



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

LINUS J. GUILLORY JR., PhD
 SUPERINTENDENT OF SCHOOLS

Request for Gift Acceptance

September 28, 2022

The School Department requires specific authorization for acceptance of gifts.

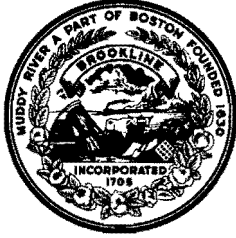
Motion: School Committee Accepts the donations listed below for school department use:

Donor	Recipient	Amount	Reason	Account Number
Nick Lissoto	Brookline Adult & Community Education (BA&CE)	\$500.00	*Nick Lissoto, of Sorriso Vino, donated three bottles of wine, artisan pasta and olive oil to be auctioned off as part of our online fundraiser. The total value of this donation was \$500.	N/A
Nicholas Nixon	Brookline Adult & Community Education (BA&CE)	\$6,500.00	*Nicholas Nixon, a world-renowned photographer, donated a black and white, signed print to be auctioned off as part of our online fundraiser. (All communication with Nicholas went through one of our board members. I only have the address for Nicholas).	N/A
Anna Mulholland	Brookline Adult & Community Education (BA&CE)	\$255.00	*Anna donated three thirty minute massage sessions for the spring fundraiser.	N/A
The Country Club	Brookline Adult & Community Education (BA&CE)	\$1,800.00	*The Country Club of Brookline donated four gallery tickets to the U.S. Open for BA&CE to auction off as part of the spring fundraiser. BA&CE raised \$1,050 total for the four tickets.	N/A
Chobee Hoy	Brookline Adult & Community Education (BA&CE)	\$516.00	*As a gift to BA&CE, Chobee purchased a one year site license from Swank Movie Licensing so that we could use the Disney movie "The Greatest Game Ever Played" as part of our Spring fundraiser.	N/A

Chobee Hoy	Brookline Adult & Community Education (BA&CE)	\$808.00	*As a gift to BA&CE, Chobee paid FunFlicks. We used the vendor to project the Disney movie on a large outdoor screen, set up speakers, etc.	N/A
Ian Morehouse	Brookline Adult & Community Education (BA&CE)	\$90.00	*Donated to BA&CE through purchase of wine package.	3105SE22 – Adult Education Revolving Fund
Colleen Suhanosky	Brookline Adult & Community Education (BA&CE)	\$50.00	*Colleen Suhanosky of Rifrullo Cafe donated a gift certificate to her restaurant as part of the spring fundraiser.	N/A
Sarah Nardi	Brookline Adult & Community Education (BA&CE)	\$50.00	*Sarah Nardi donated to BA&CE through purchase of Rifrullo Gift Certificate.	3105SE22
Maria Naylor	Brookline Adult & Community Education (BA&CE)	\$500.00	*Maria Naylor donated to BA&CE through purchase of Nicholas Nixon print.	3105SE22
Helen Conors	Brookline Adult & Community Education (BA&CE)	\$320.00	*Helen Conors donated to BA&CE through purchase of U.S. Open tickets.	3105SE22
Dena Lera	Brookline Adult & Community Education (BA&CE)	\$90.00	*Dena Lera donated to BA&CE through her purchase of three thirty minute massages.	3105SE22
Siobhan Sestiso	Brookline Adult & Community Education (BA&CE)	\$510.00	*Siobhan Sestiso donated to BA&CE through her purchase of the three night vacation stay.	3105SE22
Erin O'Brien	Brookline Adult & Community Education (BA&CE)	\$160.00	*Erin O'Brien donated to BA&CE through her purchase of the one-night stay at the Hilton Garden Inn.	3105SE22
Peter Meyer	Brookline Adult & Community Education (BA&CE)	\$900.00	*Donated three night stay at vacation home, including kayak lessons. Value \$900.	N/A
Anna Rossi	Brookline Adult & Community Education (BA&CE)	\$3,722.00	*Anna Rossi, a celebrity chef from the cable series, MasterChef, donated her time, materials, and travel expenses to BA&CE for the spring fundraiser. She conducted a cooking demonstration in the new culinary space in the STEM wing.	N/A

