

**Capital Improvements Subcommittee Minutes**  
**Friday, September 18, 2020**  
**12:00 PM-1:15 PM**  
**Remote via Zoom**

Capital Improvements Subcommittee Members present: Helen Charlupski (Chair), Andreas Liu, Mariah Nobrega, and Barbara Scotto.

Other School Committee Members present: Susan Wolf Ditkoff.

School Staff present: Director of Operations Matt Gillis, Coordinator of Student Affairs Meaghan Geaney, and Robin Coyne.

Others present: Director of Public Buildings Charlie Simmons.

**1) Approval of Capital Improvement Subcommittee Minutes**

On a motion of Ms. Scotto and seconded by Dr. Liu, the Capital Improvements Subcommittee voted unanimously (by roll call), to approve the minutes of the September 9, 2020 meeting.

**2) Discussion of Facility Issues for Opening of Schools**

Coordinator of Student Affairs Meaghan Geaney reviewed Kindergarten Homeroom Enrollment by Actual Assignments (Attachment A). Members expressed concern that numbers seem high in some Kindergarten classes. Members asked why students may have been assigned to schools with relatively high numbers, rather than to other schools in the buffer zone. It was noted that assignments were made in May, and that some families request a school that offers a specific program. Members suggested asking families whether they would like to move their children to another school within the buffer zone. Members requested information from the Superintendent and Principals on the plan to accommodate new students moving into the district. Ms. Charlupski offered to raise these issues with the Superintendent.

Ms. Geaney provided an update on district-wide enrollment, class sections, and class sizes - with and without the Remote Learning Academy (Attachment B). She noted changes, including shifts to the Remote Learning Academy, withdrawals, and submission of Home Instruction Plans. Some staff shifted to the Remote Learning Academy. Ms. Geaney will provide summaries of actual assignments for Grades 1-3 (similar to today's Kindergarten summary).

Mr. Gillis and Mr. Simmons reported on ventilation testing, ventilation levels, and additional work that is being done to improve airflow, particularly at the Pierce School. All windows have been or will be fixed. Most of the large MERV13 air filters have been delivered, and are being installed. The smaller units will be delivered on September 21, 2020. Having the MERV 13 air filters in place enables the district to move some of the portable HEPA air filters to other spaces. Mr. Simmons described the process for calculating airflow in large spaces. He reported on work the contractor is doing to address Florida Ruffin Ridley School ventilation.

On September 24, 2020, the Superintendent will be providing a report to the School Committee on the next phase of the reopening plan. Mr. Gillis provided an update on building preparations to return additional grades to in-person learning. Furniture is being delivered for 1<sup>st</sup> Grade classrooms. Most spaces have been tested. As was reported to the Subcommittee on September 9, 2020, the district was told that the delivery of tents will be delayed. Mr. Gillis has requested

delivery of any tents the company has in stock as soon as possible. Members again, expressed disappointment that the tents are not being delivered on time, and requested that at a minimum, one tent be delivered to each school (two to Brookline High School) before the end of next week. Mr. Gillis will contact the owner and Chief Procurement Officer regarding possible actions if the tents are not delivered soon. Mr. Gillis reported that the Director of Public Works told him that the DPW does not have the capacity to install, take down, and store the tents (if the Schools were to decide to purchase, rather than buy the tents).

Ms. Nobrega offered to set up a dashboard showing a snapshot of building readiness. Mr. Gillis will share data with Ms. Nobrega.

### **3) New Business**

Ms. Charlupski provided an update on the Pierce School Project. The Owners Project Manager will be Leftfield Project Management. A meeting will be set up to draft the Request for Architectural Services.

The next meeting of the Capital Improvements Subcommittee will take place on September 25, 2020, 12:00 PM-1:00 PM.

The meeting adjourned at 1:15 PM.

