

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **TUESDAY, JULY 7, 2020** AT 6:00 PM (REMOTE VIA ZOOM). STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members Present: Suzanne Federspiel (Chair), David Pearlman (Vice Chair), Sharon Abramowitz, Helen Charlupski, Susan Wolf Ditzkoff, Andreas Liu, Mariah Nobrega, and Barbara Scotto. School Committee members absent: Jennifer Monopoli. Also present: James Marini, Mary Ellen Normen, Nicole Gittens, Casey Ngo-Miller, Kalise Wornum, and Robin Coyne.

Others present: Senior Director of Programs Meg Maccini, Director of Professional Development Michelle Herman, Director of Data Analysis and Information Management Erin Cooley, Director of Operations Matt Gillis, and Director of Guidance and Clinical Services Maria Letasz.

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

**1. WELCOME TO INTERIM SUPERINTENDENT OF SCHOOLS
DR. JAMES MARINI AND INTERIM SUPERINTENDENT'S REPORT**

The School Committee extended a warm welcome to Interim Superintendent James Marini. Dr. Marini thanked the School Committee. He has already met with many people, and looks forward to meeting more as the summer progresses. He is learning a great deal about the values, strengths, and challenges of the school district. Dr. Marini commented that he has been humbled by the heartfelt welcome extended to him and noted that everyone has expressed a commitment and willingness to help address the district's challenges. Dr. Marini will be presenting an entry plan at an upcoming meeting.

**2. ADMINISTRATIVE BUSINESS
a. Consent Agenda**

Ms. Ditzkoff explained the proposed amendment to the contract with Jonathan Levi Architects. She will provide additional information on the overall budget for this item.

ACTION 20-82

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

- i. Past Record: June 26, 2020 School Committee Meeting
- ii. Past Record: June 18, 2020 School Committee Meeting
- iii. Past Record: June 11, 2020 School Committee Meeting
- iv. Driscoll School Project-Jonathan Levi Architects Contract Amendment 7 (Attachment A)

3. PUBLIC COMMENT

There was no one signed up to provide public comment.

4. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES

a. Updates on School District Fall Planning

Dr. Marini, Dr. Gittens, Ms. Ngo-Miller, and Dr. Wornum provided an update on School District Fall Planning (Attachment B). The update covered the following: 1) the make-up of the three planning groups (Academics, Health and Safety, and Operations) looking at fully remote and hybrid models, and their priorities (health and safety; equity, access, and consistency; social and emotional learning; connection and community; and meaningful learning); 2) initial fall school reopening guidance (new safety requirements, curriculum and instruction); 3) family, staff, and student surveys (Director of Data Analysis and Information Management Erin Cooley provided an update); 4) available funding sources; and 5) next steps. Districts have been told to plan for multiple possibilities, with a focus first and foremost on getting students back into school buildings. By August, districts must submit to the Department of Elementary and Secondary Education (DESE) comprehensive reopening plans addressing three learning models: in-person with new safety requirements; hybrid of in-person and remote learning; and continuation of remote learning. Next steps during the month of July include the following: reconstitute planning groups and Brookline Educators Union Group and Join Labor Management Committee, building out In-person and Hybrid Learning Models (Teaching and Learning, Student Supports-addressing mental health and trauma, Facilities and Operations, Transportation, Personnel, and Staffing); and develop communication plan.

School Committee Member Questions/Comments:

- Do safety guidelines allow arrangement of student desks in a circle rather than having all desks face forward?
- Requested that the district survey all school HVAC systems and perform any needed repairs/preventative maintenance before school reopens. *(It was noted that this may have budget implications.)*
- Is the administration open to exploring measures to address COVID-19 that aren't included in the current state guidance, e.g., in-school testing? *(It was noted that DESE Guidelines do not recommend in-school testing; the district is identifying possible Brookline rapid testing sites for families; could survey families regarding their level of comfort with in-school testing.)*
- What will the distance recommendations (six feet when feasible, and three feet minimum) look like in a classroom? *(Mr. Gillis will share his analysis.)*
- Does the district still plan to have staggered schedules for cohorts of students?
- What is the current expectation for the frequency with which school buildings/classrooms will be sanitized? *(The district is looking at this, but first need to know how the schools will be used, e.g., will there be extended day.)*
- Is the district considering use of non-school spaces, e.g., libraries, theatres, streets?

- Can the Expert Advisory Panels add questions to the survey? (family survey needs to go out next week to facilitate development of Brookline High School schedules; asked that possible questions be submitted to Ms. Cooley as soon as possible.)
- Be thoughtful when developing survey questions and cautious when using the results as perceptions/comfort level are likely to change over time.
- Ensure that communications and the public webpage are clear.
- Clearly communicate how the district used the results of the last survey.
- Need to have a robust education plan in place for students who cannot participate in person.
- What is the current plan for students who are unable to return to the building? (*Are still working on this, but are assuming a certain number of educators will need to work remotely.*)
- Are more families submitting home school plans? (*Dr. Gittens will send data.*)
- What work is being done to enhance remote learning capabilities? (*Have been focusing on in-school planning, but are also working on how to be nimble and shift to fully remote, if necessary.*)
- How will physical wellness be incorporated into all three scenarios? How will not having a wellness coordinator impact plans?
- Use the current situation as an opportunity to consider new ways of thinking about learning.
- Recommend survey students in 6th grade and up.
- How will the district ensure that the survey results are representative (e.g., include input from families in low-income households)?
- Will students who missed certain elements of their Individualized Education Programs (IEPs) or 504 Plans receive compensatory services?
- Consider the feasibility of providing training to parents/guardians so that they can support their children's remote instruction. (*Will gather additional information, need to consider how to maximize available resources*).

Dr. Marini requested that members send any additional questions to Ms. Fitzpatrick.

b. Updates on FY 2020 and FY 2021 Budgets

i. Possible Vote on FY 2021 Public Schools of Brookline (PSB) Student Fees, Fines, and Charges

Ms. Normen presented the proposed FY 2021 PSB Student Fees, Fines, and Charges (Attachment C). In future years, she will present the fees in February as part of the budget development process. The School Committee already voted a 3 percent increase in Brookline Early Education Program (BEEP) tuition. A 3 percent increase is also recommended for the Materials Fee. Ms. Normen is not recommending any other changes. The Finance Subcommittee discussed the proposed fees on June 23, 2020, and recommended approval. The Subcommittee recommended that the fee chart note the possibility of an additional COVID-19 assessment for some items (e.g., rentals, athletics,

performing arts, culinary arts) to cover any additional COVID-19 related expenses (e.g., cleaning, supplies), and that for rentals, it note there may be an additional COVID-19 assessment and additional required protocols. The Finance Subcommittee discussed the South Brookline bus service. The district needs further guidance from the State to determine its feasibility for the fall. The School Committee will be asked to vote on this item during the July 27, 2020 School Committee meeting. Finance Subcommittee members requested that a communication go out to families regarding the timeline for making a decision on this matter.

School Committee members requested that Ms. Normen's memo be amended to also note the possibility of a COVID-19 assessment for BEEP and Transportation.

ACTION 20-83

On a motion of Ms. Ditkoff and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to approve and authorize the collection of all fees as proposed in the Table (Attachment C), as amended by also noting a potential COVID-19 assessment for BEEP and Transportation.

ii. Possible Vote on FY 2020 Budget Transfers

Ms. Normen provided an update on steps that were taken to balance the FY 2020 Budget and address grant, revolving fund, or special revenue account deficits (Attachment D). Given the current fiscal constraints, the Administration and Finance Department began a review of old grant/special revenue accounts where balances remained for more than three years. Ms. Normen is requesting that the School Committee authorize expenditure of such funds, as necessary, to reduce the deficit.

Ms. Normen is also recommending that the School Committee vote to approve transfers to balance the FY 2020 budgets using all funding sources in the following priority order. The Reserve Fund will only be used if necessary. Where allowed, other fund balances will be carried to FY 2021 to assist with projected FY 2021 grant deficits.

- a) Operating Budget (\$1.4M)
- b) Inter-Departmental Transfer from Vocational Technical Tuition and Transportation Account (\$43,159)
- c) FY 2019 Prior Year Open Encumbrances (fund grant deficits and revolving funds \$66,249.24)
- d) Town Cares Act Funds (\$630,000 estimated)
- e) School Elementary Secondary School Emergency Relief (ESSR)/Cares Act Funds (FY 2020 = \$40,000 estimated)
- f) Prior year (pre FY 2015) grant balances (fund grant deficits)
 - i) SEA4 ACADEMIC SUPPORT SERVICES-MCAS (\$9,983.84)
 - ii) SED9 ARRA QRIS PROG QUALITY IM (\$586.49)
 - iii) SEG8 PROJECT HERE SUBSTANCE USE PRE (\$4,460.29)
- g) \$100,000 Reserve Fund Transfer

Some members expressed concern that the School Committee is being asked to authorize transfers, without knowing the source of funds. Ms. Normen explained that she needs this authority in order to balance out accounts before the Town closes the books on July 15, 2020. She intends to send the School Committee full detail on these transfers before the next Finance Subcommittee meeting. At that meeting, Ms. Normen will provide a full report on the FY 2020 Budget Close and the FY 2021 Budget.

ACTION 20-84

On a motion of Ms. Charlupski and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY (by roll call) to approve and authorize the Deputy Superintendent for Administration and Finance to transfer and/or expend such funds from the School Committee Operating Budget, as necessary, in order to reduce the financial impact of grant, revolving fund or special revenue account deficits at fiscal year close on June 30, 2020, as shown in Attachment D.

ACTION 20-85

On a motion of Ms. Ditkoff and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to approve and authorize the Deputy Superintendent for Administration and Finance to transfer and/or expend such funds from dormant grant and revolving fund accounts, as necessary in order to reduce the financial impact to the town appropriated budget for grant, revolving fund or special revenue account deficits at fiscal year close on June 30, 2020, as shown in Attachment D.

iii. Update on 2020 Summer Lunch Program

Ms. Normen provided an update on the 2020 Summer Lunch Program (Attachment E). On June 18, 2020, the School Committee voted unanimously to pursue continuous operation of the student lunch program through the summer. On June 23, 2020, Director of Operations Matt Gillis provided an update to the Finance Subcommittee. There was general agreement among Subcommittee members that the district should provide breakfast and lunch to students who qualify for free and reduced lunch from July 1, 2020 through August 31, 2020. Members recommended that the program reduce labor costs in order to reduce the deficit to approximately \$8,500. The district continues to partner with the Food Pantry, Brookline Thrives, and the Brookline Housing Authority. Ms. Normen explained program staffing, and noted that fall staffing levels may be impacted by the school model.

ACTION 20-86

On a motion of Ms. Ditkoff and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY (by roll call) to continue the Summer Breakfast/Lunch Program for free and reduced lunch students until school starts, with the assumption this will result in a deficit of approximately \$8,000-\$9,000.

