



**The Public Schools of Brookline**  
The Office of Administration and Finance  
333 Washington St | Town Hall  
Brookline, MA 02445

TO: School Finance Subcommittee: Mariah Nobrega (Chair), Andreas Liu, Sarah Moghtader  
FROM: Susan Givens, Ed.D., Deputy Superintendent, Office of Administration and Finance  
DATE: May 15, 2024  
RE: **Finance Subcommittee Updates**

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## **Gifts and Grants Update**

Since our last meeting, we have received \$8,050 in donations for the High School Boys Volleyball Team. The donations will enhance the student experience by replacing an iPad they use for filming and analyzing games and practices and purchasing apparel (jackets, pants, etc.) that goes beyond what the school would provide. We also received \$2,000 from Project Bread's 2024 Summer Eats Grant, a program that provides free meals to all kids and teens ages 18 and under at locations all across Massachusetts during the summer months. The grant will provide stipends to staff members who organize enrichment activities for students during their lunch session, which is a federal requirement.

**Motion:** Accept \$8,050 in donations for the High Schools Volleyball team and the \$2,000 Project Bread grant.

## **School Bus Contract 1-Year Extension Update**

The Operations team has assessed our transportation services and market rates for the upcoming school year (memo attached). Based on our current pricing and satisfaction with the vendors, we recommended extending the contracts for the FY25 school year.

**Motion:** Approve the contract extension with Eastern Bus and Local Motion for FY25.

## **Non-Aligned Hourly Rates and Stipends for Extra Compensation**

Several years ago, the School Committee approved rates for a variety of part-time, temporary positions that are filled annually but are not part of work covered under any of our Collective Bargaining

Agreements. I have revised the rates to match the current payment standards and am requesting approval for these rates for FY25.

**Motion:** Approve the proposed Non-Aligned Extra Compensation hourly rates and stipends for FY25.

### **FY2024 3rd Quarter Financial Report**

Attached is the FY24 3rd quarter report for the period ending April 30, 2024. Our School Finance Director, Diane Johnson, will review this information with you tonight.

*\*This will be submitted under a separate cover letter at the time of the meeting.*



THE PUBLIC SCHOOLS OF BROOKLINE  
BROOKLINE, MASSACHUSETTS 02445

LINUS J. GUILLORY JR., PhD  
SUPERINTENDENT OF SCHOOLS

SUSAN K. GIVENS, Ed.D.  
DEPUTY SUPERINTENDENT FOR ADMINISTRATION & FINANCE

Request for Gift Acceptance

May 15, 2024

The School Department requires specific authorization for acceptance of gifts.

Motion: School Committee Accepts the donations listed below for school department use:

Donor	Amount	Recipient/Purpose	Account Number/Name
Jedidiah B. Miller	\$100.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Jedidiah B. Miller	\$150.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Thor Stein	\$250.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Rym Baouendi	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Jennifer Spencer	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Alejandro Gutierrez	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Sofia Boyer	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Khaled Alfakhuri	\$750.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Anete Pajuste	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Sarah Hwang	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account



German Gallucci	\$100.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Jeffrey A. Smagua	\$500.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Alexa Martin	\$150.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Daniela Tomer	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Chi K. Lam	\$600.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Rachel Perdue	\$400.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Shuzhen Guo	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Andrew P. White	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Ju Hong Park	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Ai Hashimoto	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
William O'Donnell	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Anamika Majumder	\$100.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Toby Raybould	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Kim Castro	\$200.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Tamar Sobol	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Amy Bacon	\$300.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Anonymous	\$100.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account
Anonymous	\$150.00	Brookline High School/Boys Volleyball	3300SEG1/Brookline High School Athletic Gift Account



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Request for Grant Acceptance

May 15, 2024

Motion: School Committee Accepts the grant award as determined by the awarding authority  
for the grant listed below:

Source	Grant/Point Person/Purpose	Award	Account#/Name
Project Bread	Project Bread's 2024 Summer Eats Grant/To help provide stipends to staff who provide enrichment activities for students while they eat their meals in the park  Point Person: Sasha Palmer	\$2,000.00	3105SEL6/Project Bread



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SUSAN K. GIVENS, Ed.D.  
DEPUTY SUPERINTENDENT, ADMINISTRATION AND  
FINANCE

**TO:** Susan K. Givens, Ed.D. Deputy Superintendent, Administration and Finance

**FROM:** Karen King, Interim Director of Operations

**RE:** Bus Contract Extension for FY2025-FY2028

**DATE:** May 10, 2024

**CC:** Evan Schwartz, Transportation Coordinator

The transportation contract for our in-town and METCO bus service is a three-year contract with five one-year renewal options. As we complete our fourth year, we are highly satisfied with the level of service we are receiving. The FY25 budget is built on the bid price from each vendor. The anticipated cost for FY25 for in-town bus service is \$600,040, and for METCO bus service is \$365,000. Other districts that have bid on their transportation contracts for the coming year have seen rate increases ranging from 9% to 20%.

For these reasons, I recommend extending the contract with Eastern Bus and Local Motion for FY25.



