

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **MONDAY, JULY 27, 2020** AT 12:00 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 Ditkoff, Andreas Liu, Jennifer Monopoli, Mariah Nobrega, and Barbara Scotto. Also present: James Marini, Mary Ellen Normen, Casey Ngo-Miller, and Robin Coyne.

Others present: Director of Data Analysis and Information Management Erin Cooley, Director of Operations Matt Gillis, Interim Principal of Early Education Regina Watts, Brookline High School Head of School Anthony Meyer, Brookline High School Assistant Head of School Hal Mason, and Pierce Vice Principal Jamie Yadoff.

Ms. Federspiel called the meeting to order at 12:00 PM.

1. ADMINISTRATIVE BUSINESS

a. Approval of Past Records

ACTION 20-87

On a motion of Mr. Pearlman and seconded by Dr. Abramowitz, the School Committee VOTED (by roll call), with 5 in favor, 0 opposed, and 3 abstentions (Dr. Liu, Ms. Monopoli, and Ms. Nobrega abstained; Ms. Scotto was not present for the vote), to approve the following past records: June 4, 2020 School Committee Meeting (6:00 PM) and July 7, 2020 School Committee Meeting.

b. Acceptance of FY 2021 Grants: Coordinated Family and Community Engagement; and METCO

Ms. Normen will be report back to the School Committee on all transportation contracts, including the METCO transportation contract, and whether the Chapter 70 distribution includes additional funding for METCO.

ACTION 20-88

On a motion of Ms. Charlupski and seconded by Ms. Monopoli, the School Committee VOTED UNANIMOUSLY (by roll call) to accept the following FY 2021 Grants: Coordinated Family and Community Engagement; and METCO (Attachment A).

c. Approval of Brookline High School Project Skanska Change Orders 7 and 8

ACTION 20-89

On a motion of Ms. Ditkoff and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the Brookline High School Project Skanska Change Order 7 in the amount of \$22,213,702 and Skanska Change Order 8 in the amount of \$710,394 (Attachment B).

**d. Approval of Driscoll School Project Leftfield LLC Contract
Amendments 3 and 4**

ACTION 20-90

On a motion of Ms. Charlupski and seconded by Ms. Federspiel, the School Committee VOTED UNANIMOUSLY (by roll call) to approve Driscoll School Project Leftfield LLC Contract Amendment #3 in the amount of \$27,500 and Leftfield LLC Contract Amendment #4 in the amount of \$42,900 (Attachment C)

**e. Establishment of the David F. Moore School Within a School (SWS)
Scholarship and the Edna H. Mann Social Justice and Equality Award**

Ms. Charlupski and Mr. Pearlman commented that they knew Mr. Moore. He was an excellent teacher, and will be missed.

ACTION 20-91

On a motion of Ms. Charlupski and seconded by Ms. Monopoli, the School Committee VOTED UNANIMOUSLY (by roll call) to establish the David F. Moore School Within a School (SWS) Scholarship and the Edna H. Mann Social Justice and Equality Award (Attachment D).

2. INTERIM SUPERINTENDENT'S REPORT

Dr. Marini provided an overview of the recent Public Schools of Brookline (PSB) Leadership Team Retreat, the Superintendent's Summer Institute, and his meetings with PSB partner organizations and stakeholders

3. SCHOOL DISTRICT FALL PLANNING UPDATE

Dr. Marini, Ms. Ngo-Miller, and Ms. Cooley provided an update on School District Fall Planning (Attachment E). The presentation covered background (the July 24, 2002 Department of Elementary and Secondary Education updated guidance, which student groups are prioritized for in-person services, and key upcoming dates); a health and safety update (supply orders, air quality and ventilation, transportation requirements, a classroom walkthrough and space summary, core health and safety practices, and considerations for reopening); potential learning models (In-Person Learning and Hybrid Model pros and cons, sample schedules, and School Leader concerns); community feedback from families and staff; planning for high needs students; draft Public Schools of Brookline (PSB) reopening options (a hybrid option and a phased reopening option); and next steps (window inventory, ventilation review, second survey to staff and families); scheduling (if in-person in any capacity), and curriculum and training/professional development planning.

Dr. Marini stressed that health and safety considerations are at the forefront of all decision making. He expressed his appreciation to collaborators including PSB Senior Leadership and Internal Planning Teams, Principals and Department Leaders, the School Committee, the Brookline Educators Union (BEU) and membership, the Ad Hoc Task Force on Remote Learning and Expert Advisory Panels, and the Brookline Department of Public Health. Dr. Marini reported that the BEU is prepared to begin discussions with

the district on developing a new memorandum of understanding. He noted that the district will be soliciting community input on the options; that all models have financial implications; and that the district will need to consult with the Department of Elementary and Secondary Education before making any final decisions.

Principal of Early Education Regina Watts and Brookline High School (BHS) Head of School Anthony Meyer discussed needs and planning related to health and safety, curriculum, social-emotional learning, technology (need to support staff, students, and parents/guardians), executive functioning skills, and community building. The BHS Innovation Fund has provided support for some of this work. The district has standardized digital learning platforms, and has been identifying essential curriculum.

School Committee Questions/Comments

- Requested more detailed information on what remote learning will look like in a hybrid model. (*Will provide additional information; instruction will be more structured and scheduled, and will include more synchronous and project-based instruction; will look at work being done by TEC Connections Academy Commonwealth Virtual School.*)
- How will the district address instructional scenarios that require specific physical structure, e.g., science labs?
- Who provides instruction and support to a class grouped into cohorts? What are other districts doing? (*Have been developing some draft schedules; need to consider staffing needs and budgetary implications.*)
- Requested an update on ventilation issues prior to the vote.
- Was noted that the Department of Elementary and Secondary Education announced today that school districts will have 10 additional days at the start of the 2020-2021 school year to prepare for the reopening of schools. How will that time be used?
- Requested an update on procurement of health and safety equipment and supplies, and the expectations for cleaning/sanitizing. (*Mr. Gillis provided an overview of planned protocols.*)
- Noted that the state is allowing a 6-foot or 3-foot standard for distancing and is not requiring masks for small children. Expressed concern about the health and safety implications for staff, students, and families. (*Mr. Gillis provided an overview of planned protocols.*)
- How is the district defining high needs students?
- Stressed the importance of creating a culture of full partnership in this work, and asked for input on how this can be facilitated.
- Asked how best to connect the School Committee timeline to district work on planning and budget.
- Stressed the importance of collaborating with Extended Day on scheduling.
- Requested clarification of proposed schedules for K-2 students and students in special education. Suggested prioritizing an in-school option for Grade 3 (in addition to K-2).

- Consider outside education opportunities. (*Have started to discuss possibilities with the Director of Parks and Open Space.*)
- To what extent will staff members be bound to their choice of in-person or remote? (*Will need some level of commitment.*)
- How will push-in and pull-out education be scheduled? (*Ties into the use of cohorts.*)
- How will clusters work?
- What happens when the children of a PSB Educator attend school in a district with a different schedule? (*The Commissioner of Elementary and Secondary Education is trying to address this issue.*)
- Clarify the reasoning behind a phased reopening. (*Could better assess and prepare spaces, while getting up to date information on the trajectory of the pandemic.*)
- Consider indexing decisions to objective criteria. (*DESE has provided some metrics.*)
- Noted teacher health and safety concerns, and the need to help teachers be and feel safe and healthy in the classrooms.
- Need a better understanding of the options before the vote.

The School Committee will meet on August 4, 2020 for a presentation on fall reopening plans and on August 6, 2020 for discussion and vote on fall reopening plans.

4. FINANCIAL UPDATES: FY 2020 BUDGET CLOSE AND FY 2021 BUDGET STATUS

Ms. Normen provided an update on the FY 2020 Budget Close. The School Department ended the year with a balanced budget. She will provide a detailed report at an upcoming meeting, and will also discuss the district's approach to the FY 2021 Budget. Ms. Normen reported on the status of grants to help with COVID related costs. She will provide additional information on the grants, including proposed use, at an upcoming meeting. It was noted that the School Committee will need further discussion of the financial/staffing impact of reopening models.

5. DISCUSSION/ POSSIBLE VOTE ON DRISCOLL PROJECT SCHEDULE

Ms. Ditkoff noted previous School Committee and School Capital Improvements Subcommittee discussions of the implications of potentially adjusting the Driscoll School project bidding schedule. The Project Team is recommending a schedule with a single fully coordinated bid package to be issued on February 4, 2021. The Capital Improvements Subcommittee met on July 14, 2020 and discussed the duration, pros/cons, and cost impact analysis. The original plan had an estimated completion date of November 4, 2022 and occupancy date of January 1, 2023, while the single package option has an estimated completion date of May 1, 2023 and occupancy date of September 1, 2023. The Subcommittee discussed potential advantages of one bid package (e.g., market de-escalation, budget/GMP certainty, COVID certainty/improvement, 100% documents/change avoidance, fall 2020 field and playground availability, single site package, schedule cushion/premium avoidance, improved

commission/punch list turnover, hazmat abatement during summer when students are gone, summer move/extended furniture/fixtures/equipment duration, time to finalize neighborhood/logistics concern, and permit/Zoning Board of Appeals process extended) and potential disadvantages of one bid package (e.g., extended maintenance of existing boiler piping, new fields available fall 2024, and increased general conditions).

Interim Driscoll Principal David Youkilis emailed parents/guardians to solicit input. (A community meeting is scheduled, but not until August 3, 2020.) He received very few responses (some expressed support for extending the timeline; no opposition was expressed). Educators sent an email that addressed broader considerations, e.g., air quality. There is a petition to open Westbourne Terrace for play. Ms. Charlupski reported that the Capital Improvements Subcommittee expressed support for extending the project timeline in the manner described above. School Committee members noted the importance of access to open space in the fall, and expressed support for the proposed schedule.

