

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **THURSDAY, SEPTEMBER 24, 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), Dimitry Anselme, Helen Charlupski, Susan Wolf Ditkoff, Andreas Liu, Jennifer Monopoli, Mariah Nobrega, and Barbara Scotto. Also present: Mary Ellen Normen, Casey Ngo-Miller, Claire Gallion, and Robin Coyne.

Others present: Senior Director of Data and Strategy Erin Cooley, Director of Operations Matt Gillis, Senior Director of Curriculum and Instruction Michelle Herman, Food Services Director Sasha Palmer, and Remote Task Force Member David Gacioch.

Ms. Federspiel called the meeting to order at 6:00 PM. School Committee members welcomed new School Committee member Dimitry Anselme.

1. ADMINISTRATIVE BUSINESS

a. Administrative Business

i. School Committee Past Records

ACTION 20-115

On a motion of Mr. Pearlman and seconded by Ms. Monopoli, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the following past records:

- 1) Past Record: September 17, 2020 School Committee Meeting
- 2) Past Record: September 14, 2020 School Committee Meeting
- 3) Past Record: September 10, 2020 School Committee Meeting
- 4) Past Record: September 3, 2020 School Committee Workshop
- 5) Past Record: August 31, 2020 School Committee Meeting

ii. Acceptance of Grants

ACTION 20-116

On a motion of Ms. Monopoli and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the following FY 2021 Grants: Brookline High School Innovation Fund and Federal CvRF Reopening Grant (Attachment A).

iii. Building Project Change Orders

ACTION 20-117

On a motion of Dr. Liu and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY (by roll call) to approve the following Change Order: Brookline High School Project - Skanska Guaranteed Maximum Price (GMP) Change Order in the Amount of \$627,224 (Attachment B).

2. PUBLIC COMMENT

The following people spoke in support of additional in-person learning: Erika Anderson, Carolyn Thall, Acacia Landfield, and Sheri Simmons. Comments included the

following: hybrid plan should start as soon as possible, particularly while the weather is still mild; students aren't receiving in-person RemotePlus time, as had been promised; need to balance COVID health risks with risks to students' social and emotional wellbeing; students need to see their teachers and peers in person; the district is failing the children; Old Lincoln School is ready for the 9th Grade return; the district has devoted significant resources to meet ventilation targets recommended by Expert Advisory Panel 4; current conditions are as safe as they will be for a while; most other districts have in-person learning for all grades; many after school program sites have already opened; students are feeling the physical effects of too much screen time; remote learning is particularly bad for young students; if necessary, consider alternative locations for Grade 1 and 2 full-time in-person learning; add daily outdoor learning opportunities for subjects such as science; need to put students' interests first; the COVID positivity rates are relatively low in the State and in Brookline; need to clarify the metrics that must be met to return each grade to in-person learning.

The following people requested that the district continue to address staffing, scheduling, and health and safety issues, and that there be more planning and preparation before returning additional students to in-person learning: Laura Basileo, Chari Dalsheim, Kate Goldring, Kevin MacKenzie, Kayla Nicholson; Graciela Mohamedi, Kathy Hitchcock, and Brookline Educators Union (BEU) President Jessica Wender-Shubow. Comments included the following: special education programs are understaffed and Individualized Education Programs (IEPs) are not being met; students, including first-returns, do not have adequate access to technology; communication is inadequate; Remote Learning Academy (RLA) educators have not received adequate resources; need to plan for what happens when an educator is absent; lack of preparation and resources has led to inequities and morale is extremely low; safety/cleaning protocols have not been met; staff need more professional development in technology platforms and the technology help desk is understaffed; School Committee members should visit schools, talk to educators, and reach a Memorandum of Agreement (MOA) with the BEU before moving to a hybrid model; educators were involuntarily transferred to the RLA, resulting in staff shortages elsewhere; requested answers to a number of questions posed by 9th Grade Science Teachers (e.g., where will 9th Grade be held, who will be responsible for packing, moving, setting up supplies and equipment; will there be adequate training, bandwidth, time to try out technology; what happens when spaces don't meet ventilation standards, what happens if students and/or educators need to quarantine; what is the plan for testing staff and students for COVID; and what is the plan for grouping cohorts); need to make sure that the CANVAS learning management system is operating for all students; building safety, staffing issues, and the structure for learning need to be addressed before the BEU can agree to an MOU and before the district moves to a Hybrid model.

Lauren Bernard commented on the value of Brookline after-school programs in helping to address student/family needs, and in limiting exposure by maintaining cohorts. Ms. Bernard requested that the administration ask principals to work with the After-School Program Directors to facilitate the opening of these programs.

3. UPDATE ON FALL REOPENING

a. Update on Next Phase of Reopening Plan

Ms. Ngo-Miller reported that the Hybrid Learning Model transition target dates are as follows: Grades 1 and 2 - October 20, 2020, and Grades 3-5 - October 26, 2020. Ms. Ngo-Miller also reported on the dates for switching learning models. Parents/guardians will be given the opportunity to change learning models - Remote Learning Academy (RLA) to RemotePlus or RemotePlus to RLA - November 2, 2020-November 6, 2020. If a change is requested, students would start in their new class on November 16, 2020. Between now and November 16, 2020, no change requests will be granted unless there is a special circumstance specific to special education, English language learning, and/or socio-emotional functioning, and agreed to by Principals, parents/guardians, and relevant support staff

School Committee Member Comments/Questions

- Expressed disappointment that students are not returning earlier to full in-person learning. Asked that the district consider what can be done to accelerate the timeline, particularly for Grades 1, 2, and 9.
- Asked that the district clarify the timeline/pathway to get different groups of students (including middle school and Brookline High School) back in person. What are the critical pieces that need to be addressed (e.g., scheduling, staffing, professional development, technology, Personal Protective Equipment, facilities, protocols, and budget) and where do they fall within the organization.
- Requested the plan and timeline for providing RemotePlus activities, with a possible presentation at an upcoming School Committee meeting.
- Requested that the curriculum be posted as soon as possible, and that families be notified when it is posted.
- What happens if students/staff need to be quarantined?
- Suggested that there be a clear plan before students return.
- Expressed appreciation to the staff for their efforts. Brookline is a large district and this is a complicated process.
- Requested additional information on how specials will be provided under the hybrid model.
- While there are many questions that still need answers, a great deal of work has been done. Understand the level of concern, but asked for empathy on both sides. The last time a principal position was created, the individual was given a full year to prepare.
- School Committee members are willing to advocate for additional funding, but need a clear understanding of what is needed in terms of staffing, budget, technology, etc., for each model.
- Requested that the district continue to update the Reopening Question and Answer section of the Public Schools of Brookline Website, including answers to questions raised this evening.
- Requested clarification of the plan for first-return students once the hybrid students return.

- Noted that the School Committee has been meeting frequently with the BEU on an MOA, and that some progress has been made.

Ms. Ngo-Miller provided an update on educator/substitute staffing. Applications are down and hiring is difficult. This is a problem in all districts. The RLA is fully staffed, but this left some gaps elsewhere. Some staff members wanted to move to the RLA and some were involuntarily transferred. Some new staff members are being hired from outside the district. School Principals are assessing staffing needs/assignments based on student numbers.