**iv. Update on Brookline Adult and Community Education (BACE)
Program Finances**

Ms. Normen provided an update on BACE Finances (Attachment F). She requested a School Subcommittee meeting to discuss the current and future operations of the program. As a result of the pandemic, BACE did not have a spring program, and is providing a limited summer program. BACE would like to revisit the FY 2021 building assessment, and inform the subcommittee how the program has been negatively impacted by the pandemic, transition of leadership, and loss of a certain number of instruction spaces at Brookline High School during construction. BACE is reworking its budget for FY 2021 with reduced revenue projections for the summer, fall, and possibly the winter sessions (should there be a resurgence of COVID-19). Spring is unknown at this point. To date, BACE furloughed one secretary, and opted not to fill a vacant Program Coordinator position to try to mitigate the spring reduction in revenues and the reduction in program offerings. Additional cuts may be considered if circumstances do not change. BACE Director Michelle McGlone would like to update the Subcommittee and clarify expectations. A report will be sent to the Subcommittee that explains BACE's plan to turn around this situation as quickly as possible and to request the support of the school community in the interim. Members requested that the report clarify how much of the deficit can be attributed to school music lessons. The Capital Improvements Subcommittee will discuss this issue on July 14, 2020.

c. Student Opportunity Act Plan

Dr. Gittens presented additional information on the district's Student Opportunity Act (SOA) Plan submitted to the Department of Elementary and Secondary Education (DESE) on June 15, 2020 (Attachment G). The SOA allocates a percentage of each district's Chapter 70 funding to address achievement gaps in all subgroups. All Massachusetts public school districts are required to submit three-year, evidence-based plans aimed at closing persistent disparities in achievement among student subgroups. The Department of Elementary and Secondary Education (DESE) recommended that districts expected to receive minimal or no increases in Chapter 70 aid, document existing programs or supports targeted to closing the achievement gap. Brookline is expected to allocate \$229,400 from Chapter 70 funding towards the SOA Plan. Based on advice from the state and the recent program review of PreK-8 Mathematics, the district is focusing on eliminating gaps in Mathematics achievement among student subgroups.

Dr. Gittens discussed the two focus areas: 1) Enhanced core instruction in PK-8 Mathematics and 2) Support educators to implement high-quality, aligned curriculum (increased and improved professional development; curriculum materials and equipment that are aligned with state curriculum frameworks). The district believes the following: If access to grade level or above math content is available to all students, the district strengthens Tier 1 instruction, students receive immediate in-class intervention, and staff monitors progress with curriculum specific assessments, then the district will begin to close the achievement gap. Dr. Gittens discussed the plan to measure SOA Plan success: MCAS Math - Percent of students Meeting/Exceeding Expectations (positive change from previous year); MCAS Math - Student growth percentile (positive change from

previous year); District - Decrease number/percent of students receiving math intervention outside of the classroom (beginning to end of year); and District - Number/percent of students “on grade level” in the beginning of year math assessment (beginning of year to beginning of year). SOA Plans are required to use DESE measurements (as well as district determined measures) to monitor success. Dr. Gittens reviewed the proposed budget for the SOA Plan.

School Committee members noted the potential impact of the State moratorium on MCAS on the district’s plan to measure SOA Plan success. Members suggested that the framing of the SOA Plan and related communications focus on the equity and relationship pieces, and less on MCAS.

d. Presentation of Professional Development Budget and Plan

Director of Professional Development Michelle Herman presented an overview of the Professional Development Budget and Plan (Attachment H). The 2019-2020 Plan focused on three areas (Cultural Proficiency, Restorative Justice, and Developing Mathematical Ideas) and provided for common content at all K-8 schools. The work supported meeting the needs of all learners. Plan challenges include the following: substitute coverage/having teachers out of the building; messaging around expectations and outcomes was not clear; and the model is unsustainable over time. Some work did not happen because of COVID-19. Ms. Herman discussed the following: the composition and role of the Professional Development Council; teacher surveys; supports needed for the fall (technical, curriculum, and instructional); ongoing stipend work (total \$129,120); contractual costs (total \$81,600); partner and memberships (total \$59,600); possible additional Title II items in FY 2021; FY 2020 School allocations (much of the funds were repurposed); and summer 2020 work.

The School Committee discussed the importance of the following: principal access to some funds for school-specific professional development; teacher input into the plan; grade level teams; and targeted professional development and partnerships with colleges/universities to support hiring/retention of educators of color.

e. Review of Proposed Public Schools of Brookline (PSB) Policies

i. Proposed PSB Policy on Homeless Students (2nd Reading/Possible Vote)

Mr. Pearlman presented the proposed PSB Policy on Homeless Students (Attachment I) for a 2nd Reading. Director of Guidance and Clinical Services Maria Letasz spoke in support of the proposed policy. Members requested additional time to review the proposed policy.

ii. Proposed PSB Policy on Educational Opportunities for Students in Foster Care (2nd Reading/Possible Vote)

Mr. Pearlman presented the proposed PSB Policy on Educational Opportunities for Students in Foster Care (Attachment J) for a 2nd Reading/Possible Vote. Director of Guidance and Clinical Services Maria Letasz spoke in support of the proposed policy. Members requested additional time to review the proposed policy.

iii. Proposed PSB Policy on Public Comment and Participation at School Committee Meetings (2nd Reading/Possible Vote)

Mr. Pearlman presented the proposed PSB Policy on Public Comment and Participation at School Committee Meetings (Attachment K) for a 2nd Reading/Possible Vote. The School Committee discussed the following: whether there should be a separate policy on public hearings; whether the proposed policy should also reference public hearings; and whether the proposed policy should cross reference other policies that address public hearings (either now or after the other policies are updated). Members requested a legal opinion on whether the policy can restrict parents/guardians from discussing their children's situations during public comment. Members requested additional time to review the proposed policy.

5. SUBCOMMITTEE REPORTS

a. Capital Improvements

Ms. Ditkoff provided an update on the Driscoll project, including the potential impact of changing the bid schedule (one bid package for sitework instead of multiple early bid packages) on the overall schedule (would be a delay), budget, and fall access to outdoor space. Ms. Charlupski provided an update on the Pierce School Project, including the process to select an Owners Project Manager.

b. Additional Liaisons and Updates

Dr. Abramowitz, Ms. Ditkoff, and Ms. Nobrega provided updates on the work being done by the Remote Task Force Expert Advisory Panels. The current plan is that each Panel will identify and present on five or six priority issues. Dr. Marini will be attending the July 10, 2020 Remote Task Force meeting. Dr. Marini will meet with the Chairs to discuss the most productive way for the advisory panels to engage with the district.

6. NEW BUSINESS

There was no new business.

7. PROPOSED EXECUTIVE SESSION

By unanimous roll call vote at 10:15 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for Purpose 3, to discuss strategy with respect to collective bargaining with the Brookline Educators Union (BEU) (Unit A, Unit B, and Paraprofessionals) because the Chair declared that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and for Purpose 7, to review and approve executive session minutes from the following meetings: June 4, 2020 (5:00 PM and 6:00 PM), June 11, 2020, June 18, 2020, and June 26, 2020. Ms. Federspiel announced that the meeting will not reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 10:45 PM, the School Committee reconvened in public session for the purpose of adjournment.

8. ADJOURNMENT

Ms. Federspiel adjourned the meeting at 10:45 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-20

TO: Jonathan Levi Architects
 266 Beacon Street
 Boston MA 02116

Purchase Order Number
 21913796

Vendor Number
 7860

PAYMENT AMOUNT
 \$50,050.00

BUDGET \$8,757,681.00
 BALANCE \$7,368,968.20

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2518K154		6B0129
	2519K154		6B0130

FOR: Driscoll School Schematic Design

Amendment	Date	
7	6/9/2020	Added Geotechnical Services

AMOUNT
 \$50,050.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

BOARD OF SELECTMEN

APPROVAL OF:

Bernard W. Greene, Chairman

Benjamin Franco

Nancy S. Heller

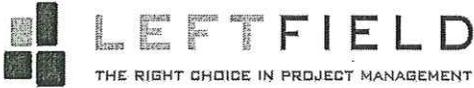
Heather Hamilton

Raul Fernandez

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



June 9, 2020

Mr. Tony Guigli
Project Manager
Building Department
333 Washington Street
Brookline, MA 02445

Re: Michael Driscoll School Project
Designer Services Contract Amendment No. 7

Dear Mr. Guigli,

LeftField has reviewed the Designer Contract Amendment No. 7 presented by Jonathan Levi Architects for reimbursable services provided by their Geotechnical and Geo-Environmental Consultant, McPhail Associates, Inc. The request is based on McPhail's Proposal, dated June 3, 2020, and is for Supplemental Subsurface Exploratory Services for Geotechnical and Geo-Environmental borings and soils sampling/characterizations in the proposed area for relocation of the storm drainage line. The additional borings and soils sampling/characterizations is to ensure the scope of work required to relocate the drain line is sufficiently covered in the contract documents to avoid unforeseen subsurface conditions that could prompt costly change orders during construction. It is important to note that McPhail's Proposal is not lump sum but a not-to-exceed proposal and will be utilized as required of the proposed design. McPhail's base cost is \$45,500.00 and JLA's administrative costs of \$4,550.00 is per the Designer Contract.

In reviewing McPhail's cost to provide the tasks outlined, LeftField found the cost to be fair and reasonable. However, LeftField will monitor the need for this additional work as the design progresses to ensure that the project does not overspend to provide these services unnecessarily if previous borings and soils characterizations would suffice.

LeftField therefore recommends that the Town of Brookline accept Designer Contract Amendment No. 7 for the total of \$50,050.00 to be expended if proven necessary.

Should you have any questions regarding this recommendation of approval, please contact me.

Sincerely,

Lynn Stapleton, AIA, LEED AP B D + C

Cc: Jim Rogers, LeftField, LLC
Jennifer Carlson, LeftField, LLC
Adam Keane, LeftField, LLC
Philip Gray, Jonathan Levi Architects

main: 617-737-6400 fax: 617-217-2001
225 franklin street, 26th floor, boston, ma 02110

owner project manager
owner representative construction audits
cost forecasting **capital budgeting**

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 7

WHEREAS, the TOWN OF BROOKLINE (“Owner”) and JONATHAN LEVI ARCHITECTS LLC. (the “Designer”) (collectively, the “Parties”) entered into a Contract on August 31, 2018, (“Contract”) for Designer Services for the New Construction of the Michael Driscoll Elementary School, Abatement and Demolition of the Existing School, Site Improvements and All Associated Work at the 64 Westbourne Terrace, Brookline, MA 02446; and

WHEREAS, the scope of this work is summarized in the attached Proposal for potential Supplemental Subsurface Exploratory Services for Geotechnical and Geo-Environmental Services from McPhail Associates, Inc., dated June 3, 2020; and

WHEREAS, Contract Amendment No. 2 was approved by the Town of Brookline on January 17, 2020; and

WHEREAS, Contract Amendment No. 3 was approved by the Town of Brookline on March 18, 2020; and

WHEREAS, Contract Amendment No. 4 was approved by the Town of Brookline on March 26, 2020; and

WHEREAS, Contract Amendment No. 5 was approved by the Town of Brookline on March 26, 2020; and

WHEREAS, Contract Amendment No. 6 was approved by the Town of Brookline on May 12, 2020; and

WHEREAS, effective as of June 9, 2020, the parties wish to amend the contract, as amended:

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

1. The Owner hereby authorizes this Contract Amendment No. 7 for the total value of \$50,050.00. This Amendment is based on JLA’s Consultant McPhail’s Proposal, dated June 3, 2020 for \$45,500.00 and JLA’s administrative mark-up of 10%. This Amendment is a not to exceed fee and will utilized on an as required basis. The Designer is herein authorized to commence the services outlined in this Amendment, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services	Original Contract	Previous Amendments	Amount of This Amendment	Total of All Amendments
Feasibility Study/Schematic Design Phase	\$1,179,260	\$ 500	\$ 0	\$ 1,179,760
CA #2 - Design Development Phase	\$ 0	\$ 1,814,766	\$ 0	\$ 1,814,766
CA #2 - Construction Documents Phase	\$ 0	\$ 2,540,672	\$ 0	\$ 2,540,672

CA #2 - Bidding Phase	\$ 0	\$ 290,363	\$ 0	\$ 290,363
CA #2 - Construction Phase	\$ 0	\$ 2,540,672	\$ 0	\$ 2,540,672
CA #2 - Completion Phase	\$ 0	\$ 72,590	\$ 0	\$ 72,590
CA #3 - Geotechnical Engineering – Geothermal Test Well	\$ 0	\$ 117,673	\$ 0	\$ 117,673
CA #3 -Acoustical Engineering – Noise Sound Measurements	\$ 0	\$ 5,500	\$ 0	\$ 5,500
CA #4 – HAZMAT Consulting	\$ 0	\$ 138,512	\$ 0	\$ 138,512
CA #5 – Geo-Environmental & Geotechnical, Subsurface	\$ 0	\$ 340,725	\$ 0	\$ 340,725
CA #6 – Utilities – Hydrant Flow Test	\$ 0	\$ 1,375	\$ 0	\$ 1,375
CA #7 – Supplemental Geo-Engineering & Geotechnical	\$ 0	\$ 0	\$ 50,050	\$ 50,050
Total Fee	\$1,179,260	\$ 7,863,348	\$ 50,050	\$ 9,092,658

This Amendment is a required to ensure that funds are committed to allow required geotechnical borings in the path of the relocated drain line in order to capture the work in the construction documents and to conduct soil sampling and soils characterization as required for like purposes.