Peter Meyer	Brookline Adult & Community Education (BA&CE)	\$1,000.00	*Peter Meyer donated \$1,000 to BA&CE.	3105SE22
Chobee Hoy	Brookline Adult & Community Education (BA&CE)	\$750.00	*As a gift to BA&CE, Chobee sent a payment to the Korean Church so that the program could use three rooms for the ESL program during the school day when classes are unavailable at our schools.	N/A
Peter Meyer	Brookline Adult & Community Education (BA&CE)	\$750.00	*As a gift to BA&CE, Peter sent a payment to the Korean Church so that the program could use three rooms for the ESL program during the school day when classes are unavailable at our schools.	N/A
Brookline Community Foundation, Inc. (BCF) – Lauren Dunne Astley Fund	Brookline Early Education Program (BEEP)	\$2,500.00	Annual Disbursement – A restricted memorial BCF Fund to enable young children from low-income families to attend the Brookline Early Education Program (BEEP).	3300SEG2 BEEP Gift Account
Anonymous	Brookline Elementary Schools and Department of Public Works	\$35,664.00	Please see attached letter.	TBD
Anonymous donation through a Donor Advised Fund	PSB Food Services Department	\$74,025.00	Please see attached letter and proposal.	3899SE25 School Lunch Revolving Fund

*Information provided by Michelle McGlone, Director of Brookline Adult & Community Education (BA&CE).



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
Commissioner

August 16, 2022

Select Board
333 Washington Street
Brookline, MA 02445

Dear Select Board Members,

The Department of Public Works – Highway and Sanitation Division respectfully requests that the Select Board accept the gift of \$35,664 from an anonymous donor in the Brookline community to support the establishment of school compost collection. This donation will allow the Brookline Elementary Schools and Department of Public Works to obtain the necessary infrastructure to fully equip elementary school lunchrooms with adequate and appropriately sized waste bins for collection of recycling, trash, and, eventually, compost. Currently, there is no standardization across all 8 elementary schools for lunchroom waste bins. The funding will support purchasing 4 bins (2 sets of 2) for each of the 8 elementary schools. The bins will be selected and ordered by DPW Highway and Sanitation Division in coordination with the Brookline School Department.

In addition, this gift will be used to allow elementary schools to participate in a field trip to one of Black Earth's Compost facilities, either in Groton (their premier facility) or Manchester (their fully-functional beta-facility). This will help bridge the information gap, allowing students and teachers to observe how industrial-scale composting takes place enabling them to link the work they are doing in the lunchroom with greater sustainability goals and impact. The field trips will be organized in partnership with school administration at each elementary school.

As DPW and the School Department work to both educate students about the importance of reducing our solid waste and carbon footprint, as well as adequately investing in the necessary infrastructure to make this program a success, we feel this donation will go a long way in helping us reach our overarching waste reduction goals.

We appreciate the generosity of the donors and know this gift will be highly appreciated by the Brookline Elementary School community.

Sincerely,

Erin Chute Gallentine
Commissioner of Public Works

cc: Linus Guillory, PhD, Superintendent of Schools
Kevin Johnson, Highway and Sanitation Director
Katie Weatherseed, Zero Waste Program Manager
Alexandra Vecchio, Parks and Open Space Director
Matt Gillis, Director of Operations, Brookline Public Schools



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August 30, 2022

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Charles Fayerweather

Sasha Palmer, Food Services Director
Public Schools of Brookline
333 Washington Street
Brookline, MA 02445

Dear Ms. Palmer:

As per our recent correspondence, I am writing to inform you that my client plans to recommend a charitable gift of \$74,025 to the Public Schools of Brookline Food Services Department. This is a one year pilot grant to support a new staff position focused on zero waste activities within Brookline's public schools, as outlined in your June 29, 2022 proposal (see attached copy).

The gift is made with the following understanding and subject to the terms and conditions below:

1. The funds for the Sustainability Coordinator position should only be used to support their zero waste-related activities. These grant funds may not be used to support broader Farm to School or School Garden projects.
2. The Sustainability Coordinator will work collaboratively with the waste reduction staff at the Brookline Department of Public Works, including school composting efforts, training, and other zero waste projects.
3. The Donor (through her advisor) would like quarterly reports on progress in hiring this new position, as well as the Food Services Department progress on zero waste activities. These reports should include narrative as well as financial reports on grant funds spent to date.

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4. The Donor and/or her representatives would like to meet the Sustainability Coordinator once they are hired.
5. The Donor is under no obligation to support this position beyond the pilot year (academic year 2022-2023). Future support is fully contingent upon demonstrated progress towards the Town and PSB zero waste goals and successful expansion of composting and other zero waste efforts at individual schools.

