RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **MONDAY, AUGUST 31, 2020** AT 6:00 PM (REMOTE VIA ZOOM). STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.
School Committee Members Present: Suzanne Federspiel (Chair), David Pearlman (Vice Chair), 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, Senior Director of Curriculum and Instruction Michelle Herman, Senior Director of Programs Meg Maccini, Brookline High School (BHS) Assistant Head of School Hal Mason, Director of Special Education for BHS Wendy Ryder, Director of Guidance and Clinical Services Maria Letasz, Co-Directors of Special Education K-8 Nadene Moll and Melissa Devine, and Remote Task Force Member David Gacioch.

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

1. PUBLIC COMMENT

David Combs, and Acacia Landfield and her children Liam and Nathan spoke in support of a plan that supports additional in-person instruction (particularly for younger grades) with the necessary safety measures in place, and expressed disappointment that the district moved away from the hybrid plan. Comments included the following: establish a date for Grades 1-2 to return in-person; request that the district help families form learning pods while instruction is remote; students need to be in school for effective learning and for their social and emotional wellbeing; and students and families are willing to take whatever measures are necessary to ensure safety.

Jeff Feldgoise spoke in support of allowing BHS Soccer this fall, noting how important sports participation can be to students' wellbeing. Families are willing to help to make participation as safe as possible, e.g., transporting students.

2. ADMINISTRATIVE BUSINESS

a. Consent Agenda

ACTION 20-103

On a motion of Ms. Charlupski and seconded by Ms. Scotto, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the following items:

i. Past Record: August 4, 2020 School Committee Meeting
ii. Past Record: August 6, 2020 School Committee Meeting
iii. Acceptance of the FY 2021 Brookline Education Foundation Grants and the Remote Learning Technology Essentials Grant (Attachment A)

3. UPDATE ON FALL REOPENING, SPECIAL EDUCATION, AND MOST VULNERABLE POPULATIONS

Dr. Marini, Ms. Normen, Director of Data Analysis and Information Management Erin Cooley, Director of Operations Matt Gillis, Senior Director of Curriculum and Instruction Michelle Herman, Senior Director of Programs Meg Maccini, and BHS Assistant Head of School Hal Mason provided reopening updates (Attachment B) on health and safety, operations, enrollment and staffing, academics and curriculum (K-8 Remote Learning Academy and BHS Remote Learning Model. Nearly all Brookline Early Education Program (BEEP) and Kindergarten classrooms have been assessed or tested. Portable air filters will be delivered to specific classrooms in the next week. The Public Schools of Brookline (PSB) have committed $1.6 million to building modifications (window repairs, ventilation upgrades, and portable HEPA filters), Personal Protective Equipment (PPE), furniture, and cleaning supplies for school buildings and classrooms. The PSB Health Department has created guidelines for health and safety for individuals, buildings, etc. Notices will be placed on classroom doors indicating results from air ventilation testing and enhancement. Steps have been taken to ensure that students have access to appropriate technology. Meg Maccini will oversee the Remote Learning Academy for K-8 students, and is in the process of identifying staffing needs and creating schedules. Negotiations with the Brookline Educators Union (BEU) on a Memorandum of Agreement (MOA) are underway.

Ms. Ngo-Miller, Director of Special Education for BHS Wendy Ryder, Director of Guidance and Clinical Services Maria Letasz, and Co-Directors of Special Education K-8 Nadene Moll and Melissa Devine provided an update (Attachment B) on the planning that has taken place for special education this school year and what families can and expect in regard to the following: evaluation, in-person supports and services around Individualized Education Program (IEP) grids, and a grant that can be used to provide students recovery support on weekends and school vacations. The administrators reported on planning, staffing, and programming for most vulnerable students. This group was expanded from previously defined categories to also include BHS students with multiple failures, materials fee students, and children of essential workers.