3. The Construction Budget shall be as follows:

Original Budget: \$ 93,335,813
 Amended Budget \$ 93,197,301

4. The Project Schedule shall be as follows:

Original Schedule: Phase 1 Substantial Completion – 11/4/2022
Phase 2 Substantial Completion – 8/31/2024
 Amended Schedule _____

Phase 1 – New Building, Roadways and Sidewalk Work
 Phase 2 – Abatement & Demolition of Existing Building, Geothermal Wells & Site Improvements

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

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

OWNER:

(print name)

(print title)

By: _____
(signature)

Date: _____

DESIGNER:

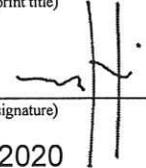
Jonathan Levi, FAIA

(print name)

Principal

(print title)

By: _____
(signature)



Date: 6/4/2020 _____



June 3, 2020

Jonathan Levi Architects
266 Beacon Street
Boston, MA 02116

Attention: Mr. Philip Gray

Reference: Driscoll School; Brookline, Massachusetts
Proposal for Supplemental Geoenvironmental and Geotechnical
Engineering Services

Ladies and Gentlemen:

We are pleased to present our proposal for providing supplemental geoenvironmental engineering services for the above-referenced project. The proposed scope of work is being provided as a supplement to our March 4 and April 2, 2020 proposals for geoenvironmental and geotechnical engineering services. Task numbers referenced herein are numerically sequenced to the March 4 and April 2, 2020 proposals.

Background

Three (3) subsurface exploration programs have previously been completed by McPhail Associates, LLC at the project site: in November 2018 for preliminary geotechnical purposes, during February 2020 for geotechnical and geoenvironmental purposes and on April 16 and 17, 2020 for supplemental geotechnical and geoenvironmental purposes. In general, the results of the testing identified the presence of the constituents analyzed at concentrations typical to fill material and/or consistent with background for the natural soil samples. However, a cost-effective support of excavation system and a possible reconfiguration of the below grade space has been discussed. In addition, the extent of the temporary excavation support system has been adjusted to better accommodate the proposed below grade space, including retaining wall footings.

Geoenvironmental Task 5: Supplemental Geoenvironmental Services

Due to the extent of the support of excavation and the possible reconfiguration of the below grade space, additional soil may be required to be exported off the site. McPhail proposes a supplemental phase of geoenvironmental subsurface explorations at the site to obtain soil samples from within the vicinity of the location of the possible reconfigured of the basement and the adjustment to the temporary excavation support system. Additional chemical testing will allow for soil within these areas of possible reconfiguration to be precharacterized prior to construction. The samples would be collected from ground surface to the proposed bottom of excavation to characterize the soil for off-site reuse, recycling or disposal. We propose to advance three (3) borings along the western and northern portions of the proposed basement level to a depth of about 20 feet below ground surface. Soil samples will be obtained continuously with depth and composited at 5-foot intervals for chemical testing parameters that are required by in-state landfills. The borings are



anticipated to take two (2) days to complete and the cost of the drilling subcontractor is estimated to be \$5,400.

Our proposed scope of supplemental geoenvironmental engineering services will include the following:

1. Subcontract with a qualified drilling subcontractor to perform the borings and clear utilities with Dig-Safe;
2. Provide a qualified field engineer or geologist to mark the exploration locations in the field by taping from existing site features, to monitor the explorations, to obtain representative soil samples, to monitor the groundwater levels in the completed explorations, to prepare detailed field logs, to make modifications to the subsurface exploration program depending upon actual conditions encountered and to determine the existing ground surface elevation at each exploration location
3. Screen soil samples obtained from the borings, for the presence of total volatile organics (TVOC) utilizing a photoionization detector (PID);
4. Prepare and submit eleven (11) soil samples obtained from the explorations for laboratory analyses for the presence of total petroleum hydrocarbons, volatile organics, RCRA-8 metals or MCP-14 metals, semivolatile organic compounds (SVOCs), PCB's, pH, reactivity, conductivity and flashpoint. Additional analysis for the presence of TCLP (leachable) metals may be required based upon the levels of total metals identified. Additionally, chemical testing for the presence of TCLP metals will be performed, as required, based upon our review of the initial chemical testing as referenced above. It is anticipated that approximately 10% of the samples will require TCLP Lead testing and 60% of the samples will require MCP-14 metals;
5. Review the chemical test results with respect to the applicable reporting thresholds contained in the MCP;
6. Prepare an Updated Soil Management Plan which will contain an update color-coded soil reuse plan and recommendations for management and off-site reuse of the on-site soil.

The cost of chemical testing charged by the laboratory is predicated upon a turnaround time (TAT) of five (5) business days. The fee for engineering services would be based on a multiple of 2.5 times salary cost for technical personnel directly attributable to the project plus any direct expenses (e.g. chemical testing) at cost plus 15 percent.

The lump sum fee to complete **Task 5** is **\$29,500**, which includes the estimated fee of \$5,400 for the drilling contractor and an allowance of \$15,500 for the soil chemical testing.



Geotechnical Task 6: Supplemental Geotechnical Subsurface Exploration

In addition to the proposed supplemental geoenvironmental scope of work, previous borings B-109, B-110, and B-201 encountered possible bedrock at levels above the proposed lowest level floor slab. Although these borings were outside of the reconfigured basement area, additional explorations are recommended to better characterize the bedrock surface within this basement area.

In consideration of the above, we propose to perform a subsurface exploration program consisting of three (3) to five (5) borings. The borings would be located along the perimeter of the proposed temporary earth support system on the southwestern portion of the basement level and would be advanced to an approximate depth of 30 feet below ground surface or to refusal, whichever is encountered first. The borings would be completed utilizing track-mounted drilling equipment. The borings are anticipated to take one (1) day to complete and the cost of the drilling subcontractor is estimated to be \$2,700.

Due to the existing Driscoll School structure abutting the proposed structure and the depth and type of the existing Driscoll School foundation is unknown, it is also recommended that a subsurface exploration program consisting of approximately two (2) to three (3) exploratory test pits located adjacent to the existing Driscoll School building. The test pits will allow us to observe the foundation conditions and determine if additional support is needed during the proposed construction. The test pits would need to be machine-excavated to a depth of about 10 feet below the existing ground surface, to the bottom of the existing footings, or to practical refusal, whichever is encountered first. It is anticipated that the test pits will require one (1) day to complete and the cost of the excavation subcontractor is estimated to be \$3,300, which includes the cost of the backfill and cold patch upon completion of the test pits.

We propose to provide the following geotechnical engineering services associated with the subsurface exploration program and final foundation design study:

1. Subcontract with a qualified drilling and excavation subcontractors to perform the borings and test pits, respectively, described above and clear utilities with Dig-Safe;
2. Provide a field engineer to observe the explorations, to obtain representative soil samples, to monitor the groundwater levels within the completed explorations, to prepare detailed field logs, to make modifications to the subsurface exploration program depending upon actual conditions encountered, and to determine the existing ground surface elevation at each exploration utilizing vertical control indicated on the site survey.

The lump sum fee to complete Geotechnical **Task 6** is \$8,500, which includes an estimated cost of \$2,700 for the drilling contractor and \$3,300 for the excavation subcontractor. This



results from the additional borings, will be incorporated with the Final Foundation Engineering Report to be completed as part of **Task 1** of the March 4, 2020 geotechnical engineering services proposal.

Geotechnical Task 7: Optional Explorations for Utility Line

A brick drain line culvert exists below the proposed building footprint and will need to be relocated as part of the construction. One of the proposed relocation alignments for the drain line is around the north side of the proposed building, where there is limited subsurface information.

In consideration of the above, we propose to perform a subsurface exploration program consisting of four (4) to six (6) borings to the north of the proposed building, that would be advanced to an approximate depth of 30 feet below ground surface or to refusal, whichever is encountered first. The borings would be completed utilizing track-mounted drilling equipment. The borings are anticipated to take two (2) days to complete and the cost of the drilling subcontractor is estimated to be \$5,400.

We propose to provide the following geotechnical engineering services associated with the subsurface exploration program and final foundation design study:

1. Subcontract with a qualified drilling subcontractor to perform the borings described above and clear utilities with Dig-Safe;
2. Provide a field engineer to observe the explorations, to obtain representative soil samples, to monitor the groundwater levels within the completed explorations, to prepare detailed field logs, to make modifications to the subsurface exploration program depending upon actual conditions encountered, and to determine the existing ground surface elevation at each exploration utilizing vertical control indicated on the site survey.

The lump sum fee to complete Geotechnical **Task 7** is **\$7,500**, which includes an estimated cost of \$5,400 for the drilling contractor. This results from the additional borings, will be incorporated with the Final Foundation Engineering Report to be completed as part of **Task 1** of the March 4, 2020 geotechnical engineering services proposal.



Estimated Fee Summary

The lump sum fees for the above Tasks are summarized as follows:

<i>Task</i>	<i>Description</i>	
5	Supplemental Geoenvironmental Engineering Services	\$29,500
6	Supplemental Geotechnical Engineering Subsurface Investigation	\$8,500
7	Optional Explorations for Utility Line	\$7,500
	Total	\$45,500

Terms and Conditions

The activities proposed herein will be provided in accordance with the terms and conditions presented in our proposals dated March 4 and April 2, 2020 proposals which is incorporated herein by reference.

We appreciate being invited to submit this proposal and look forward to being of continued service to you and the design team on this challenging project. To authorize us to proceed with the services proposed above, please sign and return a copy of this letter.

Should you have any questions, please do not hesitate to contact us.

Very truly yours,

McPHAIL ASSOCIATES, LLC

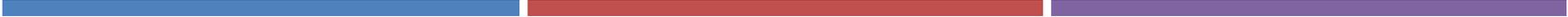
JONATHAN LEVI ARCHITECTS

Nicholas D. Hodge

BY _____

Chris M. Erikson, P.E.

DATE _____



2020 Fall Planning Updates

School Committee
July 7, 2020

Agenda

- Brief Review
- Initial Fall School Reopening Guidance
 - New Safety Requirements
 - Curriculum and Instruction
- Survey
- Funding
- Next Steps

Planning Group Priorities

- Health and Safety
- Equity, Access, Consistency
- Social and Emotional Learning
- Connection and Community
- Meaningful Learning

Review

- 3 Planning Groups
 - Academics
 - Health & Safety
 - Operations

Review

- 3 Planning Groups
 - Academics
 - Health & Safety
 - Operations
- Models
 - Fully Remote
 - Hybrid



Initial Reopening Guidance

Initial Reopening Guidance

- Goal: The safe return of as many students as possible to in-person settings, maximize learning, address students' holistic needs
- Guidance based on best information as of mid-June.
- Districts must be flexible and ready to pivot.
- Districts must plan for multiple possibilities, with a focus first and foremost on getting our students back into school buildings.

