

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE HELD ON **THURSDAY, MARCH 26, 2020** AT 5:00 PM (REMOTE VIA WEBEX). 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, Ms. Ditkoff, Mr. Glover, Ms. Monopoli, Mr. Pearlman, and Ms. Scotto. Also present: Mr. Lummis, Ms. Normen, Dr. Gittens, Ms. Ngo-Miller, and Ms. Coyne.

Ms. Schreiner-Oldham called the meeting to order at 5:00 PM.

1. ADMINISTRATIVE BUSINESS

a. Consent Agenda

ACTION 20-25

On a motion of Ms. Schreiner-Oldham and seconded by Ms. Federspiel, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the items included in the Consent Agenda.

- i. Past Record: March 16, 2020 School Committee Meeting
- ii . Past Record: March 19, 2020 School Committee Meeting
- iii. Acceptance of Funds: Whipple Foundation (Attachment A)
- iv. Award Three-Year School Bus Contract to Eastern Bus Company (Attachment B)

2. UPDATE ON SCHOOL DISTRICT CLOSING IN RESPONSE TO COVID-19 (CORONAVIRUS), INCLUDING REVIEW OF INITIAL BUDGET IMPACT OF COVID-19 CLOSURE

Mr. Lummis provided an update on the School District closing in response to COVID-19 (Attachment C). The focus of the past week included the following: completing the agreement with the Brookline Educators Union on the extended closures; ongoing support of families in need, including the distribution of more than 500 meals and more than 400 Chromebooks; custodians providing support town-wide for cleaning and disinfecting town buildings; and launch of Phase 1 of Remote Learning. Ms. Ngo-Miller discussed the following: the Office of Student Services overall approach (outreach to more/most vulnerable students and families; prioritize most in need-guidance and clinical, out-of-district, specialized programs); work being done by the Nursing Team and Guidance and Clinical Team; Special Education State and Federal guidance, family survey results, and the phased approach. Dr. Gittens discussed PreK-8 and Grade 9-12 Learning Support. The focus of the upcoming week will include planning and development of further guidance for Phase 2 of Remote Learning (April 6-May 4): begin with Commissioner of Education's guidance; Coordinators, Directors, and Principals work to identify clearer parameters for providing teacher directed, school directed, and student directed learning and support; clearer direction on introducing new learning; remote learning day should include a variety of engaging work and activities in

academics, wellness, arts, physical activity, and social emotional support; and continued focus on remote learning as opposed to online or virtual learning.

School Committee members submitted questions and comments.

- How many meals is the district providing weekly, and to how many families?
- How many Chromebooks have been distributed to students, and how many more are needed?
- What additional technology does the district need for families and staff? Shouldn't this be included in the emergency budget?
- How has the district's thinking evolved in terms of goals for the year (per subject per grade) given that the closure will be at least seven weeks rather than two to three weeks?
- Requested that the School Committee hear from some Principals and Teachers about what is working and what further support is needed.
- Should not approach this in two-three week increments.
- How does remote learning differ from online or virtual learning?
- Who is the right person to set expectations with parents/guardians about what they should expect by grade band (K-5, 6-8, High School) over the next five weeks? Should it be the Principal, Department Head, or Teacher? This may differ by grade band. How will the district communicate what is being planned?
- In the absence of public school materials being provided, some families have hired three or four tutors for their kids and others have much more limited resources. Not providing enough creates pretty complicated inequities.
- It would be helpful to discuss how the district might need to revise grade level learning expectations.
- Are children being expected to share a single Chromebook? This would pose a problem for children with special needs who use Chromebooks more intensively.
- Has the district distributed Chromebooks to all paraprofessionals? How will paraprofessionals be used moving forward?
- Do all of the staff members whom the district wants to be instructing students or collaborating with other staff members have adequate technology?
- The district should consider bringing on an online learning consultant to provide urgent direction to the Public Schools of Brookline. The district does not appear to have the expertise, nor be equipped to understand how to manage education at this scale.
- What is being done to provide broadband equity for families and staff?
- The wide range of standard educational options is not going to be satisfactory. There needs to be far more instruction and far more clarity about student and teacher and parent/guardian expectations. How soon will this happen?
- It is critical to ask teachers to be part of the Phase II planning process.
- If the district does not put out new instruction, inequities will continue.
- Issues of equity will always be there, irrespective of introducing new material. Brookline, like most other districts, should be introducing new material.

- The district should not assume a May 4 return to School. The Curriculum Subcommittee should meet to discuss goals for the rest of the year and what the district can reasonably expect. There would need to be input from principals, department heads, and teachers.
- Would like to hear about the district's ambitions for academic excellence in this process.

In response to some of the questions/comments, staff discussed the following: the number of meals and Chromebooks distributed; different types of virtual learning; staff requests for technology (some phones); family wireless access (almost all said it is good), technology platforms (most are now free; per the agreement with the Brookline Educators Union, no requirement for a specific platform); and timing of access to new curriculum (will roll out on April 6, 2020; staff are working hard on this).

School Committee members also provided the following comments: would not support any initiative that will not provide new learning initiatives and access to curriculum until April 6, 2020; the district should hire a consultant to work with teachers on areas such as chat, group dynamics, and provision of materials; the School Committee should organize a Task Force around this; students and families are not being well represented in these conversations; there should be a public forum on distance learning in the district; would like more information on what mechanisms/structures are in place to ensure students are engaged in learning; need to have realistic expectations; important to establish and communicate guiding principles (e.g., students should get meaningful feedback, but should not be graded; how the district is thinking about equity); important to provide mechanism for parent input (e.g., what they have tried and what they would like to see); and asked for clarity regarding whether teachers have been able to provide new curriculum (would never hold back teachers who feel ready, but there is need for consistency).

It was agreed that the Curriculum Subcommittee will schedule a meeting next week on distance learning, and that there will be opportunity for public comment.

Ms. Normen presented the initial budget impact of the COVID-19 closure (currently estimated at \$1,269,468) (Attachment D). The Advisory Committee and Select Board approved a Reserve Fund Transfer in the amount of \$49,000. The FY 2020 3rd Quarter Financial Report will show resources and challenges across all funds. At this time, there are a number of unknowns, both in terms of expenses and revenue. Ms. Normen requested that the School Committee consider how to handle lease agreements for the use of school facilities and Brookline Early Education Program (BEEP) tuition payments. The School Committee reviewed Dr. Watts's March 24, 2020 memo regarding the School Closure Financial Implications for BEEP (Attachment E). The FY 2021 loss of revenue is estimated to be in the range of \$600,000-\$750,000. Dr. Watts provided an update on BEEP initiatives. School Committee members discussed contacting state officials to advocate for funding for summer programs.

ACTION 20-26

On a motion of Ms. Charlupski and seconded by Mr. Glover, the School Committee voted (by roll call), with 8 in favor, 0 opposed, and 1 abstention (Ms. Schreiner-Oldham because she has a child in BEEP), to suspend tuition for BEEP families beginning April 1, 2020 and until the Public Schools of Brookline reopen.

ACTION 20-27

On a motion of Ms. Ditkoff and seconded by Mr. Pearlman, the School Committee voted (by roll call), with 7 in favor, 0 opposed, and 2 abstentions (Mr. Glover abstained because his wife is on the Extended Day Board and Dr. Abramowitz abstained because she has a child in Extended Day), to give the Deputy Superintendent for Administration and Finance the authority to suspend rental payments beginning April 1, 2020 and until the Public Schools of Brookline reopen if it is deemed that that the organization(s) is not collecting rent for those months.

The School Finance Subcommittee will discuss FY 2021 BEEP fees at the April 1, 2020 meeting.

3. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES

a. FY 2020 2nd Quarter Financial Report

Ms. Normen presented the March 2, 2020 FY 2020 2nd Quarter Financial Report (Attachment F). The report identifies sources of the projected deficit of approximately \$693,000, and steps being taken to end the year in balance. The FY 2020 3rd Quarter Financial Report will reflect the initial budgetary impact of the district's response to COVID-19.

b. Discussion and Possible Vote on a Letter to State Officials regarding Spring 2020 Standardized Testing

Mr. Pearlman presented a draft letter to State Officials regarding Spring 2020 Standardized testing (Attachment G). Members spoke in support of the letter and suggested that it be sent to Brookline's Legislators and the Chairs of the Legislature's Senate and House Education Committees.

ACTION 20-28

On a motion of Ms. Charlupski and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the letter to State Officials regarding Spring 2020 Standardized testing (Attachment G).

4. NEW BUSINESS

There was no new business to discuss.

5. PROPOSED EXECUTIVE SESSION

By unanimous roll call vote at 8:15 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for Purpose 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel (non-aligned personnel) and for Purpose 3, to discuss strategy with respect to collective bargaining with the Brookline Educators Union, Units A, B, and Paraprofessionals, and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 93, Local 1358, 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 reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 11:00 PM, the School Committee reconvened in public session.

6. POSSIBLE SCHOOL COMMITTEE ACTION (OPEN SESSION)

a. Possible Vote to Approve Agreements between the Public Schools of Brookline and American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 93, Local 1358

ACTION 20-29

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the School Committee VOTED UNANIMOUSLY (by roll call) to approve agreements with AFSCME, AFL-CIO, Council 93, Local 1358, as shown in Attachment H.

7. ADJOURNMENT

Ms. Schreiner-Oldham adjourned the meeting at 11:00 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee

The Whipple Writing Fellowship

Summary

The Whipple Writing Fellowship offers Brookline High Students who love the written word an opportunity to develop and expand their skills as writers. As Fellows, participants will join a supportive cohort of fellow aspiring writers, receive stipends to encourage their work, and learn from writers across a spectrum of professional writing styles how to craft a piece of writing that will ultimately be presented in a public forum and submitted for publication.

Common to the experience of all Whipple Fellows will be an intensive focus on developing their ideas via writing, regardless of the topic. The goal of the fellowship is to develop student's capacity to write with a purpose. Whether the Fellows are researching something of particular interest such as humor writing, sports writing compiling a collection of original poetry, telling the story of an unsung hero, or bringing to light an untold chapter of local history, all Fellows will engage in a similar process to develop skills under the tutelage of master teachers from Brookline High.

After applying and being accepted to the program by the end of February, the six Fellows will begin working in the Spring of 2020 to craft a writing proposal for the Summer Residency, a six week intensive period at the heart of the Fellowship. Once proposals have been finalized, Fellows will be invited to participate in the Summer Residency beginning in July to work intensely on their selected writing piece. The combination of the spring meetings and the summer residency will support the Fellows in developing their initial ideas; expand and formalize their proposals; draft and revise preliminary writing; outline the process for the length of the Fellowship, set goals and objectives tied to waypoints through the process, and ultimately culminate in the creation of an outstanding piece of original writing.

In the Fall of 2020, the Whipple Fellows will gather for an evening of public presentations that will be open to the entire community and will include the Fellows, their families, teachers, and the Whipple/Gladstone family in order to celebrate the Fellows' tremendous accomplishment. In addition, their written work will appear in the Fellowship Journal.