Director of Operations Matt Gillis provided an update on measures to enhance airflow (including the purchase and installation of HEPA and MERV 13 air filters), airflow testing, procurement of Personal Protective Equipment, and cleaning/safety protocols. Remote Task Force Expert Advisory Panel 4 Co-Chair David Gacioch commented that fresh air from opening windows is not reflected in the Panel's baseline calculations for airflow. Fresh air exchange and filtration provide an extra layer of defense against virus transmission beyond measures such as use of masks, physical distancing, hygiene, etc. Additional information regarding the Panel's recommendations is available on the Public Schools of Brookline Website.

b. Food Services Update

Food Service Director Sasha Palmer provided an update (Attachment C) on Food Services Reopening Models for the 2020-2021 School. The United States Department of Agriculture (USDA) granted a waiver that will enable all schools to serve all meals free of charge to all students in the district, regardless of meal eligibility. The waiver eases some of the administrative burdens associated with the National School Lunch Program and allows the Food Service Department to provide more meals to those in need. The Massachusetts Department of Education applied for this waiver to extend through the end of the school year.

With fewer students in school, fewer students are participating in the school meal program. This negatively impacts the district's reimbursement level. Increasing participation helps students' focus and health, and makes the program more financially viable. Families are being encouraged to preorder their child's lunch using the newly implemented software system. Ms. Palmer explained the specifics of the In-Classroom Meal Service Model, the Remote Meal Pick Up Model, the Remote Mobile Delivery Model, and the Hybrid Learner Take Home Meals Model.

Ms. Normen reported on actions being taken, including staffing modifications, to address the projected FY 2020 Food Services deficit of approximately \$40,000. She recommended an early December report to the School Committee on additional menu options planned to start in January 2021. Ms. Palmer provided an update on steps being taken to address issues with the online ordering system. Members noted last year's Wellness Committee discussions on strategies to increase participation. Members

encouraged families with questions/concerns to reach out to the Food Service Program so that issues can be addressed as quickly as possible.

4. UPDATE ON FY 2021 BUDGET STATUS

Ms. Normen provided an update on FY 2021 Budget Status (Attachment D). The FY 2021 Operating Budget currently has a projected deficit of approximately \$2.5 million due to the implementation of COVID-19 distancing requirements and the opening of the Remote Learning Academy. The movement of approximately 700 students from K-8 buildings to the RLA was essentially opening a 9th elementary school in less than a month's time. Last June, significant reductions in the following areas were implemented to balance the FY 2021 Budget: Central Administration Staffing, Stipends (Intramurals, Athletics, Clubs/Activities, and some teaching expenses), Contracted Services, Other Expenses, and Equipment.

Additional supports have been made available to backfill resources to specifically address COVID-19 impacts for reopening schools and municipal facilities, including the CARES Act for Municipal Government, Elementary and Secondary Education Emergency Relief (ESSER), the ESSER Remote Learning Technology Essential Program, and the CvRF School Reopening Grant Program (Attachment E). State and Federal funds have been made available for expenses such as Personal Protective Equipment, cleaning supplies, custodial services, tents, air filters, HVAC work, Food Services food and packaging expenses, technology, and Special Education Individualized Education Program (IEP) supports and student centered services.

Finalization of stipends for extracurricular activities is underway. Intramurals K-12 are unfunded for this year. Athletics is funded up to 75% of prior year costs as part of the Operating Budget and the district is awaiting final determination from the Massachusetts Interscholastic Athletic Association (MIAA) on sports and athletic programs. Fees are being collected and will be used to offset the program budget.

Ms. Normen reviewed the range of budget estimates on where the district is with implementing the opening of school under the distance learning requirements from the Department of Elementary and Secondary Education and the opening of the Remote Learning Academy. The Schools will need to prepare a final request to the Special Town Meeting to help balance the Public Schools of Brookline budget. Once all transfers, vacancies, leaves of absence, and other personnel changes are finalized, the district will have a more precise understanding of the budget deficit. By the middle of the second budget quarter, all state and federal grant funds and deficit exposure will be known. The most significant unknown at this time is the Circuit Breaker reimbursement. Negotiations with Unions are ongoing.

School Committee members stressed the importance of working with budget managers to fine-tune staffing and identify the resources/budgets needed to implement the educational models. Members requested additional information on support services, recommended class sizes, help desk capacity, school bandwidth, and custodial support.

5. DISCUSSION OF WHETHER THE SCHOOL COMMITTEE SHOULD HOLD A PUBLIC HEARING AND TAKE A POSITION ON FALL TOWN MEETING WARRANT ARTICLES

The Policy Review Subcommittee will consider this issue on October 5, 2020, and will report back to the School Committee on October 8, 2020.

6. NEW BUSINESS

Ms. Charlupski provided an update on the Pierce School project. The Owners Project Manager will be Leftfield Project Management. The Pierce School Building Committee will be meeting on October 6, 2020 to review the Pierce School Designer Request for Services. There have been changes to the Pierce School Building Committee membership.

Ms. Monopoli reported that the Curriculum Subcommittee will be meeting on September 29, 2020 to discuss the 2020-2021 Subcommittee goals and meeting schedule.

7. PROPOSED EXECUTIVE SESSION

By unanimous roll call vote at 9:20 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 Brookline Educators Union (BEU) (Unit A, Unit B, and Paraprofessionals), and with AFSCME (School Food Service Employees), because the Chair declared that an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and for Purpose 7, to review and approve executive session minutes from the following meetings: August 20, 2020; August 31, 2020; September 3, 2020; September 10, 2020; September 14, 2020; and September 17, 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.

8. ADJOURNMENT

Ms. Federspiel adjourned the meeting at 10:30 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

September 15, 2020

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

<u>Source</u>	<u>Grant</u>	<u>Award</u>	<u>Assumption</u>	<u>FY21 Projected Balance/(Deficit)*</u>	<u>Account Number</u>
Local	FY21 Innovation Fund	\$279,498.00 BHS	Current-year salaries escalated	\$0	3221SE94
Federal	FY21 CvRF School Reopening Grant Fund	\$1,720,350.00	New	\$0	3221SEI4

*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.



