



**THE PUBLIC SCHOOLS OF BROOKLINE**  
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V. JAMES MARINI  
 INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN  
 DEPUTY SUPERINTENDENT FOR ADMINISTRATION & FINANCE

To: Jim Marini, Interim Superintendent  
 From: Mary Ellen Normen, Deputy Superintendent for Administration & Finance  
 Date: February 4, 2020  
 RE: FY 22 Revenue Update

The Town/School Partnership received an updated revenue number that positively affects the PSB allocation. The preliminary change is from \$117,253,547 to \$120,045,272 an increase of \$2,791,725. Also in this update is the projection of adding the annual 3% increase to the Tuition/Materials Fee rate for FY 22 of \$15,150. The overall projected deficit at this point reduced from \$(8,083,177) to \$(5,042,682).

	FY 21 Budget	FY22 Projected January 21, 2021	FY22 Projected Feb. 4, 2021	Projection to Projection Change	Budget to Budget Change	% Change Bud/Bud
Town/School Partnership	\$ 118,998,990	\$ 117,253,547	\$ 120,045,272	\$ 2,791,725	\$ 1,046,282	0.88%
November Special Town Meeting (RLA subsidy)						
Town Cares Funds (RLA subsidy)						
ESSER II initial (in-person learning)						
CvRF II						
Circuit Breaker	\$ 1,971,547	\$ 2,292,164	\$ 2,292,164	\$ -	\$ 320,617	16.26%
Tuition/Materials Fee	\$ 505,000	\$ 505,000	\$ 520,150	\$ 15,150	\$ 15,150	3.00%
	\$ 121,475,537	\$ 120,050,711	\$ 122,857,586	\$ 2,806,875	\$ 1,382,049	1.14%

<b>Total Projected Budget</b>	<b>\$ 121,475,537</b>	<b>\$ 127,683,888</b>	<b>\$ 126,883,888</b>	<b>\$ (800,000)</b>	<b>\$ 5,408,351</b>	<b>4.45%</b>
<b>PSB (Deficit)/Surplus</b>		<b>\$ (7,633,177)</b>	<b>\$ (4,026,302)</b>	<b>\$ 3,606,875</b>	<b>\$ (4,026,302)</b>	
<b>Public Building Division - Salaries</b>			\$ 545,000	\$ 545,000	\$ 545,000	
<b>Public Building Division - Services/Materials</b>		\$ 450,000	\$ 471,380	\$ 21,380	\$ 471,380	
<b>Total (Deficit)/Surplus</b>	<b>\$ -</b>	<b>\$ (8,083,177)</b>	<b>\$ (5,042,682)</b>	<b>\$ 3,040,495</b>	<b>\$ (5,042,682)</b>	
<b>% Reduction of Revenue to Budget Request</b>		-6.65%	-4.15%			

The change in the revenue assumptions are as follows:

- Town/School Partnership: Allocation Adjustments
  - The House 1 Cherry Sheet was 2% higher than the prior year. Chapter 70 was higher by 1.4%. The Town's revenue projection had assumed a decrease in local aid. The adjustment allowed for a \$2,791,725 increase to the revenue projections from state aid.
  - Review of Water and Sewer assessments also adjusted the amount of revenue by \$31,000.
- Circuit Breaker is reset annually to the Prior/Current Fiscal Year (FY21) reimbursement amount. Circuit Breaker increased from \$1,971,547 to \$2,292,164. An increase of 16.26% due to transportation services now being eligible for reimbursement and increase in eligible in district and out of district services and tuitions.

- Once the School Committee votes their budget or votes specifically the increase in Tuition/Materials Fee of 3%, \$15,150 will be a permanent increase to the revenue offset.

**Elementary and Secondary Education Emergency Relief II (ESSER II) Fund Funding:**<sup>1</sup> \$1,641,807 School Committee Curriculum Sub Committee will hear a proposal on the recommended use of these funds at their next meeting on February 23. Either these funds will become a one-year offset (step/seed funding) or they will be one-year single use program funds. The purpose of this supplemental funding opportunity is intended to help school districts safely reopen schools, and measure and effectively address significant learning loss. In addition, in an effort to build capacity of public school districts and communities to facilitate integrated coordination of school and community-based resources, DESE is providing an additional \$10,000 to each district for student mental health services and supports.

**Elementary Projected Enrollment and Sectioning Update:** K-8 Elementary enrollment is projected to be at 4,888 using a project Grade K and 1 Cropper and McGibben Enrollment number for each elementary school.<sup>2</sup> All other grades were advanced as a cohort survival with no change in the number of students. Working with Principals, sections were developed using the current district class size guidelines of 21 students. Using this guideline the average class size at the K-8 schools is 19 with a range of 17-22 students. The district still has capacity to absorb approximately 500 students across all K-8 grade. . This resulted in a reduction of eight (8) fewer sections or approximately 10 FTEs across all eight elementary schools. The enrollments are projections and may need to be revisited.