ACTION 20-92

On a motion of Ms. Ditkoff and seconded by Dr. Liu, the School Committee VOTED UNANIMOUSLY (by roll call) to support extension of the Driscoll School Building Project.

6. SCHOOL COMMITTEE ACTIONS

a. 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 F) for a 2nd Reading/Possible Vote. No objections were raised to the proposed policy.

ACTION 20-93

On a motion of Mr. Pearlman and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the PSB Policy on Homeless Students (Attachment F).

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 G) for a 2nd Reading/Possible Vote. No objections were raised to the proposed policy.

ACTION 20-94

On a motion of Mr. Pearlman and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the PSB Policy on Educational Opportunities for Students in Foster Care (Attachment G).

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

Mr. Pearlman noted that School Committee members had requested a legal opinion on whether the proposed policy (Attachment H) could be amended to restrict parents/guardians from discussing their children's situations during public comment. He has not yet received an opinion. Mr. Pearlman commented that his preference would be to not include such language, and to assume that parents/guardians will exercise discretion. He noted that the Chair could step in, if necessary. Members requested additional time to submit comments on the proposed policy.

7. SCHOOL COMMITTEE SUBCOMMITTEES, INCLUDING 2020-2021 SUBCOMMITTEE AND LIAISON ASSIGNMENTS AND 2020-2021 SCHOOL COMMITTEE/SUBCOMMITTEE MEETING SCHEDULES

Ms. Federspiel presented the 2020-2021 School Committee Subcommittee and Liaison Assignments (Attachment I). The information will be posted on the Public Schools of Brookline Website and will be shared with Brookline Town and School leaders and partner groups. The School Committee discussed the upcoming meeting schedule.

8. NEW BUSINESS

There was no new business.

9. PROPOSED EXECUTIVE SESSION

By unanimous roll call vote at 3:15 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. 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 4:15 PM, the School Committee reconvened in public session for the purpose of adjournment.

10. ADJOURNMENT

Ms. Federspiel adjourned the meeting at 4:15 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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

DR. JAMES MARINI
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. NORMEN
 DEPUTY SUPERINTENDENT
 FOR ADMINISTRATION AND FINANCE

Request for Grant Acceptance

July 14, 2020

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grant listed below:

<u>Source</u>	<u>Grant</u>	<u>Award</u>	<u>Assumption</u>	<u>FY21 Projected Balance/(Deficit)*</u>	<u>Account Number</u>
Commonwealth of Massachusetts	FY21 Coordinated Family and Community Engagement Grant	\$125,850.00	Early Education	\$0	3221SED1-432191

*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.



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DR. JAMES MARINI
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. NORMEN
 DEPUTY SUPERINTENDENT
 FOR ADMINISTRATION AND FINANCE

Request for Grant Acceptance

July 27, 2020

Motion: School Committee Accepts the grant award as determined by the awarding authority for the grant listed below:

<u>Source</u>	<u>Grant</u>	<u>Award</u>	<u>Assumption</u>	<u>FY21 Projected Balance/(Deficit)*</u>	<u>Account Number</u>
State	Metropolitan Council for Educational Opportunity (METCO)	\$1,941,295	Level Funded	\$0	3221SE13-432191

*Any deficit or balance will be the responsibility of the Superintendent to adjust. Grant managers should not assume that the operating budget will have funding available to cover any over expenditures of grant awards.



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Construction Management @ Risk (CM@R)
Skanska Change Order –Guaranteed Maximum Price (GMP) Amendment/PCCO No.7

DATE: July 17, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order/ Amendment Approval for the construction management firm Skanska to perform the following services in the amount of \$ 22,213,702:

- GMP Amendment- \$21,149,068; Final Procurement of Project
- PCCO No. 7- \$1,064,634; Schedule Update/ Extension – STEM Wing Unforeseen conditions; COVID Delay

The HS expansion project was awarded to the contractor Skanska which was based on their qualifications. Bid packages were prepared by the architect, William Rawn Associates and based on these documents, Skanska submitted pricing packages (18) which the Town approved. This package represents the final procurement of the project including a schedule extension. Refer to the Hill memo dated July 13, 2020 for further explanation of these services.

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



Hill International

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July 13, 2020

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

RE: Recommendation to approve Skanska GMP Amendment

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of FINAL GMP Amendment dated July 9, 2020 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline. As of the end of February 2020, WRA, Hill, and the ToB received from Skanska various remaining Requests to Award (RTA) Subcontractor bid packages for review and comment or review and acceptance. Hill and WRA had reviewed each RTA package and provided coordinated comments as needed and were transmitted to Skanska for response. Specific attention and feedback was given regarding monies being ear-marked as HOLDs and ALLOWANCES in these RTA packages in order to better manage the overall project cost. Furthermore, RTA review meetings were held in March 2020 between WRA, Hill, and Skanska to discuss RTA's in much more detail. Skanska provided responses thereafter as well as bridge documentation as requested. Some of the RTAs were partially released in Pre-GMP Amendment #17r1. The balance of RTAs are now reflected in this FINAL GMP, including a few allowances for certain RTAs that were rejected and are being re-bid or further negotiated down in pricing; to be reconciled in the near future post-GMP.

Following is a timeline recap of the process between the original GMP and the Final GMP:

- **March 13, 2020** – Skanska submitted a GMP document for STEM, 22 Tappan (aka Cypress), MBTA Improvements, and Elevator Modernization projects. Hill considered it to be a draft because it was the first submission of a complete document for review. This GMP value was \$145,666,105 and represented Substantial Completion dates of April 27, 2021 for STEM, October 8, 2021 for Cypress and October 28, 2021 for MBTA Station Platform. However, this GMP did not include any costs or schedule impacts associated with COVID-19 because it was submitted just before the severity of the Pandemic became evident and the “Stay-at-Home” Government Orders began.
- **April 10, 2020** – After extensive review by Hill and WRA, including some ToB's input, we returned the GMP with 200+ comments/questions for Skanska to address. Skanska included approximately (78) Assumptions and Qualifications (A&Qs) in the GMP, some of which we commented that they were not acceptable as they attempted to further modify and change terms already agreed to in the Owner-CM agreement. We provided extensive comments on the General Conditions (GCs) and General Requirements (GRs) in the GMP which were significantly higher than their previous 60% estimate.

- **Between April thru June 2020** - Skanska responded incrementally (by GMP Exhibit Section comments) and Hill/WRA continued to review and correspond to each iteration during this period. The GMP sections that took the longest to reach agreement on are as follows:
 - GC/GRs – Skanska finally agreed on May 28, 2020 to a \$1.5M reduction in this section of the GMP.
 - A&Qs – in the Final GMP, Skanska agreed to completely delete 18 of the 78 original A&Qs, and reworded several others in order to be reasonable and acceptable.
 - COVID-19 Impacts qualification - Simultaneous to this GMP negotiation, Skanska had reached an agreement with neighboring Town of Belmont for specific COVID-19 related qualifications/allowance on their project. Skanska provided the same language for ToB review and consideration on this project/GMP. Hill reviewed the language with ToB on June 19th and appeared to be reasonable and acceptable approach to accounting separately for those costs. Skanska’s projection of \$616K was received on June 26th, which included additional costs for safety compliance protocols mandated by Government plus extended GCs for 22 Tappan St only for the schedule impact due to the MBTA’s suspension of operational support for diversions needed for the overbuild. Upon further review with ToB, Hill made a recommendation to defer COVID-19 related impact specifically relating to GCs until Fall 2020, ahead of November Town Meeting. A \$150K allowance for known on-going extra safety costs related to the Pandemic is included in the FINAL GMP.
 - Specification Division 1 – Skanska objected to certain terms in Division 1 as they said certain sections were not project-specific, included conflicting requirements (some didn’t align with the Owner-CM Agreement), etc. Therefore, Hill, WRA and Skanska went thru Skanska’s Division 1 comments over multiple meetings in order to agree to a modified Division 1 which Skanska attached as Exhibit K in the FINAL GMP.
 - FINAL GMP Schedule – the March 13th GMP submission had reflected Substantial Completion dates prior to COVID-19 impacts to 22 Tappan St and MBTA Station Platform. STEM experienced concurrent delays primarily from continued demolition and structural unforeseen conditions related to the Robert’s Wing final demo and underpinning requirements adjacent to the Cafeteria. The schedule impacts therefore pushed several exterior façade activities into the 2020-2021 winter season which were originally expected to occur during warmer months. After several iterations, included within this FINAL GMP Amendment Skanska has included PCCO #7 for mostly projected costs with additional GRs related to winter tarping and heat (use of propane tanks) on both projects, as well as some partial GCs related to STEM only:

	Skanska's Substantial Completion Dates		
	<u>3/13/20 GMP</u>	<u>7/9/20 FINAL GMP</u>	<u>Cause</u>
STEM	4/27/2021	7/7/2021	10-weeks; Unforeseen
22 Tappan St.	10/8/2021	11/15/2021	5-weeks; COVID-19
MBTA Station	10/28/2021	12/10/2021	6-weeks; COVID-19

- **July 9, 2020** – Skanska’s revised FINAL GMP was received after nearly 4 months of negotiations during a prolonged, unpredictable and complicated situation related to COVID-19 and only after gaining some schedule impact clarity (specifically related to MBTA operational support that resumed in June 2020). The following table provides a financial recap comparison between the March GMP and the Final GMP:

	<u>3/13/20 GMP</u>	<u>7/9/20 FINAL GMP</u>	<u>Variance</u>	<u>Notes</u>
Direct Cost	\$ 117,495,136	\$ 117,328,428	\$ (166,708)	
GR	\$ 7,485,663	\$ 6,803,638	\$ (682,025)	
2.5% CM contingency	\$ 2,843,025	\$ 2,821,807	\$ (21,218)	
GC	\$ 9,916,882	\$ 9,154,000	\$ (762,882)	
other mark-ups	\$ 7,925,399	\$ 7,888,010	\$ (37,389)	
BASE GMP TOTAL	\$ 145,666,105	\$ 143,995,883	\$ (1,670,222)	
Precon	\$ 476,928	\$ 476,928		
MBTA Precon	\$ 70,512	\$ 70,512		
Owner Pandemic Allowance	\$ -	\$ 150,000		
TOTAL	\$ 146,213,545	\$ 144,693,323	\$ (1,520,222)	
<u>CHANGE ORDERS</u>				
PCCOs 1-6 (ARs)	\$ 527,009	\$ 527,009		(see Pre-GMPs 12b, 13b, 14b, 15b, 17b & 18b)
PCCO 7 schedule adjustment	\$ -	\$ 1,064,634		
TOTAL	\$ 146,740,554	\$ 146,284,966	\$ (455,588)	*FINAL GMP Amendment
GMP CO 1/PCCO 8 (ARs)	\$ 710,394	\$ 710,394		
TOTAL	\$ 147,450,948	\$ 146,995,360	\$ (455,588)	

Based on the above, we recommend approval of this GMP Amendment.

Very truly yours,



Andy Felix, MCPPO
Project Director

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 13-Jul-20

TO: Skanska USA Building Inc
101 Seaport Boulevard, Suite 200
Boston MA 02210

Purchase Order Number
21911639

Vendor Number
55399

BUDGET 120,391,451.00
BALANCE 123,230,037.08

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

PAYMENT AMOUNT
\$22,213,702.00

FOR: Brookline High School Expansion

Amendment	Date	
	7/10/2020	GMPAmendment/PCCO No. 007 - Schedule Update

AMOUNT
\$22,213,702.00



TOWN of BROOKLINE
Massachusetts

BUILDING DEPARTMENT

Daniel Bennett
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Construction Management @ Risk (CM@R)
Skanska Change Order –Guaranteed Maximum Price (GMP) CO No.1/PCCO No.8

DATE: July 17, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order/ Amendment Approval for the construction management firm Skanska to perform the following services in the amount of \$ 710,394:

- PCCO No. 8- \$710,394; 64 Misc. Changes

The HS expansion project was awarded to the contractor Skanska which was based on their qualifications. This package represents a change to the project. Refer to the Hill memo dated July 14, 2020 for further explanation of the 64 items listed in this CO.

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



Hill International

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July 14, 2020

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

RE: Recommendation to approve Skanska Change Order 001/PCCO 008

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Change Order 001/PCCO 008 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline. Following is summary of what is included within this Amendment:

Change Order 001 to the GMP continues to the layer of organization of changes from prior to the approval of the GMP that is Prime Contract Change Order (PCCO) #008, which itemizes the various changes by number known as Authorization Requests (AR's). Change Order 001/PCCO 008 includes 64 separate Authorization Requests (AR's) that Hill and WRA have previously reviewed, negotiated where applicable, and approved. (28) of the AR's are \$0 in value, (27) are added costs, (7) are credits due to a change in scope and (2) are credits for reconciling enabling phase Owner Allowances. The result is a net add of **\$710,394.00**.

Of the 64 AR's below:

- (18) AR's are very minor modifications with no or very little change to project cost.
- (8) AR's are the result of Unforeseen Conditions that account for \$513,783.00.
- (5) AR's are the result of Misc. Scope Changes that account for a net add of \$102,979.00.
- (17) AR's are authorizations of the use of CM contingency, Exposure Holds, or Owner Allowances that have no change to project cost.
- (2) AR's are for Owner Changes.
- (8) AR's are for Design Issues.
- (3) AR's are for Third Party requirements.

An itemized summary of PCCO #8 is following:

- AR 300.002: STEM – Zero dollar change to utilize Owner Allowance for modifications to precast planks (\$0). (Misc. Scope Change)
- AR 300.003: STEM – Zero dollar change to utilize Owner Allowance for anchoring stations to precast planks. (\$0). (Misc. Scope Change)
- AR 310.068: Enabling – Credit scope hold for gas booster concrete pad not required. Credit: (\$1,750.00) (Misc. Scope Change)
- AR 200.072: 22 Tappan (Cypress) Building – Cost for re-installation of RR monitoring points after the MBTA track replacement work was completed fall 2019. (\$9,640.00) (Misc. Scope Change)

- AR 200.033: 22 Tappan (Cypress) Building – Cost for design assist precast scope revisions. (\$32,937) (Misc. Scope Change)
- AR 310.069: Enabling – Credit scope hold for roof penetrations not required. Credit: (\$1,039.00) (Misc Scope Change)
- AR 200.041: 22 Tappan (Cypress) Building – Zero dollar change for curtainwall size revisions to align with brick coursing. (\$0) (Misc. Scope Change)
- AR 300.052: STEM Building– Credit for Bulletin 16 to reduce the height of the elevator penthouse; Credit: (\$4,247.00) (Misc. Scope Change)
- AR 200.034: 22 Tappan (Cypress) Building – Cost for added embeds in the precast concrete for glastic panels. No allowance was set-up for this type of embed. (\$32,070.00) (Misc. Scope Change)
- AR 310.038: Enabling – Cost to construct rated duct enclosure directed in Bulletin 22. \$10,341.00 (Omission)
- AR 300.005: STEM Building – Zero dollar change to utilize owner allowance to grout precast planks. (\$0) (Misc. Scope Change)
- AR 200.062: 22 Tappan (Cypress) Building – Zero dollar change for landscape clarifications. (\$0) (Misc. Scope Change)
- AR 300.016: STEM Building – Zero dollar change to revise partition detail. (\$0) (Misc. Scope Change)
- AR 300.012: STEM Building – Cost to incorporate revisions in fire protection and alarm from Brookline Fire Department. \$48,662.00 (Third Party Scope changes by AHJ)
- AR 200.049: 22 Tappan (Cypress) Building – Cost for bridge abutment conflict at Pile Cap 17.2B. (\$47,778.00) (Unforeseen Condition)
- AR 300.020: STEM Building – Cost to add eyewash station in mechanical room per Bulletin 047: \$6,236.00 (Omission)
- AR 300.034: STEM Building– Credit to incorporate Bulletin #37, various value engineering reductions. Credit: (\$18,746) (Owner Change)
- AR 300.035: STEM Building– Added cost for various MEP revisions per Bulletin 51. \$1,445.00 (Omission)
- AR 300.013: STEM Building– Cost to provide signage and AV adjustments per Bulletin 5.4. \$11,268.00 (Misc. Scope Change)
- AR 200.063: 22 Tappan (Cypress) Building– Cost to add emergency power to the MBTA plaza lights. (\$54,489.00) (Misc. Scope Change)
- AR 200.065: 22 Tappan (Cypress) Building – Zero dollar change for Physics Casework modifications. (\$0) (Misc. Scope Change)
- AR 200.039: 22 Tappan (Cypress) Building– Cost to update Fire Alarm and Fire Protection plans/specs per 3rd party review comments. (\$16,355.00) (Third Party Requirement)
- AR 200.064: 22 Tappan (Cypress) Building– Credit for pile cap revisions to details for PC3, PC3T, and PC4. Credit: (\$40,225.00) (Misc. Scope Change)
- AR 300.007: STEM Building – Zero dollar change to utilize CM contingency amount of \$4,006.00 for premium time Columbus Day weekend. (\$0) (Misc. Scope Change)
- AR 200.024: 22 Tappan (Cypress) Building – Cost to investigative subsurface conditions as well as the addition of (8) mini-piles and pile caps to the foundation system along B-Line due to encountered organic soils. (\$243,342.00) (Unforeseen Conditions)
- AR 300.036: STEM Building – Zero dollar change to utilize CM contingency amount of \$2,213.00 CM contingency expenditure for Saturday premium time to gain back a day (Unforeseen Conditions)
- AR 200.066: 22 Tappan (Cypress) Building – Zero dollar change for landscape grading revisions. (\$0) (Misc. Scope Change)