June 18, 2020

Board of Directors Officers

Ellen Rizika, Chair
 Jill Altshuler, Vice Chair
 David Weisner, Treasurer & Clerk

Board Members

Irene Abrams
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 Denise Jefferson Casper
 Maureen Fallon
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 Masu Haque-Khan
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 Scott Mahoney
 Faheem Rasool
 Polly Ross Ribatt
 Lesley Solomon
 Benjamin Stern
 Winifred Swan
 Dawn Tringas

Ex-Officio Members

Ben Lummis, Interim Superintendent
 Nicole Gittens, Deputy Superintendent
 Anthony Meyer, BHS Head of School
 Susan Wolf Ditkoff, School Committee Liaison
 Stacey Downey and Louise Shah, Co-Chairs, Board of Overseers
 Elizabeth Zachos, Director Emerita

Current Grants, School Year 2019-20

Advisory/Hub
 Innovation Fellow
 Brookline Lens
 Experiential Physics (9th Grade)
 Finding Yourself in the Curriculum

Active Programs, School Year 2019-20

African American & Latino Scholars Program
 Arts Infusion Lab
 BHS Tutorial
 BHS Writes/Writing Center
 The Content Reading Initiative
 Drawing for Understanding in Field Science
 Engineering by Design
 Engineering Innovation & Design
 EPIC for Seniors: Experiential, Project-based, Innovative Capstone
 Film as History/History as Film
 Global Leadership Academy
 Medical Interpretation and Translation
 The Mindfulness Initiative
 Perspective of a Mathematical Mind
 Racial Awareness Seminar
 Social Justice Leadership
 Teachers Mentoring Teachers

Ben Lummis, Interim Superintendent
 Brookline Public Schools
 333 Washington Street
 Brookline, MA 02445

Dear Ben,

On behalf of the leadership of the Brookline High School Innovation Fund, I am pleased to share with you our FY21 program awards. They are:

1. Experiential 9th Grade Physics	<i>To rework freshman Physics curriculum to project-based learning</i> Julia Mangan (.2 FTE) Jennifer Spencer (.2 FTE)
2. Brookline Lens	<i>To develop a student-run photo/video production business at BHS</i> Thato Mwosa (.2 FTE) Lori Lynn (.2 FTE)
3. Advisory Hub	<i>To restructure Advisory to build student connections and integrate innovative school-wide initiatives</i> Emily McGinnis (.2 FTE) Beau Morimando (.2 FTE)
4. Coding Curriculum	<i>To create coding curriculum to be embedded in all math and science classes</i> Tyler Wooley-Brown (.2 FTE) Adam Fried (.2 FTE) Christine Shen (.2 FTE)
5. Program Liaison	<i>To oversee the grant process, guide the execution of pilot programs, and serve as ambassador to the Fund for faculty, administration, and the district</i> Astrid Allen (.4 FTE)

The total to be paid to Brookline Public Schools during school year FY21 is **\$211,908**. The breakdown of costs per program is as follows:

	1. Physics	2. Lens	3. Hub	4. Coding	5. Prog Liaison	TOTAL
FTE (@ \$93,594)	0.4	0.4	0.4	0.6	0.4	2.2 FTEs
Staffing - school year (salary replacement)	\$37,438	\$37,438	\$37,438	\$56,157	\$37,438	\$205,908
Stipends (fixed)				\$6,000		\$6,000
Total						\$211,908

In addition, FY21 summer workshops will be funded up to **\$67,590** to support the following program activities: Experiential 9th Grade Physics (\$2,079), Brookline Lens (\$462), Advisory Hub (\$4,785), Coding (\$2,079) and Program Liaison (\$3,735); and we will fund a summer COVID Teaching & Learning Response Grant (up to \$54,450).

We understand these are extraordinary times. If these awards require amendment, please contact us to discuss potential alteration of the planned approaches to achieve the best outcomes. Thank you for partnering with us to maximize new investments to keep BHS's academics constantly evolving.

Sincerely,

Stacey

Stacey Zelbow
 Fund Director and Proud Brookline Parent

Budget Entry

Response to this field is only required when amending the grant

Please explain the reason for amending your grant. When making a budget change, please identify the line number and the amount changed.

Response:

Budget Information

ALLOCATION OF FUNDS

1. Administrator Salaries:	Comments	# of Staff	FTE	MTRS	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total						

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

2. Instructional/Professional Staff Salaries:	Comments	# of Staff	FTE	MTRS ¹	Amount	Select a Primary Function
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$0	

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

3. Support Staff Salaries:	Comments	# of Staff	FTE	MTRS ¹	Amount	Select a Primary Function
Other	Custodial/Cleaning	5	5.0	<input type="checkbox"/>	\$309,100	CvRF School Reopening (102)
				<input type="checkbox"/>		
				<input type="checkbox"/>		
Sub-Total					\$309,100	

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

4. Stipends:	Comments	# of Staff	Rate	Rate Type	MTRS ¹	Amount	Select a Primary Function
Other	Educ Tech Additional Days	10	500	Day	<input type="checkbox"/>	\$50,000	CvRF School Reopening (102)
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
Sub-Total						\$50,000	

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

5. Fringe Benefits:	Comments	Amount
5-a MA Teachers' Retirement System (Federally-Funded Grants Only)		\$0
5-b Other		
Health Insurance		
Other Retirement Systems		
Federal Insurance Contributions Act (FICA)		
Other (Explain)		
Sub-Total		\$0

6. Contractual Services: Indicate the services to be provided and the rate to be paid per hour or per day.	Comments	Rate	Rate Type	Amount	Select a Primary Function
Contracted Service Providers - Other Student Services	PARENT HELP DESK	0	Flat	\$50,000	CvRF School Reopening (102)
Other	TESTING/HVAC	0	Flat	\$352,450	CvRF School Reopening (102)

Sub-Total				\$402,450	

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

7. Supplies and Materials: Items costing less than \$5,000 per unit or having a useful life of less than one year.	Comments	Amount	Select a Primary Function
Other	DESE/CDC PPE, CLEANING SUPPLIES, ETC	\$380,000	CvRF School Reopening (102)
Other	modifications to COVID resting space	\$21,800	CvRF School Reopening (102)
Sub-Total		\$401,800	

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

8. Travel: Mileage, conference registration, hotel, and meals.	Comments	Amount	Select a Primary Function
Sub-Total			

If "Other" has been selected above, you must provide details in the corresponding Comment sections.

9. Other Costs: Please indicate the amount requested in each category.	Comments	Amount	Select a Primary Function

Applicant: Brookline

0046

Project: FY21 (102) CvRF School Reopening Grant

102-401156-2021-0046

Sub-Total

11. Equipment: List only items costing \$5,000 or more per unit.	Comments	Amount	Select a Primary Function
Instructional Equipment	FURNITURE, HVAC EQUIP, MODIFICATIONS, TOUCHLESS WATER FOUNTAINS	\$197,000	CvRF School Reopening (102)
Non-Instructional Equipment	portable air filters/HEPA	\$360,000	CvRF School Reopening (102)
Sub-Total		\$557,000	

Total Activity Funds Requested: \$1,720,350



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.3/PCCO No.10

DATE: September 14, 2020

On the Calendar this week, the Building Department has submitted a request for Change Order for the construction management firm Skanska to perform the following services in the amount of \$ 627,224:

- PCCO No. 10- \$627,224; 37 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 September 3, 2020 for further explanation of the 37 items listed in this CO.

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

TOWN OF BROOKLINE
 333 Washington Street, Brookline, Massachusetts 02445

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 08-Sep-20

TO:	Skanska USA Building Inc 101 Seaport Boulevard, Suite 200 Boston MA 02210
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Purchase Order Number	21911639
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Vendor Number	55399
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BUDGET 120,391,451.00
 BALANCE 124,802,319.08

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

PAYMENT AMOUNT	\$627,224.00
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FOR: Brookline High School Expansion

Amendment	Date	
3	9/2/2020	PCCO No. 010 - Misc Changes

AMOUNT
\$627,224.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



Hill International

Hill International, Inc.
75 Second Avenue, Suite 300
Needham, MA 02494
Tel: 617-778-0900
Fax: 617-778-0999
www.hillintl.com

September 3, 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 003/PCCO 010

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Change Order 003/PCCO 010 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline (ToB). It includes (37) separate Authorization Requests (AR's). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the GMP. The result is a net add to the GMP of **\$627,224.00**.