<u>School Committee Member Comments/Questions</u>

- Who will determine the definition of close contact, and who is notified if a student in a classroom tests positive?
- Concerned that educators don't yet know their placements for the School Year.
- Would like more information on Remote Learning Academy class make-up.
- Will the district have enough substitutes and how will they be trained? *(Was noted that the district has discussed hiring permanent part-time substitutes.)*
- Does the district have enough Chromebooks for all students? (*Yes.*)
- What is the status of planning for outdoor learning? *(Principals are working on scheduling tent time.)*
- What is the process for identifying children of essential workers? *(Will be notifying families who will need to self-identify.)*

- Requested additional information on identifying students requiring recoupment and recovery of skills through tiered interventions and compensatory services. *(Staff will initiate contact, but parents/guardians can reach out to special education team leaders or providers with any questions/concerns.)*
- What happens when in-person students need to be quarantined?
- Important that transitions between models be seamless.
- Requested a School Committee presentation on the academic program and learning expectations.
- Stressed the importance of clear, frequent, and efficient communications with families.
- Families need information on class placements and schedules, including outdoor time, as soon as possible.
- Need to focus on executive functioning skills and social emotional needs.
- Requested an update on the status of reaching an MOA with the BEU. *(There have been a number of meetings; are communicating and trying to address concerns; are hoping to have an MOA in place by the beginning of school.)*
- Review staffing needs in light of reduced enrollment.
- Requested additional information on supports to METCO students and families.
- Stressed the importance of reaching out to all remote families.
- Requested additional information on screening and services related to social emotional wellbeing.
- Consider prioritizing the return of 9th graders to in-person learning. Could Old Lincoln School be used for 9th graders?
- Requested a School Committee presentation on BHS.
- Requested a presentation and regular updates on the timeline for returning 1st grade (and additional grades) to in-person learning.
- Requested clarification of the status of the FY 2021 Budget, including availability of funds for staffing needs and testing.

a. Discussion and Possible Vote on Remote Student Participation in BHS Sports

Dr. Marini reported that the Department of Elementary and Secondary Education (DESE) and Massachusetts Interscholastic Athletic Association (MIAA) collaborated to provide modified sports guidance for School Year 2020-2021. The guidance includes the following: "If a yellow, green, or unshaded district that is only offering remote learning to its high school students wishes to participate in the regularly scheduled sports season, this must be approved by the local school committee." Dr. Marini recommended that the School Committee vote to authorize remote students to participate in the regularly scheduled sports season, once a sports program is developed and implemented. On September 10, 2020, Athletic Director Pete Rittenburg will present to the School Committee on 1) changes to the athletic program due to COVID-19 and 2) funding for athletics.

ACTION 20-104
On a motion of Ms. Charlupski and seconded by Ms. Scotto, the School Committee VOTED UNANIMOUSLY (by roll call) to authorize remote students to participate in the regularly scheduled sports season, once a sports program is developed and implemented.

4. SCHOOL COMMITTEE ACTIONS

a. Administrative Reorganization

Dr. Marini provided an update on Administrative positions. His plan is to apply some of the savings from Office of Teaching and Learning staff reductions towards the hiring of an Interim Curriculum Coordinator for Health and Wellness. Dr. Marini noted the importance of this position, particularly during these challenging times. School Committee members expressed support for the position, but asked that the administration consider whether the Office of Teaching and Learning has sufficient resources.

ACTION 20-105
On a motion of Ms. Scotto and seconded by Dr. Liu, the School Committee VOTED UNANIMOUSLY (by roll call) to authorize the transfer of Office of Teaching and Learning vacancy funds to hire an Interim Curriculum Coordinator for Health and Wellness.

b. MOA with AFSCME Council 93, AFL-CIO Building Service Employees (Possible Vote)

Ms. Normen presented the proposed MOA with AFSCME Council 93, Building Service Employees. The MOA, in part, addresses furloughs and "State of Emergency" compensation.

