



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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

ANDREW BOTT
SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN
DEPUTY SUPERINTENDENT
FOR ADMINISTRATION AND FINANCE

To: Andrew Bott, Superintendent
From: Mary Ellen Normen, Deputy Supt for Administration and Finance
Date: June 6, 2019
RE: FY 20 Student Fees, Fines, and Charges (3 Motions)

Please request the School Committee to approve the following three motions,

- Motion #1:** School Committee approves and authorized the collection of all fees as proposed in the attached table that require no fee increase to formally and officially establish the fee for FY 20. (Page 2)
- Motion #2:** School Committee approves and authorized the collection of all fees as proposed in the attached table. (Page 4)
- Motion #3:** School Committee approve creation of a revolving fund for Career and Technology Education course fees. (Page 6)

Educational Equity is a core value of the PSB:

The Public Schools of Brookline are committed to identifying and eliminating barriers to educational achievement in our schools. To this end, we create policies and practices that are fair and just and provide educational opportunities to ensure that every student, regardless of race, color, religion, gender, sexual orientation, marital status, age, national origin, disability, or economic status, meets our standards for achievement, participation, and growth.

In fulfillment of this value, this policy on student fees, fines, and charges commits the PSB to the following:

- Regardless of financial means, all PSB students shall have access to all educational books, materials, and other education-related opportunities;
- The PSB will engage in responsible financial management and practices to ensure the above can be made possible; and
- The financial operations of the district will be transparent in order to ensure accountability to these commitments.
- All students and families are treated with dignity in all discussion or disclosure of confidential information.

Legal Reference:

M.G.L. Chapter 71: Section 47. Athletic programs; school organizations; student activity accounts

M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty

M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty

M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment

M.G.L. Chapter 71, Section 49 Purchase of textbooks by pupils

Financial reporting for all fees occur in three areas, General Fund, Special Revenue Funds (known as Revolving Funds), and Agency Funds (commonly referred to as Student Activities).

Please request the School Committee to Approve all fees as listed below requiring no change in fee for FY 20

Motion #1: School Committee approves and authorized the collection of all fees as proposed in the attached table that require no fee increase to formally and officially establish the fee for FY 20.

General Fund Fee Summaries

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Transcripts	<ul style="list-style-type: none"> • \$3.00 Processing fee for each transcript sent. Official copies are only sent directly to the school and/or program to which you are applying. • \$3.00 Unofficial Transcripts may be requested for your own use. • \$5.00 Processing fee for transcripts being mailed out of the country. • \$2.00 Processing fee for correspondence confirming graduation. • Replacement diplomas are not available 	No Change	This is a general fund receipt as the cost to produce this document is embedded in the base program staffing of Brookline High School	
Public Records Requests	\$0.05 per copy, plus lowest hourly rate over 2 hours		No Change	Statutory Requirement
Other fees	TBD		As we move to compliance with student activities we will locate items being charged that are general fund receipts	Positively Impacts Town/School Partnership

Special Revenue Funds: Revolving Funds

The School Department receives fees and donations for various programs. A complete description of each revolving funds and a five year financial summary is available in the Revolving Funds section of the budget book. Below is a highlight of specific revolving funds that impact the calculation of the operating budget and required vote to assess a fee for services.

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Athletics	<ul style="list-style-type: none"> ▪ High School Sport: \$300 ▪ 7/8 Grade Basketball: \$100 ▪ 7/8 Grade Volleyball: \$85 ▪ 7/8 Grade Indoor Soccer: \$85 	<ul style="list-style-type: none"> ▪ High School Sport: \$300 ▪ 7/8 Grade Basketball: \$100 ▪ 7/8 Grade Volleyball: \$85 ▪ 7/8 Grade Indoor Soccer: \$85 	No Change	
South Brookline Bus Transportation *Voted as part of Budget Vote	User Fee Cost per Day/Fee: \$400 Days/payers: 120	User Fee Cost per Day/Fee: \$400 Days/payers: 120		\$48,000
Summer school Programs (BHS)	2 Hour Class: Brookline Resident \$310 Non-resident \$350 Financial Aid \$60 4 Hour Class: Brookline Resident \$575 Non-resident \$625 Financial Aid \$120	2 Hour Class: Brookline Resident \$310 Non-resident \$350 Financial Aid \$60 4 Hour Class: Brookline Resident \$575 Non-resident \$625 Financial Aid \$120	No Change	
BACE	Adult Programs \$6-\$324 Children's Programs \$50-\$350 Music Lessons \$459-\$718	Adult Programs \$6-\$324 Children's Programs \$50-\$350 Music Lessons \$459-\$718	No Change	
Performing Arts	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost
Visual Arts	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	No Change	
Career and Technology Education	No Fee in prior years	Culinary Program \$50 per course	Culinary Program uses the largest part of CTE's supply budget. Fee covers roughly 2/3 of cost per student.	\$22,000