9.16.2020	Baker	Driscoll	Heath	Lawrence	Lincoln	Pierce	Ruffin Ridley	Runkle
<i>RLA</i>	10	6	4	10	6	9	15	4
<b>total</b>	<b>53 /56</b>	<b>44 /50</b>	<b>43 /50</b>	<b>58 /62</b>	<b>49 /50</b>	<b>61 /56</b>	<b>81 /96</b>	<b>34 /36</b>
<i>Not placed*</i>	1				2		1	
<i>section 1</i>	13 /14	12 /13	11 /13	12 /13	12 /13	13 /13	11 /12	12 /12
<i>section 2</i>	13 /14	12 /13	11 /13	12 /13	12 /13	12 /11	11 /12	11 /12
<i>section 3</i>	13 /14	12 /12	11 /12	12 /12	12 /12	12 /11	10 /12	11 /12
<i>section 4</i>	13 /14	8 /12	10 /12	11 /12	11 /12	12 /11	10 /12	
<i>section 5</i>				11 /12		12 /10	10 /12	
<i>section 6</i>							10 /12	
<i>section 7</i>							10 /12	
<i>section 8</i>							8 /12	
<p><b>Key:</b> Actual assignments / classroom capacity  * "Not placed" are excluded from actual homeroom assignments,  once placed, this number of sections will increase by one student  (i.e. add 2 means that 2 sections will increase by 1 student)</p>								

9.16.20		K	1	2	3	4	5	6	7	8	Total	
<b>Baker</b>	<b>Subtotal</b>	62	76	68	81	72	69	88	53	87	656	
	PreReg	3		2							5	
	appointments										0	
	withdrawals				1	1		1			3	
	<b>total</b>	65	76	70	80	71	69	87	53	87	658	
	sections	17	19	18	20	18	18	18	18	22		
		16	19	18	20	18	17	18	18	22		
		16	19	17	20	18	17	17	17	22		
		16	19	17	20	17	17	17		21	collapsing one section from 2018/19: 4 to 3	
								17			collapsing one section from 2019/20: 5 to 4	
<b>Driscoll</b>	<b>Subtotal</b>	49	54	43	55	55	58	66	58	57	495	
	PreReg										0	
	appointments										0	
	withdrawals								2	1	3	
	<b>total</b>	49	54	43	55	55	58	66	56	56	492	
	sections	13	18	15	19	19	20	17	19	19		
		12	18	14	18	18	19	17	19	19		
		12	18	14	18	18	19	16	18	18		
		12						16				
<b>Heath</b>	<b>Subtotal</b>	47	51	56	56	42	51	63	45	58	469	
	PreReg		2								2	
	appointments										0	
	withdrawals							1		1	2	
	<b>total</b>	47	53	56	56	42	51	62	45	57	469	
	sections	12	18	19	19	21	17	21	15	19		
		12	18	19	19	21	17	21	15	19		
		12	17	18	18		17	20	15	19	collapsing one section from 2019/20: 3 to 2	
		11										
<b>Lawrence</b>	<b>Subtotal</b>	68	71	69	71	61	73	61	56	62	592	
	PreReg		1		3				1		5	
	appointments							1			1	
	withdrawals										0	
	<b>total</b>	68	72	69	74	61	73	62	57	62	598	
	sections	14	18	18	19	16	19	16	19	21		
		14	18	17	19	15	18	16	19	21		
		14	18	17	18	15	18	15	19	21		
		13	18	17	18	15	18	15			collapsing one section from 2018/19: 4 to 3	
		13									collapsing one section from 2019/20: 4 to 3	
<b>Lincoln</b>	<b>Subtotal</b>	53	49	48	61	52	58	63	55	73	512	
