

To: Ben Lummis, MaryEllen Normen
From: Robert Mullin, Matt Gillis
Re: Proposed District Moves
Date: April 14, 2020

On January 23, 2020, The Public Schools of Brookline's School Committee voted to continue its use of the leased building at 2 Clark Road as an Early Education facility and administrative offices. The committee also voted to terminate the lease at 68 Harvard Street (Pierce Loft), currently used as classroom space for the Pierce School. With these decisions and the goal of growing the Clark Road building as a BEEP site, it will be necessary to move personnel from several buildings to different offices and to create classrooms and office space for the Pierce School Community within the Sperber Education Center. Further discussions with Pierce administration and staff will be necessary to plan for their moves and discussions with other administrators may slightly change the outline, but we feel this plan best utilizes the available areas in each affected building.

Sperber Education Center (SEC)

We will be creating two, open space classrooms on the first floor of the building, each with approximately 600 square feet depending on their set up and other site needs. In using portable room dividers, Pierce expects to use this space as a music room when not in use by other classes. There will potentially be two Learning Centers created in the small and large conference rooms, located on the first and second floor of the building. We will relocate the three Vice Principals to offices on the second floor of Sperber, allowing a classroom to be created in their former space near the Pierce Main Office. Lockers will be located in two of the lower storage rooms and continued discussions with Pierce Administration and Staff will further develop the use of this space.

Clark Road

Four new BEEP classrooms will be created on the second floor, two of which will be new based on enrollment numbers and one will be used by the BEEP/RISE class moving from Heath School. One additional classroom will be used as enrollment requires. Operations, Transportation, and Food Services will remain on the second floor and the Student Services / Auditory Technician will remain as well. The remaining Student Support Services staff will move to the third floor and Brookline Adult and Community Education (BACE) will move to the Baldwin building. It is recommended that during peak registration times for BACE, a satellite office that is more easily accessible by public transportation. Several options are currently under consideration.

Baldwin

Brookline Schools Staff Children's Center will need to vacate the building by early July but discussions with the director of the school will be needed to clarify this timeline. After BSSCC moves out, we will begin cleaning and prepping the rooms for staff coming from Sperber and Clark Road, with a move-in goal of July 31.

Ridley

We are looking to relocate two METCO staff members from Clark Road to an underutilized office at the Ridley School, located at the Steadman Street entrance. This will require the approval of the building Principal and the relocation of the Custodial Supervisor to either Clark Road or to the High School.

Financial Implications

We recognize that these staff relocations will come with a financial cost as well. This spreadsheet reflects our best estimates to date while reflecting market variations due to the uncertainty of scheduling and vendor availability. We are also looking for potential offset funding sources to help reduce the overall cost to the School Department.

Service/Vendor	Baldwin*	SEC	Clark	Pierce/Lofts	Total All Moves	Notes
Electric-Data YES	\$17,400				\$17,400	
Movers		\$14,400	\$1,000	\$8,000	\$23,400	\$25,540 24 - Webster to 2 Clark
Copier Relocation				\$750	\$750	
Projection Relocation				\$10,000	\$10,000	
Packing (Teachers)	\$0	\$3,360	\$210	\$1,050	\$4,620	
Furniture			\$840	\$0	\$840	
Moving Costs	\$17,400	\$17,760	\$2,050	\$19,800	\$57,010	
SEC Maint/ Classroom Upgrade						
Carpet					\$20,000	
Painting					\$10,000	
Per KK/CS, awaiting quotes, pay via FY20 unspent utilities					\$30,000	
Total Moving Costs					\$87,010	
* Baldwin School home to Winthrop House.						