ACTION 20-106
On a motion of Ms. Nobrega and seconded by Ms. Monopoli, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the MOA with AFSCME Council 93, Building Service Employees.

5. NEW BUSINESS

Ms. Charlupski noted that on June 11, 2020, the School Committee voted to endorse the request of the Coolidge Corner Merchants Association to temporarily use a portion of the paved, emergency access drive at the Coolidge Corner School, adjacent to Zaftigs at 355 Harvard Street. Use would be from the date of Select Board approval through August 31, 2020 (with possibility of extension for limited hours) and use would be subject to licensure and conditions set by the Select Board and Fire Department (e.g., removal of all tables and chairs when not in operation). Ms. Charlupski commented that Zaftigs use of the space has gone well, and she recommends that authorization be extended. Florida Ruffin Ridley Principal Jennifer Buller has no plans at this time to use this space.

ACTION 20-106
On a motion of Ms. Charlupski and seconded by Dr. Liu, the School Committee VOTED UNANIMOUSLY (by roll call) to extend Zaftigs temporary use of a portion of the paved, emergency access drive at the Coolidge Corner School, adjacent to Zaftigs at 355 Harvard Street, through September 20, 2020, and with evening/weekend use through the end of October 2020. Use is conditional based on School needs, and is subject to licensure and conditions set by the Select Board and Fire Department (e.g., removal of all tables and chairs when not in operation).

6. PROPOSED EXECUTIVE SESSION

By unanimous roll call vote at 9:10 PM, the School Committee entered into Executive Session pursuant to Massachusetts General laws chapter 30A section 21(a) for the following purposes:
Purpose 3, to discuss strategy with respect to collective bargaining with the 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.
Purpose 7, to review and approve executive session minutes from the following meetings: July 7, 2020 and July 27, 2020. Ms. Federspiel announced that the meeting will not reconvene in open session at the end of the Executive Session. By unanimous roll call vote at 10:30 PM, the School Committee reconvened in public session for the purpose of adjournment.

7. ADJOURNMENT

Ms. Federspiel adjourned the meeting at 10:30 PM.

Respectfully Submitted,

Robin E. Coyne, Executive Assistant
Brookline School Committee

A

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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

August 31, 2020

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

Source	Grant	Award	Assumption	FY21 Projected Balance/(Deficit)*	Account Number
Private	FY21 Brookline Education Foundation Grants (BEF)	$304,883.51	Teacher and Collaborative Grants / Systemwide Grants	$0	3221SE06
State	Remote Learning Technology Essentials Grant	$7,257.00	New	$0	TBD

*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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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

July 31, 2020

Dear Superintendent Marini,

Congratulations! We are pleased to notify you that Brookline Public Schools has been awarded a Remote Learning Technology Essentials grant of **$7,257**.

We want to thank you for your commitment to ensuring every student has access to technology for use in remote learning environments during the 2020-21 school year. Through this funding and your continued support, we hope to expand access to great educational opportunities in the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education on next steps. In the interim, please feel free to email rlte@mass.gov if you have any questions.

