



**The Public Schools of Brookline**  
Town Hall  
333 Washington Street, 5<sup>th</sup> Floor  
Brookline, Massachusetts 02445  
617.730.2401

**Ben Lummis**  
Interim Superintendent

September 23, 2019

Dear PSB Parents and Guardians,

Last week, many of the school department offices that directly support families moved to new locations. I am writing to let you know about these moves in the event you need to reach out to any of our staff for assistance.

In July 2019, the School Committee had the opportunity to lease a 16-classroom school building from the Maimonides School located at 2 Clark Road, Brookline, as part of their ongoing effort to address overcrowding in our schools and to better serve our students. Three Brookline Early Education Program classrooms are already using the space at Clark Road. For the 2019-2020 school year, we will also temporarily have specific administrative offices in the Clark Road building.

Beginning today, staff located at the Brookline Education Resource Center on 24 Webster Place, and some staff located on the 4<sup>th</sup> floor of Town Hall, have moved to a new location. Please take a few minutes to review these changes summarized below:

**Moving to Brookline Town Hall (333 Washington Street, Brookline, MA 02445)**

- **Office of Registration and Enrollment (ORE, formerly the Office of Student Affairs):** All ORE staff and offices are now located on the 4<sup>th</sup> floor of Brookline Town Hall. Please direct inquiries to (617) 264-6492 or [student\\_affairs@psbma.org](mailto:student_affairs@psbma.org).
  - Registration appointments for new families will be held on the 4<sup>th</sup> floor of Brookline Town Hall.
- **English Learner Education (ELE):** All ELE staff and offices are now located on the 4<sup>th</sup> floor of Brookline Town Hall. Inquiries about the ELE program can be directed to Mindy Paulo at (617) 264-6413 or [mindy\\_paulo@psbma.org](mailto:mindy_paulo@psbma.org).
  - Students who require a language screening as part of the registration process will be assessed on the 4<sup>th</sup> floor of Brookline Town Hall.
- **METCO:** METCO administrative staff are now located on the 5<sup>th</sup> floor of Brookline Town Hall. Inquiries should be directed to Donna Scott at (617) 730-2464 or [donna\\_scott@psbma.org](mailto:donna_scott@psbma.org).

**Moving to the Clark Road Building (2 Clark Road, Brookline, MA, 02445)**

- **Brookline Early Education Program (BEEP):** BEEP administrative offices, including admissions and tuition assistance, are now located at Clark Road. Please direct all inquiries to the BEEP office at (617) 713-5471 or [beep@psbma.org](mailto:beep@psbma.org).

- **Office of Student Services (OSS):** Special education directors and staff, and the Director of School Counseling, are now located at Clark Road. Please direct all inquiries to Natalie Greening at (617) 730-2440 or [natalie\\_greening@psbma.org](mailto:natalie_greening@psbma.org).
  - K-8 Families -- Individualization Education Plans (IEPs), 504 plans, and other special education records for BEEP and K-8 students may be accessed by families at our 2 Clark Road offices.
  - High School Families -- All special education documents relating to high school students (grades 9-12) remain accessible at the BHS Special Education Department at 115 Greenough Street.
  
- **Food Services, Student Transportation, Building Services, and Operations:** Administrative staff for these offices are now located at Clark Road.
  - Inquiries regarding food services (school lunch and breakfast) including menus and applications for the free and reduced meal program should be directed to Joanne Conneely at (617) 730-2415 or [joanne\\_conneely@psbma.org](mailto:joanne_conneely@psbma.org).
  - Inquiries regarding student transportation, including bus and van transportation, should be directed to Evan Schwartz at (617) 730-2452 or [evan\\_schwartz@psbma.org](mailto:evan_schwartz@psbma.org).
  - Inquiries about school building rentals during after-school hours should be directed to Lindsey Chapin at (617) 730-2453 or [lindsey\\_chapin@psbma.org](mailto:lindsey_chapin@psbma.org).
  
- **Brookline Adult & Community Education (BACE):** Administrative and financial offices for BACE are now located at Clark Road. Please direct all inquiries to (617) 730-2700 or [bacep@psbma.org](mailto:bacep@psbma.org).
  
- **Steps to Success Brookline:** Administrative offices for Steps to Success are now located at Clark Road. Please direct all inquiries to (617) 713-5310 or [sts@stepstosuccessbrookline.org](mailto:sts@stepstosuccessbrookline.org).

All of our colleagues who moved to a new location are still unpacking boxes, so we appreciate your patience and understanding during this period of transition. We look forward to a successful school year together.

Sincerely,



Ben Lummis  
Interim Superintendent