Of the 37 AR's, (6) of the AR's are \$0 in value, (28) are added costs, and (3) are credits. The AR's are categorized as follows:

- (6) AR's are very minor modifications for \$0 cost.
- (4) AR's are the result of Unforeseen Conditions that account for \$94,520.00.
- (12) AR's are the result of Misc. Scope Changes that account for a net add of \$135,764.00.
- (1) AR is for an Owner Change that accounts for a \$9,113.00 CREDIT.
- (10) AR's are for Design Issues that account for \$257,909.00.
- (4) AR's are for Third Party Requirements that account for \$148,144.00.

An itemized summary of CO #2/PCCO #9 is following:

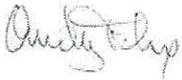
- AR 400.025: MBTA – Added cost for Field Bulletin 001 for OCS cabling revisions, conduits, catenary coatings, and addition of glastic panels per MBTA design comments. (\$113,994.00) (Third Party Requirement)
- AR 300.067: STEM – Added cost for numerous additions to early bid package contracts due to design modifications in final bid documents. (\$92,338.00). (Misc. Scope Change)
- AR 200.081: 22 Tappan – Added cost for refrigerant recovery for existing building demolition (\$4,194.00) (Unforeseen Condition)
- AR 200.017: 22 Tappan – CREDIT for removal of furniture by Town prior to demolition of existing building structure. (\$2,755.00 CREDIT) (Misc. Scope Change)
- AR 400.019: MBTA – Cost for Field Bulletin 004 for revised locations for the parking pay meter and AFH shelter due to AFC 2.0 pay station delayed delivery by the MBTA, requiring a permanent location of aforementioned structures. (\$24,661.00) (Third Party Requirement)
- AR 400.011: MBTA – Cost for Field Bulletin 005 for duct bank and hand holes revisions driven by MEP coordination around building foundation elements. (\$12,296.00) (Misc. Scope Change)

- AR 400.032: MBTA – Added cost for furnish and installation of line protection to protect existing MBTA infrastructure. (\$7,424.00) (Misc. Scope Change)
- AR 400.015: MBTA – Added cost for Field Bulletin 010 for the AFC shelter stone base for frost protection required by the State Building Inspector. (\$3,826) (Third Party Requirement)
- AR 200.061: 22 Tappan – Added cost for Field Bulletin 027 for the electrical component of window shades and steel changes to support white box barn door. (\$24,549.00) (Design Omission)
- AR 200.087: 22 Tappan – Zero dollar change for Field Bulletin 031 for lintel clarifications. (\$0) (Misc. Scope Change).
- AR 200.042: 22 Tappan – Credit for Field Bulletin 051 for operable vent modifications. (\$3,306.00 CREDIT) (Misc. Scope Change)
- AR 200.076: 22 Tappan – Added cost for Field Bulletin 068 for Water Heater Vent, Easement Louvers, Boiler Power. (\$2,679) (Misc. Scope Change)
- AR 200.083: 22 Tappan – Added cost for Field Bulletin 046 for acoustic partition plate removal. (\$96,932.00) (Design Omission)
- AR 200.053: 22 Tappan – Added cost for fire access panels per Field Bulletin 047 (\$86,982.00) (Design Omission)
- AR 200.060: 22 Tappan – Added cost for an eye wash station in the Mechanical Room per Bulletin 044. (\$5,148.00) (Design Omission)
- AR 400.018: MBTA – Added cost for electric service conduit re-work at Pole #144 as directed by the State Electrical Inspector in order to split the Town and MBTA electrical services. (\$5,663) (Third Party Requirement)
- AR 300.056: STEM Building – Added cost for posts to support stairway stringers. (\$19,397) (Design Omission)
- AR 200.037: 22 Tappan – Added cost for removal of existing bridge abutment to receive adjacent precast concrete panel. (\$13,960) (Design Error)
- AR 300.062: STEM Building– Added costs to repair crack in existing basement ceiling slab. (\$11,546) (Unforeseen Condition)
- AR 300.063: STEM Building – Added cost for underpinning existing 1922 building foundation to enable demolition. (\$77,591.00) (Unforeseen Condition)
- AR 200.085: 22 Tappan – PTO for schedule recovery for various trades, OT Allowance draw. (\$0)
- AR 200.091: 22 Tappan – PTO for schedule recovery for Dow, OT Allowance draw. (\$0)
- AR 200.088: 22 Tappan – Utility allowance draw for Eversource electrical feeder work by Griffin. (\$0)
- AR 200.090: 22 Tappan – Added cost for intumescent paint per Field Bulletin 072. (\$1,620.00) (Design Omission)
- AR 200.092: 22 Tappan – Added cost for gridline PP post relocation per Field Bulletin 084 (\$2,718.00) (Misc. Scope Change)
- AR 300.054: STEM – Added cost to for revisions to exterior light locations. (\$1,801.00) (Misc. Scope Change)
- AR 300.075: STEM - Added cost for added control joints and flashing modification. (\$916.00) (Design Omission)
- AR 400.033: MBTA – Added cost for Field Bulletin 019 for the addition of (4) helical pile locations as a result of the catenary foundation design change (\$17,206.00) (Misc. Scope Change)
- AR 300.076: STEM – Added cost for various toilet accessories not in plans. (\$1,226.00) (Design Omission).

- AR 300.077: STEM – Added cost for modifications to slab edge to reconcile early bid package to final design. (\$5,203.00) (Misc. Scope Change)
- AR 300.083: STEM – Added cost for modifications to Doors/Frames/Hardware resulting from shop drawing/submittal review. (\$1,805.00) (Misc. Scope Change)
- AR 300.084: STEM – Credit for reducing the size of toilet partitions. (\$1,645.00 CREDIT) (Misc. Scope Change)
- AR 300.085: STEM – Added cost for anchorage detail to existing slab modification. (\$1,189.00) (Unforeseen Condition)
- AR 300.086: STEM – Credit for reducing the attic stock. (\$9,113.00 CREDIT) (Owner Change).
- AR 500.003: Deferred Maintenance – Added cost for lateral support bracket at elevator 5. (\$7,179.00) (Design Omission)
- AR 300.078: STEM – Exposure hold allocation for crane mat. (\$0) (in GMP)
- AR 300.079: STEM – Exposure hold allocation for removal of temporary lights (\$0) (in GMP).

Based on the above, Hill recommends to ToB approval of Change Order 003 to the GMP.

Very truly yours,



Andy Felix, MCPPO
Project Director

AIA[®] Document G701[™] - 2017

Change Order

PROJECT: (Name and address) 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: 003 Date: September 2nd, 2020
OWNER: (Name and address) Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline 333 Washington Street, Brookline, MA 02445	ARCHITECT: (Name and address) William Rawn Associates Architects Inc. 10 Post Office Square, Suite 1010, Boston, Massachusetts 02109	CONTRACTOR: (Name and address) 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. 010: \$627,224

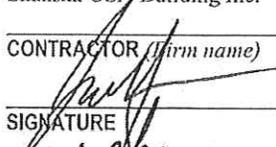
Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract 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	\$	<u>476,928</u>	
The net change by previously authorized Change Orders	\$	<u>146,753,096</u>	
The Contract Sum prior to this Change Order was	\$	<u>147,230,024</u>	
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>627,224</u>	- OK NMA
The new Contract Sum including this Change Order will be	\$	<u>147,857,248</u>	

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.