Sincerely,

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

B

2020-2021 REOPENING UPDATE

SCHOOL COMMITTEE MEETING

AUGUST 31, 2020

PUBLIC SCHOOLS of BROOKLINE

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

Agenda

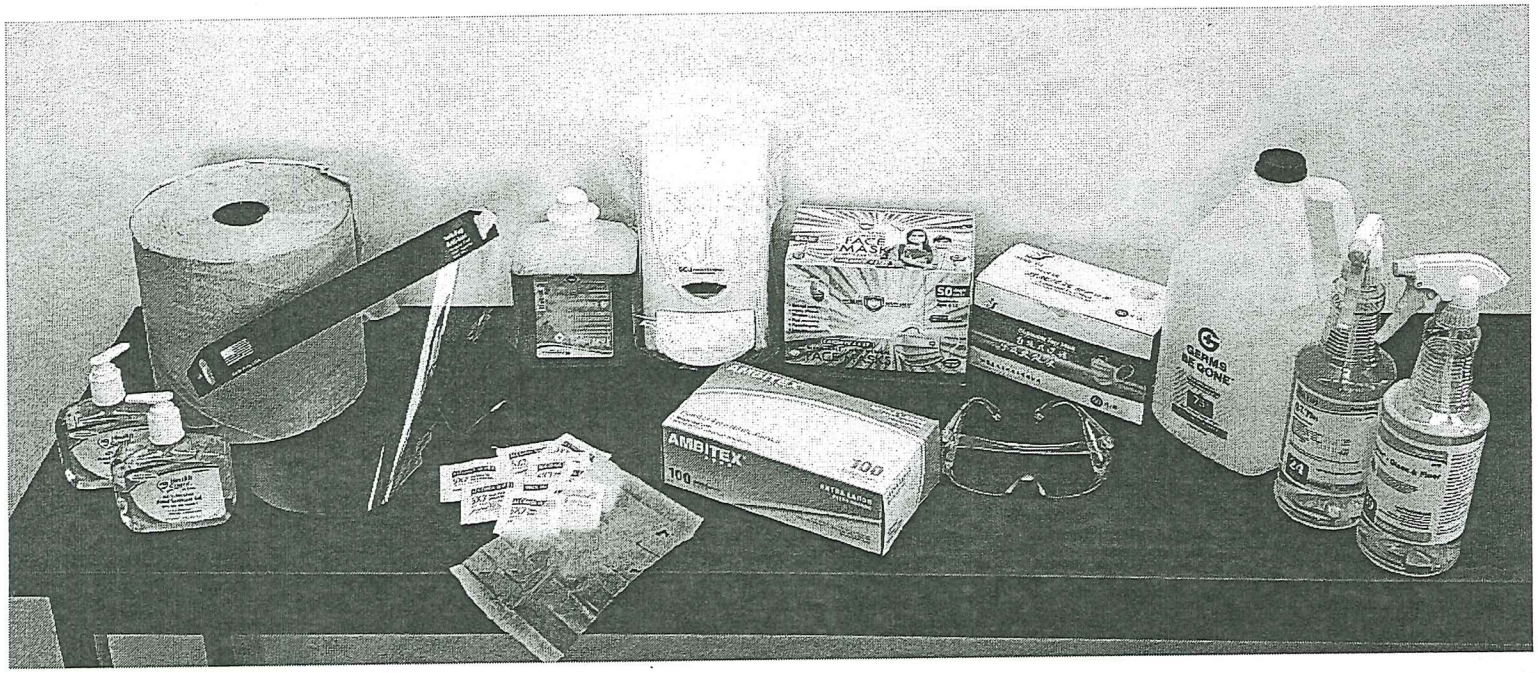
- Reopening Updates
  - Health & Safety
    - Classroom cleanliness
  - Operations
  - Enrollment and Staffing
  - Academics & Curriculum
    - Remote Learning Academy (K-8)
    - Remote Learning Model (BHS)
- Special Education
  - Update
  - Most vulnerable population

Health & Safety

PSB has committed **$1.6 million** to building modifications, personal protective equipment, furniture, and cleaning supplies for school buildings and classrooms.

- PSB Health Department has created guidelines for health and safety of individuals, buildings, etc.
  - Staff will receive training from school nurse(s) during 10 day PD
  - Families will receive communication from PSB Health Department within the next week
    - Information also available on their website (www.brookline.k12.ma.us/nurses)
- Safety protocols for each school building will be reviewed and approved by PSB Health Department
- Appropriate signage for school buildings has been created and will be shipped to individual schools
- School buildings will be closed to all visitors
- Health attestation forms published