Year 1 Fellowship Goals

- Inspire BHS students to pursue an area of interest/passion and provide the time and resources to improve their writing skills in pursuit of that interest.
- Teach Fellows how to conduct original research to support their own writing goals and objectives.
- Support Fellows to express their knowledge through a compelling piece of written work that is well crafted, and thoughtfully refined.
- Provide Fellows with the opportunity to work in collaboration with motivated peers, and faculty to improve their own writing skills.
- To expose Fellows to different ways community members use writing in their professional lives through guest speakers.
- Support Fellows to complete a major long term writing assignment
- Provide an opportunity for Fellows to share what they have learned throughout their writing process with the larger BHS and Brookline community both in print and through professional presentations.

Fellowship Timeline 2019-2020

Sept-Jan	<ul style="list-style-type: none"> ● Planning for the fellowship led by 2 BHS Faculty ● Host 1-2 BHS community events to present the fellowship to the BHS community
Feb	<ul style="list-style-type: none"> ● Application for the Whipple Fellowship released ● Workshops provided by faculty to help students complete the application ● 6 students are chosen for Year 1
March-April	<ul style="list-style-type: none"> ● Fellows meet as a cohort 2-3 times and workshop their summer proposals for their writing projects ● Formal revised proposals are submitted before April break ● Proposals are accepted or further revised by the end of April ● Guest speakers are chosen and booked to present to the fellows in the spring or summer sessions.
May	<ul style="list-style-type: none"> ● Fellows create an ongoing research resource list for their summer projects ● Fellows record what they are learning in a process journal

June	<ul style="list-style-type: none"> • Fellows meet as a cohort to share what they have learned from their research and how that information will inform their summer writing projects.
July-Aug	<ul style="list-style-type: none"> • Summer Residency begins with 2-3 full-day workshops with the cohort. • Summer work continues <i>independently</i> for 5 additional weeks in the summer, including weekly dinner meetings with the cohort • Fellows communicate formally 1X per week with the Fellowship Faculty member • By the end of August, written piece is finalized for publication in the Fellowship Journal
Sept	<ul style="list-style-type: none"> • Fellows work on preparations for public presentation • Meetings with Fellowship Faculty and cohort throughout this month
Oct	<ul style="list-style-type: none"> • Fellows present their work to the community • Fellowship Journal is published and distributed

Budgeting for Year 1

Item	Cost per person	Total cost
Program Leader	\$8,000	\$8,000
Fellowship Faculty Stipend	\$5,000	\$5,000
Fellowship stipend	\$1,000 x 6 student	\$6,000
Guest Speaker Honorarium	\$300x 4 guest speakers	\$1,200
Publication of the Journal Fall and Spring edition	\$500 x 2 journals	\$1,000
Fellowship Writing Events/Speakers	\$500 x 3 speakers	\$1,500
Food/meals	\$15 x 8 fellow participants (including 2 faculty)	\$1,200

	10 meals over spring and summer	
Supplies	\$200	\$200
Total		\$24,100

Job Descriptions

Program Leader

The program leader will be responsible for administering the fellowship and facilitating the roll out of new programs identified in the Long Term Vision. In addition, it is the job of the program leader to ensure that the fellowship and all associated programming fulfill the mission statement.

Responsibilities and duties for the program leader include:

- Acting as the liaison between BHS, the Whipple/Gladstone family and Brookline Community Foundation
- Publicizing the fellowship to faculty and students.
- Creating and facilitating the application and selection process, with input from the fellowship faculty.
- Helping design curriculum for the summer residency, along with the fellowship faculty.
- Supporting the fellowship faculty in the spring to aid students in crafting their proposals for the summer residency.
- Designing and implementing the summer residency including selecting community guest speakers, and arranging logistics for the sequence of fellowship meetings.
- Helping to plan and implement fundraising and fellowship programming outside of the residency.
- Planning the fall presentations for the Whipple Fellows.
- Ensuring the publication of the fellowship journals.
- Arranging any outside speakers associated with the fellowship
- Continuing to develop the roll-out of the long-term vision included as part of the BHS Writing Institute.

Fellowship Faculty

Each year, there will be a BHS Faculty member who will act as the lead teacher for the fellowship and summer residency. They will be supported in their role by the program leader and they will be expected to perform the following duties and responsibilities:

- Providing input on the application and selection process for the fellows.

- Attending any relevant fundraising events associated with the fellowship and attending the fall presentations
- Leading, with support from the program leader, the creation of any curriculum associated with the fellowship
- Leading, with support from the program leader, the proposal writing process for fellows in the spring
- Leading, with support from the program leader, and planning any workshops for the summer residency
- Leading, with support from the program leader, all summer residency activities
- Facilitating the goals and message that guest speakers should focus on when presenting to the students.
- Providing timely feedback on all written work done by fellows, including work to be published in the journal and their fall presentations
- Meeting 1:1 with fellows 1X per week for 1 hour, outside of the fellowship dinners.

Guest Speakers

In order to expose Fellows to a wide variety of writing styles, the Residency will include 3-4 outside guest speakers who have experience writing professionally and who are willing to present to the cohort on topics relating to their writing process and experiences as professionals within their field. The program director will seek to find a diverse group of guest speakers who can offer varying perspectives on different styles of writing and that would help to inform the type of writing students within the cohort are interested in. Each guest speaker will be expected to engage with the fellows for 3 hours and will receive an honorarium of \$300. The format of their visit will be designed in collaboration between the speaker, the director and the faculty member. Some speakers may choose to use a workshop model, while others may choose to present directly to the fellows, among other options. Guest speakers will also be invited to attend the final presentation of the fellows work, though that will not be a condition of receiving their honorarium.

Student Fellows

Student Fellows will be recruited from Brookline High School and the program will be open to 9-11 graders. The director will use intentional strategies to actively recruit a diverse group of fellows. Students seeking to participate in the fellowship will complete an application that will give them the opportunity to explain their interest and desire to participate in the fellowship. They will also be required to submit a writing sample. The selection process for the fellowship will be evaluative and may include interviews of candidates. The director and faculty will choose the fellows based on the strength of their applications and availability to participate fully in the summer residency.

Stipends for students will be based on three factors: participation, process and product. The stipend will be divided into 2 payments of \$500. Student will receive the first half of their stipend at the end of the summer residency. This part of the stipend is based on their participation in spring and summer activities, as well as, the writing they produce in the process of drafting their final product. Students will receive the second half of their stipend after successfully completing the final product for submission to the journal and having presented at the final event of the fellowship in the fall.

Long Term Vision

The fellowship remains at the heart of the long term vision and we believe that the objectives of the fellowship should be expanded to reach more students and to offer programming through a variety of means that are all focused on the power of strong writing. We see the long term vision as encompassing a three-phase roll out over the course of four years. This expansion would begin the creation of the *BHS Writing Institute*, which would include the fellowship as its flagship program, in addition to many other writing workshops and programming, summarized below.

Phase 1	Year 1	Whipple Fellowship and Summer Residency
Phase 2	Years 2 & 3	Whipple Fellowship and Summer Residency BHS Writing Institute year-long writing workshops and summer workshops Quarterly Journal BHS Institute Writing Center at BHS BHS Institute Professional Speaker Series
Phase 3	Year 4	Whipple Fellowship and Summer Residency BHS Institute year-long writing workshops and summer workshops Quarterly Journal BHS Institute Writing Center at BHS BHS Institute Professional Speaker Series BHS Regional Writing Conference for Young Writers

Phase Two Description

- In phase two of the project, other strands will begin to build the broader *BHS Writing Institute*. The Institute will add a minimum of two writing workshops open to all BHS students that will run for 3-4 days and are designed around a particular style of writing (i.e. poetry, journalism, historical nonfiction etc...). These writing workshops will be created and taught by teachers who would become members of the BHS Writing Institute Faculty. These might be conducted during school breaks or in the evenings/weekends. Ideally, participants in these workshops would be inspired to apply for the fellowship and summer institute.
- In phase two, we also believe that the BHS Writing Institute Faculty should introduce writing courses within the summer school catalog that would offer 3-6 week writing courses for students who need or want a more guided writing experience. These courses would be self-funded through tuition and would follow the summer school calendar. While these classes would be offered through BHS Summer School they would be managed and run by the BHS Writing Institute Faculty and would align with the BHS Writing Institute goals and philosophy.
- We believe that the Fellowship Journal should also grow into a quarterly publication after the first year. The publication will print all of the work from the writing workshops and summer school classes (along with the existing publication for the Whipple Fellows).
- The BHS Writing Institute would also host a professional writer speaker series for the entire BHS community.
- Finally, it might be possible to join with the current BHS writing center by using BHS Writing Institute Faculty and Whipple Fellows and BHS Writing Institute writing participants to staff the year-long writing center at BHS.

Phase Three Description

- We imagine that the BHS Writing Institute and Fellowship will stand as a national model for supporting young writers within a public school setting. In the third phase of the project, we hope to host a regional writing conference to inspire young writers from across the Commonwealth and the New England area to

share their writing with other young people. The BHS Writing Institute Faculty, Fellows and participants would staff and plan the conference.



David Zadoc Whipple Fund

Non-Endowed Donor Advised Fund Agreement

To the Board of Trustees:

Enclosed you will find a check for \$100,000 made payable to the Brookline Community Foundation (the "Foundation"), a Massachusetts not-for-profit corporation. This is an irrevocable gift to establish a fund (the "Fund") for the purposes enumerated and set forth in the Articles of Incorporation establishing the Foundation and is to be administered by you subject to all of the terms and conditions contained in this document and the Foundation's Articles of Incorporation and By-Laws (including any amendments or additions thereto).

The Fund shall be known as the David Zadoc Whipple Fund of the Brookline Community Foundation and is established in memory of our son, David, who was an exceptional young man and a graduate of Brookline High School and Yale College. As David was a lover of words and ideas as well as an exceptional writer, this fund may support excellence in writing such as summer writing fellowships and year-round writing programs as well as other charitable purposes primarily benefiting the Brookline community, as determined by the Brookline Community Foundation.

The Fund shall be held and distributed upon the following terms and conditions:

1. We may in the future make additional contributions to the Fund and others may also contribute to it from time to time. All gifts to the Fund are subject to the approval of the Foundation, and all additional gifts will be used subject to the terms and conditions set out in this document.
2. The income and principal of the Fund shall be the property of the Foundation, subject to its exclusive legal control and investment. The Foundation has total control over the investment and reinvestment of the Fund. Assets of the Fund may be commingled for purposes of investment with other assets of the Foundation.
3. The income and principal of the Fund may at the Foundation's discretion be distributed to organizations of the type to which an individual taxpayer may make deductible charitable contributions under Sections 170(b)(1)(A), 170(c), 2055(a) and 2522(a) of the Internal Revenue Code of 1986, as amended, as evidenced by a favorable determination of the organization's status by the Internal Revenue Service but excluding any disqualified supporting organization as described by Section 4966(d)(4) of the Code and excluding private foundations ("Qualified Charities").
4. Distributions from the Fund to Qualified Charities may be made at such time or times and in such amount or amounts as may be determined solely by the Foundation,

provided, however that for the duration of our lifetimes, we may recommend to the Foundation that it make distributions from the Fund to one or more Qualified Charities. Such recommendations shall be wholly advisory and the Foundation shall not be bound by such recommendations. We understand that distributions from the Fund can be used only for charitable purposes and not for our benefit, the benefit of any other donors to the Fund, the benefit of parties related to any donor, or for any other purpose conferring impermissible private benefit.