<i>Grade</i>	<b>FY22 Budget</b>	Pre-Pandemic			
<b>Class Size Guideline</b>	Preliminary	Elementary	Change in	Change in	Potential \$
	Sections	Sections	Sections	Teachers	Reduction
<b>Total Projected Enrollment</b>	<b>4,888</b>				
<b>Seats Projected as available</b>	500				
<b>Total Sections</b>	<b>262</b>	270	-8.00	-10.00	\$ 800,000
<b>Average Class Size</b>	19				

*\*Grade K and Grade 1 Enrollment is projected based on Enrollment Report. Students are not yet registered.*

### Expense Budget (Contracted Services, Supplies, Other, Equipment)

	FY 21 Budget	FY22 Projected January 21, 2021	FY22 Projected Feb. 4, 2021	Projection to Projection Change	Budget to Budget Change	% Change Bud/Bud	
Salaries	\$ 105,814,285	\$ 110,372,358	\$ 109,572,358	\$ (800,000)	\$ 3,758,073	3.55%	
Contracted Services	\$ 11,639,625	\$ 13,214,903	\$ 13,214,903	\$ -	\$ 1,575,278	13.53%	
Supplies	\$ 1,751,453	\$ 1,826,453	\$ 1,826,453	\$ -	\$ 75,000	4.28%	
Other Charges	\$ 1,053,534	\$ 1,053,534	\$ 1,053,534	\$ -	\$ -	0.00%	
Utilities	\$ 7,350	\$ 7,350	\$ 7,350	\$ -	\$ -	0.00%	
Equipment	\$ 1,209,290	\$ 1,209,290	\$ 1,209,290	\$ -	\$ -	0.00%	
<b>Total Projected Budget</b>	<b>\$121,475,537</b>	<b>\$ 127,683,888</b>	<b>\$ 126,883,888</b>	<b>\$ (800,000)</b>	<b>\$ 5,408,351</b>	<b>4.45%</b>	
<b>PSB (Deficit)/Surplus</b>		<b>\$ (7,633,177)</b>	<b>\$ (4,026,302)</b>	<b>\$ 3,606,875</b>	<b>\$ (4,026,302)</b>		
<b>Public Building Division - Salaries</b>			\$ 545,000	\$ 545,000	\$ 545,000		Total Request PSB & PBD
<b>Public Building Division - Services/Materials</b>		\$ 450,000	\$ 471,380	\$ 21,380	\$ 471,380		
<b>Total (Deficit)/Surplus</b>	\$ -	<b>\$ (8,083,177)</b>	<b>\$ (5,042,682)</b>	<b>\$ 3,040,495</b>	<b>\$ (5,042,682)</b>		
<b>% Reduction of Revenue to Budget Request</b>		-6.65%	-4.15%				

<sup>1</sup> <https://www.doe.mass.edu/federalgrants/esser/>

<sup>2</sup>

<b>Salaries: Calculations are ongoing and are subject to change. Currently the following is included</b>		
	All CBAs are expired as of 6/30/21, BEU expired 8/31/20; Non Aligned no COLA for FY 21 - all result in a level of compounding year over year when settlements are reached. Projection includes contractual increases (approximately \$5,022,899)	\$ 5,022,899
	Elementary Classroom Sectioning due to Enrollment. Average Class size 19 with 262 classrooms reduced from 270 sections. (10 FTEs)	\$ (800,000)
	Summer School Needs and Supports	\$ 150,000
	Return of additional positions - \$810,000	\$ 810,000
	Net Decrease of the impact of RLA	\$ (1,424,826)
	Retirements & Turnover have not been factored in as they are unknowable at this time. \$675,000 Salary Savings not taken from the base	
		<b>Total</b>
		<b>\$ 3,758,073</b>
<b>Expense Budgets: All Expense budgets are level funded except for</b>		
<b>Contracted Services</b>	Strategic Plan or Spec Educ Consulting Services	\$ 90,260
	Special Education Tuition Increase -	\$ 825,018
	Transportation Increase -	\$ 300,000
	Software Licenses	\$ 360,000
		<b>Total</b>
		<b>\$ 1,575,278</b>
<b>Supplies</b>	Specialized Instructional Materials	\$ 75,000.00
		<b>\$ 5,408,351</b>

**Public Services Division Budget Request** (attached memo)

**\$1,016,380**

**Total Requested Increase as of February 4, 2021**

**\$6,424,731**

**Status of the FY 22 Budget Document:**

Working with the Elementary Principals, we have established a base level budget for the K-8 Elementary schools. The High School is working on its staffing allocations based on enrollment and historical course selection. We are currently finishing our calculations on the personnel budgets to match identified sectioning needs. In addition, Principals and Coordinators, based on enrollment, are analyzing Tier 1, 2, & 3 interventions and making teacher assignments. An update preliminary budget calculation will be for February 11 and again on March 1.

On or before, February 11, the School Department Budget Central web page will be updated for FY 22 preliminary budget overview information ( <https://www.brookline.k12.ma.us/Page/108>). The Preliminary Budget Over view will include a highlight of budget reductions to bring the budget in balance with the revenue available.

On or before March 1, the School Department Budget Central web page will be updated with department details and impact statements.



# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

Charles A. Simmons  
Director of Public Buildings

### INTEROFFICE MEMORANDUM

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**TO:** School Committee  
Dr. James Marini

**FROM:** Charles A. Simmons, Director of Public Buildings

**SUBJECT:** School Repair and Maintenance Funding FY 2022 – Revision No 3

**DATE :** January 28, 2021

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In order to fully fund the Repair and Maintenance Budget for FY 2022 and properly test, maintain and make repairs the School Buildings, the total needed would be \$2,435,847 for outside service contractors and \$1,697,422 for personnel costs.

This is an increase of \$471, 380 over last year's appropriation for services and \$545,000\* over last year's appropriation for salaries.

The justification for the R&M increase is due to the following factors:

- 1) The budget amounts requested last year and the previous years were not fully funded
- 2) Inflation for construction and maintenance has been above 2.5%;
- 3) The High School will have a new building and an addition opening next fiscal year – totaling approximately 190,000 sq. ft which is an increase of 12% over the total square footage of all School Building space.

This is in line and following the 5 year plan and the Matrix Report.

For this fiscal year, I had requested 2 HVAC personnel and 1 Electrician. Those positions did not get funded. This revised Personnel increase would be to add 4 HVAC technicians and an Electrician, Plumber and Carpenter. This is based on the Matrix Report base requests, and additional School space that has been added since the report was written 8 years ago. Two years ago, only the EMS Applications Assistant was added to the budget. An additional HVAC technician was requested but did not get included into the final budget.



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Charles A. Simmons  
Director of Public Buildings

One point should be made clear. The amount for the calculations for staffing was based with the intent that the School Department would be paying the full cost of these positions, as opposed to the customary 75/25 split between Town and Schools. The total amount includes 5 positions with an estimate for benefits. The Town has historically paid 100% of all benefits for these positions. The assumptions for benefits may be on the high side but I wanted to make sure the amount for what was anticipated. The final cost would have to be worked out between the Town and School Department. The justification for making the budget request this way is based on the fact the Town buildings have not substantially changed or increased in size for many years. The need for increases to the School R&M budget for services and staffing is being driven due to larger, more advanced, renovated school buildings. The reason for adding staff (instead of increasing the R&M budget) would be based on our costs. By law, the Town needs to pay prevailing wages to outside contractors for their staff. The owner of the company adds to this amount health, overhead and profit. We are presently charged \$198/hr for an HVAC technician and \$99/hr for an electrician. For this particular year, due to COVID and HVAC requirements, there has been a substantial increase in costs for these services. The Town pays the Tradesmen \$\$36.50 at the max step. The School Department would be paying potentially three to four times more for this service outsourced. If staffing is not increased, then the work would be outsourced putting an added burden on the R&M service budget.

These requests will only increase over the next several years as more (new) space is added for the Schools (Pierce and Driscoll) and there will be a severe shortage of staff and monies for outside services.

- HVAC – There would be no proactive maintenance and testing of the HVAC equipment other than boiler and pumps. There would only be responses for complaints or if the EMS detects a failure of some kind. Filters would be changed but only bi-annually.
- Electrical – No preventative maintenance will be completed. The amount budgeted for repairs would be cut in half. All additional repairs would need to be taken care of by the in- house staff (3 electricians). There will be a severe setback for timely completion of work orders.



# TOWN of BROOKLINE

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## BUILDING DEPARTMENT

Charles A. Simmons  
Director of Public Buildings

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- Plumbing - No plumbing work would be done by outside contractors. The 2 in house plumbers would be responsible for all repairs. This will create a severe backlog on plumbing repairs which already exists presently. Plumbing preventative maintenance will not be completed including science acid tanks, domestic hot water tanks, mixing valves, water coolers, filters and sewerage injectors. By not doing this work proactively, failures of the systems will result causing costly, unscheduled shutdowns.
- Carpentry - There would be no work of any kind. This work would need to be done by the 3 in house carpenters. This will create and has created a severe backlog. Preventative Maintenance work for overhead (garage) doors would not be done. Also checking, repairing and adjusting the hardware for outside doors would not be done. Any kind of work would be reactionary. If a door fails, it will need immediate repairs which will be costly and inconvenient. It also allows for a security breach
- Flooring - There would be no repairs or installations of any kind of flooring (carpeting, tile, etc.).
- Painting – There would be no painting.
- Window Treatments – There would be repairs or replacements for window shades or blinds.
- Windows - Windows would not be cleaned.

I am aware that these requests seem excessive. I am also aware of the difficulties and challenges that the upcoming budget process will be. Requests have been made over several years to get the budgets in line for proper maintenance. The Matrix Report detailed those needs many years ago. A five year plan was created to roll these increases into the budget on a stepped up basis. By not addressing these requests, in a timely manner, and allowing for some increases, the problems will continue to snowball until it gets to a point where I will not be able to do any kind of maintenance work and only do reactive repairs, which will probably lead to a reserve fund transfer. I would be glad to discuss these needs with you.

\* No benefits - 4 HVAC at \$80K/year, 3 Tradesmen at \$75K/year

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