- AR 200.067: 22 Tappan (Cypress) Building – Zero dollar change for landscape adjustments. (\$0) (Misc. Scope Change)
- AR 200.059: 22 Tappan (Cypress) Building – Zero dollar change for signage adjustments. (\$0) (Misc. Scope Change)
- AR 300.058: STEM Building– Cost to relocate tree and replace with structural soil due to coordination with existing conditions. (\$2,470.00) (Unforeseen Conditions)
- AR 300.047: STEM Building– Cost to revise wall head detail to accommodate acoustic deck per Bulletin 56. \$27,289.00 (Omission)
- AR 300.065: STEM Building–Cost to revise metal panels per Bulletins 54, R1 & R2. \$1,194.00 (Omission)
- AR 200.044: 22 Tappan (Cypress) Building– Zero dollar change for structural coordination. (\$0) (Misc. Scope Change)
- AR 200.057: 22 Tappan (Cypress) Building – Cost to change the column B-5 footing elevation due to concrete obstructions encountered during excavation. (\$4,345.00) (Unforeseen Conditions)
- AR 300.037: STEM Building– Cost to re-route sanitary line per Bulletin 67. (\$4,092.00) (Unforeseen Conditions)
- AR 200.021: 22 Tappan (Cypress) Building – Credit for scope change from linoleum to LVT. (\$45,489.00) (Owner Change)
- AR 200.036: 22 Tappan (Cypress) Building– Zero dollar change to utilize allowance in the amount of \$2,339.00 for beam penetrations. (\$0) (Misc. Scope Change)
- AR 300.042: STEM Building– Cost to re-locate backwater valve and add cleanout per Bulletin 61. \$8,505.00 (Error)
- AR 300.038: STEM Building – Cost to provide a rated enclosure for the BDA antenna per Bulletins 39 and 39R1. \$14,274.00 (Omission)
- AR 300.039: STEM Building – Zero dollar change to utilize CM contingency for \$1,540.00 for premium time on March 7, 2020 to accelerate grading of basement level. (\$0) (Misc. scope change)
- AR 310.089: Enabling – Zero dollar change to utilize CM contingency for \$5,142.00 for repair and replacement of insulation and drywall at beam pockets due to water infiltration. (\$0) (Misc. Scope Change by CM)
- AR 300.031: STEM Building – Zero dollar change to utilize CM contingency for \$51,278.00 to purchase building insulation removed from the mason’s scope by the CM which was required by the construction documents. (\$0) (Misc. Scope Change by CM)
- AR 200.038: 22 Tappan (Cypress) Building – Cost to fabricate and install a Garden Level Brace Connection at P-PP-12. (\$3,385.00) (Misc. Scope Change)
- AR 200.043: 22 Tappan (Cypress) Building – Zero dollar change for AHU-8 revisions. (\$0) (Misc. Scope Change)
- AR 200.014: 22 Tappan (Cypress) Building – Zero dollar change for electrical specification revisions. (\$0) (Misc. Scope Change)
- AR 300.008: STEM Building – Cost to revise limestone finish to match limestone on the existing building per Bulletin 9. \$16,310.00 (Omission)
- AR 400.030: MBTA – Cost to replace loop insulators supplied by MBTA, at their direction for additional power cabling clearance to catenary steel. (\$2,217.00) (Third Party change by MBTA)
- AR 200.051: 22 Tappan (Cypress) Building – Credit for steel deletions at the interior glazing. Credit: (\$3,072.00) (Misc. Scope Change)
- AR 200.044: 22 Tappan (Cypress) Building – Zero dollar change for CL A.5 structural coordination. (\$0) (Misc. Scope Change)

- AR 200.046: 22 Tappan (Cypress) Building – Cost for brick and stone mock-up reductions as well as change from Consolidated brick to Glen Gery (BOD) brick not carried in base scope by Empire Masonry. (\$14,146.00) (Misc. Scope Change)
- AR 200.047: 22 Tappan (Cypress) Building – Credit from JK Glass for the constructability mock-up size change. Credit (\$1,706.00) (Misc. Scope Change)
- AR 200.073: 22 Tappan (Cypress) Building – Zero dollar change to utilize CM contingency in the amount of \$93,533.00 for brick wall cavity insulation shown in the bid set, but not captured in the base bid from Empire. (\$0) (Misc. Scope Change)
- AR 200.058: 22 Tappan (Cypress) Building – Zero dollar change for sound attenuator revisions. (\$0) (Misc. Scope Change)
- AR 310.097: Enabling – Cost to remove large underground obstructions. (\$22,655.00) (Unforeseen Conditions)
- AR 300.040: STEM Building – Zero dollar change to modify glass and mullion details per Bulletin 84. (\$0) (Misc. Scope Change)
- AR 300.041: STEM Building – Cost to selectively demolish for adjacent demolition per Bulletins 22, 22.1 and 22.2. (\$33,018.00) (Unforeseen Conditions)
- AR 300.043: STEM Building – Cost to brace, remobilize and demolish west end of Roberts Wing per Bulletins 22, 22.1 and 22.2. (\$156,083.00) (Unforeseen Conditions)
- AR 300.045: STEM Building – Zero dollar change to utilize CM contingency of \$2,093.00 to repair waterproofing after building demolition. (\$0) (Misc. Scope Change)
- AR 300.046: STEM Building – Zero dollar change order to utilize exposure hold for temporarily heating and waterproofing the crawl space. (\$0) (Misc. Scope Change)
- AR 300.049: STEM Building – Zero dollar change order to utilize owner allowance for obstruction removal of \$13,524.00. (\$0) (Misc. Scope Change)
- AR 300.050: STEM Building – Zero dollar change order to utilize exposure hold for mechanical equipment pad of \$2,518.00. (\$0) (Misc. Scope Change)
- AR 300.051: STEM Building – Zero dollar change order to utilize exposure hold for loose lintels of \$1,627.00. (\$0) (Misc. Scope Change)
- AR 200.075: 22 Tappan (Cypress) Building – Zero dollar change to utilize allowance in the amount of \$35,398.00 for netting at west building elevation over the RR tracks. (\$0) (Misc. Scope Change)

Based on the above, we recommend approval of Change Order 001 to the GMP (Amendment 19).

Very truly yours,



Andy Felix, MCPPO
Project Director

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 13-Jul-20

TO:	Skanska USA Building Inc 101 Seaport Boulevard, Suite 200 Boston MA 02210
-----	---

Purchase Order Number
21911639

Vendor Number
55399

BUDGET 120,391,451.00
BALANCE 123,940,431.08

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

PAYMENT AMOUNT
\$710,394.00

FOR: Brookline High School Expansion

Amendment	Date	
	7/10/2020	PCCO No. 008 - Misc Changes

AMOUNT
\$710,394.00

AIA[®] Document G701[™] - 2017

Change Order

PROJECT: <i>(Name and address)</i> Expansion of Brookline High School, (Project A and Project B) Brookline, MA 02445	CONTRACT INFORMATION: Contract For: Construction Date: July 24, 2018	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: July 10, 2020
OWNER: <i>(Name and address)</i> Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline 333 Washington Street, Brookline, MA 02445	ARCHITECT: <i>(Name and address)</i> William Rawn Associates Architects Inc. 10 Post Office Square, Suite 1010, Boston, Massachusetts 02109	CONTRACTOR: <i>(Name and address)</i> Skanska USA Building Inc. 101 Seaport Boulevard, Suite 200, Boston, MA 02210

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PCCO No. 008: \$710,394

Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract Sum and GMP shall be reconciled in accordance with the Owner Pandemic Allowance. Skanska further reserves all rights to request adjustment of the Contract Time as a result of the Pandemic Standards and in connection with this PCCO. Skanska will make every reasonable effort to provide the required documentation and notice in accordance with this Contract, however, Skanska may not be able to meet the contractual deadlines due to circumstances outside of Skanska's control.

The original Contract Sum was	\$ 476,928
The net change by previously authorized Change Orders	\$ 145,808,038
The Contract Sum prior to this Change Order was	\$ 146,284,966
The Contract Sum will be increased by this Change Order in the amount of	\$ 710,394
The new Contract Sum including this Change Order will be	\$ 146,995,360
The Contract Time will be unchanged by Zero (0) days.	
The new date of Substantial Completion will be	November 15, 2021

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

PCCO No 8
misc changes

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

William Rawn Associates Architects Inc. _____ ARCHITECT (<i>Firm name</i>)	Skanska USA Building Inc. _____ CONTRACTOR (<i>Firm name</i>)	Town of Brookline _____ OWNER (<i>Firm name</i>)
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE

APPROVAL OF OWNER: TOWN OF BROOKLINE

Building Commission

Janet Fierman, Chairman

George Cole, Member

Kenneth Kaplan, Member

Karen Breslawski, Member

Nathan E. Peck, Member

School Committee

Helen Charlupski, Member

Suzanne Federspiel, Member

Jennifer Monopoli, Member

Barbara Scotto, Member

Selectboard

Bernard W. Greene, Chair

Benjamin J. Franco, Member

Nancy S. Heller, Member

Heather Hamilton, Member

Raul Fernandez, Member

Julie Schreiner-Oldham, Chair

Susan Wolf Ditkoff, Member

Michael Glover, Member

David Pearlman, Member

Sharon Abramowitz, Member

Confirmation of Availability of Funds:

Town Comptroller



Date: 7/9/2020

Prime Contract Change Order Number 008

Brookline High School

Project # 1318014

Skanska USA Building Inc.

To Contractor:

Skanska USA Building Inc.

The Contract is hereby revised by the following items:

Approved Authorization Requests 07/07/20

AR	CE	Description		Amount
300.002	300.5000	STEM - Owner Allowance: Plank Modifications	\$	0.00
300.003	300.6000	STEM - Exposure Hold: Embed Plates for Safety Stanchions	\$	0.00
310.068	310.6000	Enabling - Exposure Hold - Concrete - Gas booster pad	-\$	1,740.00
200.072	200.1003	CYPRESS - R&R Monitoring Points for Track Replacement	\$	9,643.00
200.033	200.1005	CYPRESS - Design Assist Precast Scope Revisions	\$	32,937.00
310.069	310.6007	Enabling - Exposure Hold - Roofing - Roof Penetrations for misc MEP Work	-\$	1,039.00
200.041	200.1013	CYPRESS - Field Bulletin 005 - Curtainwall Updates	\$	0.00
300.052	300.1015	STEM - FB 016: Elevator and Roof Steel Revisions	-\$	4,247.00
200.034	200.1035	CYPRESS - RFI 008 - Add Embeds for Glastic	\$	32,070.00
310.038	310.1105	Enabling - Field Bulletin 023 - Rated Duct Enclosure to Roof	\$	10,341.00
300.005	300.5001	STEM - Owner Allowance: Grouting Precast Planks	\$	0.00
200.052	200.1039	CYPRESS - Field Bulletin 015 - Stone Coursing Clarifications	\$	5,987.00
200.062	200.1043	CYPRESS - Field Bulletin 014 - Landscape Clarifications	\$	0.00
300.016	300.1018	STEM - FB 026: Partition Head Details at Acousitic Deck	\$	0.00
300.012	300.1027	STEM - FB 032 - BFD and GGD Peer Review Comments	\$	48,662.00
200.049	200.1047	CYPRESS - Bridge Abutment Conflict at Pile Cap 17.2/B	\$	47,778.00
300.020	300.1028	STEM - FB 047 - Add Eyewash at Mech Room 006	\$	6,236.00
300.034	300.1030	STEM - FB 037 - Approved VE: Bathroom Tile, Wall Types, Roofing, Lab Casework	-\$	18,746.00
300.035	300.1032	STEM - FB 051, 051R1, 051R2, & 051R3 - MEP Coordination Revisions	\$	1,445.00
300.013	300.1036	STEM - FB 005.4 - Food Service, Signage, and AV Bid Package Adjustments	\$	11,268.00
200.063	200.1048	CYPRESS - Field Bulletin 021 - Emergency Power to MBTA Plaza Lights	\$	54,489.00
200.065	200.1051	CYPRESS - Field Bulletin 026 - Physics Casework	\$	0.00
200.039	200.1053	CYPRESS - Field Bulletin 030 - Fire Alarm and Fire Protection Update per 3rd Party Review Comments	\$	16,355.00
200.064	200.1055	CYPRESS - Field Bulletin 034 - Pile Cap Revisions	-\$	40,225.00
300.007	300.1042	STEM - Premium Time 10/12-10/13	\$	0.00
200.024	200.1067	CYPRESS - Field Bulletin 053 - N. Side Undercut due to Organics	\$	243,342.00
300.036	300.1046	STEM - Premium Time 02/08	\$	0.00
200.066	200.1081	CYPRESS - Field Bulletin 025 - Landscape Grading Revisions	\$	0.00
200.067	200.1083	CYPRESS - Field Bulletin 029 - Landscape Adjustments	\$	0.00
200.059	200.1086	CYPRESS - Field Bulletin 039 - Signage Updates	\$	0.00
300.058	300.1049	STEM - FB 055: Relocate Tree SW to NE Stair Planter	\$	2,723.00
300.047	300.1050	STEM - FB 056: Metal Plate at Acoustic Partitions	\$	27,289.00
300.065	300.1051	STEM - FB 054, 054R1, & 054R2: Metal Panels	\$	1,194.00
200.044	200.1092	CYPRESS - Field Bulletin 056 - CL A.5 Structural Coordination	\$	0.00
200.057	200.1093	CYPRESS - Field Bulletin 065 - Column B-5 Footing Elevation Revision	\$	4,345.00
300.037	300.1057	STEM - FB 067: Route Exist. San Line Above Tunnel Floor	\$	4,092.00
200.021	200.1095	CYPRESS - Field Bulletin 061 - (VE) Mannington LVT llo Linoleum	-\$	45,489.00
200.036	200.1096	CYPRESS - Field Bulletin 059 - Loading Dock Beam Penetration	\$	0.00
300.042	300.1059	STEM - FB 061: Relocate Backwater Valve & Additional Cleanout	\$	8,505.00
300.038	300.1061	STEM - FB 039 & 039R1: BDA	\$	14,274.00
300.039	300.1065	STEM - Premium Time 03/07	\$	0.00
310.089	310.1133	Enabling - Water Damage at Utility Tunnel	\$	0.00
300.031	300.1070	STEM - Brick Wall Cavity Insulation	\$	0.00
200.038	200.1103	CYPRESS - Field Bulletin 066 - Garden Level Brace Connection at P-PP-12	\$	3,385.00
200.043	200.1104	CYPRESS - Field Bulletin 069 - AHU-8 Revisions	\$	0.00



Prime Contract Change Order Number 008

Date: 7/9/2020

Brookline High School

Project # 1318014

Skanska USA Building Inc.

To Contractor:

Skanska USA Building Inc.

The Contract is hereby revised by the following items:

Approved Authorization Requests 07/07/20

AR	CE	Description		Amount
200.014	200.1108	CYPRESS - Field Bulletin 060.1 - Electrical Specification Revisions	\$	0.00
300.008	300.1078	STEM - FB 069: Limestone as Buff	\$	16,310.00
400.030	400.1056	Replace Loop Insulators Supplied by MBTA	\$	2,217.00
200.051	200.1113	CYPRESS - Field Bulletin 064 Steel Deletions at interior Glazing	-\$	3,072.00
300.044	300.1079	STEM - FB 072: Clarify Graffiti	-\$	4,131.00
200.046	200.1129	CYPRESS - Field Bulletin 078R1 - Brick And Stone Mockup Reductions	\$	14,146.00
200.047	200.1135	CYPRESS - Field Bulletin 081 - Constructability Mockup	-\$	1,706.00
200.073	200.1141	CYPRESS - Brick Wall Cavity Insulation	\$	0.00
200.058	200.1142	CYPRESS - Field Bulletin 085 - Sound Attenuator Revisions	\$	0.00
310.097	310.1139	Enabling - Excavation of Existing Foundation	\$	22,655.00
300.040	300.1093	STEM - FB 084: CW-1 & 2 Revisions	\$	0.00
300.041	300.1099	STEM - FB 022, 022.1 and 022.2 - West Demo and Expansion Joint (Partial)	\$	33,018.00
300.043	300.1104	STEM - FB 022, 022.1 and 022.2 - West Demo and Expansion Joint (Partial - Demo and Steel)	\$	156,083.00
300.045	300.1105	STEM - EH Expenditure: Repair Waterproofing After Demo	\$	0.00
300.046	300.1106	STEM - Existing Utility Tunnel Enclosure	\$	0.00
300.049	300.1110	STEM - OA Expenditure: Obstruction Removal	\$	0.00
300.050	300.1111	STEM - EH Expenditure: Housekeeping Pads	\$	0.00
300.051	300.1112	STEM - EH Expenditure: Misc Metals for Framed Openings	\$	0.00
200.075	200.1161	CYPRESS - OA Expenditure - MBTA Debris Netting	\$	0.00
TOTAL \$ 710,394.00				

Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract Sum and GMP shall be reconciled in accordance with the Owner Pandemic Allowance. Skanska further reserves all rights to request adjustment of the Contract Time as a result of the Pandemic Standards and in connection with this PCCO. Skanska will make every reasonable effort to provide the required documentation and notice in accordance with this Contract, however, Skanska may not be able to meet the contractual deadlines due to circumstances outside of Skanska's control.



TOWN of BROOKLINE
Massachusetts
BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

To: Select Board

From: Anthony Guigli, Project Manager

Date: 21 July 2020

Re: New Driscoll School
Leftfield LLC
Contract Amendment #3, increase \$27,500.00
Contract Amendment #4, increase \$42,900.00

Proposed Amendment #3 to the contract between the Town of Brookline and Leftfield LLC for the New Driscoll School in the amount of \$27,500.00 is for a Construction Market Study of the current Boston construction market conditions given the current uncertainty owing to COVID-19 and the resultant conditions related to it.

Proposed Amendment #4 is for a third independent cost estimate at the completion of Design Development by the architect as a further effort to carefully capture and monitor project costs moving forward.

Both have been approved by the Building Commission at their meeting last week and are pending same by the School Committee.

Please call or email with questions.

Thank you for the consideration of the above.

Cc: D. Bennett



Date: July 7, 2020

**Brookline High School
Application for New Scholarship Award**
(Please Print)

1. Title of Scholarship David F. Moore SWS Scholarship
2. Please indicate the anticipated amount to be awarded \$ 1,500.00 Annually

3. What criteria do you wish to establish for the recipient?
(For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)
Graduating Senior of SWS who has shown
the leadership qualities exemplified by
David

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

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

A. One time, lump sum award.
 B. Each year from accumulated interest from a scholarship account held in the Treasurer's Office.
 C. A check will be sent to the Scholarship Committee each year. (~~Deposit - General Scholarship Fund~~)
 D. Other: _____

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

◆ Full Name: (Please Print) David F. Moore
◆ Living or Deceased Deceased
◆ Resident of Brookline (If so, when) _____
◆ Attended Brookline High School (If graduate, indicate _____
◆ Accomplishments/Honors :



Date: July 19, 2020

Brookline High School Application for New Scholarship Award (Please Print)

1. Title of Scholarship Edna H Mann Social Justice and Equality Award

2. Please indicate the anticipated amount to be awarded \$1,000

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

Awarded to the student who, through organization, activism, and advocacy, demonstrates a commitment to the pursuit of social justice and equality in the United States, Massachusetts, the Boston area or Brookline. Financial need should be taken into account.

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

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

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

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

- Full Name: (Please Print) Edna H Mann
- Living or Deceased Deceased 1928-2019
- Resident of Brookline (If so, when) Resident of Suffield, CT
- Attended Brookline High School (If graduate, indicate No)
- Accomplishments/Honors :

Edna believed passionately in equality and social justice for all. She was a proponent and leader of the Suffield, CT school system's active participation in the "Project Concern" program that brought Black children from inner city Hartford to be educated in suburban school systems. She was active in politics, the town, her church and community, and the Town's public schools that her children all attended. She served as Third Selectman of the Town and received a lifetime achievement award from the Suffield Democratic Town Committee.

2020-2021 REOPENING UPDATE

SCHOOL COMMITTEE
MEETING

JULY 27, 2020

PUBLIC SCHOOLS of
BROOKLINE



Presentation can be accessed at
www.brookline.k12.ma.us/reopen

AGENDA

- ▶ Background
- ▶ Health & Safety Update
- ▶ Potential Learning Models
- ▶ Community Feedback
- ▶ Planning for High Needs Students
- ▶ Draft PSB recommendations
- ▶ Next Steps

COLLABORATORS

- ▶ PSB Senior Leadership and Internal Planning Teams
- ▶ PSB Principals and Department Leaders
- ▶ PSB School Committee
- ▶ PSB BEU & membership
- ▶ Ad Hoc Task Force on Remote Learning
 - ▶ Expert Advisory Panels
- ▶ Brookline Department of Public Health

BACKGROUND

DESE recommends that all schools plan for the safe return to in-person settings, for as many students as possible.

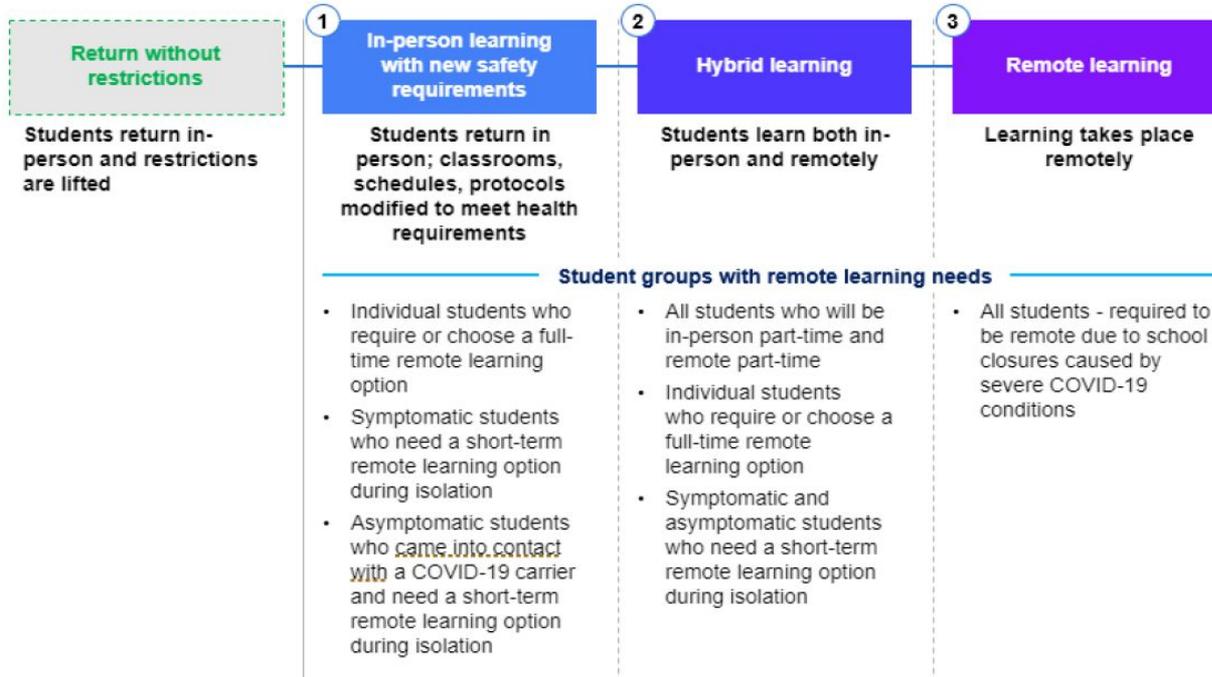
Reopening Plan should address three potential learning models: **In-Person, Remote, and Hybrid** (June 25, 2020).

Regardless of the pandemic's status this fall, planning for remote learning is necessary to ensure preparedness for changing circumstances and to address the needs of students impacted by each scenario.

BACKGROUND

DESE Updated Guidance - July 24, 2020

Continuum of fall reopening models



BACKGROUND

[DESE Updated Guidance - July 24, 2020](#)

- ▶ School year is a minimum of 180 days.
- ▶ Students must receive a minimum of 900 and 990 hours of **structured learning time**:
 - ▷ Time in which students are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for core subjects and/or specialties.

BACKGROUND

What student groups are prioritized for in-person services?

- ▶ Students with disabilities and English learners, particularly those with more intensive needs;
- ▶ Students whose parents/caregivers report that they do not have access to reliable internet or a suitable learning space at home (particularly students experiencing homelessness or housing insecurity and students in foster care or congregate care);
- ▶ Students who are significantly behind academically;
- ▶ Students who were disengaged and/or who struggled significantly during previous remote learning periods; and
- ▶ Early learners (grades PK-5).

BACKGROUND

Key Dates:

July 31 - Preliminary Reopening Plan made to DESE

August 10 - Final Plans Submitted and Published

September 1 - All Staff Report

September 3* - First Day of School for students

**subject to change*

HEALTH & SAFETY UPDATE

- ▶ PPE supplies ordered (enough product through November 2020)
 - ▷ Masks, hand sanitizer, alcohol wipes, spray bottles, etc.
- ▶ Additional orders (supplies needed past November 2020) are in process
- ▶ Air quality and ventilation
 - ▷ Classroom window inventory
- ▶ [Transportation requirements \(DESE\)](#)
- ▶ Baker classroom walkthrough
 - ▷ Classroom space summary

HEALTH & SAFETY UPDATE

Classroom Space Summary

	SF Calc	Using 3 FT & Mask	Using 6 FT & Mask	Student Furniture Adequate
Baker	Yes	Yes	Concerns	No
Heath	Yes	Yes	Concerns	No
Runkle	Yes	Yes	Concerns	No
Lincoln	Yes	Yes	Concerns	No
OLS	Yes	Yes	Concerns	No
Pierce	Yes	Yes	Concerns	No
Lawrence	Yes	Yes	Concerns	No
Driscoll	Yes	Yes	Concerns	No
CCS	Yes	Yes	Yes	No
BHS	Awaiting	In progress	In progress	No
UAB	Awaiting	In progress	In progress	No
Tappan	Awaiting	In progress	In progress	No
Lynch	PK buildings agreed to 10 students max			No
Putterham	PK buildings agreed to 10 students max			No
Beacon	PK buildings agreed to 10 students max			No
Clark	PK buildings agreed to 10 students max			No

HEALTH & SAFETY UPDATE

Courses with additional health and safety concerns

Course	Indoor	Outdoor	Notes
Performing Arts	Not permitted at this time	Yes w/ 6-10 ft of physical distance	10 ft for chorus and woodwind/brass instruments Masks encouraged
Physical Education	Not permitted w/out mask 6ft of distance	Yes w/ 6-10 ft of physical distance	10 ft w/out mask (outdoor) 6ft w/ mask (indoor & outdoor)

We strongly encourage these courses and activities be held fully or partially online if possible. If they are held in person, we strongly encourage - and at times require - these activities to occur outdoors - [DESE Guidance for specific courses \(Performing Arts, Visual Arts, Physical education\), July 24, 2020](#)

CORE HEALTH & SAFETY PRACTICES

If PSB decides to return in-person in any capacity:

- ▶ **Self-assess** and stay at home if you are not feeling well
- ▶ **Practice good hand hygiene**
- ▶ **Facial coverings/masks** required for all staff and all students in 2nd - 12th grade; *recommended* for all students in BEEP, Kindergarten, and 1st grade.
- ▶ **3-6 feet of Physical Distancing** maintained inside classrooms and around the building, including when eating
- ▶ **Cohorts & assigned seats**
- ▶ **Maximize ventilation**

CONSIDERATIONS FOR REOPENING

- ▶ Does our plan reaffirm our commitment to educational equity and anti-racism?
- ▶ Does our plan support the physical and mental health of our students, families, and staff amidst the COVID-19 pandemic?
- ▶ Does our plan address the needs of all of our students?



OVERVIEW OF LEARNING MODELS

BEEP: IN-PERSON

LEARNING MODEL

Students and staff participate onsite with in-person instruction five (5) days a week.

Commitment to remain open unless all PSB schools are closed.

10 students per classroom (125 available seats) + one teacher + one paraprofessional*

*Sub separate RISE classes = 6 students max + one teacher + 3 or 4 paraprofessionals

BEEP: IN-PERSON LEARNING MODEL

Program	Hours
Inclusive Pre-K Program (in-person 5 days a week)	8:00 - 12:15 p.m.
Full Day Sub Separate Pre-K Special Education Programs (RISE, Comprehensive/ALC)	8:00 - 2:20 p.m.
BEEP Extended Day	Early: 12:15 - 3:00 p.m. Late: 12:15 - 5:45 p.m.*

*Pending cleaning schedule and more information on prolonged exposure

IN-PERSON LEARNING MODEL

- ▶ Students and staff participate onsite with in-person instruction five (5) days a week.
- ▶ Students placed into cohorts:
 - ▷ Movement throughout the building
 - ▷ Lunch (if served in cafeteria)
 - ▷ Arrival and dismissal procedures
- ▶ 3-6 feet of social distancing between desks/tables in all classrooms and around the school building.
- ▶ Time allocation adjustments for health requirements (hand washing, mask breaks)

IN-PERSON LEARNING MODEL

PROS	CONS
Best provides for the social-emotional and learning needs for the majority of students.	Poses most risk in terms of personal safety for students, families and staff
Allows for as full of a range as possible for programming and learning opportunities as in a typical school year.	All PSB schools require their classrooms/learning spaces to be modified in order to comply with safety regulations
	Budget concerns related to additional expenses in transportation, staffing, medical materials, trailers (for additional classroom space), and plexiglass