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

William Rawn Associates Architects Inc.	Skanska USA Building Inc.	Town of Brookline
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Andrew Jonic AIA Senior Associate	KIM CRAFT	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
September 2, 2020	9/2/20	
DATE	DATE	DATE



Date: 9/2/2020

Prime Contract Change Order Number 010

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 9/2/20

AR	CE	Description	Amount
400.025	400.1002	MBTA - OCS & Enabling Field Bulletin # 001	\$ 113,994.00
300.067	300.1002	STEM - FB 005, 005.1, 005.2 and 005.3: GMP Bid Set	\$ 92,338.00
200.081	200.1007	CYPRESS - Refrigerant Recovery	\$ 4,194.00
200.017	200.1023	CYPRESS - Credit for Furniture Removed by Others	(\$ 2,755.00)
400.019	400.1021	MBTA - OCS & Enabling Field Bulletin # 004 Relocated Pay Station and AFC Hut	\$ 24,661.00
400.011	400.1022	MBTA - OCS & Enabling Field Bulletin # 005	\$ 12,296.00
400.032	400.1032	MBTA - Furnish & Install Line Protection not Completed by MBTA	\$ 7,424.00
400.015	400.1038	MBTA - OCS & Enabling Field Bulletin 010 - Fare Collection Hut Foundation	\$ 3,826.00
200.061	200.1052	CYPRESS - Field Bulletin 027 - Window Shades & White Box Barn Door	\$ 24,549.00
200.087	200.1054	CYPRESS - Field Bulletin 031 - RFI-072 Lintel Clarification	\$ 0.00
200.042	200.1068	CYPRESS - Field Bulletin 051 - Operable Vent Modifications	(\$ 3,306.00)
200.083	200.1069	CYPRESS - Field Bulletin 046 - Acoustic Partition Plate Removal (Includes FB 018)	\$ 96,932.00
200.053	200.1079	CYPRESS - Field Bulletin 047 - Smoke Detectors (ref; Fire Smoke Dampers)	\$ 86,982.00
200.060	200.1088	CYPRESS - Field Bulletin 044 - Eye Wash Station	\$ 5,148.00
400.018	400.1046	MBTA OCS & Enabling - Service Conduit Work at Pole #144	\$ 5,663.00
300.056	300.1055	STEM - FB 060: Stair 1 Stringer and Dims	\$ 19,397.00
200.037	200.1098	CYPRESS - Precast - Cypress Bridge Abutment Conflict	\$ 13,960.00
300.062	300.1073	STEM - FB 033 & 033R1: Repair Crack in Existing Basement Ceiling Slab	\$ 11,546.00
300.063	300.1074	STEM - FB 070 & 070R2: Existing Foundation at 1922 Demo	\$ 77,591.00
200.076	200.1111	CYPRESS - Field Bulletin 068 - Water Heater Vent, Easement Louvers, Boiler Power	\$ 2,679.00
200.085	200.1122	CYPRESS - Owner Authorized PTO - W/E 3/8/20	\$ 0.00
200.091	200.1124	CYPRESS - Owner Authorized PTO - W/E 3/22/20	\$ 0.00
200.088	200.1126	CYPRESS - RFI-145 - Eversource Electrical Feeder	\$ 0.00
200.090	200.1136	CYPRESS - Field Bulletin 072 - Intumescent Paint Scope	\$ 1,620.00
200.092	200.1139	CYPRESS - Field Bulletin 084 - Gridline PP Post Relocation	\$ 2,718.00
300.054	300.1085	STEM - FB 075 & 075R1: Exterior Lights Location	\$ 1,801.00
300.075	300.1086	STEM - FB 082: Delete Modify Thru Wall Flashing, Additional Control Joints	\$ 916.00
400.033	400.1062	MBTA & Enabling - FB 019 Helical Pile Revisions	\$ 17,206.00
300.076	300.1092	STEM - FB 079: Toilet Accessories, EWCs	\$ 1,226.00
300.077	300.1094	STEM - FB 085 & 085R1: Slab Edge Coordination	\$ 5,203.00
300.083	300.1096	STEM - D/F/H Submittal Comments	\$ 1,805.00
300.084	300.1102	STEM - FB 086: Interior Partitions Toilet Rooms	(\$ 1,645.00)
300.085	300.1107	STEM - FB 089: Slab and Anchorage Existing Connector Option 1	\$ 1,189.00
300.086	300.1117	STEM - FB 094: Attic Stock Deletions	(\$ 9,113.00)
500.003	500.1005	DEF MAINT - FB 0103: VRL Elev 5 Load Transfer Bracket	\$ 7,179.00
300.078	300.1142	STEM - Crane Mat Exposure Hold Expenditure	\$ 0.00
300.079	300.1143	STEM - Exposure Hold: Removal of Temporary Lighting and Power	\$ 0.00
Total			\$ 627,224.00



2020-2021 Meal Service Plan

Public Schools of Brookline





Free Meal Waiver Extension

- All meals are available FREE to ALL students
 - regardless of the reopening school model the student is following, and
 - regardless of their meal status
- Extension ends on December 31, 2020.



Brookline School Committee

**Brookline School Committee
helped to extend this
Free Meal Waiver!**

Our families and students

Thank You!

Participation is Essential

Less students in school = Less meals sold

↓ Reimbursement = ↑ Greater Deficit

- We are asking stakeholders to encourage students and families to participate in the school meal program
- Meals are free to all
- Increasing participation increases the Food Service Department's reimbursement revenue
- Beneficial to students' health and focus during lessons





How to Participate

NEW and EASY to use
Ordering Feature!

Overview

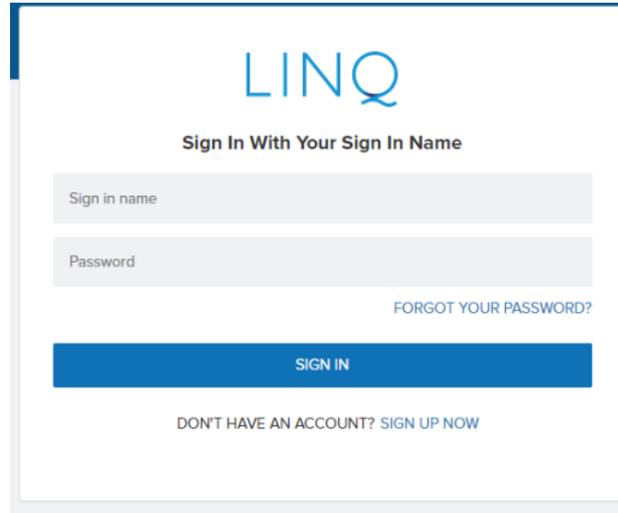
Meal Service Models:

- ❖ In-Classroom Meal Service Model
- ❖ Remote Meal Pick Up Model
- ❖ Remote Mobile Delivery Model
- ❖ Hybrid Learner Take Home Meals Model



How to Participate

onlineordering.linq.com.