5. We may make such recommendations for distributions to Qualified Charities from the Fund. No distribution shall be made which results in any economic benefit, quid pro quo, or other perquisite to any individual, and no distribution shall be made in satisfaction of a charitable pledge made by an individual.
6. To the extent that distributions from donor advised funds are governed by state or federal law, Brookline Community Foundation may modify this agreement to comply with the laws of the Commonwealth of Massachusetts and with applicable federal law.
7. The privilege to make recommendations shall extend only to us and to any successor advisors named herein, and shall terminate upon the death of the last person entitled to exercise the privilege. Prior to such termination, the privilege to make recommendations shall terminate upon the receipt by the Chief Executive Officer of written notice given by the then holder of the privilege that the privilege has been released. Upon final termination of the privilege to make recommendations, the Foundation shall hold the Fund for its general purposes.
8. [I/we] name the following individuals as successor advisors who will have the privilege of making recommendations after our deaths:

Elizabeth Gladstone Whipple

9. Recommendations for distributions are evaluated by the staff of the Foundation, the Program and Grants Committee, and/or the Board of Trustees. After such independent investigation of each recommendation as they deem appropriate, the Chief Executive Officer, the Program and Grants Committee or the Board of Trustees shall determine and report whether the recommendation is consistent with the Foundation's charitable purposes, whether the recommended recipient is a Qualified Charity, and whether the recommended distribution meets the requirements for donor-advised fund distributions under the Internal Revenue Code of 1986, as amended. In the case of an adverse determination, the Foundation shall notify the person or persons making the recommendation and may, in its discretion, permit an alternative recommendation to be made within such period of time, if any, as it sees fit.
10. Any distribution approved by the Foundation shall identify the distribution to the recipient Qualified Charity as being made from the David Zadoc Whipple Fund of the Brookline Community Foundation and shall identify the person who recommended the distribution unless he or she requests anonymity.

11. Consistent with its practice adopted from time to time with respect to other donor-advised funds, the Foundation charges a fee to the Fund to help defray the Foundation's operating expenses.

We acknowledge that we have reviewed and are familiar with the attached "Donor Advised Fund Policies and Guidelines" and that notwithstanding any provision of this Agreement the Fund will be administered in accordance with such policies and guidelines.

If the terms of this letter are acceptable to you, please acknowledge the same by executing the enclosed copy of this letter and returning it to us.

Very truly yours,



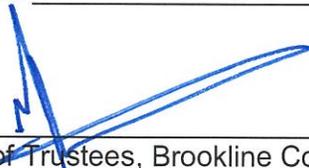
Carol Gladstone.



Ben Whipple

THE BROOKLINE COMMUNITY FOUNDATION hereby accepts the foregoing letter and agrees to hold, administer and distribute the Fund upon the terms and conditions hereinabove contained.

Dated: 12-12-19

By:  _____

President, Board of Trustees, Brookline Community Foundation

By:  _____

Chief Executive Officer, Brookline Community Foundation



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BEN LUMMIS
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN
 DEPUTY SUPERINTENDENT
 FOR ADMINISTRATION AND FINANCE

Memorandum

TO: Finance Sub Committee
 Ben Lummis
 Mary Ellen Normen

FROM: Matthew J. Gillis, Director of Operations & Facilities *MJG*

CC: Evan Schwartz, Transportation Coordinator
 David Geanakakis, Chief Town Procurement Officer
 Richard Saville, Town Procurement Officer

RE: **Bid Award – School Bus Transportation**

DATE: February 25, 2020

On January 16, 2020, at 4:00 PM, Rick Saville, Procurement Officer, Dave Geanakakis, Chief Procurement Officer and I opened the bids submitted to the district for the contract of Regular School Day and Athletic/Field Trip Buses, & METCO Buses. The contract is structured in accord with MGL procurement laws and thus is a three-year initial contract with five individual option years PSB has the option to exercise, for a total maximum term of eight years. Here are the results.

BID Results	Eastern	Eastern	Local Motion	Eastern	Eastern
Year	Reg Day	METCO	METCO	Athletic and Field Trips	
FY21	\$ 496,800	\$ 328,000	\$ 306,680	\$ 400	\$ 140
FY22	\$ 518,400	\$ 341,000	\$ 312,000	\$ 420	\$ 150
FY23	\$ 540,000	\$ 353,800	\$ 317,320	\$ 440	\$ 160
Contract Total	\$ 1,555,200	\$ 1,022,800	\$ 936,000	Round Trip*	Hourly**
Low Bid	Yes	No	Yes	Yes	Yes
R&R	Yes	Yes	Yes	Yes	Yes

Suggestion motions

- 1.) Move to award a new three-year contract to low responsive and responsible bidder, Eastern Bus Company, for regular school day bus services per their per diem bid, estimated not to exceed \$1,555, 200 for the next three years.

- 2.) Move to award a new three-year contract to low responsive and responsible bidder, Local Motion, for METCO bus services per their per diem bid, estimated not to exceed \$935,00 for the next three years.
- 3.) Move to award a new three-year contract to low responsive and responsible bidder, Eastern Bus Company, for Athletic and field Trip bus services per their bid not to exceed \$the hourly or annual bid price for the next three years.

The regular day school bus service and METCO bus both came in under what was initially budgeted for FY21. With very few exceptions, field trips are largely paid for by the PTOs. Athletics trips can be paid via the general fund and out of the athletic revolving fund.

New Contract Language Updates

- 1.) New contract can extend to 8 years
- 2.) Solicited bids for electric buses, no bids received, longer contract term to encourage bid of electric buses
- 3.) Vehicle Limits, expanded in effort encourage competition and slow price increase(s)
 - a. Maximum age: increased to 6 years from 5 years
 - b. Maximum mileage: increased to 125,000 miles from 90,000
 - c. Note: Well maintained school buses can commonly last 10-12 years and exceed 250,000 miles in New England
 - d. School buses are inspected 3 times per year RMV
- 4.) Two-Way Radio Communication Required between Drivers and PSB Transportation Coordinator
- 5.) PSB gets GPS access to vendor buses providing service to PSB
- 6.) Dry run required before start of each school year
- 7.) Insurance coverage requirements go to \$6M/\$12M and \$2M from \$5M/\$10M and \$1M in prior contract 2015-2020

Bid Forms
2020

Bid Form A

In Town Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years have been exercised in prior contracts and may be exercised in the future, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. The BHS early arrival and late bus BHS trips also expected to keep the same times. Monitors are used rarely and not part of determining the low bidder, but having price for the service when needed is required.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
K-8/BHS	460	480	500	525	550	575	600	625
Late Run (above 4 hrs of student ride time per vehicle)	270	280	290	300	310	320	330	340
Athletic/Field Trips	SEE BID FORM C →							
In Town - Drop Off Only	↓	↓	↓	↓	↓	↓	↓	↓
Round Trip	↓	↓	↓	↓	↓	↓	↓	↓
Out of Town Hourly Rate	↓	↓	↓	↓	↓	↓	↓	↓
Vendor supplied Monitor AM	150	160	170	180	190	200	210	220
Vendor supplied Monitor PM	150	160	170	180	190	200	210	220
Total	n/a							→

Service Category A: Regular Buses

\$ 460 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 496,800 FY21 (Year 1) Annual Cost

\$ 480 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 518,400 FY22 (Year 2) Annual Cost

\$ 500 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 540,000 FY23 (Year 3) Annual Cost

Total Base Contract Regular School Year Busing \$ 1,555,200

~~Service Category A: BID ALTERNATE ALL ELECTRIC BUS~~

\$ 3,000 ~~ALTERNATE~~ Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,240,000 FY21 (Year 1) Annual Cost

\$ 3,200 ~~ALTERNATE~~ Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,456,000 FY22 (Year 2) Annual Cost

\$ 3,400 ~~ALTERNATE~~ Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,672,000 FY23 (Year 3) Annual Cost

Total Base Contract ALL ELECTRIC BUSES

\$ 10,368,000

Chuck Wintz

Signature of Authorized Bidder

Charles Wintz

Name of Individual Completing Form

EASTERN BUS COMPANY

Name of Company Bidding

Bid Form B

METCO Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	492	500	508	518	528	538	548	558
METCO Late Run	410	420	430	440	450	460	470	480
METCO AM Monitor	148	154	160	166	172	178	184	190
METCO PM Monitor	148	154	160	166	172	178	184	190
Total	1,198	1,228	1,258	1,290	1,322	1,354	1,386	1,418

Service Category B: METCO Buses

\$ 492.⁰⁰ Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 265,680.⁰⁰ FY21 (Year 1) Annual Cost

\$ 500.⁰⁰ Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 270,000.⁰⁰ FY22 (Year 2) Annual Cost

\$ 508.⁰⁰ Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 274,320.⁰⁰ FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 810,000.⁰⁰

METCO Late Bus # of days is estimated for M, W, Th during school year

Days = $\frac{\$ 410^{00}}{\$ 41,000^{00}}$ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
FY21 (Year 1) Annual Cost

Days = $\frac{\$ 420^{00}}{\$ 42,000^{00}}$ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
FY22 (Year 2) Annual Cost

Days = $\frac{\$ 430^{00}}{\$ 43,000^{00}}$ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)

\$ 126,000⁰⁰

Total METCO Cost Per Contract (Add 2 subtotal lines)

\$ 936,000⁰⁰

Bruce Barrows
Signature of Authorized Bidder

BRUCE BARROWS
Name of Individual Completing Form

LOCAL MOTION INC.
Name of Company Bidding

Bid Form B

METCO Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	530	550	570	590	610	630	650	670
METCO Late Run	420	440	460	480	500	520	540	550
METCO AM Monitor	180	190	200	210	225	240	255	270
METCO PM Monitor	180	190	200	210	225	240	255	270
Total								

Service Category B: METCO Buses

\$ 530 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 286,200 FY21 (Year 1) Annual Cost

\$ 550 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 297,000 FY22 (Year 2) Annual Cost

\$ 570 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 307,800 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 891,000

METCO Late Bus # of days is estimated for M, W, Th during school year

\$ 420 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 42,000 FY21 (Year 1) Annual Cost

\$ 440 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 44,000 FY22 (Year 2) Annual Cost

\$ 460 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 46,000 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)
\$ 132,000

Total METCO Cost Per Contract (Add 2 subtotal lines)
\$ 1,023,000

Chack Winif
Signature of Authorized Bidder

Charles Wintzen
Name of Individual Completing Form

EASTERN BUS COMPANY
Name of Company Bidding

Round Trip

\$ 400 Price Per Round Trip
FY21 (Year 1) Annual Cost

\$ 400

\$ 420 Price Per Round Trip
FY22 (Year 2) Annual Cost

\$ 420

\$ 440 Price Per Round Trip
FY23 (Year 3) Annual Cost

\$ 440

Subtotal Base Contract In-Town Round Trip
\$ 1,260

Out-Of-Town Hourly Rate

\$ 140 Price Per Hour
FY21 (Year 1) Annual Cost

\$ 140

\$ 150 Price Per Hour
FY22 (Year 2) Annual Cost

\$ 150

\$ 160 Price Per Hour
FY23 (Year 3) Annual Cost

\$ 160

Subtotal Base Contract Out-Of-Town Hourly Rate
\$ 450

Total Per Trip/Hourly Rate(Add 3 subtotal lines)
\$ 2,520

Charles Wintzer
Signature of Authorized Bidder

Charles Wintzer
Name of Individual Completing Form

EASTERN BUS COMPANY
Name of Company Bidding

Prior Bid Contract
2015

Town of Brookline/Brookline Public Schools
Student Transportation Bid# P-16-05 Price Sheet

Bid Proposal Form #1

*Note: Bidders are not required to bid on all Sections.