Initial Reopening Guidance

- By August, Districts must submit to DESE comprehensive reopening plans addressing three learning models
 - In-person with new safety requirements
 - Hybrid of in-person and remote learning
 - Continuation of remote learning

*Focused plan for special student populations for each model

In-Person with New Safety Requirements

- New Health and Safety Protocols
 - Primary screening mechanisms to be completed at home.
 - All Adults will wear mask / face shields
 - Grades 2-12 must wear masked, BEEP-grade 1 encouraged
 - Hand hygiene: Hand washing or sanitizing
 - Cohorts throughout the day
 - No maximum on cohort or group size so long as physical distance requirements are met

In-Person with New Safety Requirements

- Physical distance
 - 6 feet when feasible, however, 3 feet is minimum distance allowed when combined with other safety measures (masked)
 - Mask breaks will be provided
 - All facing same directions
 - Alternative Spaces should be repurposed
 - Assigned Seating



Curriculum and Instruction

Planning

Student focused:

- Attendance
 - Students are expected to attend
- Grading
 - Work submission
 - Students will receive feedback and grades
- Mindful use of Screentime
 - More ways to learn than on-screen
 - Materials in-hand for students

Planning

Teacher focused:

- Summer work
 - Creation of lessons and units under the leadership of curriculum coordinators
 - Training coordinated by PD Director
 - Opportunities for teachers to submit RFPs to run PD sessions
- Continued PD and Planned Training for SY2021
 - Drop-in office hours
 - Identifying other times to provide coordinated opportunities for collaboration and learning



Surveys

Family Survey

- Parent/Guardian perspective on student well being and social emotional needs
- Parent/Guardian preference on student learning model for fall (full in-person, hybrid, full remote)
- Enrollment planning based on each learning model (i.e. if school was full in-person, would you send your child?)
- Who might need a device, technology access, or other technical support if the district adopts any form of remote learning
- Who will need food assistance and/or other essential services

Staff Survey

- Social-emotional well-being of staff
- Preparing for the return to school (communication needs)
- Reflections on remote learning
- Instructional preferences in three learning models (full in person, hybrid, full remote)
- Professional needs (professional development, technology, safety, etc.)
- Student support and engagement

Student Survey

- Student health and well-being
- Student feedback on three learning models (full in-person, hybrid, full remote) -- Understanding of learning styles
- Student perspective on remote learning
- Understanding of daily habits
- Social-emotional competencies (SEL specific surveys)

Social Emotional Learning (SEL)

- **Prepare to address mental health needs**
 - Anxiety
 - School Avoidance
 - Trauma
- **Inform approach to building SEL competencies**
- **BEEP-BHS**



Updates on Funding

Available Funding Sources

- Elementary and Secondary School Emergency Relief (ESSER) Fund, largely based on the Title I formula
- A portion of the Coronavirus Relief Fund (CvRF) allocated to cities and towns, of which are related to education
- Additional \$202 million from the CvRF for ew grant round to support school reopening
 - Of \$202m, \$182m will be formula grants (\$225 per pupil) and \$20m available at Commissioner's discretion

○

○



Next Steps

What to Expect

- **Month of July**
 - Reconstitute planning groups & BEU Group & Joint Labor Management Committee
 - Building out In-person and Hybrid Learning Models
 - Teaching and learning
 - Student Supports -addressing mental health and trauma
 - Facilities and Operations
 - Transportation
 - Personnel and staffing
 - Develop communication plan



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425
FAX 617-730-2108

AGENDA COVER SHEET

AGENDA ITEM NO: 4.b. Updates on FY 2020 and FY 2021 Budgets **MEETING DATE:** July 7, 2020

- i) Possible Vote on FY 2021 Public Schools of Brookline Student Fees, Fines, and Charges

PURPOSE OF AGENDA ITEM:

School Committee annually reviews and vote fees. Finance Sub Committee reviewed in committee and updated the request for voting fees. Ideally, the review of budget and fee are completed as part of the annual budget process and submittal by February 15 to the Town Administrator/Select Board for inclusion or reference in the net fiscal year Town Financial Plan.

BACKGROUND INFORMATION:

- i) Possible Vote on FY 2021 Public Schools of Brookline Student Fees, Fines, and Charges

School Committee Policy: SECTION J, STUDENTS 10. (JQ) Student Fees, Fines, and Charges (Voted 7/11/16, #16-54)

M.G.L. Chapter 71: Section 47. Athletic programs; school organizations; student activity accounts

ACTION RECOMMENDED: Vote to approve the following fees as outlined in the FY 21 Fee column on memorandum attached.

General Fund: Transcripts

Revolving Funds: No Change unless noted

Athletics *	School Lunch
Materials fee (3% increase)	Summer School Programs (BHS)
International Tuition (SEVIS) 1 year Exchange	Performing Arts (non-club based extracurricular)
BACE	Visual Arts (course materials)
Lost Books	Career and Technology Education (course materials)
S. Brookline Bus Transportation	Beep Tuition (3% increase Voted 4/06/20)
Use of School Buildings*	Extracurricular Activities (non-club based)

* (Potential COVID-19 Assessment – TBD)

Agency Funds: Student Activities: Field Trips and Extracurricular Activities

Formula for determining costs:
$$\frac{\text{Total costs of all expenses (tickets, transportation, meals, etc)}}{\text{\# of Students Attending}}$$

VOTE REQUIRED:

Motion #1: School Committee approves and authorizes the collection of all fees as proposed in the attached table to formally and officially establish the fees for FY 21.

STAFF AVAILABLE FOR PRESENTATION: Mary Ellen Normen, Deputy Superintendent for Administration and Finance



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425
FAX 617-730-2108

BEN LUMMIS
INTERIM SUPERINTENDENT

MARY ELLEN NORMEN
DEPUTY SUPERINTENDENT OF SCHOOLS
FOR ADMINISTRATION & FINANCE

To: Ben Lummis, Interim Superintendent
From: Mary Ellen Normen, Deputy Superintendent for Administration and Finance
Date: June 29, 2020
RE: Fiscal Year 2021 Revolving Fund Budget and setting of FY 21 Fees - Final

Please request the School Committee to establish and approve all fees for FY21.

Motion #1: School Committee approves and authorizes the collection of all fees as proposed in the attached table to formally and officially establish the fees for FY 21.

1. FY 21 Revolving Fund Program Budgets

Revolving Fund accounts shall be under the direct control of the School Committee, which delegates the power to the Superintendent and/or School Business Administrator to authorize expenditures from them without further appropriation by the Town. All monies collected by the schools from fees, fines, admissions, and other non-tax sources shall be submitted to the Business Office, deposited with the Treasurer of the Town, and credited to the appropriate and authorized fund for expenditure.

<u>Revolving Fund Name</u>	<u>FY21 Projected Revenue Budget</u>
Early Education Program	\$ 2,685,000
Adult & Community Education	\$ 1,195,283
Use of School Buildings*	\$ 592,847
School Lunch	\$ 2,505,576
Athletics*	\$ 453,000
Restaurant 108	\$ Closed in FY21
Summer School	\$ 20,000
Based on collection of Lost Books & Materials	\$ 4,475
Materials Fee/Tuition	\$ 510,000
Performing Arts	\$ 26,500
Visual Arts	\$ 10,000
Transportation	\$ 48,000

*COVID- 19 Assessments and protocols

The Operating Budget does not assume any ongoing or future subsidy for Athletics, Food Service, or any Revolving Fund. Revolving Funds will have to reduce expenditures and not assume the operating budget will have funding available to cover the over expenditure due to reductions in revenue collection. It is understood and expected by the School Committee that the

Superintendent in their fiduciary role will manage the budget to the best of their abilities and address financial needs and supports as practical and reasonable.

LEGAL REF.: M.G.L, Ch. 40 §3; Ch. 44, § 53, 53A, 53E 1/2.; Ch. 71, §17A, 26C, 37A, 47, 71, 71E, 71F;
Ch. 548 of the Acts of 1948.

2. FY 21 Student Fees, Fines, and Charges

Educational Equity is a core value of the PSB:

The Public Schools of Brookline are committed to identifying and eliminating barriers to educational achievement in our schools. To this end, we create policies and practices that are fair and just and provide educational opportunities to ensure that every student, regardless of race, color, religion, gender, sexual orientation, marital status, age, national origin, disability, or economic status, meets our standards for achievement, participation, and growth.

In fulfillment of this value, this policy on student fees, fines, and charges commits the PSB to the following:

- Regardless of financial means, all PSB students shall have access to all educational books, materials, and other education-related opportunities;
- The PSB will engage in responsible financial management and practices to ensure the above can be made possible; and
- The financial operations of the district will be transparent in order to ensure accountability to these commitments.
- All students and families are treated with dignity in all discussion or disclosure of confidential information.

I. Establishing Fees

The School Committee reserves the right to establish fees for participation in certain activities and programs. Examples include, but are not limited to, field trips and community education, Brookline Early Education Program (BEEP), Summer School, student parking, and athletics.

Unless otherwise specified through School Committee action, each fee shall be established on a yearly basis for the next school year and communicated in a timely manner to students, parents, and/or guardians. Due dates and payment schedules for all fees will be established by the relevant program.

II. Collection of Fees, Fines, and Charges

A. Central Collection

This policy authorizes a centralized revenue collection and recording system for administration (charging and collecting) of Fees, Fines, and Charges. Such a system should provide efficiencies and transparency for parents and the community. Faculty and staff (e.g. departments, clubs, student organizations, etc.) shall use this system for administration of all fees, fines, and charges.

B. Non-Payment

For fee-based activities, the School Committee expects that all fees will be paid in advance of participation unless the payor has been qualified for financial assistance by the Office of Administration and Finance pursuant to the policy on financial assistance.

If payment of any fee, fine, or charge is not received and the payor has been noticed in writing of the amount(s) due, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

1. Prohibit participation of the student in the relevant program.

2. Prohibit participation of the student or other students in the student’s household from participating in any future fee-based program until or unless outstanding balances are resolved.
3. Prohibit student participation in senior activities or graduation exercises.
4. Referral to small claims court.

Legal Reference:

M.G.L. Chapter 71: Section 47. Athletic programs; school organizations; student activity accounts

M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty

M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty

M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment

M.G.L. Chapter 71, Section 49 Purchase of textbooks by pupils

Financial reporting for all fees occur in three areas, General Fund, Special Revenue Funds (known as Revolving Funds), and Agency Funds (commonly referred to as Student Activities).

General Fund Fees

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
Transcripts	<ul style="list-style-type: none"> • \$3.00 Processing fee for each transcript sent. Official copies are only sent directly to the school and/or program to which you are applying. • \$3.00 Unofficial Transcripts may be requested for your own use. • \$5.00 Processing fee for transcripts being mailed out of the country. • \$2.00 Processing fee for correspondence confirming graduation. ▪ Replacement diplomas are not available 	No Change	This is a general fund receipt as the cost to produce this document is embedded in the base program staffing of Brookline High School	

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
Public Records Requests	\$0.05 per copy, plus lowest hourly rate over 2 hours	No Change	No Change	Statutory Requirement
Other fees	TBD		As we move to compliance with student activities we will locate items being charged that are general fund receipts	Positively Impacts Town/School Partnership

Special Revenue Funds: Revolving Funds

The School Department receives fees and donations for various programs. A complete description of each revolving funds and a five year financial summary is available in the Revolving Funds section of the budget book. Below is a highlight of specific revolving funds that impact the calculation of the operating budget and required vote to assess a fee for services.

Revolving Fund Fee Summaries

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
Athletics	<ul style="list-style-type: none"> ▪ High School Sport: \$300 ▪ 7/8 Grade Basketball: \$100 ▪ 7/8 Grade Volleyball: \$85 ▪ 7/8 Grade Indoor Soccer: \$85 	<ul style="list-style-type: none"> ▪ High School Sport: \$300 ▪ 7/8 Grade Basketball: \$100 ▪ 7/8 Grade Volleyball: \$85 ▪ 7/8 Grade Indoor Soccer: \$85 ▪ Covid-19 Assessment and Protocols will be applied 	No Change	\$453,000
Materials fee	Materials Fee: \$2,974.64 Discount Per Add. Child: \$297.46	Materials Fee: \$3064 Discount Per Add. Child: \$306	3% increase	\$510,000
International Tuition (SEVIS) 1 year Exchange	\$21,230 per student plus Lunch, Breakfast, other student fees, fines, and charges.	\$21,846 per student plus Lunch, Breakfast, other student fees, fines, and charges.	2.9% increase	Unknown Number of students for FY 21.
BACE	<ul style="list-style-type: none"> ▪ Adult Programs \$6-\$324 ▪ Children's Programs \$50-\$350 ▪ Music Lessons \$459-\$718 	<ul style="list-style-type: none"> ▪ Adult Programs \$6-\$324 ▪ Children's Programs \$50-\$350 ▪ Music Lessons \$459-\$718 	No Change	\$1,195,283
Lost Books	Replacement cost if in print. Last known cost if not, funds then used to buy updated version	Replacement cost if in print. Last known cost if not, funds then used to buy updated version	No Change	\$4,475
S. Brookline Bus Transportation	<ul style="list-style-type: none"> ▪ Cost per Day/Fee: \$400 Days/payers: 120	<ul style="list-style-type: none"> ▪ Cost per Day/Fee: \$400 Days/payers: 120	No Change	\$48,000
Use of School Buildings*	See link	<ul style="list-style-type: none"> ▪ Covid-19 Assessment and Protocols will be applied 		

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
School Lunch	<p>K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50-\$10.00</p> <p>High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50</p> <p>Reduced Price Breakfast \$0.30 Lunch \$0.40</p> <p>Adult meals \$4.50-\$10.00</p> <p>Summer Lunch \$4.00</p>	<p>K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50-\$10.00</p> <p>High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50</p> <p>Reduced Price Breakfast \$0.30 Lunch \$0.40</p> <p>Adult meals \$4.50-\$10.00</p> <p>Summer Lunch \$4.00</p>	<p>No Change Differential pricing</p> <p>No Change Differential pricing</p> <p>Set by State</p> <p>No Change Differential pricing</p> <p>Breakeven</p>	\$2,505,576
Summer school Programs (BHS)	<p>\$50 Registration Fee for Summer School</p> <p>2.5 Hour Class: Brookline Resident \$310 Non-resident \$350 Financial Aid \$60</p> <p>5 Hour Class: Brookline Resident \$575 Non-resident \$625 Financial Aid \$120</p>	<p>2.5 Hour Class: Virtual Brookline Resident \$400</p>	<p>Moved the registration fee to be part of each course fee.</p>	\$20,000
Performing Arts (non-club based extracurricular)	<p>Costs are calculated for total cost of providing experience divided by the number of students</p>	<p>Costs are calculated for total cost of providing experience divided by the number of students</p>	No Change	\$26,500
Visual Arts	<p>Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course</p>	<p>Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course</p>	No Change	\$10,000
Career and Technology Education	<p>Culinary Program \$50 per course</p>	<p>Culinary Program \$50 per course</p>	<p>Culinary Program uses the largest part of CTE's supply budget. Fee covers roughly 2/3 of cost per student.</p>	\$24,000
	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
School Lunch	K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50-\$10.00 High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult meals \$4.50 -\$10.00 Summer Lunch \$4.00	K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50- \$10.00 High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult meals \$4.50 -\$10.00 Summer Lunch \$4.00	No Change Differential pricing No Change Differential pricing Set by State No Change Differential pricing Breakeven	\$2,505,576
Summer school Programs (BHS)	\$50 Registration Fee for Summer School 2.5 Hour Class: Brookline Resident \$310 Non-resident \$350 Financial Aid \$60 5 Hour Class: Brookline Resident \$575 Non-resident \$625 Financial Aid \$120	2.5 Hour Class: Virtual Brookline Resident \$400	Moved the registration fee to be part of each course fee.	\$20,000
Performing Arts (non-club based extracurricular)	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	\$26,500
Visual Arts	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	No Change	\$10,000
Beep Tuition	Preschool \$10,900 Pre-K \$10,900 Pre-K Extended Days 2 Days Until 3:00PM \$2,775 Until 5:45PM \$4,639 3 Days Until 3:00PM \$4,161 Until 5:45PM \$6,960	Preschool \$11,227 Pre-K \$11,227 Pre-K Extended Days 5 Days Until 3:00PM \$7,144 Until 5:45PM \$11,948 Launch Summer Program \$550 /week	3% increase Voted 4/06/20	\$2,685,000

Program	FY20 Fee	FY21 Fee	Reason for Change	Estimated Revenue
School Lunch	K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50-\$10.00 High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult meals \$4.50 -\$10.00 Summer Lunch \$4.00	K-8 Breakfast \$2.00 Lunch \$3.55 Premium Lunch \$4.50- \$10.00 High School Breakfast \$2.00 Lunch \$3.80 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult meals \$4.50 -\$10.00 Summer Lunch \$4.00	No Change Differential pricing No Change Differential pricing Set by State No Change Differential pricing Breakeven	\$2,505,576
Summer school Programs (BHS)	\$50 Registration Fee for Summer School 2.5 Hour Class: Brookline Resident \$310 Non-resident \$350 Financial Aid \$60 5 Hour Class: Brookline Resident \$575 Non-resident \$625 Financial Aid \$120	2.5 Hour Class: Virtual Brookline Resident \$400	Moved the registration fee to be part of each course fee.	\$20,000
Performing Arts (non-club based extracurricular)	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	\$26,500
Visual Arts	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	No Change	\$10,000
	5 Days Until 3:00PM \$6,936 Until 5:45PM \$11,600 Launch Summer Program \$550 /week			
Extracurricular Activities (non-club based)	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost

Agency Funds: Student Activities

Student Activities Fund Summaries: In 1996, due to the enactment of a state law on student activity accounts as codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), the Public Schools of Brookline prepared guidelines to assist Principals in properly safeguarding student funds. These guidelines and procedures which are currently undergoing extensive review and updates are necessary to achieve good accounting practices, and comply with the law.

The financial monitoring of these funds is undergoing a full overhaul and audit to comply with the latest regulations. New policies and procedures are being finalized during school year 2019-2020 to ensure compliance and improve reporting, reconciliations, and routine audits of these accounts. These funds are student funds and are restricted to the following formula:

$$\text{Formula for determining costs: } \frac{\text{Total costs of all expenses (tickets, transportation, meals, etc)}}{\text{\# of Students Attending}}$$

The Number of Student attending is not reduced by any financial assistance students. These students are funded from other sources determined by the Principal. Additional funding has been added to elementary school principal budgets for the purpose of funding financial assistance eligible students. Funds can only be used to directly benefit students. Use of funds for curriculum supplies, materials, or personnel are prohibited by statute.

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Field Trips and Extracurricular Activities	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost

Appendix

Chapter 44: Section 53E 1/2. Revolving funds

[Text of section as amended by 2016, 218, Sec. 86 effective November 7, 2016.]

Section 53E 1/2. Notwithstanding section 53, a city or town may authorize by by-law or ordinance the use of 1 or more revolving funds by 1 or more municipal agencies, boards, departments or offices, which shall be accounted for separately from all other monies in the city or town and to which shall be credited any fees, charges or other receipts from the departmental programs or activities supported by the revolving fund. Expenditures may be made from such revolving fund without further appropriation, subject to the provisions of this section; provided, however, that expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund or in excess of the total authorized expenditures from such fund, and no expenditures shall be made unless approved in accordance with sections 41, 42, 52 and 56 of chapter 41.

Interest earned on any revolving fund balance shall be treated as general fund revenue of the city or town. No revolving fund may be established under this section for receipts of a municipal water or sewer department, a municipal hospital, a cable television access service or facility or for receipts reserved by law or as authorized by law for expenditure for a particular purpose. Revolving fund expenditures shall not be made to pay wages or salaries for full-time employees unless the revolving fund is also charged for the costs of fringe benefits associated with the wages or salaries so paid; provided, however, that such prohibition shall not apply to wages or salaries paid to full-time or part-time employees who are employed as drivers providing transportation

for public school students; provided further, that only that portion of a revolving fund which is attributable to transportation fees may be used to pay the wages or salaries of those employees who are employed as drivers providing transportation for public school students; and provided further, that any such wages or salaries so paid shall be reported in the budget submitted for the next fiscal year.

A revolving fund shall be established pursuant to this section by by-law or ordinance. The by-law or ordinance shall specify for each fund: (1) the programs or activities for which the revolving fund may be expended; (2) the departmental receipts in connection with those programs or activities that shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) any reporting or other requirements the city or town may impose. The establishment of any fund shall be made not later than the beginning of the fiscal year in which the fund shall begin. Notwithstanding this section, whenever, during the course of any fiscal year, any new revenue source becomes available for the establishment of a revolving fund under this section, such a fund may be established in accordance with this section upon certification by the city auditor, town accountant, or other officer having similar duties that the revenue source was not used in computing the most recent tax levy.

The city or town shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund established under this section. In any fiscal year, the limit on the amount that may be spent from a revolving fund may be increased with the approval of the city council and mayor in a city or with the approval of the board of selectmen and finance committee in a town.

Upon termination of a revolving fund, the balance in the fund at the end of that fiscal year shall revert to surplus revenue at the close of the fiscal year.

The director of accounts may issue guidelines further regulating revolving funds established pursuant to this section.



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425
FAX 617-730-2108

AGENDA COVER SHEET

AGENDA ITEM NO: 4.b. Updates on FY 2020 and FY 2021 Budgets **MEETING DATE:** July 28, 2020

ii) Possible Vote on FY 2020 Budget Transfers

PURPOSE OF AGENDA ITEM:

The Public Schools of Brookline budget is anticipating continuing to work on balancing a preliminary structural deficit for FY 20 that has grown from \$517,000 as projected as part of the 1st QTR report at the beginning of the year to approximately \$1,2M. Much of the impact and the cause for the projected deficit arise from the recent school closure due to the COVID-19 pandemic. We have experienced a loss of revenue in revolving funds and increased online curriculum, custodial and food service program costs.

BACKGROUND INFORMATION:

Update on final (almost) year-end FY 20 Balanced Budget. Inform the Committee, that given the current fiscal constraints, Deputy Supt for Admin and Finance began a review of old grant/special revenue fund accounts where balances remained for more than three years. Having identified accounts, These are funds are under the sole control of the school committee. and that you are requesting that they authorize you to expend such funds as necessary in order to reduce the financial impact to the town appropriated budget.

ACTION RECOMMENDED:

Vote to approve transfers to balance the FY 20 budgets using all funding sources in the following priority order. The Reserve Fund will not be used if not needed. If there are other fund balances that are allowed to be carried across fiscal years to FY 21 to assist with projected FY 21 grant deficits this will be executed as well.

- a) Operating Budget (\$1.4M)
- b) Inter-Departmental Transfer from VocTech Tuition & Transportation Account (\$43,159)
- c) FY19 Prior Year Open Encumbrances (fund grant deficits and revolving funds \$66,249.24)
- d) Town Cares Act Funds (\$630,000 est)
- e) School ESSR/Cars Act Funds (FY20 = \$40,000 est)
- f) Prior year (pre FY2015) grant balances (fund grant deficits)
 - i) SEA4 ACADEMIC SUPPORT SERVICES-MCAS - \$ (9,983.84)
 - ii) SED9 ARRA QRIS PROG QUALITY IM \$ (586.49)
 - iii) SEG8 PROJECT HERE SUBSTANCE USE PRE \$ (4,460.29)
- g) \$100,000 Reserve Fund Transfer

VOTE REQUIRED:

Motion #1: School Committee approves and authorizes Deputy Superintendent for Administration and Finance to transfer and/or expend such funds from as necessary from the School Committee Operating Budget in order to reduce the financial impact of grant, revolving fund or special revenue account deficits at fiscal year close on June 30, 2020.