Classroom Cleanliness



Operations

- **Building Ventilation Update (BEEP- K)**
  - Nearly all BEEP & K Spaces have been assessed or tested
  - We have portable air purifiers on hand to meet or exceed the new air change rate enhancement standard
  - Units delivered to buildings and classrooms 8-27- to 9/1.
  - BEEP at Beacon upgraded to MERV 13 filters and that still needs to be verified

Operations

- **Cleaning Protocols**
  - Multi-stall bathrooms will get scheduled cleaning and disinfecting once during the middle ⅓ of the school day and after school.
  - Desks, and common touch points will be sprayed with an electrostatic gun to disinfect the surface after buildings are closed.
  - Teachers/staff will be provided ready to use spray bottles for surface cleaning should staff want/need to disinfect surfaces when children are not in the area.

Operations

- **Transportation: K-8 Regular Education**
  - Plan to operate 1 bus for K students
    - 7 K students
  - Will add additional bus as grades 1 and 2 move to in-person learning
    - 32 students grades 1 and 2
- **Transportation - Special Education (In-Town)**
  - Estimated 15-20 vans due to seating limitations, start times, and student rosters

Operations

- **Food Service**
  - Provide breakfast and lunch to in-person students
  - Students to eat lunch in their classrooms
  - PSB has managed this process before (Lower Devotion 2016-2018)
  - Offer lunch and breakfast for days when school is in session to remote learners
  - Delivery locations expected to remain the same as summer program

Preliminary Enrollment

***Tentative: To be used for planning only**

District	K-8	BHS	Total
Student Enrollment	4801	2075	**7041** 6876 + 165 (BEEP)
Withdrawals (August 1 - August 30)	233	31	**264**
Homeschool	16	2	**18**
Remote Learning Only	672	289	**961**

- PSB Enrollment 2019-20: 7777 students
- K enrollment 2020-21 (as of August 31): 462 students
- Withdrawal range K-8: 20-37 students by grade level dispersed across all schools
- Withdrawal range BHS: 2-15 students by grade level

Staffing

Staffing Additions K-8:

- K-8 schools will need at least 1 (and up to 3) additional K classrooms to accomodate 6 foot social distance requirements
  - 12 teachers + 12 paraprofessionals
- Depending on schedules and class load, may also need specialists (Art, PE/Wellness, WL, music)
- Staffing for Remote Only (RLA/BHS Model) is still being determined.
  - There is not enough of a dip in enrollment at a home school to warrant a section drop
  - If staff are moved to K-8 Remote Learning Academy, may require additional staffing for home school

Staffing

- **Staffing Additions BHS:**
  - 1.0 FTE severe/moderate disabilities teacher for Bridge Alliance.
  - 1.0 FTE for specialized programs remote learning academy
  - 4.0 FTE to teach remote small group content classes and one LC
  - 1.0 FTE Interim BHIP/MTSS Coordinator
  - 1.0 FTE Guidance Counselor
  - 10.0 FTE paraprofessionals for classrooms (dependent on final numbers of students)
  - 3.0 FTE Elective and Wellness teachers

Total: 21 FTE

ACADEMICS & CURRICULUM

Academics and Curriculum

- 9/1- Teachers Return: 10 Day PD Plan
  - Be ready to implement the safety guidelines for in-person teaching
  - Plan, agree upon and codify curriculum by grade level and content area to provide a consistent accessible and equitable education of all students
  - Prepare classrooms for in-person learning and prepare material packets to go home to students for remote learning
  - Be prepared to to meet the Social Emotional Learning needs of all students
  - Restore social contact and support among school communities
  - Be prepared to implement synchronous and asynchronous learning

Materials and Technology Distribution

- Curriculum Materials
  - Coordinators currently ordering and distributing content specific materials
  - Individual "kits" will be created for distribution to students
- Technology
  - K-8: Chromebooks are being prepped for distribution to students during designated pickup times
  - HS: Chromebooks will be available to students who need a district device
  - Pickup times will be assigned

Remote Learning Academy (K-8)