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
A) 1) Regular In Town AM & PM Transportation	\$ 375	\$ 390	\$ 405	\$ 420	\$ 435	\$ 2025
Price Per Bus Per Day						
4 Hours Per Bus Per Day In Aggregate	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
Late Bus In-town (M-TH) PER BUS PER DAY						
Subtotal, Group A (1)	\$ 575	\$ 600	\$ 625	\$ 650	\$ 675	\$ 3125

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
B) METCO Transportation						
1) METCO AM & PM Transportation	\$ 440	\$ 450	\$ 460	\$ 475	\$ 490	\$ 2315
Price Per Bus Per Day						
2) METCO After School to Boston Flat Rate Per Day	\$ 350	\$ 360	\$ 370	\$ 380	\$ 400	\$ 1860
Late Bus - Boston (M-TH) PER BUS						
Subtotal, Group B (1 + 2)	\$ 790	\$ 810	\$ 830	\$ 855	\$ 890	\$ 4175

NAME OF BIDDER:

Asken Bus Company

Date:

6/6/15

Town of Brookline/Brookline Public Schools
Student Transportation Bid# P--16-05 Price Sheet

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
C) Athletic/Activity and Field Trips						
In Town Flat Rate Per Trip						
1) Drop Only	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
2) Round Trip	\$ 300	\$ 310	\$ 320	\$ 340	\$ 360	\$ 1630
3) Out of Town Hourly Rate	\$ 100	\$ 105	\$ 110	\$ 120	\$ 130	\$ 565
Subtotal, Group C (1 + 2)	\$ 500	\$ 520	\$ 540	\$ 570	\$ 60	\$ 2730

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
Grand Total (Subtotals Group A, B and C)	\$ 1865	\$ 1930	\$ 1995	\$ 2075	\$ 2165	\$ 10,630
Vendor Supplied Monitor (AM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600
Vendor Supplied Monitor (PM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600

Notes

1. In town trips should be priced at a flat rate. Pricing for out of town trips should be bid as an hourly rate. The minimum cost of any out of town trip will be three (3) hours times the hourly bid rate.

Definitions:

Regular AM Transportation— Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation— Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 pm for each day that school is in session.

NAME OF BIDDER:

Eastman Bus Company

Date:

6/3/15

PSB Current and Next School Bus Contract

Eastern Bus is the vendor 2015-2020, and the only bidder unless noted

Indicates Local Motion is low responsive and responsible bidder

PSB	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3
Bus Bid Summary	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
A. 4 Hours Per Day AM & PM	\$ 375	\$ 390	\$ 405	\$ 420	\$ 435	\$ 460	\$ 480	\$ 500
Late Bus Run (M-Thurs)	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 270	\$ 280	\$ 290
METCO	\$ 440	\$ 450	\$ 460	\$ 475	\$ 490	\$ 492	500	508
METCO Late Bus (M-Thurs)	\$ 350	\$ 360	\$ 370	\$ 380	\$ 400	\$ 410	420	430

PSB	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3
Bus Bid Summary	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
A. 4 Hours Per Day AM & PM	Base Yr	4.0%	3.8%	3.7%	3.6%	5.7%	4.3%	4.2%
Late Bus Run (M-Thurs)	Base Yr	5.0%	4.8%	4.5%	4.3%	12.5%	3.7%	3.6%
METCO	Base Yr	2.3%	2.2%	3.3%	3.2%	0.4%	1.6%	1.6%
METCO Late Bus (M-Thurs)	Base Yr	2.9%	2.8%	2.7%	5.3%	2.5%	2.4%	2.4%

Bid Form B

METCO Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	492	500	508	518	528	538	548	558
METCO Late Run	410	420	430	440	450	460	470	480
METCO AM Monitor	148	154	160	166	172	178	184	190
METCO PM Monitor	148	154	160	166	172	178	184	190
Total	1,198	1,228	1,258	1,290	1,322	1,354	1,386	1,418

Service Category B: METCO Buses

\$ 492.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
180 Days = \$ 265,680.00 FY21 (Year 1) Annual Cost

\$ 500.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
180 Days = \$ 270,000.00 FY22 (Year 2) Annual Cost

\$ 508.00 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
180 Days = \$ 274,320.00 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 810,000.00

METCO Late Bus # of days is estimated for M, W, Th during school year

\$ 410⁰⁰ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 41,000⁰⁰ FY21 (Year 1) Annual Cost

\$ 420⁰⁰ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 42,000⁰⁰ FY22 (Year 2) Annual Cost

\$ 430⁰⁰ Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
Days = \$ 43,000⁰⁰ FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)

\$ 126,000⁰⁰

Total METCO Cost Per Contract (Add 2 subtotal lines)

\$ 936,000⁰⁰

Bruce Barrows
Signature of Authorized Bidder

BRUCE BARROWS
Name of Individual Completing Form

LOCAL MOTION INC.
Name of Company Bidding

Bid Form A

In Town Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years have been exercised in prior contracts and may be exercised in the future, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. The BHS early arrival and late bus BHS trips also expected to keep the same times. Monitors are used rarely and not part of determining the low bidder, but having price for the service when needed is required.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
K-8/BHS	460	480	500	525	550	575	600	625
Late Run (above 4 hrs of student ride time per vehicle)	270	280	290	300	310	320	330	340
Athletic/Field Trips	SEE BID FORM C			→				
In Town - Drop Off Only	↓	↓	↓	↓	↓	↓	↓	↓
Round Trip	↓	↓	↓	↓	↓	↓	↓	↓
Out of Town Hourly Rate	↓	↓	↓	↓	↓	↓	↓	↓
Vendor supplied Monitor AM	150	160	170	180	190	200	210	220
Vendor supplied Monitor PM	150	160	170	180	190	200	210	220
Total	n/a							→

Service Category A: Regular Buses

\$ 460 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 496,800 FY21 (Year 1) Annual Cost

\$ 480 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 518,400 FY22 (Year 2) Annual Cost

\$ 500 Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X
180 Days = \$ 540,000 FY23 (Year 3) Annual Cost

Total Base Contract Regular School Year Busing \$ 1,555,200

Service Category A: BID ALTERNATE ALL ELECTRIC BUS

\$ 3,000 ALTERNATE Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,240,000 FY21 (Year 1) Annual Cost

\$ 3,200 ALTERNATE Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,456,000 FY22 (Year 2) Annual Cost

\$ 3,400 ALTERNATE Price Per Day x 6 Buses, (71 or 71+ Passenger, K-8 and BHS Trips) X 180 Days = \$ 3,672,000 FY23 (Year 3) Annual Cost

Total Base Contract ALL ELECTRIC BUSES

\$ 10,368,000

Chuck Winitzer

Signature of Authorized Bidder

Charles Winitzer

Name of Individual Completing Form

EASTERN BUS COMPANY

Name of Company Bidding

Bid Form B

METCO Transportation

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years are likely to be exercised, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. Monitors are used occasionally, and monitor pricing will not be used in determining the low bidder.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
METCO	530	550	570	590	610	630	650	670
METCO Late Run	420	440	460	480	500	520	540	550
METCO AM Monitor	180	190	200	210	225	240	255	270
METCO PM Monitor	180	190	200	210	225	240	255	270
Total								

Service Category B: METCO Buses

\$ 530 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 286,200 FY21 (Year 1) Annual Cost

\$ 550 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 297,000 FY22 (Year 2) Annual Cost

\$ 570 Price Per Day x 3 Buses, (71 or 71+ Passenger, METCO Round Trip) X
 180 Days = \$ 307,800 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Regular School Day Year Busing

\$ 891,000

METCO Late Bus # of days is estimated for M, W, Th during school year

Days = \$ 420 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
\$ 42,000 FY21 (Year 1) Annual Cost

Days = \$ 440 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
\$ 44,000 FY22 (Year 2) Annual Cost

Days = \$ 460 Price Per Day x 1 Bus, (71 or 71+ Passenger, METCO Late Run) X 100
\$ 46,000 FY23 (Year 3) Annual Cost

Subtotal Base Contract METCO Late Bus (One Way Drop-Off)
\$ 132,000

Total METCO Cost Per Contract (Add 2 subtotal lines)
\$ 1,023,000

Chuck Winif
Signature of Authorized Bidder

Charles Wintzen
Name of Individual Completing Form

EASTERN BUS COMPANY
Name of Company Bidding

Bid Form C

Athletic Trip and Field Trip Bus Service

Method of Award

TOTAL AWARD

The method of award will be the total contract price per category for the first three years of the contract. Option years have been exercised in prior contracts and may be exercised in the future, PSB reserves the right not to exercise the option if rebidding is deemed to be in the best interest of the Town of Brookline. The start time and dismissal times are not expected to change from the 2019-20 school year. The number of athletic trips and field trips is not expected to change from FY19 with approximate spending based on 2,400 hours.

