



## The Public Schools of Brookline

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TO: Linus J. Guillory Jr., Superintendent  
FROM: School Committee  
DATE: November 7, 2023  
RE: DRAFT v1: *FY25-29* Budget Guidelines

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As you know, the School Committee is responsible for approving and overseeing the District's annual budget. In accordance with our responsibilities, we present our suggested guidelines to inform construction of the budget for the upcoming fiscal year. The intent is that the guidelines will enable us to review all spending proposals through a shared lens and will guide us as we make difficult, important choices. Adhering to these guidelines will enable us to maintain a relentless focus on our priorities.

Importantly, this document is being drafted in parallel with the strategic plan/educational plan that you and your team are finalizing (see draft attached of most recent copy received by the committee). In the absence of a final strategic plan, it is imperative that the leadership team ensure alignment with the plan as it stands in January when the preliminary budget is presented.

The proposed guidelines continue to take a multi-year approach, which will continue to serve us well as we develop coherence between the budget and the strategic plan that is currently in final revisions.

With this shared understanding of the importance of the strategic plan, the **primary guideline for FY25-29** is that all activities described in the strategic plan (and future iterations thereof) will have clearly identifiable funding in the budget and will be described as part of the work of the relevant unit(s) in their budget narrative.

- Conversely and to the extent possible, activities that are clearly not aligned with the strategic plan will be identified and defunded or a strategy (multi-year and/or starting in later years as needed) for exiting these activities will be described. This is doubly important, not only for the additional time/focus this gives us on our priorities, but also to support long-term budget sustainability.
- To the extent that dashboards or other tools to track the plan's progress are not complete by the end of FY24, resources should be directed to these are developed in FY25.

Above and beyond the specific activities described in the strategic plan , specific guidelines include:

**1. STAFFING/ENROLLMENT:**

- a. Address class sizes at the high school to ensure class sizes are closer to recent historical trends, with fewer larger classes, and broader availability of science classes for more students. Leverage new enrollment forecasts to identify where positions can be shifted.
- b. Provide resources (for staffing and space adaptation) to transition to a full-day model, and return BEEP classrooms from Clark Road to the elementary schools and/or high school.
- c. Return to prior practice of holding reserve funds for a limited number of staff (?)

**2. EQUITY:**

- a. Fund an educational equity strategy, articulated by the Office of Educational Equity, that right-sizes the resources directed towards educational equity, whether they are centralized or decentralized.
- b. Fund Extended School Year and other summer programming that meets a variety of student needs and, as applicable, complies with state recommendations for the number of hours offered.
- c. Should a policy on life of the school be adopted that requires funding to implement policy, identify said funding.

**3. BUDGET:**

- a. For FY25: To the extent possible, provide funds for approved School Improvement Plan activities to be expended at the building level.
- b. For FY26 and beyond: align SIP process as part of budget cycle to ensure SIP activities are identifiable and funded in the budget.