	PreReg										0	
	appointments	2				1	1		1		5	
	withdrawals										0	
	<b>total</b>	55	49	48	61	53	59	63	56	73	517	
	sections	14	25	24	21	18	20	21	28	25		
		14	24	24	20	18	20	21	28	24		
		14			20	17	19	21		24	collapsing one section from 2019/20: 3 to 2	
		13									collapsing one section from 2019/20: 3 to 2	
		13									collapsing one section from 2018/19: 4 to 3	
<b>Pierce</b>	<b>Subtotal</b>	70	68	78	88	75	85	94	93	68	719	
	PreReg										0	
	appointments		1								1	
	withdrawals										0	
	<b>total</b>	70	69	78	88	75	85	94	93	68	720	
	sections	14	18	20	22	19	22	19	19	17		
		14	17	20	22	19	21	19	19	17		
		14	17	19	22	19	21	19	19	17		
		14	17	19	22	18	21	19	18	17		
		14						18	18		collapsing one section from 2019/20: 5 to 4	
			collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4				collapsing one section from 2019/20: 5 to 4	
<b>Ruffin Ridley</b>	<b>Subtotal</b>	95	89	92	88	91	90	82	88	86	801	
	PreReg	1			2		1			1	5	
	appointments										0	
	withdrawals										0	
	<b>total</b>	96	89	92	90	91	91	82	88	87	806	
	sections	20	23	19	23	23	19	21	22	22		
		19	22	19	23	23	18	21	22	22		
		19	22	18	22	23	18	20	22	22		
		19	22	18	22	22	18	20	22	21		
		19					18				collapsing one section from 2020/21: 5 to 4	
			collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4		collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4		
<b>Runkle</b>	<b>Subtotal</b>	39	53	56	52	50	63	55	62	67	497	
	PreReg										0	
	appointments		2		1						3	
	withdrawals		1								1	
	<b>total</b>	39	54	56	53	50	63	55	62	67	499	
	sections	13	18	28	27	17	21	19	21	23		
		13	18	28	26	17	21	18	21	22		
		13	18			16	21	18	20	22	collapsing one section from 2019/20: 3 to 2	
				collapsing one section from 2019/20: 3 to 2	collapsing one section from 2019/20: 3 to 2							
	<b>Grand subtotal</b>	483	511	510	552	498	547	572	510	558	4741	
	<b>Grand Total</b>	489	516	512	557	498	549	571	510	557	4759	
<b>BHS</b>		9	10	11	12	SP						
	<b>Subtotal</b>	512	493	518	511	13	<b>BHS Subtotal</b>	2047			<b>District-wide</b>	
	PreReg	4	1	1	1		BHS subtotal PreReg	7			Subtotal K-12+ enrolled	6788
	appointments						appointments	0			subtotal PreReg	24
	withdrawals	1		1			withdrawals	2			subtotal appointments	14
	<b>total</b>	515	494	518	512	13	<b>BHS Grand Total</b>	2052			subtotal withdrawals	11
<b>BEEP</b>		BEEP2	BEEP3	BEEP4	BEEP Grand Total						<b>Grand Total K-12+ enrolled</b>	6811
	<b>total</b>	25	53	94	167						<b>Grand Total PK-12+ enrolled</b>	6978