Per Diem Summary	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Base Routes	Contract	Contract	Contract	Option 1	Option 2	Option 3	Option 4	Option 5
Athletic/Field Trips	n/a	—————	—————	—————	—————	—————	—————	—————>
In Town – Drop Off Only	260	270	280	290	300	310	320	330
Round Trip	400	420	440	460	480	500	520	540
Out of Town Hourly Rate	140	150	160	170	180	190	200	210
Vendor supplied Monitor AM	SEE	BID FORM A	—————	—————	—————	—————	—————	—————>
Vendor supplied Monitor PM	↓	↓	↓	↓	↓	↓	↓	↓
Total	n/a	—————	—————	—————	—————	—————	—————	—————>

Service Category C: Athletic and Field Trips - In Town Drop Off Only

\$ 260 Price Per Trip
FY21 (Year 1) Annual Cost \$ 260

\$ 270 Price Per Trip
FY22 (Year 2) Annual Cost \$ 270

\$ 280 Price Per Trip
FY23 (Year 3) Annual Cost \$ 280

Subtotal Base Contract In-Town Drop Off Only
\$ 810

Round Trip

\$ 400 Price Per Round Trip
FY21 (Year 1) Annual Cost

\$ 400

\$ 420 Price Per Round Trip
FY22 (Year 2) Annual Cost

\$ 420

\$ 440 Price Per Round Trip
FY23 (Year 3) Annual Cost

\$ 440

Subtotal Base Contract In-Town Round Trip
\$ 1,260

Out-Of-Town Hourly Rate

\$ 140 Price Per Hour
FY21 (Year 1) Annual Cost

\$ 140

\$ 150 Price Per Hour
FY22 (Year 2) Annual Cost

\$ 150

\$ 160 Price Per Hour
FY23 (Year 3) Annual Cost

\$ 160

Subtotal Base Contract Out-Of-Town Hourly Rate
\$ 450

Total Per Trip/Hourly Rate(Add 3 subtotal lines)
\$ 2,520

Charles Wintzer
Signature of Authorized Bidder

Charles Wintzer
Name of Individual Completing Form

EASTERN BUS COMPANY
Name of Company Bidding

Town of Brookline/Brookline Public Schools
Student Transportation Bid# P-16-05 Price Sheet

Bid Proposal Form #1

*Note: Bidders are not required to bid on all Sections.

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
A) 1) Regular In Town AM & PM Transportation	\$ 375	\$ 390	\$ 405	\$ 420	\$ 435	\$ 2025
Price Per Bus Per Day						
4 Hours Per Bus Per Day in Aggregate						
Late Bus In-town (M-TH) PER BUS PER DAY	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
Subtotal, Group A (1)	\$ 575	\$ 600	\$ 625	\$ 650	\$ 675	\$ 3125

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
B) METCO Transportation						
1) METCO AM & PM Transportation	\$ 440	\$ 450	\$ 460	\$ 475	\$ 490	\$ 2315
Price Per Bus Per Day						
2) METCO After School to Boston Flat Rate Per Day	\$ 350	\$ 360	\$ 370	\$ 380	\$ 400	\$ 1860
Late Bus - Boston (M-TH) PER BUS						
Subtotal, Group B (1 + 2)	\$ 790	\$ 810	\$ 830	\$ 855	\$ 890	\$ 4175

NAME OF BIDDER: Eastern Bus Company

Date: 6/6/15

**Town of Brookline/Brookline Public Schools
Student Transportation Bid# P--16-05 Price Sheet**

	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
C) Athletic/Activity and Field Trips						
In Town Flat Rate Per Trip						
1) Drop Only	\$ 200	\$ 210	\$ 220	\$ 230	\$ 240	\$ 1100
2) Round Trip	\$ 300	\$ 310	\$ 320	\$ 340	\$ 360	\$ 1630
3) Out of Town Hourly Rate	\$ 100	\$ 105	\$ 110	\$ 120	\$ 130	\$ 565
Subtotal, Group C (1 + 2)	\$ 500	\$ 520	\$ 540	\$ 570	\$ 60	\$ 2730

Grand Total (Subtotals Group A, B and C)	\$ 1865	\$ 1930	\$ 1995	\$ 2075	\$ 2165	\$ 10,030
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	Year One 2015-2016	Year Two 2016-2017	Year Three 2017-2018	Option Year One 2018-2019	Option Year Two 2019-2020	Total
Vendor Supplied Monitor (AM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600
Vendor Supplied Monitor (PM)	\$ 100	\$ 110	\$ 120	\$ 130	\$ 140	\$ 600

Notes

1. In town trips should be priced at a flat rate. Pricing for out of town trips should be bid as an hourly rate. The minimum cost of any out of town trip will be three (3) hours times the hourly bid rate.

Definitions:

Regular AM Transportation— Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation— Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 pm for each day that school is in session.

NAME OF BIDDER:

Eastern Bus Company Date: *6/9/15*

**Town of Brookline/Brookline Public Schools
Student Transportation Bid# P-16-05 Price Sheet**

After School Transportation – Transportation from the school both In-town and to Boston for Brookline students for scheduled departure time of 4 pm or later.

4 Hours per bus per day in Aggregate– For planning purposes; on average each bus will require four (4) hours of “on road time” per day. This may include on ends of the AM/PM runs limited in town shuttles not to exceed the four (4) hours per day or after 4 PM.

Athletic/Activity Trips – Round trip transportation to and from school for athletic/activity teams.

Field Trips – Transportation scheduled for a specific purpose and/or activity involving Brookline Public School students. Most are round trips; at times only one way transportation will be required. Scheduling may include evenings and weekends.

NAME OF BIDDER: Eastern Bus Company Date: 6/9/15

BROOKLINE PUBLIC SCHOOLS

BID # P-16 -06

*IN-TOWN TRANSPORTATION	COST PER-DAY	2015 - 2016	2016 - 2017	2017 - 2018	OPTION YEAR 2018 - 2019	OPTION YEAR 2019 - 2020
<u>7 Passenger Vans</u>						
2 Hours AM & PM	\$ 200.00	\$ 200.00	\$ 206.00	\$ 212.18	\$ 218.34	\$ 225.09
2 Hours AM, Mid-Day, PM	\$ 300.00	\$ 300.00	\$ 309.00	\$ 312.27	\$ 327.81	\$ 337.64
<u>9 Passenger Integrated Vans</u>						
2 Hours AM, Midday, PM	\$ 200.00	\$ 200.00	\$ 206.00	\$ 212.18	\$ 218.34	\$ 225.09
2 Hours AM & PM	\$ 300.00	\$ 300.00	\$ 309.00	\$ 318.27	\$ 327.81	\$ 337.64
In-District W/C Van	\$ 285.00	\$ 285.00	\$ 293.33	\$ 302.35	\$ 311.42	\$ 320.76
Monitor AM	\$ 7500	\$ 7500	\$ 7725	\$ 79.56	\$ 81.94	\$ 84.39
Monitor PM	\$ 7500	\$ 7500	\$ 7725	\$ 79.56	\$ 81.94	\$ 84.39

* Monitor Midday 7500 7500 7725 79.56 81.94 84.39

[Handwritten Signature]

Signature of Bidder:

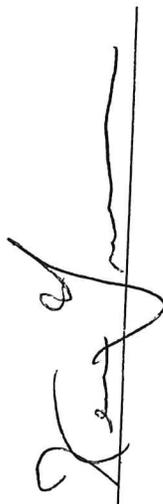
* All routes subject to change

Date:

6/18/13

*OUT OF DISTRICT PLACEMENTS (OOD)	COST PER-DAY	2015 - 2016	2016 - 2017	2017 - 2018	OPTION YEAR 2018 - 2019	OPTION YEAR 2019 - 2020
Manville School	\$	\$ NO BID	\$	\$	\$	\$
Melmark, Andover	\$	\$ NO BID	\$	\$	\$	\$
Minuteman, Burlington	\$	\$ 185.00	\$ 185.00	\$ 185.00	\$ 189.00	\$ 193.00
NECC, Southboro	\$	\$ NO BID	\$	\$	\$	\$
Perkins, Watertown (WC+Walk-ons)	\$	\$ NO BID	\$	\$	\$	\$
RCS, Natick	\$	\$ NO BID	\$	\$	\$	\$
Longview Farms to Brookline	\$	\$ NO BID	\$	\$	\$	\$
Seem Prep, Wakefield	\$	\$ NO BID	\$	\$	\$	\$
Lighthouse, Chelmsford	\$	\$ NO BID	\$	\$	\$	\$
Franklin Pierce, Lancaster	\$	\$ NO BID	\$	\$	\$	\$
Beacon High, Watertown	\$	\$ NO BID	\$	\$	\$	\$

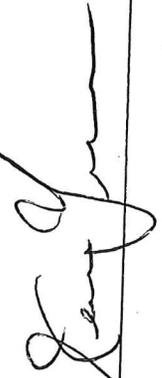
* All routes subject to change

Signature of Bidder: 

Date: 6/10/15

*OUT OF DISTRICT PLACEMENTS (OOD)	COST PER-DAY	2015 - 2016	2016 - 2017	2017 - 2018	OPTION YEAR 2018 - 2019	OPTION YEAR 2019 - 2020
Arlington School, Belmont	\$	\$ 160.00	\$ 160.00	\$ 160.00	\$ 163.00	\$ 166.00
Beverly School for the Deaf	\$	NO \$ BID	\$	\$	\$	\$
Chenery Middle School, Belmont	\$	NO \$ BID	\$	\$	\$	\$
Community Therapeutic	\$	\$ 160.00	\$ 160.00	\$ 160.00	\$ 163.00	\$ 166.00
Corwin Russell & Willow Hill	\$	NO \$ BID	\$	\$	\$	\$
Cotting School, Lexington	\$	\$ 160.00	\$ 160.00	\$ 160.00	\$ 163.00	\$ 166.00
Gifford School, Weston	\$	NO \$ BID	\$	\$	\$	\$
Ilan School, Newton	\$	NO \$ BID	\$	\$	\$	\$
Kennedy School, Brighton (WC+Walk-ons)	\$	NO \$ BID	\$	\$	\$	\$
Landmark & NE Academy Combo	\$	NO \$ BID	\$	\$	\$	\$
Learning Prep, W. Newton	\$	NO \$ BID	\$	\$	\$	\$

* All routes subject to change

Signature of Bidder: 

Date: 6/28/10

COVID-19 Update

March 26, 2020

Focus of the Last Week

1. Completing the BEU/BSC agreement on the extended closure
 - Provides basic parameters for how much staff will engage in work to provide learning opportunities, enrichment, and support for students
 - Provides flexibility for all educators on the content and platform for providing learning opportunities and connecting with students
 - Flexibility allowed due to the reality that PSB educators, staff and leaders will face their own personal challenges during this crisis
2. Ongoing Support of Families in need - including distributing more than 500 meals and more than 400 chromebooks
3. Custodians providing support townwide for cleaning and disinfecting town buildings
4. Launching Phase 1 of Remote Learning

Office of Student Services

Overall Approach

- ▶ Outreach to more/most vulnerable students and families
- ▶ Prioritize most in need
 - ▷ Guidance & Clinical
 - ▷ OOD
 - ▷ Specialized programs

Office of Student Services

Nursing Team

Many of the school nurses are voluntarily collaborating with the health department to meet the various needs related to the coronavirus

Guidance and Clinical Team

- ▶ Outreach to students and families - sessions have started
- ▶ Continued BRYT involvement

Office of Student Services

Special Education

- ▶ Frequent updates from USDOE, MA DESE
- ▶ Family survey results from SEPAC
 - ▷ Structured activities and lessons
 - ▷ Schedules
 - ▷ Social interaction
- ▶ Phased approach
 - ▷ Communication
 - ▷ Customization
 - ▷ Virtual groups and instruction

Learning Support: PK-8

Teachers in Grades PK-2 have been:

- ▶ Communicating with parents and providing choice and time guidelines for learning activities
- ▶ Sharing online resources with families
- ▶ Sharing ideas with colleagues
- ▶ Meeting in grade level teams
- ▶ Holding virtual meetings with students
- ▶ Holding virtual meetings for Middle school GSA
- ▶ Holding morning meetings at various grade levels

Learning Support: Grades 9-12

Teachers in Grades 9-12 have been:

- ▶ Communicating with parents through email
- ▶ Connecting with students through Zoom, Google Classroom, Canvas
- ▶ Sharing ideas with colleagues through United Mind Workers site

Learning Support: Other

Specialists, Coaches, Specials teachers & ETSS have been:

- ▶ Attending virtual grade-level meetings
- ▶ Providing support to teachers in creating material
- ▶ Providing technical support
- ▶ Assessing staff needs
- ▶ Providing weekly activities for students and families
- ▶ Increasing accessibility on school websites

Learning Support: Principals & Administrators

- ▶ Hosting virtual staff meetings
- ▶ Hosting virtual community meetings
- ▶ Working with PTOs to support messaging
- ▶ Happy Birthday messages for students
- ▶ Meeting with students virtually
- ▶ Reading with students virtually
- ▶ Planning for social-emotional support
- ▶ Communicating with high risk students and their families

Learning Support: Principals & Administrators - Continued

- ▶ Passing out Chromebooks
- ▶ Supporting food distribution
- ▶ Sending weekly staff communication
- ▶ Meeting in grade level, content and course teams
- ▶ Meeting in teams or one-on-one with Department Heads
- ▶ Collaborating to strike a balance to meet student, family and staff needs

Learning Support: Office of Teaching & Learning - Including Coordinators

- ▶ Meeting virtually to develop resources
- ▶ Planning for longer term closing
- ▶ Providing technology for families
- ▶ Passing out Chromebooks to families
- ▶ Planning for technology needs (including trainings for staff)
- ▶ Updating websites
- ▶ Providing resources for students and families
- ▶ Learning from other districts

Focus of the Upcoming Week

1. Planning and Development of further guidance for Phase 2 of Remote Learning (April 6-May 4)
 - Begin with Commissioner of Education's guidance
 - Coordinators, Directors, Principals work to identify clearer parameters for providing teacher directed, school directed, and student directed learning and support
 - Clearer direction on introducing new learning
 - The remote learning day should include a variety of engaging work and activities in academics, wellness, arts, physical activity, and social emotional support.
 - Continued focus on remote learning as opposed to online or virtual learning

Description: Estimated Budget through April 6, 2020		March 12 - April 6	Additional Days through June 30	Approved Reserve Fund Transfer	Estimated Costs	Notes
Unit A	Average per diem					Per Day
Unit B	Average per diem					Per Day
Paraprofessionals	Average per diem x5 days				\$ 420,000	5 days
Custodians	double time charged to COVID-19; Rental Deficit				\$ 56,000	TBD FEMA
Food Service	Partial COVID 19 - Operating Deficit				\$ 24,000	TBD FEMA
BESA Secretaries						
School Year Non-Aligned Hourly Staff						
	Substitutes - Long Term -June 21 to June 29				\$ 22,468	
	Daily Subs					Quarterly Report
	Instructional Supplies and Materials					
	Operations Supplies and Materials.					
	Estimated Products on hand consumed by accelerated cleaning, disinfecting and hand washing =	\$ 35,000	\$ 105,000	\$ (35,000)	\$ 105,000	TBD FEMA
	Estimated School Requisitions and Quotes over last 3 weeks, some quotes still in transit =	\$ 14,000	\$ 42,000	\$ (14,000)	\$ 42,000	TBD FEMA
	Other Unknowns					
	The rest of goods and possibly services we will need as the situation evolves = TBD (how long are we in this phase or something similar				\$ 100,000	
	Revolving Funds Deficits (BEEP, Rental of Facitlies Other?)				\$ 500,000	
	Total Estimated Need for Reserve Fund Transfer			\$ (49,000)	\$ 1,269,468	

Resources Available

3 rd Quarter Report will show the resources and challenges across all funds

TO: Brookline School Committee
Mary Ellen Norman, Deputy Superintendent of Finance
Ben Lummis, Interim Superintendent
FROM: Regina Watts, Interim Principal of Early Education
DATE: 3/24/2020
RE: School Closure Financial Implications for BEEP

Financial Background Information

Upon enrolling in the academic year BEEP families have three choices regarding payment of their child's tuition:

- **One Annual Payment**

Morning program only	\$10,900
Morning + Ext. Day to 3 PM	\$17,836
Morning + Ext. Day until 5:45 PM	\$22,500

- **Two Biannual Payments**

Morning program only	\$5,450.00
Morning + Ext. day to 3 PM	\$8,918.00
Morning + Ext. Day until 5:45	\$11,250.00

- **10 Equal Monthly Payments**

Morning program only	10 payments of \$1090
Morning + Ext. day to 3 PM	10 payments of \$1783
Morning + Ext. Day until 5:45 PM	10 payments of \$2,250

In FY 20 BEEP families made the chose the payment plans

18 families made one annual payment at beginning of school year

44 families chose bi-annual payments (2 families have outstanding balance)

192 families pay monthly (9 families with outstanding balances)

Expected Tuition for 2019-2020:	\$2,684,213.14
Tuition Received as of March 24, 2020:	\$2,006,294.13
Outstanding tuition:	\$677,919.01

Request for Recommendations from School Committee on Two Financial Concerns.

1. Remaining Tuition Payments for FY 20 Given School Closure

BEEP is receiving numerous daily inquiries regarding refunds for March tuition, and payment for April, May and June. Communication to parents on this matter is required no later than Friday (3/27/20) as the next tuition payment is due on April 1, 2020.

BEEP Administration is recommending the following for your approval:

-No refunds for March tuition

-Delay April payment until we receive clarity on school re-opening.

If school reopens April 6- Half month discount for April (refunds or credit for annual/biannual payment will also need occur)

If school reopens April 27 - No April tuition

May & June monthly tuition payment in full if school is in session.

If school does not resume for FY 20, we would need to process refunds or credits (if enrolling in BEEP FY21) for families who chose the annual or biannual payment plan.

There is a financial impact to waiving fees for tuition and continuing paying staff as the revolving fund is not likely to have a fund balance to support expenses moving forward.

Other public school districts, childcare centers, after-school programs and independent schools are struggling with this dilemma and handling it in a variety of ways as the situation is rapidly evolving. For example, some local childcare centers (Trust Center at BEEP @ Beacon), afterschool programs (Baker Ext. Day), and some independent schools are requesting parents continue to pay full tuition. Others have decided not to charge for April (i.e, Bright Horizons, Runkle Extended Day). Inquiries to 6 EDCO public school districts on March 19, 2020 indicate that one district decided to refund tuition and/or prorate future payments. The other five districts had not made a decision on the date of inquiry, but all reported struggling with how to proceed.

2. Tuition Rates for FY21

BEEP administrators are respectfully requesting that the School Committee vote on a 2% tuition increase for FY21 to ensure financial stability given the closure crisis.



THE PUBLIC SCHOOLS OF BROOKLINE
 BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425

BENJAMIN LUMMIS
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN
 DEPUTY SUPERINTENDENT
 FOR ADMINISTRATION & FINANCE

TO: School Committee
 Ben Lummis, Interim Superintendent

FROM: Mary Ellen Normen, Deputy Superintendent for Admin and Finance

DATE: March 3, 2020

RE: FY20 Budget Update: 2nd Quarter Report

The Public Schools of Brookline budget is anticipating continued work on balancing a preliminary structural deficit for FY20 of approximately \$693,294. Some of the items being identified are a result of FY20 personnel and expense budget changes, as well as changes in the known costs vs. budgeted costs as the fiscal year commences.

FY 20 Projected 2nd Quarter Budget Summary

ACCOUNT DESCRIPTION	FY 2020 ANNUAL Town Meeting	CHANGE FROM FY 2020 ATM	2ND QTR FY 2020 REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	Projection	(OVER)/ UNDER BUDGET
51 SALARIES	\$ 103,296,766	\$ 17,740	\$ 103,314,506	\$ 63,697,666	\$ 13,017	\$ 40,427,704	\$ (823,880)
52 OUTSIDE SERVICES	\$ 9,732,770	\$ 226,793	\$ 9,959,563	\$ 5,820,587	\$ 3,422,766	\$ 736,210	\$ (20,000)
53 SUPPLIES	\$ 1,799,606	\$ 134,327	\$ 1,933,933	\$ 1,026,476	\$ 260,151	\$ 647,306	\$ 0
55 OTHER CHARGES	\$ 1,280,371	\$ (316,665)	\$ 963,706	\$ 209,823	\$ 47,974	\$ 705,909	\$ (0)
56 UTILITIES	\$ 10,350	\$ -	\$ 10,350	\$ 4,643	\$ 5,707		\$ -
5A BUDGETTED CAPITAL	\$ 1,234,348	\$ (31,300)	\$ 1,203,048	\$ 945,981	\$ 25,952	\$ 231,115	\$ (0)
Expense Total	\$ 117,354,211	\$ 30,895	\$ 117,385,106	\$ 71,705,176	\$ 3,775,567	\$ 42,748,244	\$ (843,881)
Tuitions (SE 52)	\$ 717,523	\$ (177,523)	\$ 540,000			\$ 717,523	\$ (177,523)
Circuit Breaker (SEB3)	\$ 1,769,814	\$ 201,733	\$ 1,971,547	\$ 910,354	\$ 733,083		\$ 328,110
Offset Total	\$ 2,487,337	\$ 24,210	\$ 2,511,547	\$ 910,354	\$ 733,083	\$ 717,523	\$ 150,587
Grand Total	\$ 119,841,548	\$ 55,105	\$ 119,896,653	\$ 72,615,530	\$ 4,508,650	\$ 43,465,767	\$ (693,294)

FY 20 Revenue Budget Update/Status (\$30,895 Chapter 70 revenue and \$201,733 Circuit Breaker)

November 2019 Special Town Meeting appropriated an additional \$30,895 in Chapter 70 funds to the School Committee FY20 budget. In addition, the estimated Circuit Breaker funds received in July for FY19 special education claims increased \$201,733 post DESE audit and will be available to support Special Education Tuitions and Consulting services.

FY20 Known Deficit Issues (net \$693,294 Projected)

District Reserve balance +\$570,141 The district is currently holding back \$570,141 in the two Special Education Reserves. The balance of the \$475,000 budgeted in the Special Education Reserve is \$361,049. The Reserve is not being released due to the fact that Special Education needs are subject to change as students at this time of year begin to need 45 Day placements or go out of the district. The current Special Education Undesignated Position Reserve balance is holding at \$209,092. 1.0 of the 4.0 FTE that has been allocated (\$288,460) has been filled with the following:

FY20 Undesignated Positions	Account	PC # (Budget)	\$	FTE	FY20 Allocation	Account	PC # (Proposed)	\$	FTE	Location
Unit A - Position 1	327699-510151		\$ 72,115	1.00	Psychologist	317510-510153	317510103	\$ 15,202	0.20	Driscoll
Unit A - Position 2	327699-510151		\$ 72,115	1.00	OT Teacher	327699-510700	327699715	\$ 14,997	0.20	Pierce
Unit A - Position 3	327699-510151		\$ 72,115	1.00	Inclusion Facilitator	327610-510101	447	\$ 49,169	0.60	CCS
Unit A - Position 4	327699-510151		\$ 72,115	1.00						
			\$ 288,460	4.00				\$ 79,368	1.00	

If all or only a portion of the Reserves are needed, it will be used to offset the overall district deficit.