A screenshot of the LINQ online ordering website's sign-in page. The page features the LINQ logo at the top center. Below the logo is the heading "Sign In With Your Sign In Name". There are two input fields: "Sign in name" and "Password". To the right of the password field is a link that says "FORGOT YOUR PASSWORD?". Below the input fields is a blue "SIGN IN" button. At the bottom of the page is a link that says "DON'T HAVE AN ACCOUNT? SIGN UP NOW".

LINQ

Sign In With Your Sign In Name

Sign in name

Password

[FORGOT YOUR PASSWORD?](#)

SIGN IN

[DON'T HAVE AN ACCOUNT? SIGN UP NOW](#)

A account is required to access the online ordering



Remote Pick-up Meal Service Model

- For all fully-remote students
- Multiple Delivery and Pick-up locations
- Breakfast and Lunches provided for multiple days at a time
- Parents or Students may pick-up meals
- Limited contact

Remote Meals Pick-up Schedule

Meal Site	Location	Pick Up Time	Type of Site
Brookline High School	115 Greenough Street (in front of the main building)	4:00 - 5:00 pm	Pick up Site
Pierce School	50 School Street (Town Hall parking lot)	4:00 - 5:00 pm	Pick up Site
BHA 226 High Street (High St. Veterans)	30 New Terrace Rd.	3:30 - 3:45	Mobile
BHA 22 High Street	22 High St.	3:50 - 4:15	Mobile
BHA Egmont Street	55R Egmont St.	4:30 - 4:45	Mobile
Baker School	Front entrance 205 Beverly Rd	5:00 - 5:15	Mobile
Florida Ruffin Ridley School	Stedman Street entrance	4:50 - 5:00	Mobile

Any changes to the schedule will be updated and posted on our website at <https://publicschoolsofbrooklineschoolnutrition.com>





Community Partners

The Food Service Department thanks all hard working partners and volunteers for hard work during closure:

Brookline Housing Authority

The Brookline Food Pantry

Mutual Aid

Brookline Thrives

Steps to Success

Mothers Out Front

Brookline Safety net

With our teamwork we have been able to date serve over **52460** and counting meals to families since the shutdown.



The net result was a 1.34% increase year over year to the PSB Operating Budget.

Reopening in a Pandemic²: FY 20 and FY 21 has seen an unprecedented service interruption resulting from the impact of COVID-19 pandemic. The Operating and Special Revenue Fund budgets suffered in a variety of areas. However, additional supports have been made available to backfill resources to specifically address COVID-19 impacts for reopening schools and municipal facilities.

State and Federal funds have been made available for a significant amount of operational types of expenses. We have funding for

- Personal Protection Equipment (PPE),
- cleaning supplies and custodial services, (REntal of Facilities, Technology distribution and supports)
- Tents,
- HEPA filters, and
- HVAC work.
- Food Service food and packaging expenses
- Technology
 - supporting families with no internet access,
 - a parent/student help desk support
- Special Education IEP supports and student centered services.

The second biggest threat to the operating budget was the opening of the Remote Learning Academy (RLA). The movement of approximately 700 students from our K-8 buildings to the RLA was essentially opening a 9th elementary school in less than a month's time. Staffing, consolidation or reassignment of students after being assigned, allocation of non-personnel resources were all needing to be identified in short order in addition to the normal opening of the preK-8 schools.

In order to get to the midpoint of our projection of \$2.5M, the Leadership Team has reassigned approximately 20 positions in the system (literacy and math coaches, paras with license assigned to teach classes, combined classes and moved teachers to other grade levels, etc.). In addition, new personnel were hired only where needed. We also reallocated the substitute account designated for Professional Development substitutes to provide funding for needed positions (\$400k). We are continuing to review the positions that are vacant due to turnover and making a determination if they will need to be filled or can remain unfilled for the balance of the school year.

Finalization of stipends for Extracurricular activities is also underway. Intramurals K-12 are unfunded for this year and will remain so. Athletics is funded up to 75% of their prior year costs as part of the Operating Budget and we are awaiting final determination of MIAA on the sports and ability to have athletic programs operate in a low risk manner. Fees are being collected and will be used to offset the program budget.

Unfunded COVID-19 Opening Expenses: Provided below is a High/Medium/Low Estimate on where the district is with implementing the opening of school under the distance learning requirements from the Department of Elementary and Secondary Education and the opening of the Remote Learning Academy. We have a current estimated range of 20 to 55 unfunded FTEs. Currently efforts are underway to leave vacancies open and unfilled, to consolidate grade level sections to not require the backfilling of teachers who are on leave of absence or are transferred to the Remote Learning Academy.

² [FY 21 Outside Funding Memo](#)

Program Level	FTE	Cost	High Estimate	FTE	Current Estimate	FTE	Low Estimate	Notes
Remote Learning Academy	3	90,000	\$270,000	9	\$810,000	9	\$810,000	Unfunded
Remote Learning Academy - Specialists		90,000	\$0	6	\$540,000			Unfunded
Remote Learning Academy - admin support*	1	78,000	\$78,000	1	\$78,000	1	\$78,000	Unfunded
Materials and Technology Distribution for RLA			\$200,000		\$200,000		\$200,000	Unfunded
K-8 Remote Plus - K Teachers	10	90,000	\$900,000	4	\$360,000	4	\$360,000	Unfunded
K-8 Remote Plus - K Paraprofessional	10	40,000	\$400,000	5	\$200,000	5	\$200,000	Unfunded
Specialists	10	90,000	\$900,000	3	\$270,000			Consolidations still in review
Special Education		90,000	\$0	3	\$270,000			Must Expend 4.0 FTE Reserve First
Backfiling Remote Learning Academy Teachers		90,000	\$0	6	\$540,000	0	\$0	Consolidations still in review
BHS	21	90,000	\$1,890,000	1	\$90,000	1	\$90,000	Consolidations still in review
Total Request (includes benefit costs)	55	-	\$4,638,000	38	\$3,358,000	20	\$1,738,000	
Benefits Estimate (\$15k for all except Admin)			\$810,000		\$555,000		\$285,000	
Request for School Budget Adjustment			\$3,828,000		\$2,803,000		\$1,453,000	

Projection for Q2: School Committee must make a final request to Special Town Meeting for balancing the PSB budget. Once we have finalized all of the transfers, vacancies, leaves of absence, and other personnel changes, we will have a more precise budget deficit. In addition, by mid-Q2, all state and federal grant funds will be known and with that will be the known deficit exposure we have with those grants as well that will need to be added to the budget request from Special Town Meeting. The most significant unknown at this time is the Circuit Breaker reimbursement. As of a DESE briefing today, we have been advised to go back to level funding of FY 20 even though we have had projections of between \$400k - \$800K potential increase.

Also needing to get underway are collective bargaining for BEU and AFSCME. We are currently negotiating an MOU with the BEU for returning to work and health and safety. We have been negotiating with AFSCME on return to work from furlough along with BESA and Food Service reductions and layoffs due to revenue shortfalls in BA&CE and Food Service Program.