9.16.2020		K	1	2	3	4	5	6	7	8	Total	
<b>Baker</b>	<b>Subtotal</b>	62	76	68	81	72	69	88	53	87	656	
	PreReg	3		2							5	
	appointments										0	
	withdrawals				1	1		1			3	
	RLA	10	14	9	16	7	8	8	7	15	94	
	<b>total</b>	55	62	61	64	64	61	79	46	72	564	
	sections	14	16	16	16	16	16	16	16	18		
	(average	14	16	15	16	16	15	15	15	18		
	distribution)	14	15	15	16	16	15	15	15	18		
		13	15	15	16	16	15	15	collapsing one section from 2018/19: 4 to 3	18	collapsing one section from 2019/20: 5 to 4	
							15					
<b>Driscoll</b>	<b>Subtotal</b>	49	54	43	55	55	58	66	58	57	495	
	PreReg										0	
	appointments										0	
	withdrawals								2	1	3	
	RLA	6	14	4	17	7	3	8	6	7	72	
	<b>total</b>	43	40	39	38	48	55	58	50	49	420	
	sections	11	14	13	13	16	18	15	17	17		
	(average	11	13	13	13	16	17	15	17	16		
	distribution)	11	13	13	12	16	17	15	16	16		
		10						14				
<b>Heath</b>	<b>Subtotal</b>	47	51	56	56	42	51	63	45	58	469	
	PreReg		2								2	
	appointments										0	
	withdrawals							1		1	2	
	RLA	4	3	7	3	6	7	3	13	3	49	
	<b>total</b>	43	50	49	53	36	44	59	32	54	420	
	sections	11	17	17	18	18	15	20	11	18		
	(average	11	17	16	18	18	15	20	11	18		
	distribution)	11	16	16	17	collapsing one section from 2019/20: 3 to 2	14	19	10	18		
		10										
<b>Lawrence</b>	<b>Subtotal</b>	68	71	69	71	61	73	61	56	62	592	
	PreReg		1		3				1		5	
	appointments										1	
	withdrawals							1			0	
	RLA	10	13	12	7	8	9	10	7	7	83	
	<b>total</b>	58	59	57	67	53	64	52	50	55	515	
	sections	12	15	15	17	14	16	13	17	19		
	(average	12	15	14	17	13	16	13	17	19		
	distribution)	12	15	14	17	13	16	13	16	18		
		11	14	14	16	13	16	13	collapsing one section from 2019/20: 4 to 3	collapsing one section from 2019/20: 4 to 3		
	11											
<b>Lincoln</b>	<b>Subtotal</b>	53	49	48	61	52	58	63	55	73	512	
	PreReg										0	
	appointments	2				1	1		1		5	
	withdrawals											
	RLA	6	7	12	13	6	8	6	11	12	81	
	<b>total</b>	49	42	36	48	47	51	57	45	61	436	
	sections	13	21	18	16	16	17	19	23	21		
	(average	12	21	18	16	16	17	19	22	20		
	distribution)	12	collapsing one section from 2019/20: 3 to 2	collapsing one section from 2019/20: 3 to 2	16	15	17	19	collapsing one section from 2019/20: 3 to 2	20	collapsing one section from 2019/20: 4 to 3	
		12										
<b>Pierce</b>	<b>Subtotal</b>	70	68	78	88	75	85	94	93	68	719	
	PreReg										0	
	appointments		1								1	
	withdrawals										0	
	RLA	9	12	14	13	8	11	15	24	14	120	
	<b>total</b>	61	57	64	75	67	74	79	69	54	600	
	sections	13	15	16	19	17	19	16	14	14		
	(average	12	14	16	19	17	19	16	14	14		
	distribution)	12	14	16	19	17	18	16	14	13		
		12	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	collapsing one section from 2019/20: 5 to 4	15	13		
<b>Ruffin Ridley</b>	<b>Subtotal</b>	95	89	92	88	91	90	82	88	86	801	
	PreReg	1			2		1			1	5	
	appointments										0	
	withdrawals										0	
	RLA	15	15	6	8	15	10	8	7	6	90	
	<b>total</b>	81	74	86	82	76	81	74	81	81	716	
	sections	11	19	18	21	19	17	19	21	21		
	(average	10	19	17	21	19	16	19	20	20		
	distribution)	10	18	17	20	19	16	18	20	20		
		10	18	17	20	19	16	18	20	20		
	10	collapsing one section from 2020/21: 5 to 4	17	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	16	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4	collapsing one section from 2020/21: 5 to 4		
	10											
	10											
	10											
<b>Runkle</b>	<b>Subtotal</b>	39	53	56	52	50	63	55	62	67	497	
	PreReg										0	
	appointments		2		1						3	
	withdrawals		1								1	
	RLA	4	10	7	7	12	6	6	4	6	62	
	<b>total</b>	35	44	49	46	38	57	49	58	61	437	
	sections	12	15	25	23	13	19	17	20	21		
	(average	12	15	24	23	13	19	16	19	20		
	distribution)	11	14	collapsing one section from 2019/20: 3 to 2	collapsing one section from 2019/20: 3 to 2	12	19	16	19	20		
<b>K-8 enrollment (all models)</b>	<b>Grand subtotal</b>	483	511	510	552	498	547	572	510	558	4741	
	<b>RLA</b>											
	<b>K-8 TOTALS</b>	64	88	71	84	69	62	64	79	70	651	
<b>K-8 school based Total</b>	425	428	441	473	429	487	507	431	487	4108		
<b>BHS</b>	9	10	11	12	SP							
	<b>All models Subtotal</b>	512	493	518	511	13	<b>BHS Subtotal</b>	2047			<b>Subtotal K-12+ enrolled (All models)</b>	6788
	PreReg	4	1	1	1		BHS subtotal PreReg	7			subtotal PreReg	24
	appointments						appointments subtotal	0			subtotal appointments	14
	withdrawals	1		1			withdrawals subtotal	2			subtotal withdrawals	11
	RLA	75	72	83	68	1		299			<b>RLA Subtotal</b>	950
	<b>School Based total</b>	440	422	435	444	12	<b>BHS Grand Total</b>	1753			<b>Grand Total SCHOOL BASED K-12+ enrolled</b>	5861
<b>BEEP</b>		BEEP2	BEEP3	BEEP4	BEEP Grand Total							
	<b>BEEP School Based total</b>	25	53	94	167						<b>Grand Total SCHOOL BASED PK-12+ enrolled</b>	6028