As I understand it, you will be seeking approval for this gift from the Brookline School Committee at their September 15, 2022 meeting. The donor wishes to remain anonymous, and will recommend this gift from her Donor Advised Fund, once the School Committee accepts this gift.

Thank you in advance. Please let me know if any of the School Committee members have any additional questions.

Sincerely,



Gioia C. Perugini
Director of Philanthropic Services

cc: Samuel Rippin, Deputy Superintendent of Administration and Finance

Proposal for a Brookline Sustainability Coordinator

The Public Schools of Brookline (PSB) is committed to zero waste. The district serves 7,200 students every day. Food service in the schools provides breakfast and lunch to all students, but the use of throwaway plastic food ware and utensils is environmentally unsustainable and expensive. In addition, the district wastes an estimated half-ton of food every week - food that is served, but uneaten and discarded.

PSB has made progress in transitioning to more sustainable models of food services but is constrained by a lack of personnel to coordinate this effort. This proposal requests funding in the amount of **\$228,117.09** to fund a Sustainability Coordinator over a three year period. The Coordinator will lead the transition to more sustainable waste reduction and management practices, and implement a food rescue plan that stores and redistributes uneaten whole foods. The Coordinator will also lead the district forward in advancing and implementing our food justice, farm to school, gardening, and composting programs.

PSB has drafted and is preparing to pass a sustainability policy to guide the district towards making more sustainable choices in every area, including waste reduction and management, food services, energy conservation, school construction, and course offerings. Investing now in a Sustainability Coordinator position will allow the district to leverage this momentum by fully implementing its sustainability policies and scaling its sustainability practices across all campuses.

Furthermore, PSB is engaged in a long-term strategic planning exercise that includes taking a fresh look at its administrative staffing needs. Staffing this position will enable the district to meet the demand for and demonstrate the value of sustainability initiatives. As a result, Brookline will be in a strong position to take over support for a Sustainability Coordinator after the initial funding expires.

Scope for the PSB Sustainability Coordinator

The PSB Sustainability Coordinator will work in four key activity areas:

1. Zero Waste: The Coordinator will work closely with the Food Services Director in establishing, completing, and monitoring objectives for all zero waste initiatives.
2. Farm to School: The Coordinator will integrate zero waste and composting efforts with the Farm to School team, which will implement programs to support schools in providing fresh, locally sourced foods that represent the diversity of the school

community while also facilitating projects and activities that enable students to learn about local agriculture and healthy eating.

3. Coordination and Communication: The Coordinator will align Zero Waste efforts with Farm to School programs; develop action-oriented partnerships with community groups invested in school sustainability efforts; and serve as the PSB sustainability liaison to related city departments and community groups. The Coordinator will prepare and lead communications on PSB Sustainability activities through presentations at school events, school committee meetings, and forums organized by partner organizations, to increase visibility, transparency, and accountability for these activities.
4. Capacity development: The Coordinator will train, support, and mentor cafeteria and custodial staff, volunteers, and lunch coordinators to carry out relevant policies, so that PSB’s sustainability policies and practices are fully realized throughout the district.

Three-Year Timeline of Proposed Activities under the Sustainability Coordinator

Activity area	Year 1	Year 2	Year 3
Zero waste	Transition all schools to reusable or recyclable foodware and materials	Facilitate all food service sustainability and zero waste initiatives.	Align and integrate food services sustainability initiatives with PSB climate justice goals
Farm to school	Expand composting activities to all schools in the district Develop a Food Rescue approach for the district to reduce food waste.	Support Farm to School efforts including opportunities for outdoor learning and growing spaces and future summer youth programming working with the school gardens. Implement Food Rescue approach at all PSB schools.	Support climate justice curriculum goals, including growing food for use in culinary classes and developing culturally diverse school menus for students. Identify and implement strategies to expand Food Rescue activities.