- Led by Meg Maccini, Senior Director of Programs in the Office of Teaching and Learning.
- The goals of the K-8 RLA are, to
  - Serve as a temporary K-8 school for our students and families who want to access their learning remotely.
  - Deliver a high quality, remote education to all of its students, providing similar opportunities that children would receive in their home school (ie, PE, Music, Art, special education, EL services and support staff from the different programs (METCO and STEPS as needed by students attending the K-8 RLA in those programs)
  - To the extent possible, provide RLA students with connections back to their home k-8 schools.
- The school schedule will be dependent on staffing

Remote Learning Model (BHS)

- Brookline High School administrators will continue to lead all high school students whether in-person, remote, hybrid, etc.

- Goals of RLA - The values that guide BHS will guide BHS's work with remote students as well.
  - Health and Safety
  - Educational Equity
  - Intellectual Engagement of the Whole Child
  - Community and Relationships
  - Collaboration

Remote Learning Model (BHS)

- Connection to home school - Students accessing remote learning at BHS will be full members of the BHS community, albeit remote.
- Schedules - Students will follow the same schedule as rest of school which will open overwhelmingly remote.
- Sports - BHS leadership envisions students who choose remote having access to athletic program.
-

SPECIAL EDUCATION Update

Special Education Update

March - June 2020

- Offered synchronous and asynchronous learning opportunities
- Supported general education lessons and provided accommodations and modifications, as needed
- Annual Review meetings held virtually ; Initial and re-evaluation meetings held when we had the evaluations completed
- Directors attended Commissioner Johnston's bi-weekly guidance meeting and disseminated information to staff

Special Education Update

Summer 2020

- Extended School Year
  - In person for our sub-separate programs at Runkle and Ridley
  - Remote learning for other ESY students
- In person evaluations completed
- Special Educators attended Summer PD on SEL and executive functioning
- Directors partner to prepare for in-person and remote learning
  - IEP service delivery
  - Accommodations and Modifications

Special Education Update

September - December 2020 -- WHAT TO EXPECT

- Contact with ETFs / liaisons to review spring remote learning and to discuss how services will be delivered
- Direct instruction on IEP goals and objectives that match the IEP grid.
- Structured schedules in person and remotely
- Virtual IEP meetings
- Outstanding and new initial and re- evaluations will be completed
- Teams will identify students requiring recoupment and recovery of skills through tiered interventions and compensatory services

Special Education Update

Recoupment and Recovery of Skills

- Teams will identify students requiring recoupment and recovery of skills through tiered interventions and compensatory services
- IEP Teams will consider parent information and input from other team members to make individualized decisions regarding Covid Compensatory Services
- IEP Teams will be convened or an alternative means to review Student's IEP to review data and make necessary determinations about CCS
- PSB will provide opportunities through a weekend and school vacation program (more info to come)
- Teams will meet if necessary to determine if students have new or additional needs that require new or additional IEP services

First to Return Beyond K

- Students with High Needs IEPs
- English Language Learners with high needs
- Housing insecure
- Include:
  - High schoolers with multiple failures
  - Grade 1-8 students in materials fee program
- Considering:
  - Students of essential workers

First to Return beyond K

Current work

- Outreach to families
- Determine staffing and programming for these students
- Sync with Operations for space availability
- Schedule and partner with extended day programs

First to Return Beyond K

All groups	Number of Students
1st - 8th grade	532
BHS	244
Total	776

Model

- Multi-grade level classrooms
  - Students receive academics remotely with adult supervision
  - Devices provided
- Supervision by PSB staff
- In-Person Staffing
  - Special educators
  - Related service providers
  - English language teachers
  - Counselors

Next Steps

- PSB school-based staff return to work 9/1
- Agreement between BEU and School Committee
- Staff and student placement
  - Student: RemotePlus, First to Return, Remote Only
  - Staff: RemotePlus, First to Return, Remote Only
- School Committee Vote on:
  - BHS remote only students & sports teams
  - Additional staff hiring