



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

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

**AGENDA COVER SHEET**

**AGENDA ITEM NO:** 4.b. Updates on FY 2020 and FY 2021 Budgets      **MEETING DATE:** July 7, 2020

iv) Update on Brookline Adult and Community Education Program Finances

**PURPOSE OF AGENDA ITEM:**

Update School Committee on impact of COVID-19, BHS Construction, and Leadership Transition for BA&CE.

**BACKGROUND INFORMATION:**

We would like to request BA&CE to have a joint Capital and Finance Sub Committee meeting to discuss the current and future operations of the program. Due to the pandemic resulting in the total loss of the Spring program and putting the summer program into limited offerings, BA&CE would like to revisit the FY 21 building assessment. In addition, BA&CE would also like to inform the sub committees how it has been negatively impacted by the pandemic, transition of leadership, and loss of a certain number of instruction spaces at BHS during construction. BA&CE is reworking its budget for FY21 with reduced revenue projections for the summer, fall, and possibly the winter sessions, should there be a resurgence of the covid-19 virus. Spring is unknown at this point. To date, BA&CE furloughed one secretary, and opted not to fill a vacant Program Coordinator position to try to mitigate the spring reduction in revenues and the reduction in program offerings. Additional cuts may be considered if circumstances do not change. BA&CE Director, Michelle McGlone, would like to discuss the situation with the finance sub-committee and capital subcommittee this summer to establish expectations and updates for the program during the upcoming fiscal year. Shortly, the committee will receive a document with a plan to turn around this situation as quickly as possible and to request the support of the school community in the interim.

**ACTION RECOMMENDED:**

Schedule Joint Finance and Capital Sub Committee meeting with BA&CE Financial Update and Assessment as one of the agenda items.

**VOTE REQUIRED:**

**STAFF AVAILABLE FOR PRESENTATION:**

Mary Ellen Normen, Deputy Superintendent for Administration and Finance