Agency Funds: Student Activities

Student Activities Fund Summaries: In 1996, due to the enactment of a state law on student activity accounts as codified in Section 47 of Chapter 71 of the General Laws of Massachusetts (MGL), the Public Schools of Brookline (PSB) prepared guidelines to assist Principals in properly safeguarding student funds. These guidelines and procedures which are currently undergoing extensive review and updates are necessary to achieve good accounting practices, and comply with the law.

The financial monitoring of these funds is undergoing a full overhaul and audit to comply with the latest regulations. New policies and procedures are being finalized during school year 2019-2020 to ensure compliance and improve reporting, reconciliations, and routine audits of these accounts. These funds are student funds and are restricted to the following formula:

$$\text{Formula for determining costs: } \frac{\text{Total costs of all expenses (tickets, transportation, meals, etc)}}{\text{\# of Students Attending}}$$

The Number of Student attending is not reduced by any financial assistance students. These students are funded from other sources determined by the Principal. Additional funding has been added to elementary school principal budgets for the purpose of funding financial assistance eligible students. Funds can only be used to directly benefit students. Use of funds for curriculum supplies, materials, or personnel are prohibited by statute.

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Field Trips and Extracurricular Activities	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost

Please Request the School Committee Approve all fee increases as listed below for FY 20

Motion #2: School Committee approves and authorized the collection of all fees as proposed in the attached table. Fee Increases include:

Special Revenue Funds: Revolving Funds

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Summer school Programs (elementary) Project Achieve and Discovery	<ul style="list-style-type: none"> ▪ Project Achieve \$400 ▪ Project Discovery \$400 ▪ Project Explore \$400 	<ul style="list-style-type: none"> ▪ No Fee 	Proposal to Eliminate Fee and charge to operating budget	\$0
Materials fee	Materials Fee: \$2,888 Discount Per Add. Child: \$288.80	Materials Fee: \$2,974.64 Discount Per Add. Child: \$297.46	3% increase	\$550,000

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
International Tuition (SEVIS) 1 year Exchange	\$20,632 per student plus Lunch, Breakfast, other student fees, fines, and charges.	\$21,230 per student plus Lunch, Breakfast, other student fees, fines, and charges.	2.9% increase	Unknown Number of students for FY 20.
Beep Tuition *Voted 05.14.2019	Preschool \$10,488 Pre-K \$10,488 Pre-K Extended Days 2 Days Until 3:00PM \$2,667 Until 5:45PM \$4,461 3 Days Until 3:00PM \$4,001 Until 5:45PM \$6,691 5 Days Until 3:00PM \$6,669 Until 5:45PM \$11,153 Launch Summer Program \$540/week	Preschool \$10,900 Pre-K \$10,900 Pre-K Extended Days 2 Days Until 3:00PM \$2,775 Until 5:45PM \$4,639 3 Days Until 3:00PM \$4,161 Until 5:45PM \$6,960 5 Days Until 3:00PM \$6,936 Until 5:45PM \$11,600 Launch Summer Program \$550/week	4% increase	
School Lunch	K-8 Breakfast \$1.75 Lunch \$3.25 Premium Lunch \$- High School Breakfast \$1.75 Lunch \$3.50 Premium Lunch \$4.25 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult Meals \$4.25 Summer Lunch \$3.25	K-8 Breakfast \$2.00 Lunch \$3.50 Premium Lunch \$4.50-\$10.00 High School Breakfast \$2.00 Lunch \$3.75 Premium Lunch \$4.50-\$10.00 Dairy/Lactaid Milk \$0.75 Soy Milk \$1.50 100% Juice \$0.50 Reduced Price Breakfast \$0.30 Lunch \$0.40 Adult Meals \$4.50-\$10.00 Summer Lunch \$4.00	Increased by \$0.25 Differential pricing Increased by \$0.25 Differential pricing Set by state Differential pricing Breakeven Labor and last price change 2015	

Program	FY19 Fee	FY20 Fee	Reason for Change	Estimated Revenue
Career and Technology Education	No Fee in prior years	Culinary Program \$50 per course	Culinary Program uses the largest part of CTE's supply budget. Fee covers roughly 2/3 of cost per student.	\$22,000

Motion #3: School Committee approve creation of a revolving fund for Career and Technology Education course fees.