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May 14, 2024

**FY24-25 Non-Aligned Extra Compensation Hourly Rates and Stipends**

**Substitutes**

Type	Daily Rate 24/25
Daily Substitutes	\$135
Long term sub (up to 40 working days)	\$179.74
Long term sub (41 or more working days if licensed)	UNIT A pay scale (B-1 or M-1)
Nurse substitute	\$200
Secretary substitute	Principal Clerk 1 Step 1
Cafeteria Food Service Substitute	FS worker step 1
Food Service Manager Substitute	FS Manager Step 1

**Music Extension Rates**

Min	Max
\$39.54	\$43.70

**Adult Education Rates**

Min	Max
\$16.00/hr (Brookline living wage seasonal)	\$52.02/hr.

**Parent Child Home Program (Unit C - Paraprofessionals)**

External	Internal
\$20.00	Para Salary Schedule/Current rate

**Homework Club**

Paraprofessional Rate	Unit A member rate
Other Employees Hourly Rate	\$28/hour



FY24-25 Non-Aligned Extra Compensation Hourly Rates and Stipends

**Direct Service Provider (Unit C - Paraprofessional)**

Min.	Max.
External	\$35/hr
Internal	Para Salary Schedule/Current rate

**Summer Programs**

BHS Summer School	FY24/25
Director	\$12,500 (paid from revolving)
Teachers	\$47/hr
Student Aides	\$16.00/hr Brookline living wage seasonal
Security	\$23.35 Para Salary Schedule/Current rate

Summer BHS Calculus Project	FY24/25
Teachers	\$47/hr
Peer Leaders	\$16.00/hr Brookline living wage seasonal

Star Academy (Grant Funded)_	FY24/25
Director	\$18,000
Assistant Director	TBD
Team Leader	TBD
Teachers	\$47/hr
Teacher Assistant	\$16/hr Brookline living wage seasonal
Para	Para Salary Schedule or Current rate

ESY (Grant Funded)	FY24/25
PSB Special Ed Teachers & Specialists (LC, PT, Speech, OT, Psych, Teacher of Deaf)	\$56/hr
Nurses	\$56/hr external, Per diem for PSB nursing staff
PSB system wide program aides	Para Salary Schedule/Current rate
PSB aides (ALC, RISE, TLC, LAHB)	Para Salary Schedule/Current rate with Diff +1
ESY Coordinator (3)	\$7,500 stipend
Specialized Program Teacher (TLC/RISE/ALC/LAHB) <i>Teachers who teach in a program during the SY and then teach in the same program during the summer and are licensed in area specific to program</i>	Per diem rate



FY24-25 Non-Aligned Extra Compensation Hourly Rates and Stipends

Project Discovery (general fund)	FY24/25
PSB Teachers	\$47/hr
PSB Aides	Para Salary Schedule/Current rate
Discovery Director	\$8,800
Assistant Director/Interventionist	\$7,050

BEEP Enrichment (revolving fund)	FY24/25
PSB Teachers	\$56/hr
PSB Aides	Para Salary Schedule or Current rate
Director	\$12098.25

Student Intern Rates

School	Rate/Stipend (FY24/25)
*Simmons College, *BU/Wheelock College Interns (Grade 1)	\$10,000 per intern
Northeastern University	\$16/hr Brookline living wage seasonal

\*=Dual Certified

Non Aligned Stipends:

Title	Rate/Stipend (FY24/25)
Child Study Members/ Student Intervention Team (SIT)	\$800
Child Study Leader/SIT	\$1000
Child Study co-leader/SIT	\$900
Mentored Professional Learning Coach (MPL)	\$1,274
Coordinator of Online Learning @ BHS	\$2,500
Elementary Yearbook design advisor	\$1,000
Theatrical Costume Design@ BHS	\$1,200
Costume Design	\$50/hr
Sound Technician	\$16/hr if hiring a student or up to \$2,500 stipend for non student
Elementary Choreographer	\$50/hr
Music Festival Assistant	\$150 per day
Music Adjudicator	\$100-\$1,000 depending on scope of work

FY24-25 Non-Aligned Extra Compensation Hourly Rates and Stipends

<b>Accompanist-Play</b>	<b>\$1,000</b>
<b>BHS Event Staff</b>	<b>\$50/hr</b>
<b>Set Design (One at each school)</b>	<b>\$50/hr</b>
<b>Young Scholars Club</b>	<b>\$1,540</b>
<b>Young Scholars Literacy Project Teacher</b>	<b>\$1,540</b>
<b>Young Scholars Calculus Project Teacher</b>	<b>\$1540</b>
<b>MCAS Test Assistants</b>	<b>\$510</b>
<b>Advanced Placement (AP) Proctors</b>	<b>\$25/hr</b>
<b>School culture &amp; climate committee members</b>	<b>\$500</b>
<b>ExCel Program Lead Teacher</b>	<b>\$3,000</b>
<b>Translating Documents</b>	<b>\$45 per hour</b>
<b>In-person (verbal) translation</b>	<b>\$20 per hour</b>
<b>Home Hospital Tutor</b>	<b>\$25 per hour</b>
<b>Library Inventory Aide</b>	<b>Paraprofessional Schedule #5 No Degree Step 1 Hourly Rate</b>
<b>PSAT, SAT, and Pre ACT Exam Proctors</b>	<b>Rate based on College Board rates</b>
<b>Game Officials for extramurals</b>	<b>\$30 per game</b>
<b>Morning Movement (at multiple Elementary Schools)</b>	<b>\$35.51 per hour</b>