HYBRID LEARNING MODEL

- ▶ **Students and staff participate onsite with in-person instruction 50% of the week and remote learning 50% of the week.**
 - ▷ In-person fully: BEEP, Grades K-2, high needs students
- ▶ **Students are divided into two cohorts (A/B) and follow either the “Two-Day” schedule or “Week on, Week off” schedule.**
 - ▷ Model reduces class sizes overall and provides more consistency in routines and learning.
- ▶ **Three to six feet of social distancing between desks/tables in all classrooms and around the school building.**
- ▶ **Time allocation adjustments for health requirements (hand washing, mask breaks).**

HYBRID LEARNING MODEL

“Two-Day” Hybrid Model

	Monday (Week 1)	Tuesday	Wednesday	Thursday	Friday	Monday (Week 2)	Tuesday
Cohort A	In-Person	In-Person	Remote	Remote	Remote	In-Person	In-Person
Cohort B	Remote	Remote	Remote	In-Person	In-Person	Remote	Remote

“Week on, Week off” Hybrid Model

	Monday (Week 1)	Tuesday	Wednesday	Thursday	Friday	Monday (Week 2)	Tuesday
Cohort A	In-Person	In-Person	In-Person	In-Person	In-Person	Remote	Remote
Cohort B	Remote	Remote	Remote	Remote	Remote	In-Person	In-Person

Sample Daily Schedule In-Person Model for Kindergarten - 2nd Grade

	Cohort A* (In-Person)	Cohort B* (In-Person)
8:00 - 8:30 a.m.	Morning Meeting	
8:30 - 9:30 a.m.	Science/Social Studies, led by Paraprofessional	Reading or Writing Lesson, led by Classroom Teacher
9:30 - 10:00 a.m.	Snack/Recess + Wash Hands	Math Lesson, led by Classroom Teacher
10:00 - 10:10 a.m.		Snack/Recess + Wash Hands
10:10 - 10:40 a.m.	Math Games, led by Paraprofessional	
10:40 - 11:10 a.m.	Reading or Writing Lesson, led by Classroom Teacher	Math Games, led by Paraprofessional
11:10 - 11:40 a.m.	Math Lesson, led by Classroom Teacher	Science/Social Studies, led by Paraprofessional
11:40 a.m. - 12:00 p.m.	Closing Meeting	

*Classroom will be split into two cohorts to maintain 3-6 feet of distancing for in-person learning.

Sample Daily Schedule “Two-Day” Hybrid Model for 3rd - 5th Grade

		Cohort A (In-Person)	Cohort B (Remote)
Mon/Tue	8:00 - 8:30 a.m.	Morning Meeting (Collaborative Time - Cohort B participates virtually)	
	8:30 - 9:15 a.m.	Math	Physical Education
	9:20 - 10:05 a.m.	ELA	Art
	10:10 - 10:55 a.m.	Social Studies/Science	Music/Conservatory or World Language
	10:55 - 11:40 a.m.	Snack + Recess	Physical Education/Break
	11:40 a.m. - 12:00 p.m.	Closing Meeting (Collaborative Time - Cohort B participates virtually)	
Wed	“Swing Day” - School buildings are cleaned and disinfected, Both cohorts use remote learning		
		Cohort A (Remote)	Cohort B (In-Person)
Thu/Fri	8:00 - 8:30 a.m.	Morning Meeting (Collaborative Time - Cohort A participates virtually)	
	8:30 - 9:15 a.m.	Physical Education	Math
	9:20 - 10:05 a.m.	Art	ELA
	10:10 - 10:55 a.m.	Music/Conservatory or World Language	Social Studies/Science
	10:55 - 11:40 a.m.	Physical Education/Break	Snack + Recess
	11:40 a.m. - 12:00 p.m.	Closing Meeting (Collaborative Time - Cohort A participates virtually)	

Sample Daily Schedule “Week On, Week Off” Hybrid Model for 6th - 8th Grade

		Cohort A (In-Person)	Cohort B (Remote)
Week 1	8:00 - 8:30 a.m.	Advisory (Collaborative Time - Cohort B participates virtually)	
	8:30 - 9:10 a.m.	Math	Physical Education
	9:10 - 9:55 a.m.	Science	Art
	9:55 - 10:20 a.m.	Snack/Recess + Wash Hands	Break
	10:20 - 11:10 a.m.	ELA	Music/Conservatory
	11:10 - 11:55 a.m.	Social Studies	World Language
	11:55 a.m. - 12:00 p.m.	Pack-Up/Cleaning (Collaborative Time - Cohort B participates virtually)	
		Cohort A (Remote)	Cohort B (In-Person)
Week 2	8:00 - 8:30 a.m.	Advisory (Collaborative Time - Cohort A participates virtually)	
	8:30 - 9:10 a.m.	Physical Education	Math
	9:10 - 9:55 a.m.	Art	Science
	9:55 - 10:20 a.m.	Break	Snack/Recess + Wash Hands
	10:20 - 11:10 a.m.	Music/Conservatory	ELA
	11:10 - 11:55 a.m.	World Language	Social Studies
	11:55 a.m. - 12:00 p.m.	Pack-Up/Cleaning (Collaborative Time - Cohort A participates virtually)	

Sample Daily Schedule "Two-Day" Hybrid Model for 9th - 12th Grade*

Mon	Tue	Wed	Thu	Fri
Orange	Orange	Orange	Blue	Blue
		Purple		
Purple				
Orange	Orange	Blue	Blue	Blue

Orange = In-Person, Blue = Remote, Purple = Lunch/Teacher Collaboration Time

*Red Cohort meets in-person on Monday, Tuesday, and Wednesday Morning; Blue Cohort meets in-person on Wednesday Afternoon, Thursday, and Friday.

HYBRID LEARNING MODEL

<u>Both Hybrid Models</u>	
PROS	CONS
Safer alternative to full in-person	Scheduling may be difficult to reconcile between families and staff, in and out of PSB
Able to provide for social-emotional and learning needs	Staff will have to divide their planning/instructional time between in-person and remote learning
Provides in-school experience	PSB classrooms/learning spaces to be modified in order to comply with safety regulations
	Most complex and difficult model to implement

HYBRID LEARNING MODEL

“Two-Day” Hybrid Model

PROS	CONS
Schedule is more routine and consistent, allowing for better development for students and family management	Requires additional cleaning and disinfecting on “Swing Day” (Wednesday)
“Swing Day” (Wednesday) allows for greater flexibility in teacher planning	Teachers will need support to implement instructional practices

“Week on, Week off” Hybrid Model

PROS	CONS
Consecutive days in-person supports socialization/interactions, building relationships, and instructional momentum	Working parents will need alternative childcare during weeks when students are engaged in remote learning.
	Students and staff may struggle being apart and away from the classroom for one week

HYBRID LEARNING MODEL

Specific concerns from School Leaders

- ▶ Schools may be short spaces (and staff) if we need smaller class sizes and all grade bands are in the building
- ▶ Cohorting students based on need could limit inclusionary practices
- ▶ Logistics take away from instructional leadership
- ▶ Some teachers would be fully remote and others in-person
- ▶ Shorter and fewer in-person school days to meet the health and safety requirements for cleaning, performing arts and physical education

REMOTE LEARNING MODEL

Students and staff participate in distance learning.

- ▶ Learn from March 2020 - June 2020. Students will receive regular and consistent opportunities to access live synchronous learning.
- ▶ Students and staff will use one primary platform during remote learning (Seesaw, Google Classroom, or Canvas).
- ▶ Maintain as many aspects of in-person learning as possible.

REMOTE LEARNING MODEL

[DESE Updated Guidance - July 24, 2020](#)

- ▶ Student attendance taken daily
- ▶ Teachers expected to provide consistent formal and informal feedback to families
- ▶ Common learning expectations for grade levels and content areas
- ▶ Students must have regular, consistent opportunities to access live, synchronous instruction, student-to-student interaction, collaborative assignments/projects, teacher feedback, and other needed supports

REMOTE LEARNING MODEL

[DESE Updated Guidance - July 24, 2020](#)

- ▶ Comprehensive plan for delivering Special Education and English Learner services
- ▶ Access and connectivity for every student and teacher
- ▶ Uniform digital learning, collaboration and content platforms
- ▶ Training and support for students, families and staff members

REMOTE LEARNING MODEL

PROS	CONS
Safest model for students, families, and staff	Provides the least amount of support for teaching and learning and overall classroom engagement
Ensures in-person availability for high needs students who require these services	Impact of social isolation on child development
Consistent experience for students and staff from SY2019-2020, with opportunities for growth and improvement	Difficult for families; Instruction predicated on available technology and access
	Presents pedagogical challenges related to formative assessments, feedback, and differentiation

COMMUNITY FEEDBACK

PSB sent an online survey sent to all families and staff on July 15 requesting feedback on reopening.