Motion #2: School Committee approves and authorizes Deputy Superintendent for Administration and Finance to transfer and/or expend such funds from dormant grant and revolving fund accounts, as necessary in order to reduce the financial impact to the town appropriated budget for grant, revolving fund or special revenue account deficits at fiscal year close on June 30, 2020.

STAFF AVAILABLE FOR PRESENTATION: Mary Ellen Normen, Deputy Superintendent for Administration and Finance



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AGENDA COVER SHEET

AGENDA ITEM NO: 4.b. Updates on FY 2020 and FY 2021 Budgets **MEETING DATE:** July 7, 2020

iii) Update on 2020 Summer Lunch Program

PURPOSE OF AGENDA ITEM:

The Summer Lunch program continues breakfast and lunch for free and reduced lunch students during the summer program months. Continuation of the program from the last day of school through the first day of school will result in a \$8500 to \$22,000 program deficit as the reimbursements and subsidies do not cover the total cost of offering the program. The Finance Sub Committee recommended that the program reduce labor and keep the program deficit to the \$8500. (See Attached Table)

BACKGROUND INFORMATION:

iii) Update on 2020 Summer Lunch Program

ACTION RECOMMENDED:

VOTE REQUIRED:

STAFF AVAILABLE FOR PRESENTATION:

Mary Ellen Normen, Deputy Superintendent for Administration and Finance

					Alternate	
Revenue (Source)	Munis	Budget	July	August	July	August
Local Sources:						
Student Meal Sales	423863	\$ 1,870,576				
Adult Meal Sales	Software					
A La Carte	Software					
Non- Program Food/Catering	423864		\$ -		\$ -	
Student Debt	423865			\$ -		\$ -
Interest						
Federal Sources	431000	\$ 600,000	\$ 36,366	\$ 29,406	\$ 36,366	\$ 29,406
State Sources	432191	\$ 35,000	\$ 545	\$ 425	\$ 545	\$ 425
Miscellaneous (SSO)			\$ -	\$ -	\$ -	\$ -
Fund Transfer-In			\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 2,505,576	\$ 36,911	\$ 29,831	\$ 36,911	\$ 29,831
Expenditures			July	August	July	August
Salaries & Wages	510101/51	\$1,003,600	\$ 8,014	\$ 6,411	\$ 8,014	\$ 6,411
Salries & Wages COVID	510101/510700					
Admin Salaries	510152/51	\$270,000	\$ 24,977	\$ 19,981	\$17,596.15	\$14,076.92
Admin Salaries Covid	510152/510115					
Overtime	510300	\$0				
Substitute salaries	510600	\$57,000	\$ -	\$ -	\$ -	\$ -
Extra Comp/Sick buyout	514501/51	\$12,000				
Uniforms	515501/53	\$0	\$ -	\$ -	\$ -	\$ -
Auto Allowance	515540	\$2,400	\$ -	\$ -	\$ -	\$ -
Employee Benefits	524040					
Online, books sub/tools	521800		\$ -	\$ -	\$ -	\$ -
Building Maint	522400	\$0				
Software License	523020	\$30,000	\$ -	\$ -	\$ -	\$ -
Equipment Repair	523595	\$50,000	\$ 1,000	\$ -	\$ 1,000	\$ -
Ed. Training Serv.	524006	\$7,500	\$ -	\$ -	\$ -	\$ -
Prof/Technical Services	524010	\$0				
Gen Consultation Serv	524008	\$40,594	\$ -	\$ -	\$ -	\$ -
Wireless Serv	525002	\$2,160	\$ -	\$ -	\$ -	\$ -
Non Reimbursible Food	533221	\$9,000	\$ -	\$ -	\$ -	\$ -
Food Costs	533222	\$868,452	13,897.00	\$ 11,397	13,897.00	\$ 11,397
Food Costs COVID	533222					
Food Service Supplies	533220	\$90,000	\$ 1,500	\$ 1,000	\$ 1,500	\$ 1,000
Food Service Supplies	533220					
Office Supplies	531012	\$2,500	\$ -	\$ -	\$ -	\$ -
Food Commodity Cost	533224	\$14,000				
Miscellaneous Uni/PPE	539035	\$16,000				
Instate Travel	551020	\$600	\$ -	\$ -	\$ -	\$ -
Prof Dues/Memembrships	553010	\$0				
Property Services Veh. Exp	554015	\$46,000	\$ 160	\$ 160	\$ 160	\$ 160
Ed. /Tr. Conference	551099	\$2,500	\$ -	\$ -	\$ -	\$ -
Capital Assets	5A0001/5A	\$ 60,000				
Indirect Costs						
Fund Transfer-Out						
Total Expenditures		\$2,584,306.00	\$ 49,547	\$ 38,949	\$ 42,167	\$ 33,045



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AGENDA COVER SHEET

AGENDA ITEM NO: 4.b. Updates on FY 2020 and FY 2021 Budgets **MEETING DATE:** July 7, 2020

iv) Update on Brookline Adult and Community Education Program Finances

PURPOSE OF AGENDA ITEM:

Update School Committee on impact of COVID-19, BHS Construction, and Leadership Transition for BA&CE.

BACKGROUND INFORMATION:

We would like to request BA&CE to have a joint Capital and Finance Sub Committee meeting to discuss the current and future operations of the program. Due to the pandemic resulting in the total loss of the Spring program and putting the summer program into limited offerings, BA&CE would like to revisit the FY 21 building assessment. In addition, BA&CE would also like to inform the sub committees how it has been negatively impacted by the pandemic, transition of leadership, and loss of a certain number of instruction spaces at BHS during construction. BA&CE is reworking its budget for FY21 with reduced revenue projections for the summer, fall, and possibly the winter sessions, should there be a resurgence of the covid-19 virus. Spring is unknown at this point. To date, BA&CE furloughed one secretary, and opted not to fill a vacant Program Coordinator position to try to mitigate the spring reduction in revenues and the reduction in program offerings. Additional cuts may be considered if circumstances do not change. BA&CE Director, Michelle McGlone, would like to discuss the situation with the finance sub-committee and capital subcommittee this summer to establish expectations and updates for the program during the upcoming fiscal year. Shortly, the committee will receive a document with a plan to turn around this situation as quickly as possible and to request the support of the school community in the interim.

ACTION RECOMMENDED:

Schedule Joint Finance and Capital Sub Committee meeting with BA&CE Financial Update and Assessment as one of the agenda items.

VOTE REQUIRED:

STAFF AVAILABLE FOR PRESENTATION:

Mary Ellen Normen, Deputy Superintendent for Administration and Finance



PUBLIC SCHOOLS OF BROOKLINE

Student Opportunity Act
July 7, 2020 -- School Committee

Objectives

- Provide School Committee with additional details about the Student Opportunity Act Plan submitted to the Department of Elementary and Secondary Education (DESE) on June 15, 2020.

Background

- SOA allocates a percentage of each district's Ch 70 funding to addressing achievement gaps in all of our subgroups.
- All MA public school districts are required to submit three-year, evidence-based plans aimed at closing persistent disparities in achievement among student subgroups.
- District's expected to receive minimal or no increases in Ch 70 aid, DESE recommends the district document existing programs or supports targeted to closing the achievement gap.
 - Brookline is expected to allocate **\$229,400** from Ch 70 funding toward our SOA plan.

PSB Focus

- Based on the advice from the state and our recent program review of PK-8 Mathematics, we are focusing on eliminating gaps in our Mathematics achievement among student subgroups.

Two focus areas:

1. Enhanced core instruction in PK-8 Mathematics
2. Support educators to implement high-quality, aligned curriculum
 - a. Increased and improved professional development
 - b. Curriculum materials and equipment that are aligned with statement curriculum frameworks

Enhanced Core Instruction

Evidence based programming to address the achievement gap:

1. The district has now adopted the *Illustrative Mathematics* (IM) curriculum for grades 6-8. Driven by student discourse, IM Certified™ curricula are rich, engaging core programs built around focus, coherence, and rigor. The curricula are trusted, expert-authored materials developed to equip all students to thrive in mathematics.
2. The district will also begin the adoption of the *Investigations 3* math curriculum in the 2020-2021 school year. *Investigations 3* is a focused, coherent, and rigorous K-5 mathematics curriculum. Fully aligned to the content and practice standards of the Common Core State Standards (CCSS), deep and careful attention is paid to mathematics content and to student thinking and understanding. Making sense of mathematics is the heart of the work, for students and teachers.

Support for Educators

- Professional Development Menu (teachers, principals and paraprofessionals)
 - Developing Mathematical Ideas (DMI)
 - Cultural Proficiency Training
 - MSAN Equity Project in Math
 - TERC virtual training and modules
- Math Coaches assist teachers with preparation and implementation of new curriculum
- Math Coaches and Data Team will help teachers identify students in need of support base on regular formal and informal assessments required in new curriculum (progress monitoring)

PSB Beliefs

- IF...
 - Access to grade level or above math content is available to all students
 - We strengthen Tier 1 instruction
 - Students receive immediate in-class intervention
 - Staff progress monitor with curriculum specific assessments
- THEN...
 - We will begin to close the achievement gap

Measuring SOA Plan Success

- MCAS Math: Percent of students Meeting/Exceeding Expectations (positive change from previous year)
- MCAS Math: Student growth percentile (positive change from previous year)
- District: Decrease number/percent of students receiving math intervention outside of the classroom (beginning to end of year)
- District: Number/percent of students “on grade level” in the beginning of year math assessment (beginning of year to beginning of year)

SOA Plan for PSB: Proposed Budget

Over 3 years:

Amount	Description
\$123,000	Materials and resources for grades K-5 including teacher curriculum packages, student workbooks, assessments, and subscriptions to digital courseware for teachers and students
\$36,000	Curriculum Implementation courses and workshops for K-5 teachers and ongoing monthly professional development support for Math Specialists supporting teacher teams
\$36,000	Student supplies and materials to support the implementation of new curriculum K-8 (math manipulatives, card packs)
\$35,000	Books, materials and online access for grades 6-8
\$230,000	Total

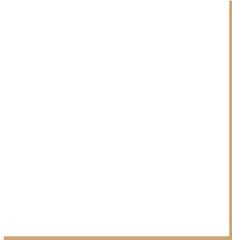


Questions?



School
Committee PD
Budget

7/07/20



SY19-SY20 Plan Challenges

Revised Plan with
4-day CP

BAKER

Plan you Saw on
Monday 6/24

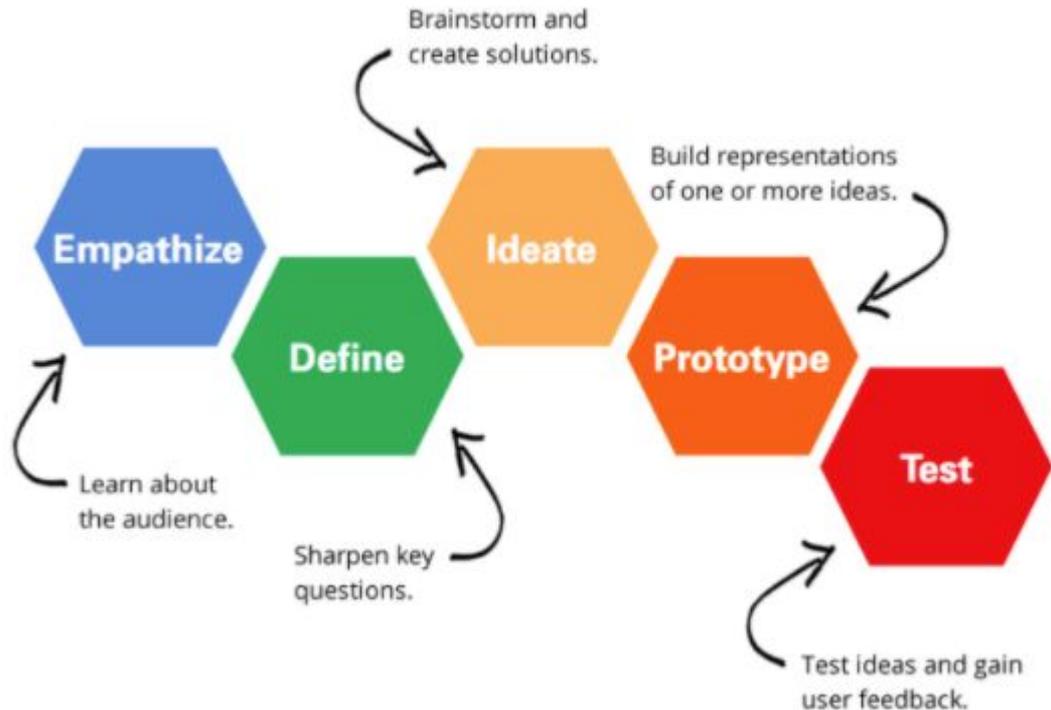
The image displays two screenshots of a complex calendar grid, likely a school or organizational schedule. The top screenshot, titled "Revised Plan with 4-day CP", shows a grid with columns for months (Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug) and rows for days of the week. Three vertical columns are highlighted with red boxes, indicating specific days. The bottom screenshot, titled "Plan you Saw on Monday 6/24", shows a similar grid but with a different layout of colored blocks representing activities or classes.

Three Year Cycle Began
Focus Areas:

- Sub coverage/having teachers out of the building
- Messaging around expectations and outcomes was not clear
- Model unsustainable over time

PD Council:

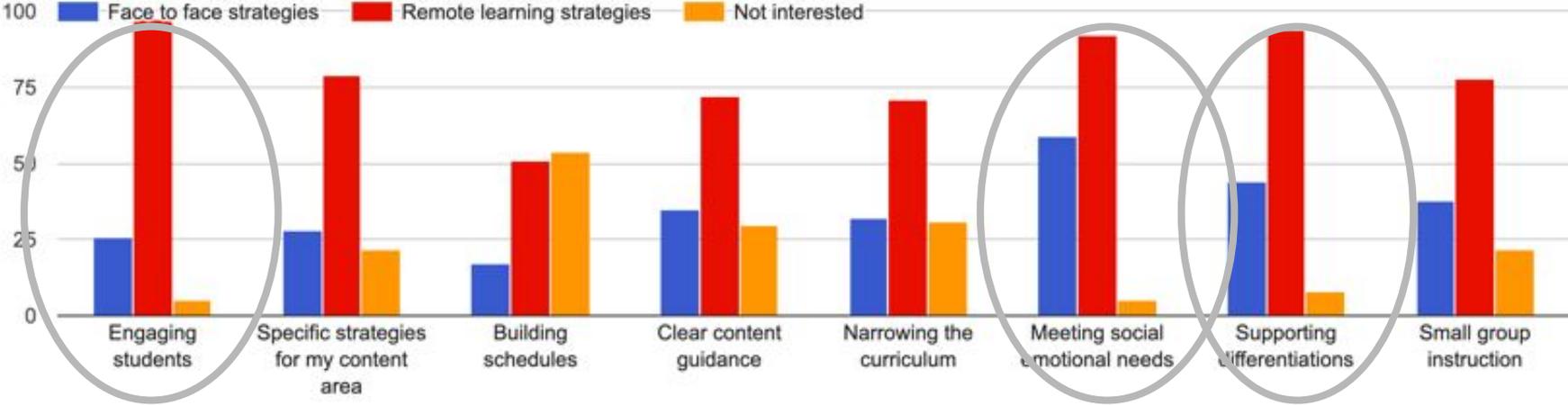
- Matt Picard- Baker
- Molly Richards - BEEP
- Greg Porter - Lawrence
- Matt Durant - Heath
- Matt Rosenthal - ECS
- Danielle Baker - Baker
- Melissa Lyons - BEEP
- Julie Boss - District Math Specialist



Regarding student learning, what matters to you the most?

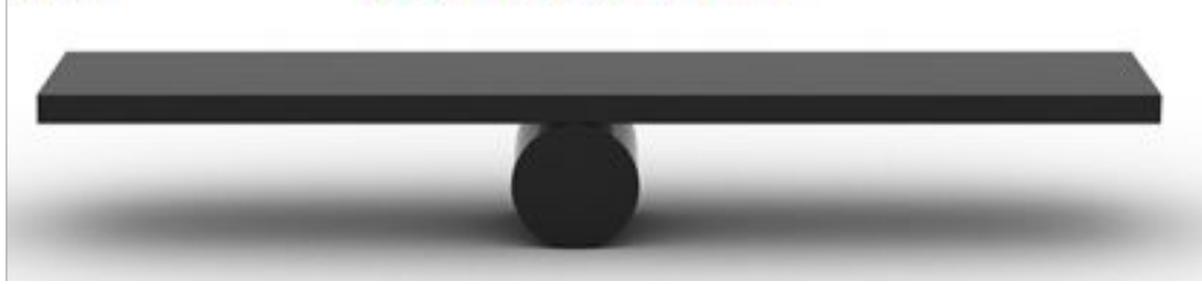
Topic	Most Important	Somewhat Important	Not that Important
Social Emotional Learning	175	37	4
Engaging with Students Directly	162	51	4
Ability to Differentiate Learning	146	65	7
Regular Routines for Learning	151	53	13
Time to Develop Curriculum with Coordinators and Colleagues	143	59	18

Regarding student learning: What professional development needs do you have in order to support instruction in a model that could include remote and in-person learning? Check all that apply.



Immediate Needs to Open School in the Fall

Technical **Curriculum** **Instructional**



Ongoing Stipended Work: \$129,120 (*CARES ACT)

Planning Workshops <ul style="list-style-type: none">● Cross District Teams	<ul style="list-style-type: none">● Defining big ideas and curriculum● Developing lessons to create cohesive learning● Identifying strategies and practices for both in person and remote learning
Interdisciplinary Work	<ul style="list-style-type: none">● Identify natural connections between and among content areas● Creating units that reflect multiple content areas
Technical Support	<ul style="list-style-type: none">● Teachers sharing strategies from their own practice● Ed Tech providing guidance around using identified platforms
SEED - Seeking Educational, Equity and Diversity	<ul style="list-style-type: none">● Teachers explore their own identity to explore systems of oppression, power and privilege

Contractual Costs: \$81,600

Item	Cost	Objective
PD Council	\$ 7,500 Stipends	Inform the district of PD needs for units A,B, and C
Mentors Units A and B	\$33,000 Stipends	Supports individuals in first year of career
Mentor Facilitators	\$4,000 Stipends	Supports all staff new to district by school
Tuition Assistance	\$36,100	Provide reimbursement for university courses for units A,B and C

Partner and Memberships: \$59,600

Item	Cost	Objective
TeachPoint	\$5,000	Provides PD credit tracking for teachers towards licensure
Primary Source	\$10,000	Provides 33 seats for full day courses and unlimited seats for webinars
Marshall Memo	\$500	Weekly research publication
EDCO	\$27,000	Provides discounted seats from a menu of PD sessions
MSAN (Minority Student Achievement Network)	\$17,1000	National organization of districts with demographics similar to PSB with significant achievement/opportunity gaps. Students and staff participate.

EDCO FY20

Budget FY20

Dues: \$17,000

Tuition: \$9,000

Member Per-Course Cost: \$200-350

**EDCO is not differentiating between member and non-member for some of the summer courses.

Actual Cost FY20

Dues: \$17,000 + \$24,000 assessment

17 Participants

- Many courses canceled
- Courses didn't align with Brookline Curriculum
- Teachers dropped the course

Cost per course pre assessment: \$1230/teacher

Cost post assessment: \$2,668/teacher

Additional FY 21 Items- Possible Title II

Item	
Cultural Proficiency	In house course
Para PD	Provide strategies for partnering with teachers in a new environment
Para course work	Build partnership with state university to support paras in becoming licensed teachers
Restorative Justice	Continue to grow common RJ practices to support code of conduct and SEL
Math Curriculum Rollout	Current content focus development: Implementation of Investigations, Literacy Coaching
On-Going Literacy PD	

School Allocations: FY20



School	Staff Development	Educational Conferences	Total/School	PD Use	Notes	Remaining
Baker	\$12,789.00	\$7,329.00	\$20,118.00	\$1,000		\$15,700
CCS	\$16,620.00	\$7,894.00	\$24,514.00	\$1,800		\$23,365
Driscoll	\$15,175.00	\$5,499.00	\$20,674.00	\$250		\$14,951
Heath	\$16,052.00	\$1,630.00	\$17,682.00	\$2,000		\$11,873
Lawrence	\$19,307.00	\$4,322.00	\$23,629.00	\$800		\$16,340
Lincoln	\$9,810.00	\$5,305.00	\$15,115.00	\$300		\$12,362
Pierce	\$21,211.00	\$2,616.00	\$23,827.00	\$0	Covid	\$13,934
Runkle	\$13,987.00	\$2,425.00	\$16,412.00	\$0	Covid	\$14,859
BHS	\$71,933.00	\$5,528.00	\$77,461.00			\$53,013
			\$239,432.00			\$176,397

Summer 2020

Please select the type of Professional Development offering you would like to view:

Summer Courses ▾

SUPPORT

ABOUT

OFFERINGS

CLASSLISTS

RECORDS

TOOLS

2020-2021 ▾

Version 5.0+

[Previous Data](#)
(prior to 08-09)
ses-PDYear:2021
CurrentPDYear:2021

Summer Courses

[- Science in a Hybrid or Remote Environment Grade 3](#)

OPEN FOR REGISTRATION

Instructor: Emily Speck

Date/Times: 07/15/20,08/06/20,08/12/20 9:30-11:30

[- Social Studies in an Hybrid or Remote Environment Grade 2](#)

OPEN FOR REGISTRATION

Instructor: Gabriel McCormick

Date/Times: 07/22/2020, 07/29/2020 9:00-12:00

[- Social Studies in an Hybrid or Remote Environment Grade 3](#)

OPEN FOR REGISTRATION

Instructor: Gabriel McCormick

Date/Times: 07/14/2020, 07/21/2020 9:00-12:00

[- Advancing the Visual Arts K-8 Online Curriculum](#)

OPEN FOR REGISTRATION

Instructor: Alicia Mitchell

Date/Times: 7/27/2020, 7/28/2020, 7/29/2020 TBD

[- Canvas 101: Building a Canvas Course \(August Hybrid Course\) Session-1](#)

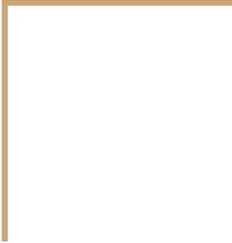
OPEN FOR REGISTRATION

Instructor: Bob Thomas

Created By: Bob Thomas

[- Canvas 101: Building a Canvas Course \(July Hybrid Course\) Session-2](#)

OPEN FOR REGISTRATION



Questions?



HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

I. Preamble.

A. As required by law, the Public Schools of Brookline (PSB) will work with homeless children as well as their families or legal guardian(s) to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of current PSB students and homeless students in Brookline not attending school.

II. Definitions.

A. Homeless students are defined as students lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for people;
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or other similar settings;
7. Living in temporary housing provided by the Massachusetts Department of Transitional Assistance or other government agencies or charity organizations;
8. Migratory children who qualify as homeless because they are living in conditions described in the previous examples.