Personnel: (\$823,880)

Personnel costs are continuing to outstrip the budget along with position control due to previously funded grants positions transferring to the operating budget unfunded. Below is a listing of how less than a dozen decisions, or lack of execution, can create a very grave budget situation. Prior to the grant position situation being known, the decision to move these specific positions to the operating budget and adjust pay classifications, there were savings identified. Additional and ongoing analysis and monitoring of positions will be reported in the 3rd Quarter Report.

Unbudgeted Positions	FTE	\$	
OTL Staff – Grant support	2.000	\$197,526	Grant Indirect Costs do not cover expense
New Teacher Mentor	0.500	\$ 53,260	Budget reduction not executed
Math Specialist	1.000	\$106,520	Budget reduction not executed
Language Para	0.931	\$ 33,342	Budget reduction not executed
1.5 for 1 OSS trade	0.500	\$ -	No Cost Trade

2020 Individual Contracts Exceeded Budget

Across four positions (\$19,346 - Principal (2), Supt. Admin. Asst., Deputy Supt. Oss) there were unbudgeted salary increases that we were unaware of until we began our projections. In order to hire the most qualified candidates, two positions were purposely increased with identified salary savings from the transition of positions (\$35,545 - Director of Professional Development and Budget Analyst/Payroll Manager).

Implementation of Collective Bargaining Impacts outside of 2% salary reserve. This report does not show the impact of CBA agreements and what should be a reduction of bargaining funds available for other units (\$378,341).

Operating Budget: Leadership continues to monitor for unknown/unanticipated deficit issues

- Pre- programmed budget amount for Salary Savings \$(800,000).
- Substitutes and Leaves of Absences.
 - Substitute costs are significant concern for the balance of the FY: The Finance Team has not incorporated the full projection below into this analysis as typically, the substitute coverage should be covered by the unexpended balance in UNIT A lines as the primary use of this account is substitute teachers. However, we are monitoring the two cost impacts that are affecting the ability to forecast substitutes.
 - The first is the PARA classroom coverage of \$31 per day above their regular hourly pay. Often times it is helpful and appropriate to have PARAs perform the duties of a substitute IF a daily sub is not hired to backfill the PARA duties. One financial burden to this coverage is that a PARA will be paid \$15.50 (1/2 day) to cover anywhere from 20 minutes to half a school day when a teacher is at a meeting or otherwise out of the classroom for a short period of time.
 - What has been surprising is the Long Term Substitutes and Daily Substitutes over the last five years has outpaced the cost savings of teachers on leaves. More analysis is needed to determine the utilization of per diem substitutes and savings offsets from teachers on unpaid leave beyond the eight weeks Family Medical Leave Allowance.

FISCAL YEAR	2020	2019	2018	2017	2016
Original Budget	\$ 917,895	\$ 899,897	\$ 1,007,576	\$ 832,850	\$ 816,520
Revised Budget	\$ 917,895	\$ 899,897	\$ 1,007,576	\$ 910,123	\$ 816,520
Actual (Memo)	\$ 666,818	\$ 1,408,858	\$ 1,966,935	\$ 1,701,319	\$ 1,246,513
Encumbrances	\$ 642,252	\$ -	\$ -	\$ -	\$ -
Requisitions	\$ -	\$ -	\$ -	\$ -	\$ -
Available	\$ (391,175)	\$ (508,961)	\$ (959,359)	\$ (791,196)	\$ (429,993)
Percent Used		156.56	195.21	186.93	152.66

- All salary/personnel accounts are fully funded for support and services historically provided.
- The 3rd Quarter Report Personnel Update will address:
 1. Grant Personnel – Full reconciliation and identification of unfunded positions: Underway this month, the Budget Analyst/AP Manager is working with OTL and OSS grants administrative staff to complete FY19 final grant reports, update, and reconcile FY20 grants for personnel and expenses. A reporting of the unfunded positions will come to School Committee with transfer requests to support these positions through June 30. The unfunded positions will be placed on the FY21 FTE budget request list for School Committee action.
 2. Salary Savings: The Budget Analyst/Payroll Manager is working on reporting net salary savings of all positions that experienced turnover from the beginning of the fiscal year that were identically replaced. Positions that were modified, increased, or otherwise not a “1 for 1” will be separated into a different table similar to what was presented above.

Expenses

Operating Budget: Leadership continues to monitor for unknown deficit issues.

- Status of Special Education Tuition and Contracted Services (see attached) we are holding the balance of \$68,650 as unavailable to address unanticipated needs.
- Status of Special Education Transportation: A transfer of \$113,000 was required from the \$475k Contingency to fund additional and unanticipated expenses. A regular reconciliation of the Special Education Transportation budget continues to need funding for the balance of the school year. Unanticipated changes for FY 20 include:
 - 6 more total OOD placements
 - 3 more van monitors
 - churn in OOD placements were not closer to Brookline, so per diem costs went up more than just inflation
 - Summer transport did not prove to be cheaper than the year before, even with fewer ESY days in summer of FY20. We have not been able to reduce summer transportation costs in any of the last 4 years
- A new Foster Care Line item was established and requires a \$50,000 transfer. \$30,000 identified from Regular Education and \$20,000 is yet to be identified. The state will reimburse a portion of the foster care transportation expenses. Like the homeless reimbursement process, it is better to have this expense in its own line item to avoid confusion and minimize the chance of calculation errors and auditor findings. In the past these expenses were uncommon. FY20 has seen an increase in the number of Foster Care students requiring transportation.
- English Language Translation Budget: The table below shows how much the district has spent this fiscal year in translations and the purpose/source of the work. As of the second quarter the district has spent \$58,944.18 from a budget based on spending reports from the last couple of years, the Department Head anticipates needing an additional \$40,000 to support the demand through June 30, 2020. Special education needs alone range between \$60-\$75,000 a year. The 3rd Quarter Report will be incorporating a more up to date estimate as part of preparing for the fiscal year close.

Spending Analysis		
Special Education	\$ 30,450.95	51.66%
ELE	\$ 8,455.93	14.35%
District	\$ 9,127.73	15.49%
Program/School	\$ 7,749.31	13.15%
Other (Volance, ASL, STS.)	\$ 3,160.27	5.36%
	\$ 58,944.18	100.00%

Ongoing Budget Monitoring:

In order to prevent, curtail, or be forewarned about the scope and magnitude of the deficit the following are in place for fiscal year close:

1. Each unfilled position will be reviewed to determine if there is necessity to fill the position. The district will need to consider notifying employees who occupy unfunded FY20 positions that their position will end June 2020. A personnel freeze may be called for the balance of the school year for all positions that become vacant.

2. A supplies and materials budget will be frozen when or if the projected budget increases to over \$800k in the third quarter. This will impact the practice of advance supply purchases for the next school year.
3. All Operating Budget and State Grants will close for ALL spending, excluding regular compensation on May 1.
4. Federal Grants and Revolving Funds will close for ALL spending, excluding regular compensation on June 1.
5. All professional development workshops that will be conducted after May 1 will be encumbered against the workshop payroll account until such time as the sign in sheets are received by June 30 and paid through payroll. To date, \$13,000, has already been reserved.
6. Ongoing work to identify all additional compensation will continue. Each will be reviewed to confirm funding, ideally, prior to work being completed. If funding is not available, and it is a reoccurring expenditure, funding will be identified and added to the FY 20 budget.
7. Additional process, procedures, systems will be reviewed during the summer and training developed and delivered to administrative assistants and budget managers throughout the school year.

Change in Practice for FY20

It was initially planned that all Grants and Revolving Funds will be budgeted as part of the FY20 budget document to advance knowledge for unsupported expenditures by revenue. Going forward Grants will be monitored for impact on the level funded grant awards. Revolving Funds will be monitored, and fee increases requested for FY21 when and where warranted, or costs will need to be reduced. The second quarter report reflects the final indirect costs, personnel projections, and other grant and revolving fund revenue updates and share projected balances and any anticipated adjustments that will be needed to end the year in balance.

Revolving Funds: (\$38,430.67)

The School Committee voted in July to fund the final portion of the Food Service Revolving Funds deficit. Approximately \$257K of the \$300K was funded out of FY19 balances.

In addition, the district began the BACE assessment for use of School Buildings to be paid to the School Rental of Facility Account. The June 30 balance of the Rental of Facilities Account, approximately \$180,000, funds the Public Building Division's MINI CIP project in the FY21-26 Capital Improvement Plan.

Athletics will also be monitored to assure that the fund stays in balance and does not develop a deficit now that we have moved all but \$35,000 in coaching and leadership staff to the Operating Budget. The Revolving Fund can now better absorb the officials, transportation, and other expenses related to the number of students participating.



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CASEY NGO-MILLER
 DEPUTY SUPERINTENDENT FOR
 OFFICE OF STUDENT SERVICES

MICHAEL D'ONOFRIO
 FINANCE MANAGER FOR THE OFFICE THE
 OF STUDENT SERVICES

TO: Benjamin Lummis, Interim Superintendent of Schools, Mary Ellen Normen,
 Deputy Superintendent for Administration and Finance, Casey Ngo-Miller,
 Deputy Superintendent for the Office of Student Services

FROM: Michael D'Onofrio, Finance Manager, Office of Student Services

RE: 2nd Quarter Out of District Tuition Projection

DATE: January 10, 2020

The memo serves as the second quarter FY2020 Projection for Out of District Tuitions. The 1st Quarter report, showed projected expenditures of \$5,781,477 against a budget of \$5,850,127, leaving a surplus of \$68,650. Since that time, we have added one student (net), and seen a change in placement for others, leading to a slight deficit.

9000 Series	Programs with Other School Districts	FY2019 Budgeted Head Count	FY2019 Budget	FY2019 Actual	FY2020 Budgeted Head Count	FY2020 Budget	Q2FY2020 Projected Head Count	Q2FY2020 Projected	Variance (Head Count)	Variance \$
9100	Tuition to Mass. Schools	1	\$ 116,742	\$ 44,536	1	\$ 44,376	1	\$ 46,762	-	\$ (2,386)
9200	Tuition to Out-of-State Schools	3	\$ 165,316	\$ 250,626	4	\$ 254,326	2	\$ 298,863	(2)	\$ (44,537)
9300	Tuition to Non-Public Schools	3	\$ 4,187,258	\$ 5,039,486	62	\$ 5,417,857	61	\$ 5,319,014	(1)	\$ 98,843
9400	Tuition to Collaboratives	46	\$ 62,407	\$ 73,628	3	\$ 133,568	4	\$ 199,841	1	\$ (66,273)
Total		53	\$ 4,531,723	\$ 5,408,276	70	\$ 5,850,127	68	\$ 5,864,480	(2)	\$ (14,353)

The second quarter projection includes all students currently at out of district placements. While we continue to monitor potential additional outplacements (i.e.: 'The Watchlist'), the number of students currently placed out has stabilized.

To date, we have been able to manage this within our current budget. We have a slight surplus in other contracted services as of 12/31/2019, but this expense is highly variable based on the predictability of services provided, particularly in regards to 45-day placements and the need for evaluations in other languages.

As of the end of the 2nd Quarter, we have been able to absorb the slight deficit in out of district tuition costs for FY2020 using these funds. Additionally, we have not used any of the \$475,000 in the Special Education Reserve Fund budgeted in the Operating Budget.

We will continue to monitor the impact that new, unanticipated placements will have on the FY2021 Budget.

Other Factors/Concerns:

- As stated in the 1st Quarter Report, there are students who are placed unilaterally by their parents out of district without the Districts approval. That number has increased from 22 to 23 during the 2nd Quarter.
- The financial impact of new placements have a diminishing effect on the current years' budget as we move towards the end of the school year, but do result in a negative way on FY2021's budget if they have not been included before the budget is finalized.
- We continue to have no students in 45-day placements. Often, these lead to additional placements out of district, which has financial implications not only in the current year, but against next years' budget and, cumulatively, ones going forward.
- FY2021's budget projection includes anticipated Program Reconstruction costs for 8 students identified in those schools/programs. While these applications have not been approved yet by DESE, many of them are being heard in the month of January. The 3rd Quarter Report (and FY2021 Projection) will provide more information on this once it becomes available.

THE PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF THE SCHOOL COMMITTEE
BROOKLINE, MASSACHUSETTS

Town Hall, 5th Floor, 333 Washington Street
Brookline, MA 02445

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Julie Schreiner-Oldham, Chair
Suzanne Federspiel, Vice Chair
Sharon Abramowitz
Helen Charlupski
Susan Wolf Ditkoff
Michael Glover
Jennifer Monopoli
David A. Pearlman
Barbara Scott

March 27, 2020

To Honorable Chairs of the Education Committee and Members of the Brookline Legislative Delegation:

The Brookline School Committee urges you to pass legislation waiving the Massachusetts Comprehensive Assessment System (MCAS) requirements and all other state or federally mandated educational testing requirements for the 2019-20 academic year. The Brookline School Committee further asks that the absence of such assessments in the 2019-20 academic year not be used adversely against any district in the Commonwealth of Massachusetts. The outbreak of the international COVID-19 pandemic necessitates local flexibility on compliance with state and federal student testing.

In the interest of the public health, Governor Charlie Baker ordered all schools closed as of March 17 for a period of multiple weeks, likely to be further extended. School closures disrupt the lives and educational progress of our students, impacting their ability to meet grade level standards in their studies, including in the subjects for which the Commonwealth of Massachusetts annually administers statewide academic assessments. Even if some districts resume the school year prior to June 30, other districts might not resume. In either scenario, there would be no way to adequately compensate for the missed classroom instructional time on material that would appear on the MCAS examinations and any other mandated academic assessments. It would be inequitable to hold students in a pandemic-shortened school year to the same degree of standardized testing rigor and expectations as those in typical years.

It is imperative that during this time of health-induced mass closures, school districts continue to focus their efforts toward local school and community needs, without the pressure of standardized assessments. In the words of U.S. Secretary of Education Betsy DeVos, "...Neither students nor teachers need to be focused on high-stakes tests during this difficult time." On March 17, the U.S. Department of Education announced that students impacted by school closures will not have to take state standardized tests for the 2019-20 school year, provided that

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their state submits a proper federal waiver request citing the COVID-19 pandemic. The Brookline School Committee therefore asks that the Commonwealth of Massachusetts apply for this federal waiver, and that the state waive any and all mandated academic assessments for the 2019-2020 school year.

Thank you for your consideration.

Best regards,

Brookline School Committee

Julie Schreiner-Oldham, Chair
Suzanne Federspiel, Vice Chair
Sharon Abramowitz
Helen Charlupski
Susan Wolf Ditkoff
Michael Glover
Jennifer Monopoli
David A. Pearlman
Barbara Scotto

CC:

Senate Education Committee Chair Jason Lewis
House Education Committee Chair Alice Peisch
Senator Cynthia Stone Creem
Representative Edward F. Copping
Representative Nika C. Elugardo
Representative Michael J. Moran
Representative Tommy Vitolo

AGREEMENT

Between

**The Public Schools of Brookline (“District” or “Employer”) and
American Federation of State, County and Municipal Employees, AFL-CIO, Council 93,
Local 1358 (“Union”)**

Collectively referred to as (“the Parties”)

March 2020

WHEREAS, the Parties understand that this national and state emergency is a time of great stress as a result of the COVID-19 crisis, and are committed to working closely and collaboratively together in the best interests of all of our students, families, and staff; and

WHEREAS, the safety of District employees and our community is a top priority; and

WHEREAS, on March 15, 2020, Massachusetts Governor Charles D. Baker issued an Order suspending all normal, in-person instruction for all public and private elementary and secondary schools; and

WHEREAS, the Department of Elementary and Secondary Education (“DESE”) has received approval from the United States Department of Agriculture (“USDA”) to allow schools to provide meals to students during this time, and has encouraged schools to continue providing meals to students; and

WHEREAS, the District seeks to offer meals to students during this time which requires the assistance of food service workers; and

WHEREAS, the Parties wish to resolve the issues of the food service workers’ employment during this national and state emergency.

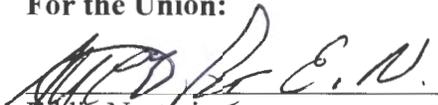
NOW THEREFORE, the Parties, for good and valuable consideration, agree as follows:

1. **Introductory “Whereas” Clauses:** The introductory “Whereas” clauses above are incorporated into the Parties’ Agreement.
2. **Period of Agreement:** This Agreement is in effect for all periods of time when the Commonwealth is in a state of emergency due to the COVID-19 crisis, and/or when the District is closed for student instruction as a result of the COVID-19 crisis.
3. **Consideration:** In consideration for the waiver of rights in this Agreement, the Parties agree to the following:
 - a. In compliance with local, state and federal health authority guidelines and attempting to keep employees safe, unless and until directed otherwise, food service workers are directed to come to work.

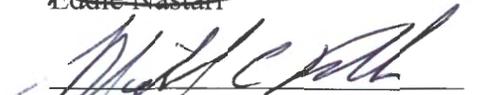
- b. Food service workers shall receive one and a half (1 ½) times their hourly rate of pay for all hours worked on site.
 - c. Food service workers shall perform their typical duties. Consistent with these duties, food service workers may need to package and provide meals to students and their families and/or community members.
 - d. Food service workers shall comply with all reasonable directives from their supervisors.
 - e. In the event the District in its sole discretion or by way of government order shuts down food service, all food service employees will be paid their base hourly rate for all hours scheduled even if not required to report to the workplace. During such time, food service workers may need to perform remote tasks consistent with their duties.
4. **Expiration:** The Parties agree that this Agreement will end at the conclusion of the 2019-2020 school year or when the 2019-2020 school year school closure ends, whichever occurs first.
 5. **Waiver of Rights:** The Union agrees not to grieve, appeal, or otherwise challenge the provisions of this Agreement via the parties' collective bargaining agreement, through the contractual grievance and arbitration process, or through the Department of Labor Relations.
 6. **Precedent:** The Parties agree that this Agreement shall not be used to demonstrate a practice or create a precedent in any other matter.

Agreed to March 2020 by:

For the Union:


 Eddie Nastari

Date: 3/25/2020


 Mike Fallon, Local 1358 President

Date: 3/25/2020

For the Public Schools of Brookline:

 Julie Schreiner-Oldham

Date: _____

AGREEMENT

Between

**The Public Schools of Brookline (“District” or “Employer”) and
American Federation of State, County and Municipal Employees, AFL-CIO, Council 93,
Local 1358 (“Union”)**

Collectively referred to as (“the Parties”)

March 2020

WHEREAS, the Parties understand that this national and state emergency is a time of great stress as a result of the COVID-19 crisis, and are committed to working closely and collaboratively together in the best interests of all of our students, families, and staff; and

WHEREAS, the safety of District employees and our community is a top priority; and

WHEREAS, on March 15, 2020, Massachusetts Governor Charles D. Baker issued an Order suspending all normal, in-person instruction for all public and private elementary and secondary schools; and

WHEREAS, the District shall continue to operate for non-educational purposes requiring the services of clerical employees; and

WHEREAS, the Parties wish to resolve the issues of the clerical employees’ employment during this national and state emergency.

NOW THEREFORE, the Parties, for good and valuable consideration, agree as follows:

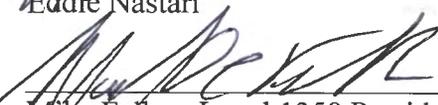
1. **Introductory “Whereas” Clauses:** The introductory “Whereas” clauses above are incorporated into the Parties’ Agreement.
2. **Period of Agreement:** This Agreement is in effect for all periods of time when the Commonwealth is in a state of emergency due to the COVID-19 crisis, and/or when the District is closed for student instruction as a result of the COVID-19 crisis.
3. **Consideration:** In consideration for the waiver of rights in this Agreement, the Parties agree to the following:
 - a. Unless and until directed otherwise, clerical employees are directed to work remotely.
 - b. All clerical employees will be paid their base hourly rate for all hours scheduled even if not required to report to the workplace. During such time, clerical employees will perform remote tasks consistent with their duties.

- c. In compliance with local, state and federal health authority guidelines and attempting to keep employees safe, if necessary, employees may be directed to work on site. If employees are required to work on site and in-person they shall receive one (1) hour of pay and one (1) hour of compensatory time for every hour worked.
 - d. Clerical employees are required to use any and all compensatory time earned during the period of this Agreement within the six (6) months subsequent to the date of execution of this Agreement.
 - e. Whether working remote or at the work site, clerical employees shall perform their typical duties and shall comply with all reasonable directives from their supervisors.
4. **Expiration:** The Parties agree that this Agreement will end at the conclusion of the 2019-2020 school year or when the 2019-2020 school year school closure ends, whichever occurs first.
 5. **Waiver of Rights:** The Union agrees not to grieve, appeal, or otherwise challenge the provisions of this Agreement via the parties' collective bargaining agreement, through the contractual grievance and arbitration process, or through the Department of Labor Relations.
 6. **Precedent:** The Parties agree that this Agreement shall not be used to demonstrate a practice or create a precedent in any other matter.

Agreed to March 2020 by:

For the Union:


 Eddie Nastari


 Mike Fallon, Local 1358 President

Date: 3/25/2020

Date: 3/25/2020

For the Public Schools of Brookline:

 Julie Schreiner-Oldham

Date: _____