Activity area	Year 1	Year 2	Year 3
Coordination and communication	<p>Support all schools in sourcing, procuring, and promoting local food in their cafeterias and to lessen the environmental impact of the district.</p> <p>Serve as the main point of contact with city departments, offices, and community groups, including school-based Zero Waste Coordinators, student-led Zero Waste teams, and green teams.</p> <p>Present PSB sustainability activities to the School Committee and community stakeholders.</p>	<p>Continue support, liaising, and communicating with key stakeholder groups.</p> <p>Develop partnerships with local community groups to promote and expand sustainability activities.</p> <p>Develop communication plans for stakeholders of waste management programs.</p> <p>Identify metrics for determining the effectiveness of sustainability activities.</p>	<p>Continue support, liaising, and communicating with key stakeholder groups.</p> <p>Identify opportunities for the absorption of sustainability activities into municipal organizations, groups, and partnerships.</p> <p>Publish and publicize PSB's progress across sustainability activities through data visualization, public reporting, and other documentation of efforts.</p>
Capacity development	<p>Train, support, and mentor cafeteria and custodial staff, volunteers, and lunch coordinators to carry out relevant policies.</p>	<p>Assist schools in the development of building-based plans for waste reduction.</p> <p>Continue to build the capacity of school-based staff and volunteers.</p>	<p>Assist schools in the implementation of building-based plans for waste reduction.</p> <p>Continue to build the capacity of school-based staff and volunteers.</p>

Brookline's Momentum for Sustainability

In addition to the actions of the Brookline School Committee towards promoting sustainability in its schools, the Town of Brookline has recently established or amplified a range of initiatives to support zero waste and sustainability. These include:

- Policy: Brookline enacted General By-Laws to reduce waste and increase recycling. The legislation requires all residents and businesses to separate materials for recycling; use sustainable food containers, packaging, and bags; prohibits the Town from purchasing bottled water for general use; and subsidizes backyard composters and rain barrels.

- Zero Waste Frameworks: In the summer of 2021, Brookline hired a consultant to develop a Zero Waste Framework to reduce waste generation and waste disposal and to expand its mandatory recycling program. This year, the Town hired a Zero Waste Manager to oversee the implementation of this framework; established a Composting Task Force that reports to the Town legislature; and established a Zero Waste Advisory Board to guide its executive body on sustainability decisions. Brookline has set a 2030 goal of diverting 70% of its waste from incineration.
- School-Based Composting Programs: Three schools, including Brookline High School (BHS), launched composting programs in 2018. Since then, two more schools have adopted composting programs and a Climate Food and Justice Committee at BHS launched an education initiative on the link between waste and climate change, food security, and equity. Currently, one ton of waste is collected per week at BHS.
- Recycling and Reuse Initiative: The Food Services department of PSB was awarded a grant to promote recycling and reuse that included training, dishwashers, and educational materials. With this grant, the district was able to procure equipment and supplies, and to transition one school to operating at nearly zero waste. The zero waste school transition provides a template for undertaking the same transition at other schools.
- Farm to School Program: PSB was selected to participate in the 2021-2022 Massachusetts Farm to School Institute. The program provided guidance and support to develop and pilot a Farm to School initiative at BHS and Pierce Elementary School that can be scaled system-wide beginning in the 2022-2023 school year.

Opportune Moment for Investment in a Sustainability Coordinator

A PSB Sustainability Coordinator position, fully funded over three years, will demonstrate clear value to the Town and likely lead to its absorption into the city budget.

There is precedent for this assumption. In 2021, the Brookline Education Foundation awarded a two-year grant to teachers throughout the district to support gardening and outdoor learning. Under this grant, teachers established or developed school gardens, prepared and conducted outdoor learning activities, and collaborated with the Food Services Department to bring food grown in the school garden to the cafeteria. As a result, the district recognized the importance of gardens and outdoor education, and has developed a scope of work for a garden coordinator to support these activities.

Given the momentum around sustainability activities in PSB and the town of Brookline described in the previous section, we believe that the time is ripe for the creation of a Sustainability Coordinator. Such an investment will catalyze change across all schools.

Future Funding of the Position

The district after year three will seek additional funding for an additional two years to sustain this position through the USDA. This will allow the district to after 5 years self-fund this position.

Budget Request

Category	Cost	Year 1	Year 1-3
Personnel	Salary	\$ 60,000.00	\$ 184,537.50
	Benefits	\$ 5,000.00	\$ 15,378.12
Travel	Travel	\$ 500.00	\$ 1,576.25
Other Direct Costs	Communication	\$ 2,000.00	\$ 6,305.00
	Supplies	\$ 1,500.00	\$ 4,728.75
	Materials	\$ 1,500.00	\$ 4,728.75
Total Direct		\$ 70,500.00	\$ 217,254.37
Indirect Cost	5%	\$ 3,525.00	\$ 10,862.72
Total Cost		\$ 74,025.00	\$ 228,117.09