BEU				AFSCME			
Unit A	– Through	August 31, 2019		Food Service	– Through	June 30, 2021	
Unit B	– Through	August 31, 2019		Custodial	– Through	June 30, 2021	
Paraprofessionals	– Through	August 31, 2019		BESA	– Through	June 30, 2021	



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445
PHONE 617-730-2431 FAX 617-730-2108
www.brookline.k12.ma.us

To: School Committee
From: Mary Ellen Normen, Deputy Superintendent for Administration and Finance
Re: **FY 21 COVID-19 Outside Funding (DRAFT)**
Date: September 24, 2020

FY 20 and FY 21 has seen an unprecedented service interruption resulting from the impact of COVID-19 pandemic. The Operating and Special Revenue Fund budgets suffered in a variety of areas. However, additional supports have been made available to backfill resources to specifically address COVID-19 impacts for reopening schools and municipal facilities.

State and Federal funds have been made available for a significant amount of operational types of expenses. We have funding for Personal Protection Equipment (PPE), cleaning supplies and custodial services, tents, HEPA filters, and HVAC work. There are also supports for technology which includes supporting families with no internet access, a parent/student help desk support, and a significant subsidy for food and our Food Service Program. The details and updates can be found in the pages attached.

Outside or Additional Revenue Sources post ATM	Students	Total Grant Award	Plan
CARES Act for Municipal Government		\$5,229,227*	\$1,261,560
Elementary and Secondary Education Emergency Relief (ESSER)		\$430,150	\$394,048
ESSER: Remote Learning Technology Essentials		\$7,257	\$7,257
CvRF School Reopening Grant Program	7,646	\$1,720,350	\$1,720,350
Total		\$7,386,984	\$3,383,215

Outside or Additional Revenue Sources post ATM:

CARES Act for Municipal Government	Page 2
Elementary and Secondary Education Emergency Relief (ESSER)	Page 5
Remote Learning Technology Essentials	Page 8
CvRF School Reopening Grant Program	Page 10

CARES Act for Municipal Government

The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act")

Purpose: the CARES Act includes funds for Massachusetts governments to use to pay costs incurred in responding to the COVID-19 outbreak. Municipalities, through their chief executive officer, will be able to complete a web-based application form for reimbursements.

Potential Municipal Uses:

<https://www.mass.gov/doc/cares-attachment-a-potential-municipal-uses/download>

FY20 and FY21 Application allocated:

\$5,229,227

FY 20 Application	Allocated	FY 20 Use	Balance	Note
Direct Staffing Costs - Overtime Additional Hires, and or backfilling staff who test positive	\$330,000	\$284,524	\$45,476	Only Overtime is eligible fo these funds
Planning and Development, including IT Costs	\$104,909	\$0	\$104,909	Transfer of invoices for software license expansion in process.
Food for families	\$225,651	\$15,210	\$210,441	Balance needs to pay for Summer Program deficit and Fall Program needs. Transfer of invoices in process
	\$660,560	\$599,961	\$360,826	

FY 21 Application	Allocated	FY 20 Use	Balance	Note
Summer 2020 Tents	\$401,000		\$401,000	8/7/20 SC Vote. 4-6 weeks delivery
Summer 2020 Supplies	\$200,000		\$200,000	Moved to Town Cares Act
	\$1,261,560	\$599,961	\$961,826	

Town Spending through 8.28.20:

COVID SPENDING	ACTUAL	ENCUMBRANCE	CURRENTLY PROJECTED	TOTAL
First Responder Costs	\$ 597,489	\$ 350.13	\$ 71,635	\$ 69,474
Building Cleaning/Disinfecting	\$ 371,993	\$ 240,577	\$ 464,870	\$ 1,077,440
Communication & Signage	\$ 67,235	\$ 7,356	\$ 1,000	\$ 75,591
PPE	\$ 117,810	\$ 34,852	\$ 276,000	\$ 428,662
Other Costs	\$ 177,884	\$ 188,241	\$ 141,433	\$ 507,559
Sanitation	\$ 8,529	\$ -	\$ 4,125	\$ 12,654
COVID Testing	\$ -	\$ -	\$ 100,000	\$ 100,000
Food for Families	\$ 15,210	\$ -	\$ 210,441	\$ 225,651
Telework Capacity	\$ 175,991	\$ 39,775	\$ 170,038	\$ 385,804
TOTAL	\$ 1,532,142	\$ 511,151		\$ 3,482,834

Brookline CARES Total Amount Ceiling	\$ 5,229,227
CARES Funding Received So Far	\$ 886,113
Total Amount Available until 12.31.20	\$ 4,343,114

Schools Expenses Allocated to Town CARES so Far	
First Responder Costs	\$ 323,396
IT/Planning & Development	\$ 104,909
Food for Families	\$ 225,651
Tent Rentals	\$ 401,073
PPE/Supplies	\$ 200,000
	\$ 1,255,029

Who is responsible:

	Responsible
Food for Families	Sasha Palmer, Director of Food Services
Custodial Overtime	Ed Clancy, Custodial Supervisor
Technology	Schott Moore, Director of Education Technology

Where are we now:

- 9/25/20 Updated FY 21 Application due by the Town
- September: Identifying and transferring invoices and purchase orders to charge against the funds.
- 08/17/20 - Justin Casanova-Davis is working on a summary report for the total \$5.2M CARES Act allocations and use for End of August.

What is up next:

- Completing expense obligations by 12/31/20 when grant funds expire.

Elementary and Secondary Education Emergency Relief (ESSER)

Coronavirus Aid, Relief, and Economic Security (CARES) Act, Elementary and Secondary Education Emergency Relief (ESSER) Fund

Purpose:

ESSER provides resources to school districts to address the impact the Novel Coronavirus Disease (COVID-19) has had and continues to have, on elementary and secondary schools. Districts must provide equitable services to students and teachers in private schools as required under the CARES Act.

Potential Municipal Uses:

<http://www.doe.mass.edu/grants/2021/113/>

Districts are permitted to use ESSER funds to address the impact COVID-19 has had, and continues to have, on elementary and secondary schools. Districts that receive ESSER funds must provide equitable services to students and teachers in non-public schools located within district boundaries. Districts budgeting for indirect costs on these should use the restricted indirect cost rate as published for their entity.

FY20 and FY21 Application allocated:

\$430,150.00

Points to consider

1. ESSER is a complicated grant in that it is shared among multiple departments.
2. OTL has separated costs by department and "draft assigned" budget managers.
3. OTL has assigned a tab to each department to manage their budget.
4. Any amendments should come to OTL and then A&F.

