tr>
<th>Name/Technical Team</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger Gagnier</td>
<td>$280.00</td>
<td>2</td>
<td>$560.00</td>
</tr>
<tr>
<td>George Katsoufis</td>
<td>$248.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td>$185.00</td>
<td>10</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Structural</td>
<td>$185.00</td>
<td>6</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Designer</td>
<td>$170.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADD</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Support</td>
<td>$115.00</td>
<td>18</td>
<td>$3,430.00</td>
</tr>
</tbody>
</table>

In total, this Change Order amounts to **$63,655.00 labor cost**. Please let us know if any further documentation is required at this time. As you know this work has been completed in good faith to keep ahead of the contractor’s construction schedule.

Please note, the billing rates for the Core and Technical Team will increase as of the first of the year by 4%. This scheduled yearly increase does not affect this Change Order request only future request after the first of the year. The 2019 rates are listed below:
2020 Billing Rates

Core Team

David Ryan $364.00
Roger Gagnier $291.00
George Katsoufis $255.00
Scott Kelley $250.00

Technical Team

Architect $192.00
Structural $192.00
Electrical $192.00
Civil $192.00
Designer $176.00
CADD/Admin $156.00
Technical Support $120.00

Sincerely,

[Signature]
David Ryan
Senior Vice President

Cc: Roger Gagnier
LEMON BROOKE
31 Oxbow Road Concord MA 01742
T 978.222.3700

January 31, 2020

Mr. Andy Jonic
Senior Associate
William Rawn Associates, Architects Inc.
10 Post Office Square, Suite 1010
Boston, MA 02109

RE: Brookline High School – Additional Service Request #3 (ASR #3) for Landscape Architectural Services Related to Track Elevation Changes at the Brookline Hills Station

Dear Mr. Jonic:

Lemon Brooke LLC (LEMON BROOKE) appreciates the opportunity to submit this additional services request for landscape architectural services for the Brookline High School Project in Brookline, MA. This proposal sets forth the proposed limit of work, scope of services, deliverables and fees.

Scope of Service

LEMON BROOKE will provide Landscape Architectural services for revising the construction documents and coordinating with other technical subconsultants for the area known as Brookline Hills Plaza as illustrated and described in Attachment A “Limit of Work”. This work is necessitated by the change to track grade during the summer of 2019, after construction drawings were completed based on original track grade survey.

Fees Terms & Schedule

To undertake the above scope of services, we recommend the following fee budgets to be established:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Schedule</th>
<th>Professional Services</th>
<th>Estimated Reimbursables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Documents Revision:</td>
<td>2 Months</td>
<td>$5,000</td>
<td>Included</td>
</tr>
</tbody>
</table>

All terms shall be per the current terms of our contract.

IV. Authorization

We trust this proposal has provided you with sufficient information. If this proposal is agreeable then with your signature below, this will be our legal working contract. If another form of proposal or contract is necessary, please let us know. We look forward to discussing the project further with you and, if you need additional information or detail, please don’t hesitate to contact me.

www.lemonbrooke.com
Mr. Andy Jonic  
Brookline High School – ASR #1  
April 15, 2019  
Page 2 of 3

Sincerely,

[Signature]

Christian Lemon, Principal

Accepted:

[Signature]

Andy Jonic  
William Rawn Associates, Architects Inc.

Attachment: Appendix A (Terms & Conditions)

ATTACHMENT A – LIMIT OF WORK (in highlighted area)
December 30, 2019

Mr. Erik Tellander  
Senior Associate  
William Rawn Associates  
10 Post Office Square, Suite 1010  
Boston, MA 02109

RE: Nitsch Proposal #12331.P  
Brookline High School  
Cypress Plaza  
Plaza Redesign  
Civil Engineering Services  
Additional Services  
Brookline, MA

Dear Erik,

Nitsch Engineering is pleased to submit this Additional Services proposal to you (the Client) for professional civil engineering services associated with redesign and coordination of the Cypress Plaza adjacent to the proposed building located off Tappan Street in Brookline, Massachusetts. This letter summarizes our scope and fee for the Additional Services. Work Not Included and Assumptions shall be as described in the Executed Agreement dated July 31, 2018.

SCOPE OF ADDITIONAL SERVICES

Nitsch Engineering provided Additional Services to revise the Cypress Plaza design to be coordinated with the updated Massachusetts Bay Transportation Authority (MBTA) top of rail elevation. The original top of rail elevation provided by AECOM was revised, requiring the Cypress Plaza to be redesigned and coordinated with the new top of rail elevation. Services include team coordination with the revised grades and evaluation of the impact to Nitsch Engineering’s design elements relative to the Cypress Plaza design.

COMPENSATION

Compensation for the Additional Services provided will be in accordance with the Standard Contract Terms of Nitsch Engineering’s executed agreement with the Client, dated August 16, 2017. The costs for these services are $3,000 and will be billed on a lump-sum basis. Costs will not be incurred by Nitsch Engineering beyond this amount without verbal approval from the Client. Expenses are included in the above-listed fees.
Mr. Erik Tellander: Nitsch Proposal #12331.P (Additional Services)
December 30, 2019
Page 2 of 2

Should the conditions of this Additional Services proposal meet with your approval, please sign and return this Additional Services proposal to us for our files. If Nitsch Engineering is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization will be deemed an acceptance of this Additional Services proposal, and all such services will be provided and compensated for in accordance with the terms and conditions contained herein as though this Additional Services proposal were fully executed by the Client.

If you have any questions please call.

Very truly yours,

Nitsch Engineering, Inc.

Jonathan Hedlund, PE
Project Manager

Approved by:

Aaron A. Gallagher, PE, CFM, LEED AP
Civil Engineering Department Manager

JRH/ajc

Q:\12331 Brookline HS\Contract\12331 - AS - Cypress Plaza 2019-12-30.docx

CLIENT AUTHORIZATION

This Additional Services proposal is hereby accepted by the Client as evidenced by the execution hereof, and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client.

Such acceptance provides full authorization for Nitsch Engineering to proceed with providing the Scope of Additional Services under the terms and conditions stated herein.

Signature

Date

Printed Name and Title
Update on 2019-2020 District Priorities

Brookline School Committee
February 27, 2020
Superintendent’s Priorities

Culture
- Lead with civility and positivity
- Support kindergarten teachers
- Support principals
- Support district leaders
- School-based leadership teams
- Positive and productive relationship with BEU

Strategic & Operational
- Address expected FY21 deficit
- Complete CCS naming
- Driscoll - debt exclusion and design development - Dec 2019
- Building & Program moves - Pierce, Clark Road, BEEP, Heath, Runkle
- Collective Bargaining Agreement Negotiations
- Pierce building project
- Launch School Assignment revision
## Superintendent’s Priorities: 2019-20

<table>
<thead>
<tr>
<th>Priorities: Strategic and Operational</th>
<th>Progress/Hindering Progress</th>
</tr>
</thead>
</table>
| Address expected FY21 deficit        | ● Ongoing: Used a collaborative approach to identify targeted adjustments and address $2.8 million gap between resources and expenses  
● Developed a new, more collaborative process for budget development resulting in improved understanding and ownership of school and department budgets |
| Coolidge Corner School Naming        | ● Successfully completed renaming process. School name will be officially changed to Florida Ruffin Ridley School on September 1. First planning meeting for opening celebration scheduled for 2/28 |
| Building & Program moves - Driscoll, Pierce, Clark Road, BEEP, Heath, Runkle | ● Driscoll: Successful Townwide debt exclusion vote. Design development fully underway. Working out project management kinks  
● Pierce: Enrollment projections work completed. Scheduled to be at MSBA Board Meeting in April for vote to move into Feasibility Phase  
● Clark: Led inclusive process that resulted in SC decision to expand BEEP, keep Pierce intact, and reduce the number of leases  
● Heath and Runkle: Planning to begin RISE at Heath underway and on schedule |
| Collective Bargaining Agreement Negotiations | ● Ongoing: Negotiations with Unit A, Unit B, and Paraprofessionals Unit underway. Bargaining sessions scheduled into March |
| Launch school assignment revision    | ● No capacity to do this at this time |
### Superintendent’s Priorities: 2019-20

<table>
<thead>
<tr>
<th>Priorities: Culture</th>
<th>Progress/Hindering Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead with civility and positivity</td>
<td>● Proactive messaging from Superintendent in messages to all staff and families; reiterating this message at many public meetings; Principals and Directors reinforced this message; Continue to need others to stand up and speak up for leading with civility</td>
</tr>
<tr>
<td>Support: ● Kindergarten teachers ● Principals ● District leaders</td>
<td>● Kindergarten Teachers: Completed 3 of 4 professional development sessions with kindergarten teachers ● Principals: Each principal has a primary support person and evaluator on Senior Leadership. Approach has improved response time when principals need support or answers ● District Leaders: Superintendent holds weekly meetings with member of Senior Leadership and Director of Human Resources. Increased access to and support from Superintendent</td>
</tr>
<tr>
<td>School-based leadership teams</td>
<td>● Have completed two impact bargaining sessions with BEU leadership</td>
</tr>
<tr>
<td>Positive and productive relationship with BEU</td>
<td>● Continue to work through grievances and negotiations</td>
</tr>
<tr>
<td>District Priorities 2019 - 2020</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Finance &amp; Administration</strong></td>
<td><strong>Student Services</strong></td>
</tr>
<tr>
<td>Establish Budget as a Policy Document</td>
<td>Continue implementation and training on new Code of Conduct</td>
</tr>
<tr>
<td>Establish Five Year Capital Improvement and Infrastructure Plan</td>
<td>Build intensive reading services at each K-8 school</td>
</tr>
<tr>
<td>Design &amp; Implement Emergency Response &amp; Preparedness Plan</td>
<td>Continue to build professional learning opportunities for paraprofessionals</td>
</tr>
<tr>
<td>Update Human Resources Practices</td>
<td>Define PSB’s social emotional learning (SEL) approach PK-12</td>
</tr>
</tbody>
</table>
### Office of Student Services: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
</table>
| Define PSB’s Social Emotional Learning (SEL) approach PK-12               | ● School & district members participate in year 2 of network group addressing district-wide SEL implementation  
● CNM completed SEL course on development and support of SEL work  
● Three-year strategic plan to be complete by EOY                                                                 | ● Problem Resolution System (PRS) Filings  
● Student Records Requests  
● Bullying Reports  
*Require significant amount of OSS and school-based staff time and have not resulted in significant findings to date |
| Continue implementation and training on new Code of Conduct               | ● Supported development of two trainings for school based staff on the new Code of Conduct policy and procedures                                                                                       |                                                                                                                                                                                                                     |
| Build intensive reading services at each K-8 school                       | ● Model for services and programming identified  
● Pilot program development in the works                                                                                                           |                                                                                                                                                                                                                     |
| Continue to build professional learning opportunities for paraprofessionals| ● 19-20: In-house designed and delivered PD series  
● 20-21: Developing partnership with BU Wheelock School of Ed to design differentiated modules                                                                                                         |                                                                                                                                                                                                                     |
# Office of Teaching & Learning: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
</table>
| Continue PK-12 Math Program Review | • Pilots are happening in grades K-5  
• Grade 3-5 teachers are completing Developing Mathematical Ideas PD this year  
• Phase 2 of Program Review for Grades PK - 8 has begun  
• 6-8 math teachers are using the new math curriculum  
• 9-12 Program review still in beginning stages | • Staff capacity |
| Continue to develop Brookline’s Essential Curriculum | • Shell of scope and sequences and unit mapping completed for grades K-8  
• Listening sessions and calibration with available teachers | • Have not moved forward with *Portrait of a Graduate* work to ensure that lessons and skill development are aligned with expected outcomes  
• Little to no time available with teachers to vet lessons that fit most appropriately with scopes and sequences in a systematic way |
## Office of Teaching & Learning: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
</table>
| Work with Kindergarten teachers to build consensus on PSB’s Kindergarten program | ● Kindergarten Teachers: Completed 3 of 4 professional development sessions with kindergarten teachers. Sessions have allowed teachers to collaborate on integrated units, discuss English language arts instruction, share scheduling ideas, and connect on a professional level. | ● Building consensus on what practices are expected  
● Need to further support K teachers on how to speak with parents about progress on reading and what is developmentally appropriate |
| Begin review of Middle School programming                                 | ● In the process of identifying a consultant to gather data and create a report on middle school  
● Curriculum Subcommittee meeting to discuss middle school scheduling and School Committee concerns | ● Middle school is not a program or content area so there is a need to create a Program Review process that is different than what has happened in past program reviews. |
## Office of Educational Equity: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress/Hindering Progress</th>
</tr>
</thead>
</table>
| Continue to establish the Office of Educational Equity                    | ● Developed a budget for the office  
● Continued coaching and support to administrators on real time microaggressions and implicit bias as it connects to teaching and learning  
● Support school leaders on helping to identify targeted professional development for teachers |
| Increase diversity in our staff through recruitment, hiring, and retention, and by developing our pipeline for paraprofessionals of color to become licensed teachers | ● Attended Mass Partnership for Diversity Educators (MPDE) conference  
● Paraprofessional Pipeline: Developed a library of resources and preparation materials for the various MTEL exams. Paraprofessionals are using them and begun developing study teams  
● Have developed individual relationships in an effort to help with career mapping  
● Affinity Groups (Asian, Latinx, Black, LGBTQ) have four gatherings scheduled this year. All groups have had two gathering thus far |
<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress/Hindering Progress</th>
</tr>
</thead>
</table>
| Help PSB staff to understand a common definition of and the core practices of educational equity and be able to use them in their daily practice | ● Have completed three of four PD sessions on Cultural Proficiency for 188 educators  
   ○ Course defines the theory of cultural proficiency and provides opportunity to practice strategies that counter the negative effects of microaggressions, implicit bias, stereotype threat, etc.  
● Have developed a written definition of equity and begun to share it throughout the district                                                                                                                        |
| Engage in community outreach on educational equity                          | ● Working with community organizations (BRJE, PAC) to share the definition of equity and develop a district wide practice when dealing with ignorance, hate, and bias  
● Have given presentations to Driscoll and BHS PTO on:  
   ○ The definition of equity  
   ○ How to talk to children about race                                                                                                                                                                      |
### Office of Administration & Finance: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
</table>
| Establish budget as a policy document: “What is written is what is funded” | • **Budget:**  
  ○ OpenGov developed and released February 2020  
  ○ Need to schedule Training of Budget Managers and their review of accounts  
  ○ Chart of Accounts and Employee Transaction form review  
    ○ Agreement with Town to revamp and rewrite COA over next 24 months to comply with DESE reporting and School Committee desire to see building based budgets.  
  ○ Student Activities:  
    ○ Review of GASB 84 ruling and guidance impact  
    ○ Review and update policy in draft | • Public Records Requests  
• Number of Building Projects and Planning (BHS, Driscoll, Pierce, Clark Road moves, lease negotiations)  
• The amount of time needed to build OpenGov especially in a truncated timeline (December to February) |
## Office of Administration & Finance: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish five year capital improvement and infrastructure plan</td>
<td>Five Year Capital Improvement Plan</td>
<td>• Pierce: Enrollment letter process taking longer than anticipated</td>
</tr>
<tr>
<td>● 5 Year CIP Plan - Updated and published annually &amp; building planning (short term- long term)</td>
<td>• Working on Completing Facility Inventory (2 of 15) and Security Assessment Plans (13 of 15) by June</td>
<td>• Facility inventory and security planning takes time</td>
</tr>
<tr>
<td>Building Projects</td>
<td>Building Projects</td>
<td></td>
</tr>
<tr>
<td>● BHS building project</td>
<td>● Pierce: Currently in Eligibility Period until March 30, 2020.</td>
<td></td>
</tr>
<tr>
<td>● Driscoll Building Project</td>
<td>● BHS Building in progress</td>
<td></td>
</tr>
<tr>
<td>● Pierce MSBA building project</td>
<td>● Driscoll - Design development</td>
<td></td>
</tr>
<tr>
<td>● Clark Road</td>
<td>● Clark/Pierce/Baldwin/SEC- In action planning for upcoming moves</td>
<td></td>
</tr>
</tbody>
</table>
## Office of Administration & Finance: 2019-20

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress/Hindering Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design and implement Emergency Response &amp; Preparedness Plan</strong></td>
<td>• Issued Process and Protocol for ID Badges</td>
</tr>
<tr>
<td>● ID badges &amp; general security</td>
<td>• Continuing final edits and review of protocols and procedures to be completed by June and issued in September</td>
</tr>
<tr>
<td>● Update to protocols and procedures and documentation</td>
<td>• Completed all but 2 schools for Options Based response training with BPD.</td>
</tr>
<tr>
<td>● Completion of emergency planning review, development of plan for revised training, and initial round of training</td>
<td></td>
</tr>
<tr>
<td><strong>Update human resources practices</strong></td>
<td>• Ongoing Non-aligned plan will be updated by 3/12</td>
</tr>
<tr>
<td>● Non-Union/Non-Aligned classification plan adopted by School Committee</td>
<td>• Negotiations ongoing with Brookline Educators Union; Negotiations completed with AFSCME</td>
</tr>
<tr>
<td>● Negotiating collective bargaining agreements with unionized staff (Ch. 150E, Section 1).</td>
<td>• Will be complete with Non-Union/Non-Aligned plan</td>
</tr>
<tr>
<td>● Establishing compensation parameters for administrators and other employees not subject to collective bargaining, including principals and non-aligned employees (Ch. 71, Sec. 59B).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priorities</th>
<th>Progress/In the way of Progress</th>
<th>Hindering Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch School-based Leadership Teams</td>
<td>• Have completed two impact bargaining sessions with BEU leadership. Proposals are far apart.</td>
<td>Superintendent leading process</td>
</tr>
</tbody>
</table>
| Effective planning and implementation of district-wide priorities | • Supported development of two trainings for school based staff on the new Code of Conduct policy and procedures (August 2019)  
• Successful implementation of high quality district-wide professional development on Cultural Proficiency, K-8 math curriculum, and Restorative Practices in PK-8. (July - August 2019). | • Much of this work is being take on by the Superintendent  
• Building projects - Still working through the appropriate management to support these as well as in the past  
• Lack of Strategic Plan continues to lead to decisions being made based too often on anecdotal statements and one-off advocacy |
| Continue to improve district-wide communications     | • During first half of the year, provided regular updates to families and staff through email newsletters, email, website, and social media about budget process, changes in math curriculum, capital projects, and district-wide news | • No senior staff member focusing on communications  
• With Enrollment and Community Engagement Specialist now focusing on registration and enrollment, communications is less frequent and more sporadic |
| Revise methodology for enrollment projections         | • Completed new enrollment forecast  
• Presented to School Committee on February 6, 2020                                           |                                                                                   |
<table>
<thead>
<tr>
<th>Finance &amp; Administration</th>
<th>Student Services</th>
<th>Equity</th>
<th>Teaching &amp; Learning</th>
<th>Strategy, Performance, &amp; Community Engmt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish Budget as a Policy Document</td>
<td>Continue implementation and training on new Code of Conduct</td>
<td>Continue to establish the Office of Educational Equity</td>
<td>Continue to develop Brookline’s Essential Curriculum</td>
<td>Launch School-based Leadership Teams</td>
</tr>
<tr>
<td>Establish Five Year Capital Improvement and Infrastructure Plan</td>
<td>Build intensive reading services at each K-8 school</td>
<td>Introduce common definition of equity and core instructional practices</td>
<td>Continue PK - 12 Math Program Review and introduction of K-8 math curriculum</td>
<td>Effective Planning and Rollout of all efforts</td>
</tr>
<tr>
<td>Design &amp; Implement Emergency Response &amp; Preparedness Plan</td>
<td>Continue to build professional learning opportunities for paraprofessionals</td>
<td>Increase staff diversity</td>
<td>Work with Kindergarten teachers to build consensus on PSB’s Kindergarten Program</td>
<td>Continue to Improve District-wide Communications</td>
</tr>
<tr>
<td>Update Human Resources Practices</td>
<td>Define PSB’s social emotional learning (SEL) approach PK-12</td>
<td>Engage in community outreach on educational equity</td>
<td>Launch Middle School Review</td>
<td>Revise Methodology for Enrollment Projections</td>
</tr>
</tbody>
</table>

**District Priorities 2019 - 2020 - Focus Areas for Remainder of the Year**

- Establish Budget as a Policy Document
  - Continue implementation and training on new Code of Conduct
- Establish Five Year Capital Improvement and Infrastructure Plan
  - Build intensive reading services at each K-8 school
- Design & Implement Emergency Response & Preparedness Plan
  - Continue to build professional learning opportunities for paraprofessionals
- Update Human Resources Practices
  - Define PSB’s social emotional learning (SEL) approach PK-12
11 1/2" HIGH ALUMINUM LETTERS ON STANDOFFS
FONT: GOTHAM MEDIUM
COLOR: ANODIZED ALUMINUM
3" HIGH BRASS LETTERS ADHERED TO METAL PANEL
FONT: GOUZY OLD STYLE REGULAR

4 1/2" HIGH VINYL LETTERS ADHERED TO GLASS
FONT: GOTHAM MEDIUM
COLOR: TO MATCH PANTONE 345

NEW SCHOOL NAME SIGNAGE FOR HARVARD STREET
AND FIELD ENTRANCES

HARVARD STREET ENTRY
FIELD ENTRANCE