III. Services.

A. Homeless students attending the PSB will be provided district services for which other PSB students are generally eligible, including pre-school programs, Title I, special education, and bilingual education. Homeless students attending the PSB will be eligible for vocational and technical education, gifted and talented programs, wraparound service programs, school nutrition programs, summer programs, after school programs, athletics programs, music, visual arts and performing arts programs, and other extracurricular activities.

B. The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The PSB homeless education liaison shall coordinate with local social service agencies that provide services to homeless children and youths and their families, other school districts on issues of transportation and records transfers, and state and local housing agencies responsible for comprehensive housing affordability strategies. This

coordination includes providing public notice of the educational rights of homeless students. The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students. The liaison shall ensure district staff receive professional development and other support on issues involving homeless students.

IV. Enrollment.

A. All homeless students temporarily housed in Brookline shall be entitled to attend the PSB. Notwithstanding the foregoing, it is presumed to be in the best interest of homeless students to remain in their schools of origin, i.e., the school that the student was attending at the time homelessness commenced, or the last school the student attended prior to becoming homeless, except when doing so is contrary to the request of the student's parent or guardian. When determining a student's best interest, the district must consider student-centered factors, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths. At its discretion, the district may periodically review the student's best interest.

B. Homeless students temporarily housed in Brookline but whose school of origin is outside of the PSB may continue to attend their school of origin for as long as they remain temporarily housed in Brookline. Upon leaving Brookline, these students shall coordinate enrollment options with the new district in which they are temporarily housed.

C. Homeless students temporarily housed outside of Brookline but whose school of origin at the time they become homeless is within the PSB may continue in the PSB for as long as they remain homeless.

D. Homeless students enrolled in the PSB who move outside of Brookline or cease to be homeless outside of Brookline may remain in the PSB until the end of their school's current academic reporting period, except that:

(i) homeless students in the final grade level at a school in the PSB may remain within the PSB until the end of the school year.

E. For homeless students who completed or complete the final grade level served by the school of origin, and remain homeless in Brookline or were enrolled in the PSB at the time they became homeless, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

F. Homeless students are entitled to transportation comparable to that provided for all other students attending school in the district. The PSB shall help coordinate transportation for eligible students who are sheltered or temporarily residing within Brookline to the students' school of origin, in accordance with state and federal law. For homeless students residing outside of Brookline for whom the school of origin is within Brookline, the PSB shall similarly coordinate with the district in which the student is sheltered or temporarily residing to provide the transportation services necessary, in accordance with state and federal law.

V. Students Enrolling in District Where Sheltered or Temporarily Residing.

A. Parent(s) or legal guardian(s) may elect to enroll homeless students in the school district in which the student is sheltered or temporarily residing, rather than having the student remain in the school of origin.

B. Homeless students are encouraged to provide written proof of their shelter or temporary residence. If they are unable to do so the homeless education liaison will work with the family seeking enrollment to determine homelessness.

VI. Records.

A. Information about the homeless student's living arrangements shall be considered a student education record, and not directory information. Records containing information about the homeless student's living arrangement may not be disclosed without the consent of the parent or legal guardian, absent a state or federal student-privacy related exemption.

B. If the student cannot provide immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible.

VII. Contact Information.

A. Emergency contact information is required at the time of enrollment consistent with PSB policies, including compliance with the state's address confidentiality program where necessary.

B. After enrollment, the PSB will immediately request available records from any school(s) attended by the homeless student within the last two calendar years.

VIII. Dispute Resolution.

A. If the PSB disagrees with a parent or legal guardian's determination of a homeless student's best interests for school district placement, the PSB will explain to the parent(s) or legal guardian(s), in writing and in a language the parent can understand, the rationale for its determination and provide the parent(s) or legal guardian(s) with written notice of their rights to appeal the PSB's determination to the Massachusetts Department of Elementary and Secondary Education (DESE).

B. During the pendency of an appeal to DESE, the student may remain enrolled at whichever school the student attended during the filing of the appeal. Pending appeal, the student may receive transportation to that school, consistent with state and federal law.

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

I. Preamble.

A. The purpose of this policy is to ensure the educational stability of students in foster care. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the Public Schools of Brookline (PSB) are committed to supporting all efforts to ensure that students in foster care have access to high-quality, stable educational experiences from pre-school through high school graduation.

II. School Placement.

A. Whenever a student changes placement (i.e. enters foster care or moves to another foster placement), a Best Interest Determination (BID) must occur. Irrespective of the location of a foster care placement, students in foster care shall continue to attend their school of origin or school of last enrollment, unless after a collaborative Best Interest Determination (as hereinafter defined), it is stated, in writing, to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care.

B. The superintendent shall designate a point of contact (POC) for students in foster care. The responsibilities of the POC include participating in the process for making best interest determinations, ensuring school enrollment and attendance of students in foster care, providing timely transfer of records, developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and facilitating professional development for district staff to promote educational stability for students in foster care. The PSB and the POC will collaborate with the Department of Children and Families (DCF) to ensure that students are enrolled in and regularly attending school, enjoy full and equal opportunities to succeed in school and meet the same state academic standards as other students, as well as receive other services for which they are eligible.

III. Best Interest Determination

A. Decisions about whether a student in foster care should continue to attend the school of origin (a "Best Interest Determination") should be made promptly and collaboratively by DCF, the school and district of origin, the district in which the student resides in foster care, the education guardian ad litem (GAL) surrogate if one has been appointed, the court appointed special advocate (CASA) if one has been appointed, and as situationally appropriate, the student, the student's family, and the foster family. The PSB shall make an effort to also include appropriate individuals with specific knowledge of the student's needs, such as doctors, therapists, mentors, tutors, extracurricular program instructors, and other service providers.

B. Best Interest Determinations should focus on the needs of each individual student. Factors to be considered should include: (1) the student's age and grade level, (2) the student's preference (when age appropriate), (3) the time in the academic year, (4) academic performance, (5) current educational goals and services, (6) the Individualized Education Plan (IEP), if applicable, (7) individual skills, needs, and social connections, (8) ability to maintain family relationships and

engagement, (9) clinical and behavioral considerations, (10) safety issues, (11) distance to school, (12) length of the school day, (13) number of school changes and foster placements to date, (14) anticipated length of time in placement, and (15) DCF's goal for the child (e.g. reunification, third party custody, guardianship, adoption, etc.). Additionally, the parties involved in the decision may wish to determine a time to revisit the question of whether it is in the student's best interest to remain in the school of origin or enroll locally.

C. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, then DCF, as legal custodian, will finalize the Best Interest Determination if the relevant parties cannot agree on the best school for the student to attend.

D. All Best Interest Determinations shall be made in writing. The PSB shall ensure that copies of the Best Interest Determination will be provided to the POC of the school of origin or district in which the student resides (as applicable), the Department of Children and Families (DCF), and the student (if 18 or older) within three business days of completion. Upon written request, the PSB shall also provide copies of the Best Interest Determination to the student's attorney, the education GAL surrogate, and the CASA within three business days.

(i) Attorneys representing students must provide a certified copy of the applicable court docket confirming their appointment to represent the child, an active Massachusetts Attorney Bar card, and an active state or national photo identification card prior to receipt of any communications regarding the student.

(ii) Education GAL surrogates and CASAs must provide a certified copy of their court appointment, active professional licensure, and active state or national photo identification card prior to receipt of any communications regarding the student.

E. The PSB can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by the Department of Elementary and Secondary Education (DESE) and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate in accordance with state and federal law, the PSB will ensure that a child remains at the school of last attendance while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

IV. Transportation

A. Foster care students are entitled to transportation comparable to that provided for all other students attending school in the district. The PSB shall collaborate with DCF and the relevant outside district on how transportation will be arranged and provided to ensure that students in foster care who are eligible for transportation to remain in their school of origin or school of last enrollment will receive such transportation while they are in foster care, in accordance with state and federal law. Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, and seeking help from foster parent(s), etc.

V. Enrollment

A. If it is in the best interests of a student in foster care as determined by the BID to attend school locally (where placed in foster care), the district must enroll the student immediately. During enrollment of students in foster care, DCF representatives will present the district with current Notice to the Local Educational Agency and the Mittimus indicating that the student is in foster care, along with a state-agency identification badge.

B. If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

C. PSB students in foster care will be provided district services for which other PSB students are generally eligible, including pre-school programs, Title I, special education, and bilingual education. Foster care students will be eligible for vocational and technical education, gifted and talented programs, wraparound service programs, school nutrition programs, summer programs, after school programs, athletics programs, music, visual arts and performing arts programs, and other extracurricular activities.

VI. Attendance

A. Foster care students may continue within the PSB for as long as they remain in foster care, provided that the Best Interest Determination(s) support(s) such continued enrollment

B. Foster care students who exit foster care outside of Brookline may remain within the PSB until the end of their school's current academic reporting period, except that:

(i) foster care students who exit foster care in the final grade level at a school in the PSB may remain within the PSB for the duration of that school year, provided that the Best Interest Determination(s) support(s) such continued enrollment.

D. For foster care students who completed or complete the final grade level served by the school of origin, and remain at a foster care placement in Brookline or were enrolled in the PSB at the time they entered foster care, the term "school of origin" shall also include the receiving school in the same school district educating students at the next grade level.

Draft PSB Policy on Public Comment and Participation at School Committee Meetings

School Committee meetings are conducted in accordance with the Massachusetts Open Meeting Law, G.L. c. 30, s. 18. In addition, the School Committee believes that the public should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee shall generally set aside a period of time at School Committee meetings to hear from the public. If the Committee believes that an issue requires a broader dialogue with the public, the Committee may schedule a separate public hearing on that issue.

Public Comment is not a discussion, debate, or dialogue between or among speakers and the School Committee. Rather, it is intended to offer individuals an opportunity to express their opinion on issues of School Committee business. While the Committee and/or administrators will not typically respond to comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if she/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the School Committee, s/he may request that individuals direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern Public Comment and participation at School Committee meetings:

The School Committee shall generally have a Public Comment section at School Committee meetings, according to the following guidelines:

M.G.L c. 30, s. 20F provides, in relevant part, that: "No person shall address a public meeting of a governmental body without permission of the Chair, and all persons shall, at the request of the Chair, be silent." The School Committee Chair will favor those speakers who sign up in advance under the procedure specified below.

1. A sign-up sheet will be available as people enter the meeting, and people will speak in the order in which they sign up, unless more than one person wishes to speak on a single topic, in which case the Chair may call on them together.
2. Any person wishing to speak must identify him or herself by name and address, and specific interest for wishing to speak. The Chair may favor, in no particular order, those speakers who are Brookline residents or, in appropriate circumstances, a Town of Brookline employee, parent, or guardian of a Public Schools of Brookline student, or any Public Schools of Brookline student.

3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments to no more than 3 minutes per person. In addition, parents/guardians of children attending the Public Schools of Brookline and Brookline residents shall be given priority. Written comments longer than the permitted time may be presented to the School Committee Executive Assistant before or after the meeting and become a part of the meeting minutes. All remarks will be addressed through the Chair of the meeting.
4. The amount of time allocated for the Public Comment session will generally be 15 minutes provided that the Chair may extend any individual session in his/her discretion.
5. Discussion of individual personnel issues will be prohibited.
6. Responses to concerns will be made only by the Superintendent or Chair of the meeting, or other members, at the Chair's discretion.
7. On those issues that can be resolved by directing citizens to the appropriate staff, the Superintendent or Chair will advise the citizen of appropriate steps to take.
8. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected if it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement of imminent lawless conduct, or contains obscenities. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.

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Public Comment is not a discussion, debate, or dialogue between or among speakers and the School Committee. Nor is it a public hearing. Rather, it is intended to offer individuals an opportunity to express their opinion on issues of School Committee business. While the Committee and/or administrators will not typically respond to comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if she/he/they deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the School Committee, she/he/they may request that individuals direct it to the appropriate person or body so that the matter is given proper consideration.

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