

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **WEDNESDAY, MAY 27, 2020** AT 6:00 PM (REMOTE VIA WEBEX EVENT). 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, Ms. Monopoli, Mr. Pearlman, and Ms. Scotto. Also present: Mr. Lummis, Ms. Normen, Dr. Gittens, Ms. Ngo-Miller, Dr. Wornum, and Ms. Coyne.

Ms. Schreiner-Oldham called the meeting to order at 6:00 PM.

1. ADMINISTRATIVE BUSINESS

a. Consent Agenda

ACTION 20-44

On a motion of Ms. Scotto and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the items included in the Consent Agenda.

- i. Past Record: May 22, 2020 School Committee Meeting
- ii. Past Record: May 19, 2020 School Committee Meeting
- iii. Past Record: May 14, 2020 School Committee Meeting
- iv. Past Record: May 12, 2020 Joint Meeting with Select Board and Planning Board

2. UPDATE ON SCHOOL DISTRICT CLOSING IN RESPONSE TO COVID-19, INCLUDING SUMMER/FALL PLANNING

Ms. Ngo-Miller, Dr. Wornum, and Dr. Gittens provided a presentation on reopening planning (Attachment A), including the general direction of planning at this point (plan for continued remote learning for the next school year; gather information within and beyond the Public Schools of Brookline; improve upon student, family and teacher experience; and incorporate survey data into planning). Initially, teams were established based on three approaches (remote, fully in, and hybrid), with subgroups within each approach (academics, operations, and health and safety). Subgroups were then combined across all approaches: academics (models: pros and cons; select populations); health and safety (physical and mental health needs; and movement planning); and operations (movement planning, necessary protocols, and equipment; and procedures for closing). The presenters discussed visioning for academics (clear expectations for content and skills at each grade level, continuity between remote and hybrid learning, assessment of student learning and readiness, professional development for educators, best instructional practices by grade level, and learning beyond screen time), for health and safety (universal screening-staff and students; protocols for arrival and dismissal, lunch distribution, cleaning and physical space usage, and education-health and safety protocols) and for operations (common tech platforms by grade level, technical support for families including WIFI, essential materials to teachers, optimal use of staffing, supervision and evaluation, and scheduling).

In response to questions, the presenters provided an update on the following: input from stakeholders including the Brookline Educators Union and teachers; State guidance/parameters; possible reutilization of space; staff/students that have health issues that put them at a higher risk; review of models used in other countries; collaboration/information sharing with neighboring districts; whether it makes sense to bring back certain grades before others; input from the Town Task Force and the Brookline Director of Health and Human Services; and the need for a separate funding source to implement health and safety measures.

Mr. Lummis outlined next steps, including a June 18, 2020 presentation to the School Committee. The district expects to receive draft guidance from the Commissioner of Elementary and Secondary Education in mid-June. The district will be reaching out to neighboring districts. Dr. Abramowitz and Ms. Ditkoff provided an update on efforts to recruit applicants to serve on Expert Advisory Boards to support planning for the 2020-2021 Academic Year. Dr. Abramowitz and Ms. Ditkoff expressed their appreciation to the many residents who offered their time and expertise during these challenging times. The applicants have incredible skills and knowledge. The School Committee discussed possible ways to leverage this expertise, including sharing contact information with staff in need of answers to specific questions. On June 1, 2020, the School Committee is expected to vote to appoint the groups.

3. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES

a. Update on FY 2020 Budget, including COVID-19 Budget Impact

Ms. Normen provided an update on the FY 2020 Budget, including the COVID-19 Budget Impact (Attachment B). She discussed the following: the FY 2020 Operating Budget Close-out, the Circuit Breaker Tuition Offset, Grant Funds Deficits, Revolving Fund Revenue Challenges (Brookline Early Education Program, Rental of Facilities, and Food Services), and preparation for external funding applications. The total projected deficit is currently \$675,311. Ms. Normen hired a retired business administrator to expedite budget reconciliations and payroll projections.

b. Interim Superintendent's FY 2021 Budget Recommendations, including COVID-19 Budget Impact

Mr. Lummis an update on the development of the Interim Superintendent's FY 2021 Budget Recommendations. Mr. Lummis noted that he presented a balanced budget recommendation in April based on total revenue of \$125,937,685. On May 15, 2020, the Town directed the district to create an FY 2021 budget that reduces FY 2021 total revenue by \$6.3 million to \$119,557,136. FY 2021 total revenue is \$315,000 below FY 2020 total revenue. The district must now identify cuts, reductions, and savings of \$6.3 million on top of previously identified reductions. Mr. Lummis reviewed budget and planning assumptions. He emphasized the need for flexibility given the level of uncertainty both in terms of resources and the educational model. Mr. Lummis will be presenting his recommendations on June 1, 2020. Members asked that the recommendations keep cuts as far away from the students and classrooms, as possible, and asked whether the district is anticipating any changes in enrollment.

i. Possible Vote to Amend Contract with Brookline Educators Union (BEU)

Mr. Lummis explained that the contract with the BEU requires that the district issue Reduction of Force notices by May 15 of the previous year. He requested an extension to May 30, for the current year only. The BEU agreed to this change, for which he is grateful. Mr. Lummis noted that in light of the current budget situation and uncertainty regarding what the fall will look like, the district will be sending notices to a significant number of employees. The district understands the impact of this action on staff and students, and their families, and does not take it lightly. The district will work hard to retain as many of the positions as possible, particularly classroom positions.

ACTION 20-45

On a motion of Ms. Schreiner-Oldham and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to amend Article 11.11 of the Contract between the Brookline School Committee and the Brookline Educators Union to extend the announcement of Reduction in Force (RIFs), for the 2019-2020 year only, as follows: "When a RIF is to take place, the Superintendent or his/her designee shall give written notice to the affected teachers with professional status by email ~~on or about May 15~~ no later than May 30, 2020 preceding the effective date of the reduction. If, however, the RIF of any individual teacher are rescinded before the effective date of the reduction and the teacher is to be reemployed, the Director for Human Resources shall so inform the affected teacher in writing.

c. 2020 Annual Town Meeting Warrant Articles

i. School Committee Discussion and Possible Vote on Recommendations to Town Meeting on the following 2020 Annual Town Meeting Warrant Articles

Article 7: High School Appropriation (additional authorization for the High School project)

Articles 9-15: Newbury College Land Use & Land Acquisition

Ms. Schreiner-Oldham commented that the School Committee participated in Joint Public Hearings on Article 7 (May 27, 2020) and Articles 9-15 (May 12, 2020).

ACTION 20-46

On a motion of Ms. Ditkoff and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY (by roll call), with a vote of 7 in favor, 0 opposed, and 0 abstentions (Dr. Abramowitz was not present for the vote), to recommend that Town Meeting vote favorably on 2020 Annual Town Meeting Warrant Article 7: High School Appropriation (additional authorization for the High School project).

ACTION 20-47

On a motion of Mr. Pearlman and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY (by roll call), with a vote of 6 in favor, 0 opposed, and 0 abstentions (Dr. Abramowitz and Ms. Ditkoff were not present for

the vote), to support the acquisition of the west parcel of the former Newbury College campus for a variety of municipal purposes, including possible school use.

4. NEW BUSINESS

Ms. Federspiel encouraged people to attend the June 14, 2020 remote forum “Building a Better Brookline: Housing Affordability in the Age of COVID-19.”

5. ADJOURNMENT

Ms. Schreiner-Oldham adjourned the meeting at 8:30 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee

FY21 Remote Learning Planning Team

Wednesday, May 27, 2020

Direction

- Plan for continued remote learning for next school year
 - Gather information within and without PSB
 - Improve upon student, family and teacher experience
 - Incorporate survey data into planning
-

Beginning

- May 13 - Three Approaches
 - Remote
 - Fully In
 - Hybrid
 - Subgroups within each approach
 - Academics
 - Operations
 - Health & Safety
-

Updates

- Combined subgroups across all approaches
 - Academics
 - Models: Pros and Cons
 - Select Populations
 - Health and Safety
 - Physical and mental health needs
 - Movement planning
 - Operations
 - Movement planning, necessary protocols and equipment
 - Procedures for closing
-

Visioning - Academics

- Clear expectations for content and skills at each grade level
 - Continuity between remote and hybrid learning
 - Assessment of student learning and readiness
 - Professional Development for educators
 - Best instructional practices by grade level
 - Learning beyond screen time
-

Visioning - Health & Safety

- Universal Screening - Staff and Students
 - Protocols
 - Arrival and Dismissal
 - Lunch distribution
 - Cleaning and Physical Space Usage
 - Education: Health and Safety Protocols
-

Visioning - Operations

- Common tech platforms by grade level
 - Technical support for families including wifi
 - Essential materials to teachers
 - Optimal use of staffing
 - Supervision and evaluation
 - Scheduling
-

		COVID 19* as of 5/21/20	Actions		Options
Operating Budget		\$ 449,660	Budget Freeze April 8, Reducing Purchase Orders, Canceling Orders, Froze vacant positions, Released Circuit Breaker to be expended in full, Senior Staff reviews all purchasing requests, Holding \$570k of the original \$960k for unanticipated and unknown		Operating Budget allowed to be in deficit for all FEMA/MEMA eligible expenses. Waiting for DLS guidance on how to handle these expenses for filing FEMA/MEMA Applications
Circuit Breaker Tuition Offset			In the process of reclassifying Purchase Orders from Operating Budget to Circuit Breaker Account		Submitted and waiting for Town Comptroller's Office to complete the reclassification of Purchase Orders
Grant Fund Deficits (projection) *NEW			Eliminating Expenditures and amending to pay salaries not adjusted to the grant budget		No grant is accepted unless there is a balanced budget which includes absorbing staffing costs. Staffing deficits need to be declared and reviewed as part of the next year's budget development. Before each school year.
Operating Budget		\$ 449,660			
Funding of Revolving Fund Revenue Challenges					
	BEEP		Combination of lost revenue and reconciliation of Payroll. Staffing needed to be shifted to Operating Budget		Amortize the deficit, Layoff employees (BEEP PARA), Working on a full reconciliation of positions being charged and overcharging of positions to the revolving fund that should be charged to the Operating Budget
	Rental of Facilities		Loss of Rental Of Facilities Revenue and Net Payroll impact of 3.5 Custodians		Furlough and Layoff until buildings re-open for rental. Move Custodial Supervisor to Operating Budget for FY 21
	Food Service	\$ 225,651	Loss of School Lunch Revenue, Reimbursement for meals currently being prepared does not fully fund the meals being provided and offered.		Waiting for DLS guidance on how to handle these expenses for filing FEMA/MEMA Applications. Amortize the deficit due to payment of employees while not working, Layoff all employees except for 8-10 to run a COVID-19 program
Revolving Fund Projected Deficit		\$ 225,651			
Total Projected Deficit		\$ 675,311			
Additional Action Steps and Guidance Being Followed:					
Support for Finance Team	Hired retired school business administrator 10 -15 hours/week to backfill vacancy and assist Deputy and expedite reconciliations and payroll projections for Grants, Revolving Funds, and Payroll projections				
Following and Preparing for External Funding Applications					
		Applications due for FY 20	End of Fiscal Year	Applications due for FY 21	
TOB Reserve Fund Transfer		June 1, 2020	July 7, 2020		
FEMA/MEMA/	TBD	June 15, 2020		TBD	
Cares Act Town	\$ 5,200,000	June 5, 2020		TBD	
Cares Act School	\$ 433,000	June 15, 2020		July 1, 2020	
DESE Guidance Impacting Decision Making during COVID-19					
	Payments to Hourly Employees — March 20, 2020				
	Update for Private Schools — March 19, 2020				
	Recommendation on Payments for Contracted Services — March 27, 2020				
	USDA Reimbursements for All Districts and Online Advanced Placement Tutoring — March 30, 2020				
	Pandemic Electronic Benefit Transfer (P-EBT) — April 14, 2020				
	Special Education Tuition Guidance from the Operational Services Division — April 17, 2020				
	FEMA Disaster Reimbursement — April 27, 2020				
	CARES Act RFP Available — May 8, 2020				
	New SOA Plan Deadline — May 14, 2020				
	Upcoming Grant for Summer and Vacation Programs — May 22, 2020				