Over 7000 responses collected upon closing on July 22 (staff) and July 23 (families):

- ▶ **77%** response rate for families
- ▶ **74%** response rate for staff

COMMUNITY FEEDBACK

Overarching Feedback from Families

- ▶ **16%** prefer remote learning model
- ▶ **39%** prefer hybrid learning model
- ▶ **39%** feel “extremely comfortable” or “quite comfortable” with returning to school.
- ▶ **40%** prefer “Two-Day” hybrid model; **22%** prefer “Week on, Week off”

Top concerns:

- ▶ Not enough live sessions with teachers and peers (remote/hybrid)
- ▶ Lack of student socialization (remote/hybrid)
- ▶ Ability to provide appropriate learning opportunities and lack of student engagement (remote/hybrid)

COMMUNITY FEEDBACK

Overarching Feedback from Staff

- ▶ **41%** prefer remote learning model
- ▶ **40%** prefer hybrid learning model
- ▶ **15%** feel “extremely comfortable” or “quite comfortable” with returning to school
- ▶ Staff evenly split between ‘Two-Day’ and “Week on, Week off” hybrid models (34% each)

Top concerns:

- ▶ Managing both in person and online learning at the same time (hybrid)
- ▶ Sanitizing buildings between cohorts (hybrid)
- ▶ Capacity to create genuine classroom experience (remote)

PSB REOPENING OPTIONS*

(Option 1 - Hybrid)

PRIORITIZES FULL IN-PERSON LEARNING FOR HIGHEST NEEDS AND YOUNGEST LEARNERS

Learning Model	Grade Bands/Student Population
In-person (5 days a week)	<ul style="list-style-type: none">● BEEP● K-2● High needs students
Hybrid**	<ul style="list-style-type: none">● 3-8● 9-12
Full Remote	<ul style="list-style-type: none">● Any student or family who needs to opt out of any type of in-person learning model

*Draft subject to change

**Specific hybrid model to be determined

PSB REOPENING OPTIONS*

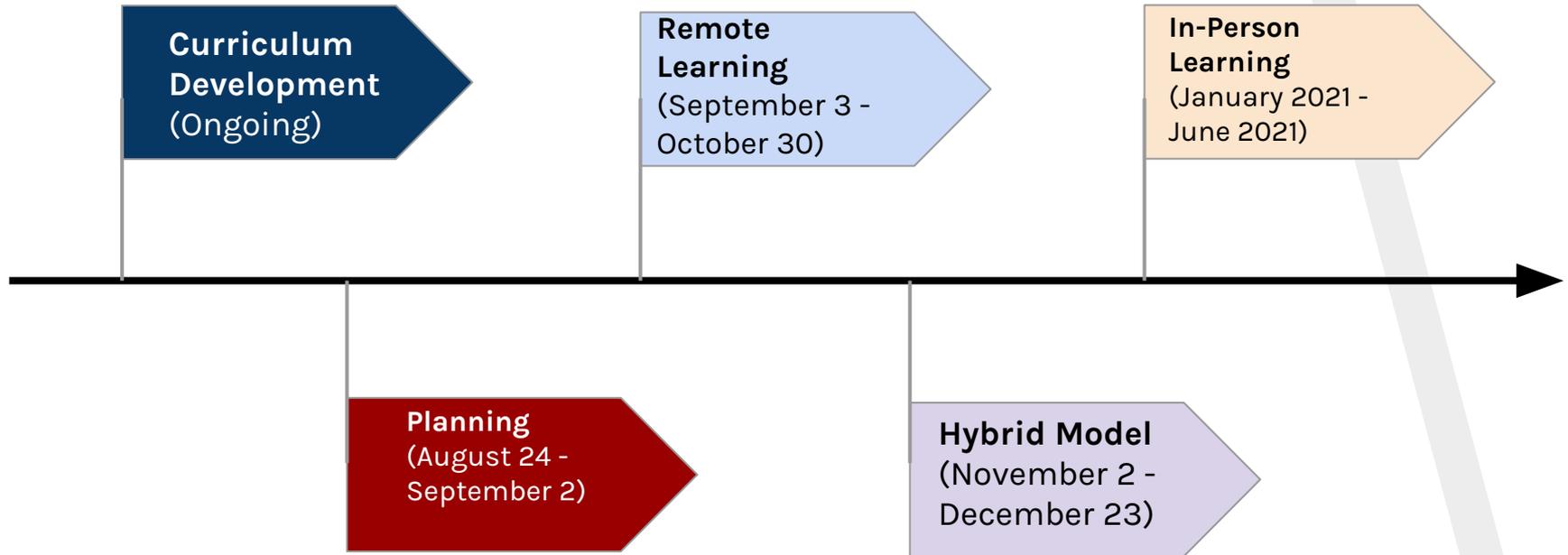
(Option 2 - Phased Reopening)

PHASED REOPENING THAT BEGINS WITH MOST (NOT ALL) STUDENTS IN A REMOTE LEARNING SETTING

Learning Model	Grade Bands/Student Population
In-person (5 days a week)	<ul style="list-style-type: none">● BEEP● High needs students
Hybrid	N/A
Full Remote	<ul style="list-style-type: none">● K-2● 3-8● 9-12

*Draft subject to change

SUGGESTED TIMELINE ON PHASED REOPENING



*Example only: Dates and content subject to change

NEXT STEPS - PSB Team

- ▶ Window inventory (PSB school buildings)
- ▶ Ventilation review (PSB school buildings)
- ▶ Second survey to staff and families
- ▶ Scheduling (if in-person in any capacity)
 - ▷ Cohorting
 - ▷ Recess
 - ▷ Mask breaks/hand washing
 - ▷ Arrival/dismissal
 - ▷ Transportation
- ▶ Curriculum and Training/PD planning

NEXT STEPS - PSB Team (+)

- ▶ COVID-19 testing
- ▶ Finalize budget -- how much more we will receive for CARES Act (school and Town)
- ▶ Finalize enrollment and staffing
- ▶ Negotiations with BEU
- ▶ Select and plan for remote learning option
- ▶ DESE preliminary plan -- July 31
- ▶ School Committee vote -- August 6

QUESTIONS?

PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

SECTION J STUDENTS

1. Admissions

d. Homeless Students: Enrollment Rights and Services (Voted 7/27/20, #20-93)

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.

PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

SECTION J STUDENTS

I. Admissions

e. Educational Opportunities for Children in Foster Care (Voted 7/27/20, #20-94)

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.

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. 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.

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 parents or guardians of Brookline students, Brookline residents, or, in appropriate circumstances, a Town of Brookline employee.
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 her/his/their discretion, limit individual comments to no more than 3 minutes per person. Written comments of any duration 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 her/his/their 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.

DRAFT

2020-2021
BROOKLINE SCHOOL COMMITTEE
SUBCOMMITTEES AND LIAISON/REPRESENTATIVE ASSIGNMENTS

BROOKLINE SCHOOL COMMITTEE SUBCOMMITTEES

CAPITAL IMPROVEMENTS SUBCOMMITTEE

Helen Charlupski (Chair)
Andreas Liu
Mariah Nobrega
Barbara Scotto

BUILDING PROJECT LIAISONS

BHS Expansion: Susan Wolf Ditkoff (Co-Chair)
Driscoll School: Susan Wolf Ditkoff (Co-Chair)
Pierce School: Helen Charlupski (Co-Chair), Suzanne Federspiel

CURRICULUM SUBCOMMITTEE

Jennifer Monopoli (Chair)
Helen Charlupski
Susan Wolf Ditkoff
Barbara Scotto

FINANCE SUBCOMMITTEE

Susan Wolf Ditkoff (Chair)
Sharon Abramowitz
Mariah Nobrega
David A. Pearlman

GOVERNMENT RELATIONS SUBCOMMITTEE

Helen Charlupski (Chair)
Andreas Liu
Mariah Nobrega

NEGOTIATIONS SUBCOMMITTEE

Suzanne Federspiel (Chair)
Sharon Abramowitz
Andreas Liu

POLICY REVIEW SUBCOMMITTEE

David A. Pearlman (Chair)
Sharon Abramowitz
Andreas Liu
Jennifer Monopoli

SUPERINTENDENT SEARCH PRELIMINARY SCREENING COMMITTEE

Helen Charlupski (Chair)
Suzanne Federspiel
Jennifer Monopoli
David Pearlman

**2020-2021 BROOKLINE SCHOOL COMMITTEE
SUBCOMMITTEES AND LIAISON/REPRESENTATIVE ASSIGNMENTS**

LIAISON/REPRESENTATIVE ASSIGNMENTS

School Programs/Community/Advisory Councils

Brookline Adult & Community Education	Jennifer Monopoli
Brookline Early Education Program	Helen Charlupski
Brookline Extended Day Program	Sharon Abramowitz
Special Education Parent Advisory Council (SEPAC)	Andreas Liu
Enrichment and Challenge Support (ECS) Program Parent Advisory Committee	Susan Wolf Ditkoff
Sick Leave Bank	Andreas Liu
Brookline Asian American Family Network (BAAFN)	Jennifer Monopoli
Steps to Success	Helen Charlupski
METCO	Barbara Scotto
Ad Hoc Task Force on School Names	David A. Pearlman
Wellness Committee	Suzanne Federspiel
English Learner Parent Advisory Council	Andreas Liu
Social Media	Mariah Nobrega

School Partnerships

Brookline Education Foundation	Barbara Scotto
Brookline High School Innovation Fund	Susan Wolf Ditkoff

State/National Education Organizations

Education Collaborative for Greater Boston (EDCO)	Helen Charlupski
Mass Association of School Committees (MASC)	TBD

Town Departments/Commissions

Building Commission	Helen Charlupski
Council on Aging/Senior Center	Barbara Scotto
Brookline Center for Community Mental Health	Helen Charlupski
Commission for Diversity, Inclusion and Community Relations	Mariah Nobrega
Parks and Recreation	Sharon Abramowitz
Transportation Board	Mariah Nobrega

Town/Selectmen Committees/Projects

Audit Committee	Susan Wolf Ditkoff
Climate Action Committee	David A. Pearlman
Safe Routes to Schools Committee	Mariah Nobrega
Transportation Demand Management	Mariah Nobrega
Committee on Naming Places	David A. Pearlman
Community Development Block Grant Adv. Council	Suzanne Federspiel
Labor Advisory Board	Andreas Liu
Open Space Plan Committee	Sharon Abramowitz
Town School Partnership Committee	Suzanne Federspiel/Susan Wolf Ditkoff
Brookline Fiscal Advisory Committee	David A. Pearlman
Land Bank Study Committee	David A. Pearlman
2020 US Open	David A. Pearlman
Sustainable Buildings Working Group	David A. Pearlman