FY 20 Application	Allocated	FY 20 Use	Balance	Note
(2) Instructional Services	\$55,000.00			Compensatory Services /Booster Services (June '20 + Summer '20)
	\$2,800.00			Rewriting IEPS (Summer)
(4) Stipends	\$1,500.00			New England Hebrew Academy Summer School
	\$5,000.00			Summer ETS Summer, Supporting PSB summer programs
	\$10,000.00			Maimonides Summer and Curriculum work
	\$80,000.00			PSB Coordinator summer work
	\$20,748.00			PSB Summer work curriculum development for teacher s
(6) Contractual Services	\$80,000.00			ELE translation for parents

	\$20,000.00			PD PSB teachers
	\$8,340.00			PD private schools
(7) Supplies and Materials	\$2,500.00			Headsets/Docking stations
	\$15,000.00			Universal Screening tool
	\$10,332.00			Private schools cleaning supplies/hepa air filters
	\$100,000.00			Subscription for Tech
(9) Other costs	\$2,000.00			Mileage for Tech delivery
	\$5,930.00			Tech Subscriptions for Private Schools
	\$11,000.00			Cell phones for 20/21

Who is responsible:

Department	DESE Budget Category	Description	Amount	Budget Manager	Amendment?
OSS	(2) Instructional Services	Compensatory Services /Booster Services (June 2020 + Summer 2020)	\$55,000.00	Casey/Mike	
OSS	(2) Instructional Services	Rewriting IEPS (Summer)	\$2,800.00	Casey/Mike	
OSS	(7) Supplies and Materials	Headsets/Docking stations	\$2,500.00	Casey/Mike	
OSS	(7) Supplies and Materials	Universal Screening tool	\$15,000.00	Casey/Mike	
OTL	(4) Stipends	New England Hebrew Academy Summer School	\$1,500.00	Kelley	yes
OTL?Tech	(4) Stipends	Summer ETS Summer, Supporting PSB summer programs	\$5,000.00	Linda/Scott	
OTL	(4) Stipends	Maimonides Summer and Curriculum work	\$10,000.00	Kelley	yes
OTL	(4) Stipends	PSB Coordinator summer work	\$80,000.00	Michelle/ Kelley	
OTL	(4) Stipends	PSB Summer work curriculum development for teacher s	\$20,748.00	Michelle/ Kelley	probably
OTL/ELE	(6) Contractual Services	ELE translation for parents	\$80,000.00	Vicky/Mindy	
OTL	(6) Contractual Services	PD PSB teachers	\$20,000.00	Michelle/ Kelley	
OTL	(6) Contractual Services	PD private schools	\$8,340.00	Kelley	
OTL	(7) Supplies and Materials	Private schools cleaning supplies/hepa air filters	\$10,332.00	Kelley	

OTL/Tech	(7) Supplies and Materials	Subscription for Tech	\$100,000.00	Scott/Linda	maybe (category?)
OTL/Tech	(9) Other costs	Mileage for Tech delivery	\$2,000.00	Scott/Linda	
OTL	(9) Other costs	Tech Subscriptions for Private Schools	\$5,930.00	Kelley	yes
A&F	(9) Other costs	Cell phones for 20/21	\$11,000.00	Matt/Karen	
			\$430,150.00		

Where are we now:

What is up next:

- A. Report to Senior leadership orienting them to the grant (Thurs 5/12/20)
- B. Next Steps for our ESSER group:
 - a. Parent/Community Survey: Is there anything that we can use from the survey to inform the needs relative to ESSER grant?
 - b. Reopening of School Groups: What resources do these groups need to actualize the plan?
 - i. Casey, Nicole, Kalise will meet with their teams (our ESSER group will meet after May 20 and we will prioritize the needs).
 - ii. End of day Wednesday have ideas from brainstorm into the chart.
 - iii. Next Senior Leadership Thursday meeting we would prioritize.
 - c. Going through the budget for what was already paid for that could qualify for reimbursement- sending out something to deputies to ask for these expenses.
 - i. Casey will go through her budget to get Meg any expenditures that might be applicable for reimbursement.
 - ii. Meg will go through OTL list of budget items that might be applicable for reimbursement.

Remote Learning Technology Essentials

Purpose:

The purpose of this competitive Remote Learning Technology Essentials Program is to provide supplemental funds to support Local Education Agencies (LEAs) in addressing remaining remote learning technology needs and to ensure that every student has adequate access to technology for use in remote learning environments during the 2020-21 school year. Funds under this program, in addition to those made available under other federal grant programs, may be used to support technology needs addressed following the March 13, 2020 COVID-19 emergency.

Potential Municipal Uses:

<http://www.doe.mass.edu/grants/2021/117-118/>

Remote Learning Technology Essentials funds must be used to support LEA efforts to ensure all students have access to devices and internet services necessary to access remote learning opportunities. The purchase and/or lease of devices, hotspots, or contracts with internet providers must be reasonable, appropriate, and consistent with all applicable state requirements.

FY20 and FY21 Application allocated:

\$7,257

Focus Area 1: Internet

Focus Area 2: Devices

ESSER-113/SEI3	Allocated	Note
Summer Distribution /Support	\$5,000	
Mileage for Tech Delivery	\$2,000	
Total	\$7,257	
Other Grant Sources for Technology	Allocated	Note
ESSER - Private School Tech	\$5,930	
ESSER - PSB Subscriptions for Tech	\$100,000	Balance needs to pay for Summer Program deficit
CvRF GRANT	\$100,000	Staffing for computer distribution and parent/student remote learning Help Desk
CARES Act for Municipal Government	\$104,909	Software Licenses for expansion needed due to remote learning.
	\$225,096	

Who is responsible:

	Responsible
	Scott Moore, Director of Education Technology

Where are we now:

- Project Duration: Upon Approval – 12/30/2020
- Identification of How funds are going to be used is underway as school opens.

What is up next:

CvRF School Reopening Grant Program

Purpose:

The purpose of the Coronavirus Relief Fund (CvRF) School Reopening Grants is to provide eligible school districts and charter schools with funding to support costs to reopen schools. This funding, \$225 per student based on FY21 foundation enrollment, is intended to supplement other resources that the Governor is providing to cities and towns for COVID-19 response efforts as well as funds made available by DESE through the Elementary and Secondary School Emergency Relief Fund (ESSER) grants and the Remote Learning Technology Essentials (RLTE) grants.

Potential Municipal Uses:

<http://www.doe.mass.edu/grants/2021/102/>

Eligible school districts and charter schools can receive \$225 per student based on their FY21 foundation enrollment. Note that in determining total grant awards, each school district's foundation enrollment is reduced by the number of students from the district that attend charter schools; these students are assigned to the charter schools where they are enrolled. Applicants will need to provide a budget detailing the types of COVID-19 response costs that will be supported by the grant.

FY20 and FY21 Application allocated:

\$1,720,350

Funds already spent	Committed Funds	Note
Custodial Salaries	\$314,599	Return of Furloughed Custodians Charged to Rental of Facilities Account and overtime
ETS/Parent Help Desk	\$100,000	
Supplies	\$380,000	as of 8/10/20 \$175,325; 200K moved to Town Cares Act \$580,000 total
HEPA Filters	\$360,000	8/7/20 SC Vote
Furniture	\$100,000	8/7/20 SC Vote; \$50,000
Tents	\$0	8/7/20 SC Vote; 4-6 weeks delivery. 401K Moved to Town Cares Act
HVAC Modifications	\$465,751	
Nurse COVID ROoms		
Total	\$1,720,350	

Who is responsible:

	Responsible
Custodial Salaries	Ed Clancy
ETS/Parent Help Desk	Karim Matin
Supplies	Karen King, Matt Gillis
HEPA Filters	Matt Gills
Furniture	Karen King, Matt Gillis
Tents	Matt Gills
HVAC Modifications	Charlie Simmons
Nurse COVID ROoms	Charlie Simmons

Where are we now:

What is up next: