

RECORD OF A REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **THURSDAY, MAY 16, 2024** AT 6:00 PM, IN THE WALSH SCHOOL COMMITTEE MEETING ROOM, BROOKLINE TOWN HALL, 5TH FLOOR. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members present: Andreas Liu (Chair), Suzanne Federspiel (Vice Chair), Steven Ehrenberg, Valerie Frias (remote), Jesse Hefter, Sarah Moghtader, Mariah Nobrega, and Carolyn Thall.

School Committee Members absent: Helen Charlupski.

Staff present: Dr. Linus Guillory, Superintendent; Dr. Jodi Fortuna, Deputy Superintendent for Teaching and Learning; Dr. Susan Givens, Deputy Superintendent for Administration and Finance; Claire Galloway-Jones, Senior Director for Educational Equity; Cristina Hernandez, Assistant Director for Educational Equity.

Dr. Guillory called the meeting to order at 6:00 PM.

1. REORGANIZATION OF THE SCHOOL COMMITTEE

a. Certification of Oath of Office

Dr. Guillory called the meeting to order at 6:00 PM. He read the letter from Ben Kaufman, Town Clerk, certifying that, at the May 7, 2024 Annual Town Election, Dr. Jesse Hefter, Ms. Sarah Moghtader, and Ms. Carolyn Thall, were elected members of the School Committee for the Town of Brookline for three-years terms, and that the newly elected members took their oaths as described in Attachment A. Dr. Guillory extended his congratulations.

b. Nomination/Vote by Roll Call for Chair

Dr. Guillory explained that the Chair and Vice Chair of the School Committee are to be elected for a one-year term by a majority of those members present, and that unless a vote is taken to the contrary, no member may serve as Chair for more than two consecutive one-year terms. Dr. Guillory asked if there were any nominations for School Committee Chair. Dr. Ehrenberg nominated Dr. Liu, and this was seconded by Ms. Federspiel. Dr. Guillory asked if there were any additional nominations; hearing none, nominations for the office of School Committee Chair were closed.

ACTION: 24-52

On a motion of Dr. Ehrenberg, and seconded by Ms. Federspiel, the School Committee VOTED, by roll call, with 7 in favor (Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 1 abstention (Dr. Liu), to appoint Dr. Liu as Chair of the Brookline School Committee.

c. Nomination/Vote by Roll Call for Vice Chair

Dr. Guillory asked if there were any nominations for School Committee Vice Chair. Dr. Liu nominated Ms. Federspiel and this was seconded by Ms. Nobrega. Dr. Guillory asked if there were any additional nominations; hearing none, nominations for the office of School Committee Vice Chair were closed.

ACTION: 24-53

On a motion of Dr. Liu, and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to appoint Ms. Federspiel as Vice Chair of the Brookline School Committee.

d. Vote to Reappoint Secretary

Dr. Liu nominated Ms. Fitzpatrick to continue as Secretary of the Brookline School Committee and Ms. Nobrega seconded the motion.

ACTION 24-54

On a motion of Dr. Liu, and seconded by Ms. Nobrega, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to appoint Ms. Fitzpatrick to continue as Secretary of the Brookline School Committee.

2. ADMINISTRATIVE BUSINESS

a. Consent Agenda

ACTION 24-55

On a motion of Ms. Federspiel, and seconded by Dr. Ehrenberg, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to approve the following items:

- i. Past Records: May 2, 2024 School Committee Meeting, 5:00pm (Open Session)
- ii. Past Records: May 2, 2024 School Committee Meeting, 6:00pm
- iii. Approval of Gifts (Attachment B)
- iv. Approval of Grants (Attachment C)
- v. Student Trip: Lawrence School 8th Grade, Canobie Lake Park, New Hampshire, June 10, 2024 (Attachment D)
- vi. Student Trip: BHS Rowing Team to Nationals Competition, Sarasota, Florida, June 4-9, 2024 (Attachment E)

**b. Possible Vote to Not Participate in the School Choice Program
for the 2024-2025 School Year**

Dr. Liu explained that the School Choice Law contained in the Education Reform Act of 1993 presumes that each School Committee will admit non-resident students under the School Choice Program, unless there is a vote to the contrary taken by June 1 of each year, following a hearing on the issue (Attachment F). The School Committee combined the hearing for this issue with the Public Hearing on the FY 2025 Budget, held on February 1, 2024. In the past, the School Committee has voted not to participate in the School Choice Program, citing both the low reimbursement rate compared to the cost of educating one of the district's students and the limited capacity in PSB buildings.

Ms. Nobrega made a motion to participate in the School Choice program for the 2024-2025 School Year, and that was seconded by Ms. Frias. Referencing a recent news article indicating that the Newton School Committee is considering a proposal to participate in the program,

members asked if specific information about the program could be provided (What is the reimbursement rate? What is the marginal cost to the district of educating a student enrolled through this program?). It was determined that this information would not be available before the June 1 submission deadline. Ms. Nobrega withdrew the motion.

ACTION: 24-56

On a motion of Dr. Ehrenberg, and seconded by Dr. Hefter, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to not participate in the School Choice Program for the 2024-2025 School Year.

3. SUPERINTENDENT'S REPORT, INCLUDING THE SPOTLIGHT ON EXCELLENCE

Dr. Guillory presented the Superintendent's Report (Attachment G). He shared updates from the Office of Student Services, including: reminder of the Family, Culture, and Climate Survey that is open for parents, guardian and caregivers; announcement of the spring universal social and emotional screening, underway for students in grades 3-12, the results of which will be shared at the June 6 School Committee meeting; a reminder that PSB has partnered with Care Solace to help families quickly find mental health or substance use treatment options; an update on a new transportation provider for specialized transportation, RSC Transportation; and hearty congratulations to the newly elected SEPAC Co-Chairs, Emily Jaffe and Margo Jones. Dr. Guillory shared updates from the Office of Teaching and Learning, including: announcement that the district leadership is wrapping up work with HILL for Literacy, who was engaged to undertake a Literacy Needs Assessment in support of the creation of a literacy action plan, expected to be shared with the School Committee on June 13; reminder that a 8th grade students participated in a field test of the new Civics assessment this spring, which will be part of the Grade 8 MCAS assessments going forward; shared that, next year, the district will add the STAR Assessments in literacy and math for students next in grades 4-6, to identify early any students at risk of not meeting academic standards. Dr. Guillory reported that, for the second year in a row, Brookline High School is hosting "The Cattle Car Exhibit", an immersive experience designed to help participants understand the consequence of racial and religious hatred as was experienced by millions of Jewish people and other minority groups during World War II, and BHS 10th graders will be visiting the exhibit as part of their Modern World History class study of the Holocaust. Superintendent Guillory thanked the PTOs for all of the thoughtful and generous gestures of appreciation that they shared with our educators during National Teacher Appreciation Week. Final updates from Dr. Guillory included highlights from BHS performing arts events; announcement of the June 3 ceremony at Hayes School for the official renaming; carnivals and fairs at many schools this spring; and a summary of his recent and upcoming school visits.

Dr. Guillory noted that the demands on the academic calendar are growing (as noted above, with the addition of the new Civics MCAS assessment in grade 8). Scheduling these assessments – while being mindful of the district's homework/testing policy around religious holidays and cultural observances – is growing more difficult, even requiring the administration of some assessments on early release days. Dr. Guillory asked that the Committee undertake a holistic review of the school calendar when he presents it at the summer workshop, in view of these increasing calendar demands.

Liz Ascoli, Brookline Education Foundation Executive Director, joined the meeting to introduce Olivia Reyelt, Driscoll School art teacher and 2024 K-8 Caverly Award Recipient. Ms. Ascoli's remarks were as follows:

Olivia Reyelt has been working in Brookline since 2015, and her impact on the Driscoll community and her students has been enormous. As an art teacher, Ms. Reyelt teaches every single student in Driscoll school, every year they are there. As a result, she has a unique perspective on the students, as she is able to see them and teach them as they grow up. While with some teachers, that could just mean that hordes of essentially nameless kids come into her classroom day after day, and year after year, with Ms. Reyelt, that means that she really gets to know and have insight into every one of her students. Many teachers in the school come to Olivia to get her thoughts and advice about various things, including students. Parents and teachers alike say that all of Ms. Reyelt's assignments are well integrated into the curriculum, and enhance whatever the students are learning. In addition to working hard every year to ensure that the Arts Equinox takes place and is a success, Ms. Reyelt goes above and beyond to be a warm and welcoming adult presence for her students. Middle school kids can eat lunch in her art room, students feel free to make mistakes and know that she will help them, and she is often the last teacher to leave the school in the evening. Her kindness and warmth also extend, on a number of occasions, to students who are having a difficult time for one reason or another. Olivia Reyelt is an exemplary teacher, person, and community member, and now she can add to this list of superlatives, she is also a Caverly winner.

Ms. Reyelt expressed her appreciation for being chosen to receive the Caverly Award, and for the recognition as part of the Superintendent's Spotlight on Excellence. She spoke deeply and passionately about the joy she experiences as an educator; thanked her colleagues for the amazing support she receives from them on a daily basis; and shared some of the transformative experiences in her educational journey that brought her here today. It was abundantly clear that Ms. Reyelt's genuine enthusiasm transfers seamlessly to her students, many of whom lament that they only have art class once per week! Members expressed their profound gratitude for the care, skill and devotion that Ms. Reyelt brings to her students, her classroom, and her school community, and Dr. Guillory proudly presented Ms. Reyelt with the Spotlight on Excellence Award.

4. PUBLIC COMMENT

Ms. Carey Goldberg provided public comment. She stated that on October 16, 2023, she filed a Freedom of Information Act request, seeking correspondence related to the Superintendent's initial response to the October 7 attack on Israel. She has not received the correspondence, despite repeated requests. She asked the School Committee to let school leaders know the value they place on transparency in hopes that she will receive the information to which she is legally entitled.

5. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES

a. Educational Equity: Reimagining a Plan Forward

Ms. Galloway-Jones and Ms. Hernandez shared their presentation (Attachment H), the goals for which are: redefining the Office of Educational Equity (OEE); outlining a path forward through collaboration; and unpacking findings and recommendations. They shared the goals they have sought to fulfill for the 2023-2024 school year, such as: listening and building trust; increasing PSB's data collection measures; establishing a plan for Portrait of a Culturally

Competent and Responsive School District and Educator; and establishing consistent communication, among others. In order to understand the work that OEE undertakes, Ms. Galloway-Jones shared DESE's educational vision, and described the educational equity policy, as delineated by the Massachusetts Association of School Committees. A culturally competent and responsive community is rooted in equity as the foundation of excellence and achievement, and will feature: high expectations; embracing and valuing of differences; and targeted and supportive community. A culturally responsive teaching practice will feature a strong foundation of cultural understanding, prioritization of the academic success of all students, cultivation of cultural competence in themselves, and cultivation of sociopolitical consciousness.

They highlighted some of their findings from the past year, including: the district and OEE enjoy strong relationships and collaborations; PSB leaders are actively participating in professional development that help frame and lead equitable work; and PSB teachers are actively participating in professional development that impacts equitable practice. They reviewed some of the professional organizations and community partners with whom they work closely, and summarized some of the 50+ collaborative meetings, conferences, webinars and symposiums they have led and joined to strengthen their work. To provide context for their work, Ms. Galloway-Jones and Ms. Hernandez aligned their presentation to the goals in the district's Strategic Plan. OEE's School Residencies are aligned with Goal 1. The three-day residencies are similar to Instructional Rounds, with an intentional focus on observation of all aspects of the school (classrooms, transitioning time, and unstructured time such as recess). OEE has completed residencies at BHS, Lawrence, Driscoll, Ruffin Ridley and BEEP (Putterham and Lynch), with plans to visit every school in the coming months. Goal 2 provides the framework for OEE's online reporting systems, which include the new online forms for students, caregivers, and employees to share experiences and report incidents of bullying or discrimination. Goal 3 of the Strategic Plan aligns with OEE's work to create and disseminate culture and climate surveys (for staff and families, in collaboration with the Office of Student Services). These surveys have provided clear, actionable feedback; inform OEE's ongoing work; will be used to support and structure the work of principals and school leadership in the development of School Improvement Plans; and will be used to ensure alignment across central office departments. Strategic Plan goal 4 aligns with OEE's work with the Office of Human Resources to recruit and retain educators from groups that are currently underrepresented relative to the local community served by PSB. Ms. Galloway-Jones highlighted some of the diversity and retention efforts already underway, including work with Massachusetts Partnership for Diversity in Education, the Teachers' Lounge, and Brookline Educators for Educator Diversity (BEED).

Ms. Hernandez described the Theory of Change and Action Plan for 2024-2025, created with the invaluable assistance of Ruiz Clark (Doctoral Candidate at Harvard Graduate School of Education and Intern to Dr. Guillory this year). The action plan (designed to be structured, yet flexible) will be piloted at three schools: Ruffin Ridley, Lawrence and Pierce, and will utilize the train-the-trainer model to build capacity. Each school will have an Equity Team comprised of the new equity leads, in addition to the principal, vice principal(s) and guidance counselor(s). Ms. Hernandez will train the Equity Team in the ten competencies of equity; the Equity Teams will then train their grade-level teams (at the middle school level). The ten competencies of equity include areas such as Restorative Justice Circles, High Expectations, and Internalized Biases. She will develop modules in each competency, with video exemplars and written templates. Ms. Hernandez provided a timeline for the training that will take place through spring 2025.

Ms. Galloway-Jones closed the presentation with highlights of OEE's work ahead, including completion of the school residencies, interviews of staff who have applied to be equity leads (equity lead training set to start on June 3), and review and selection of a vendor for the Equity Audit (bids received from Hanover Research, Equity Process, and Longview Education). Members thanked Ms. Galloway-Jones and Ms. Hernandez for this very comprehensive presentation, and engaged in conversation to more deeply understand their findings from the current year and the plans for their work ahead, including mechanisms for monitoring progress with specific indicators of success, aligned with the measurable outcomes delineated in the Strategic Plan.

b. FY 2024 3rd Quarter Financial Report

Ms. Nobrega opened the conversation, noting that the 3rd Quarter Budget Update (Attachment I) was discussed in detail at yesterday's Finance Subcommittee meeting. Based on current information, staff project an FY24 deficit of \$1,709,286. Staff have identified four steps to address this projected deficit: request School Committee approval of a transfer in the amount of \$1,200,000 from the salary account to the non-salary account to allow for processing of purchase orders for goods and services necessary to close the school year; continue to encourage budget managers to review, modify and close existing purchase orders; identify other funding sources to mitigate the cost overrun in FY24; and, if the gap can't be closed, seek approval from the Advisory Committee and Select Board for a reserve fund transfer to cover the cost overrun. Dr. Givens described some of her staff's work to close the gap and prevent this situation from happening in the future, including careful purchase order management; charging costs to special revenue funds, as allowed; development and implementation of a position control system; and new internal controls for service contracts. There are expected impacts on the FY25 budget from the projected FY24 deficit; these impacts are detailed on page 5 of the attached memo. Staff will continue to keep the School Committee updated on the FY2024 budget closeout.

ACTION 24-57

On a motion of Ms. Nobrega, and seconded by Ms. Moghtader, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to authorize staff to transfer \$1,200,000 from the salary account to the non-salary account.

c. Discussion of 2024 Superintendent Evaluation Process/Timeline

Dr. Liu provided a preliminary overview of the Department of Elementary and Secondary Education's annual Superintendent Evaluation process, which assesses progress toward meeting goals (Professional Practice, Student Learning, and District Improvement Goals) and standards (Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture). Dr. Guillory will provide the Committee with a summary of his work toward meeting his annual goals by June 18. Each School Committee member will complete an evaluation form, provided by DESE (which, when complete, is public and is posted on the School Committee's webpage). The Chair aggregates the individual responses to create one final evaluation document, which is expected to be discussed and voted on at the School Committee's summer workshop.

6. SCHOOL COMMITTEE ACTIONS

a. Possible Vote to Extend School Bus Contracts

Ms. Nobrega referenced the attached memo from Karen King, Interim Director of Operations, regarding bus contract extensions for FY25 (Attachment J). The bus contract for in-town buses (through Eastern Bus) and the contract for buses for METCO students (through Local Motion) were originally for a period of three years (FY21-FY23), with an option to extend each year through FY28. Staff are highly satisfied with the transportation services provided by both vendors, and recommend approval of a 1-year extension of both contracts for FY25. The FY25 anticipated cost for the Eastern Bus contract is \$600,040, and the FY25 anticipated cost for the Local Motion bus contract is \$365,000. The Finance Subcommittee, at their May 15, 2024 meeting, voted unanimously to recommended School Committee approval of both contract extensions.

ACTION 24-58

On a motion of Ms. Nobrega, and seconded by Dr. Ehrenberg, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to approve the 1-year contract extensions for FY25 for Eastern Bus and Local Motion.

b. Possible Vote on Non-Aligned Hourly Rates and Stipends

Ms. Nobrega referenced the attached FY24-25 Non-Aligned Extra Compensation Hourly Rates and Stipends document (Attachment K), noting that the Finance Subcommittee, at their May 15, 2024 meeting, voted unanimously to recommended School Committee approval. This document represents a renewed effort by staff to pull together all of the various non-contractual rates and stipends paid for summer and other programs. Dr. Givens noted that, based on feedback from yesterday's Finance Subcommittee, staff updated the document to ensure that rates are clearly marked as hourly, daily, or per diem, as appropriate.

ACTION 24-59

On a motion of Ms. Nobrega, and seconded by Dr. Hefter, the School Committee VOTED UNANIMOUSLY, with 8 in favor (Dr. Liu, Ms. Federspiel, Dr. Ehrenberg, Ms. Frias, Dr. Hefter, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to approve the FY25 Non-Aligned Hourly Rates and Stipends as described on Attachment K.

7. SUBCOMMITTEE AND LIAISON REPORTS

a. Capital Subcommittee

Ms. Nobrega reported that she, Ms. Charlupski, and staff completed a School Committee Statement for inclusion in the Town Meeting Combined Report regarding Warrant Article 10, which includes funding for Baldwin School renovations.

b. Curriculum

Ms. Federspiel reported that the Curriculum Subcommittee will be meeting on Tuesday, May 21. The two agenda items that day will be an update on the Grade 6-8 World Language Program, and an update on the 9th Grade Heterogeneous English Pilot at Brookline High School.

c. Government Relations

Ms. Frias reported that the Massachusetts Senate Ways and Means Committee released their budget, which closely tracks the House Budget on matters related to the schools. The budget includes a higher per pupil rate, which has already been incorporated into the FY25 budget.

d. Finance, including Accounts Payment Warrants

Ms. Nobrega reported that, during the review of gifts at yesterday's Finance Subcommittee meeting, it was noted that BHS sports teams routinely solicit donations for their program needs; they typically use third-party platforms that charge exorbitant administrative fees. The Boys Volleyball Program was added to the district's online gifts portal as a pilot, to eliminate the high processing/administrative fees tacked on to every donation (the district portal only passes on the credit card fee). Ms. Nobrega asked staff for an update on the pilot, including whether this option can be rolled out to other sports programs and clubs at the high school. It is expected that this information will be shared at the subcommittee's next meeting.

Ms. Nobrega noted that staff are working on an Executive Summary for the FY25 Budget, which is expected to be included in the Supplemental Mailing for Town Meeting. Finally, she reported that, over the last three months, she has signed off on \$6,991,432 in accounts payable expenses, including various school supplies, transportation, cafeteria food, and tuitions.

e. Negotiations

Ms. Federspiel reported that the Negotiations Subcommittee had a productive meeting with the Brookline Educators Union this week to continue impact bargaining for the transition to a BEEP full-school day model. The district will be sending the BEU a response to their most recent concerns.

Dr. Liu reported that he will be contacting members to determine their subcommittee assignment preferences, and expects to have subcommittee assignments completed in the very near future.

8. NEW BUSINESS

Dr. Ehrenberg reminded members that he shared a proposed, revised draft of School Committee Communication and Engagement Norms; in order to adhere to Open Meeting Law requirements, the School Committee will discuss any edits to this document in open session during the summer workshop. He also reported that he moderated a panel discussion yesterday, sponsored by the Boston Globe, about evidence-backed literacy curriculums. Legislative representatives reported that we'll know by July whether the bill to mandate such curriculums will advance; he will keep the School Committee apprised.

9. ADJOURNMENT

Dr. Liu adjourned the meeting at 9:18pm.

Respectfully Submitted,
Betsy Fitzpatrick
Executive Assistant
Brookline School Committee



Ben Kaufman
Town Clerk

Town of Brookline

Massachusetts

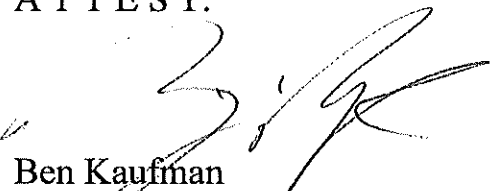
May 16, 2024

CERTIFICATE OF ELECTION AND OATH OF OFFICE

I, Ben Kaufman, Town Clerk for the Town of Brookline, duly qualified and acting as such and having custody of the records, hereby certify that at the May 7, 2024 Annual Town Election, held in accordance with M.G.L., C.41, §1, Jesse Hefter, Sarah Anne Moghtader, and Carolyn R. Thall were elected members of the School Committee for the Town of Brookline for a term of 3 years.

I further certify, in accordance with M.G.L., C.41, § 15, that Jesse Hefter, Sarah Anne Moghtader, and Carolyn R. Thall were sworn to the faithful performance of their duties as member of the School Committee for the Town of Brookline.

ATTEST:



Ben Kaufman
Town Clerk

(Seal)



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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DEPUTY SUPERINTENDENT FOR ADMINISTRATION AND FINANCE

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



THE PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445


PHONE: 617-730-2432
FAX: 617-264-6451

LINUS J. GUILLORY JR., PHD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

Canobie Lake Park – End of Year Celebration
Out-of-State, Day Trip Application
June 10th, 2024

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING		_____	_____
SUPERINTENDENT	_____	_____	_____
SCHOOL COMMITTEE	_____	_____	_____
MEETING DATE	_____		
*REASON RETURNED:	_____		

PUBLIC SCHOOLS OF BROOKLINE

APPLICATION FOR ALL DAY TRIP, OUT-OF-STATE (not overnight)

1. Name of Field Trip: Canobie Lake Park End of year Celebration
2. Educator Requesting Field Trip Approval: Charles Deily, Kate Hollander, David Crook, Hannah Bjornson
3. School: Lawrence Grade Level: 8th
4. Have you reviewed the *School Committee Policy I 3 a. for School Sponsored Field Trips*? Y
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? Y
6. Have you reviewed the document "*Field Trip Planning Guide*"? Y

These documents can be found in the Staff Portal of the district website (www.brookline.k12.ma.us) in the Office of Teaching and Learning link.

7. What is your destination? Canobie Lake Park 84 North Policy St Salem NH 03079
8. What is the date and time you are leaving school? 6/10/24 8 AM
9. What is the date and time you are returning to school? 6/10/24 3 PM
10. Do the dates of the trip conflict with any religious holidays or observances? No
11. How many days will students miss from school? 1
12. How are students being transported (school bus, chartered bus, plane, rail, etc)? 2 charter busses

If students are traveling via bus, please complete the Requirements for Field Trip Transportation via Bus form.

13. How many students will be participating in the field trip? 64
14. What members of the student body are eligible for the trip? All 8th graders
15. How are students selected to participate in this field trip? All 8th graders
16. What are the names and cell phone numbers of the primary staff chaperones on the trip?

Hannah: 9784309530, Kate: 6179557539 Charles: 3392228809 David: 8023805931

17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip?

Who are the other adult chaperones attending? Hannah Bjornson, Charles Deily, Kate Hollander, David Crook, David Lamour, John Edwards, Kirsten Alper

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi? End of year celebration. Commemorating the 8th grade graduation.

19. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? All 8th graders are invited to attend

PUBLIC SCHOOLS OF BROOKLINE

20. What is the total cost per student for the field trip? 25.⁰⁰

21. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available?

7 8th graders have approved financial assistance
applications on file with the district will request funds to cover

22. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission must not be allowed to swim) No

Signatures:

Educator Requesting Field Trip Approval:

[Signature]

Date: 5/1/24

Principal:

[Signature]

Date: 4/29/24



THE PUBLIC SCHOOLS OF BROOKLINE

OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432

FAX: 617-264-6451

LINUS J. GUILLORY JR., PHD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

BHS Rowing Nationals Trip
Out-of-State, Overnight Trip Application
Sarasota, Florida
June 4th, 2024 – June 9th, 2024

For review and consideration by the
Brookline School Committee

Approval Route:	Approved	Denied	*Returned
Copies to:			
TEACHING & LEARNING	<i>RF</i>		
SUPERINTENDENT	<i>RF</i>		
SCHOOL COMMITTEE			
MEETING DATE			
*REASON RETURNED:			

PUBLIC SCHOOLS OF BROOKLINE

APPLICATION FOR ALL OUT-OF-STATE, OVERNIGHT FIELD TRIPS

Before the trip is announced to students, please submit this form to the Superintendent of Schools:

(a) three (3) months in advance if the trip is within the United States, or

(b) six (6) months in advance if the trip is out-of-the country.

For clarity, all forms are to be word-processed, NOT handwritten. To maintain the formatting, delete the lines.

TRIP LOGISTICS:

1. Name of Field Trip: BHS Rowing Nationals Trip _____
2. Educator Requesting Field Trip Approval: Brian DeDominici, Head Rowing Coach and Kyle Willikams, BHS Athletic Director _____
3. School: Brookline High School _____ Grade Level: 9-12 _____
4. Have you reviewed the *School Committee Policy 13 a. for School Sponsored Field Trips*? Yes _____
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? Yes _____

*If you need copies of the documents for #4 and #5,
contact the Office of Teaching and Learning at 617-730-2432.*

6. What is your destination? Sarasota, Florida _____
7. What is the date and time you are leaving school? Tuesday, June 4, 2024 7pm _____
8. What is the date and time you are returning to school? Sunday, June 9, 2019 7pm _____
9. Do the dates of the trip conflict with any religious holidays or observances? No _____
10. How many days will students miss from school? Four _____
11. How are students being transported (school bus, chartered bus, plane, rail, etc)? We will be flying to and from Florida. While in Florida we will travel by coach or parent chaperone driven passenger vans. Any coach or parent who will be driving students will complete the "Transporting Students on a Field Trip" form.

*If students are traveling via bus, please complete the
Requirements for Field Trip Transportation via Bus form.*

12. How many students will be participating in the field trip? 8-12 students will participate _____
13. What members of the student body are eligible for the trip? All athletes who qualify through racing results are eligible to compete at the USRowing Youth National Championship _____
14. How are students selected to participate in this field trip? Students qualify based on their results at the USRowing Northeast District Championships in May.
15. Where will students be staying? Holiday Inn Express and Suites, Sarasota East 5730 Gantt Rd, Sarasota, FL 34233
16. What are the names and cell phone numbers of the primary staff chaperones on the trip?
Catie Szymanoski (Head Boys Coach) 518-429-7120, Brian DeDominici 912-484-4863 (Head Girls Coach) _____
17. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip? parent chaperones TBD.

EDUCATIONAL RELEVANCE

PUBLIC SCHOOLS OF BROOKLINE

18. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi? This trip is post season competition for Brookline High School crew athletes that earn a spot through regional competition.

19. Describe activities planned before the trip to prepare students: Regular spring rowing season _____

20. Describe activities planned after the trip for students to wrap-up/reflect: Conclusion of rowing season and reflection on performance on the national level.

ACCESSIBILITY AND STUDENT SAFETY

21. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? The rowing team roster is a reflection of the school's diversity. Earning a spot to attend this competition is based on results against other New England teams.

22. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc. Students will sign a behavior contract, students will be with coaches or chaperones at all times. _____

23. What is the name and location of the medical facility closest to your destination? Sarasota Memorial Health Care 5880 Rand Blvd, Sarasota, FL 34238 _____

24. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission will not be allowed to swim) Yes _____

25. If traveling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of Consular statement. N/A

FUNDING

26. What is the total cost of the trip? Please detail the major components of the trip below and provide a total. (add/edit headings as necessary)

Lodging	\$500
Travel	\$1000
Meals	\$200
Equipment / Entry fees	\$200
TOTAL:	\$1900

27. How will the field trip be funded? The trip is primarily self-funded by athletes and their families with some assistance from the Friends of Brookline Rowing parent group.

28. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available? Scholarships are available from our general fundraising efforts through Friends of Brookline Rowing. Anyone requesting a scholarship is asked to name a figure they can afford and the rest of the cost is taken care of.

PUBLIC SCHOOLS OF BROOKLINE

29. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: See above. There is no fundraising specific to this trip _____

*If you need any assistance as you complete this application,
please contact the Office of Teaching and Learning at 617-730-2432.*

Signatures:

Educator Requesting Field Trip Approval:  Date: 5/14/24

Principal:  Date: 5/14/24

School Choice

The May 16, 2024 School Committee Docket includes a vote on School Choice Non-Participation.


The School Choice Law contained in the Education Reform Act of 1993 presumes that each School Committee will admit non-resident students under the School Choice Program, unless there is a vote to the contrary taken by June 1 of each year, following a hearing on the issue. The School Committee combined the hearing for School Choice with the Public Hearing on the FY 2025 Budget, held on February 1, 2024.

Brookline has not participated in School Choice in the past and has cited the following reasons: the School Choice reimbursement rate is substantially lower than the cost of educating one of the district's students, and the district has no excess capacity in its buildings.

Here is a link to additional information on School Choice:

<http://www.doe.mass.edu/finance/schoolchoice/>



PUBLIC SCHOOLS of
BROOKLINE 

Superintendent's Update

May 16, 2024



Updates – Office of Student Services

- **Family Culture and Climate Survey** to better understand parent and guardian perceptions of the schools their children attend. We are encouraging all parents, guardians and caregivers to take the survey.
- **Spring universal social and emotional screening** for students in grades 3 to 12. The results of this survey, and the fall and winter surveys, will be shared during the June 6th school committee meeting.
- As a reminder, the Public Schools of Brookline has partnered with **Care Solace** to support the well-being of students, staff, and their family members. Care Solace is a confidential care coordination service that can help you quickly find mental health or substance use treatment options matched to your needs regardless of circumstance. You can access Care Solace by visiting caresolace.com/site/brookline.

The Care Solace logo features the brand name in a white, lowercase, sans-serif font. A thin white curved line arches over the word "solace", starting under the "c" and ending under the "e".

care/solace

We're on a mission to make accessing
mental health care easier than ever before.

Updates – Office of Student Services

Parents and guardians may be aware that the Public Schools of Brookline has participated in a robust transportation bidding process.

At this time, PSB extends a warm welcome to RSC Transportation, a company dedicated to providing specialized student transportation solutions. RSC puts an emphasis on training and recertifying drivers on a continuous basis, expertly maintaining vehicles, and providing a sophisticated technology platform that will provide for the highest levels of responsiveness.

The Office of Student Services will be working closely with RSC to address the specific needs of our students, attending both in district and out of district schools.



Updates – Office of Student Services

The PSB welcomes new leadership for our Special Education Parent Advisory Council (SEPAC) Co-Chairs **Emily Jaffe** and **Margo Jones**.

Emily is a lawyer turned stay at home parent, and has one son at FRR. She feels passionately about advocating for SEPAC families and building connections within the community. Her own journey through the IEP process has inspired Emily to get involved and share her knowledge with others.

Margo has been the SEPAC Secretary for this past year, and looks forward to continuing and growing the work of SEPAC as a critical partner with district leadership and the School Committee. She has three children who are current and future Lawrence students.



Updates – Office of Teaching & Learning

Literacy

We have been active in literacy. Our district leadership team is wrapping up our engagement with the **HILL for Literacy** this month.

We are focusing on Multi-Tiered Systems of Support in Literacy and completing our literacy action plan to guide our literacy work for the 24-25 school year.

Parallel to this, our team of literacy specialists is narrowing down curriculum choices to bring forward for review and selection by an inclusive group of stakeholders.



Updates – Office of Teaching & Learning



Civics Field Test

This year, all 8th-grade students participated in the Civics Field Test. As per the DESE Website, “The MCAS Grade 8 Civics assessment allows students to use their civics content knowledge and skills to explain and describe civics concepts, support claims with evidence, and analyze sources and graphics.”

Students had to complete a performance task related to one of the seven topics in the 8th-grade civics frameworks. The state assigned those topics, which were different for each Brookline school.

Lincoln, Runkle	The philosophical foundations of the United States political system
Driscoll, Pierce	The development of the United States government
Lawrence	The institutions of United States government
Baker	Rights and responsibilities of citizens
FRR, Hayes	The Constitution, Amendments, and Supreme Court decisions

Updates – Office of Teaching & Learning



Assessment

Next year, we will add the STAR Assessments in literacy and math to our portfolio of assessments for students in grades 4-6. These are computer-adaptive assessments designed to identify early any students at risk of missing academic standards.

These data can then be used to inform instructional decisions that will improve student performance and reduce gaps in achievement.

Staff Appreciation

May 6 to 10 was National Teacher Appreciation Week and National Nurses Week. Throughout the week, our schools engaged in different ways to express gratitude to their teachers and nurses.

We would like to thank all the school PTOs for taking various initiatives to make the week special for our staff.



Photographs from William H Lincoln PTO on Instagram.

‘The Cattle Car Exhibit’ at BHS

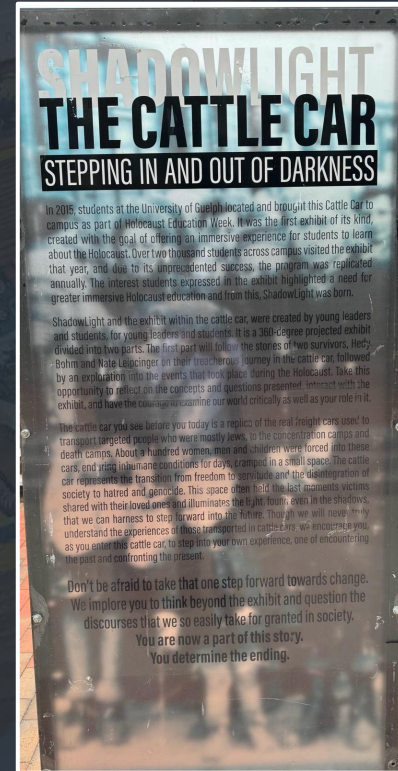
Brookline High School is hosting ***Hate Ends Now: The Cattle Car Exhibit*** for the second year in a row. This exhibit is designed to help participants understand the consequences of racial and religious hatred, as was experienced by millions of Jewish people and other minority groups during World War II. BHS' goal is to curate an educational experience that will make the history of the Holocaust real and meaningful for students.

The exhibit is intended for the 500+ BHS students in Modern World History and Global Studies classes, who are touring the exhibit as a part of their Holocaust education.

While the focus of the exhibit is for our students, there was a small window for community members to visit the exhibit. 30-minute docent-guided tours were available to the community on Wednesday, May 15.



'The Cattle Car Exhibit' at BHS



BHS Progressions 2024



Brookline High School held its annual end-of-year dance showcase, Progressions, from May 1 to 4.

The showcase featured work by faculty, students, and student-led dance groups. The dancers lit up the stage, and had the audience clapping from start to finish in each of the four shows.

Hayes Renaming Ceremony

The recently renamed Roland Hayes school will celebrate its new moniker with a community party on **Monday, June 3**, which is the late tenor's birthday and observed as Roland Hayes Day in Brookline.

The ceremony, which will take place on school grounds from 1-2pm, will be attended by members of Mr. Hayes' family and include performances of his music, sung by students in grades 3 to 5, as well as musical performer **Jackson Caesar**. Students in the K-8 school will end the renaming by singing "Happy Birthday" to the school's new namesake.

Save the Date



ROLAND HAYES SCHOOL
RENAMING CEREMONY

100 ELIOT STREET,
CHESTNUT HILL 02467

JUNE 3RD, 2024
1-2:30PM

Upcoming Performing Arts Shows at BHS

The Performing Arts department at BHS is looking to end the school year on a high, with a string of exciting shows.

Spring Music Festival

The final concert of this academic year includes thrilling performances by all BHS orchestras, bands and choruses with student concerto soloists.



Upcoming Performing Arts Shows at BHS

RISK IT ALL IN THE IMPROV BATTLE

Robert/Dubbs
Auditorium
Fri. May 17 @
7:00 p.m.
Student: \$5
Adult: \$10
PSB Staff and 8th
graders FREE



Needs 'Improv'ment: Old School vs. New School Battle

The Battle is the final improv show of the year, where alums come back to compete against the current class for Improv supremacy!

Student Directed Theater Festival

The Student Directed Festival is the PA Department's 'Jewel in the Crown', with almost 100 student performers, directors and tech crew, representing all four grades! There are 9 plays total, running 20 minutes each.

	THE BHS DRAMA SOCIETY PRESENTS
	STUDENT DIRECTED FESTIVAL
	May 18th 115 Greenough Auditorium
	9:45 am - 5:00pm
	Half day tickets
	Students: \$5 Adults: \$10 PSB Staff and 8th graders: free
	Full day tickets
	Students: \$7 Adults: \$15 PSB Staff and 8th graders: free

End-of-Year Carnivals

Hayes Mayfair 2024

The Roland Hayes School's annual family carnival was held on Saturday, May 11. The event featured bounce houses, slides, obstacle courses, carnival games, a cake walk, face painting, hair coloring, and more.



Family Fun International Night at Lawrence

The Lawrence School PTO is holding a Family Fun International Night on Thursday, May 16. The event will feature various nation tables, games, activities and food.



End-of-Year Carnivals

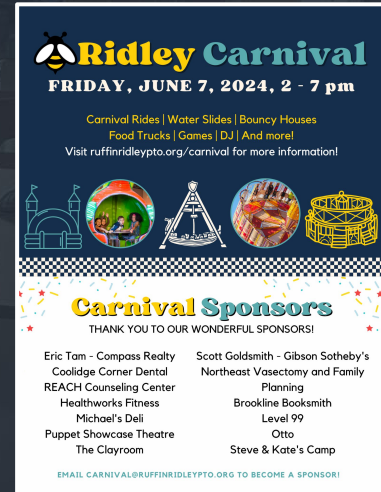


Driscoll Spring Fair

The Driscoll School's Spring Fair will be held at Winthrop Rose Garden on Sunday, May 26. There will be rides, games, food trucks and much more to enjoy.

Ridley Carnival

The Ruffin Ridley School Spring Carnival will be held on Friday, June 7, and will feature water slides, carnival rides, DJ, games and more.



Superintendent's School Visits

Recently Completed	
Lincoln	Friday, May 3
Runkle	Friday, May 3
Lawrence	Tuesday, May 7
Hayes	Thursday, May 9
BHS	Friday, May 10

Upcoming	
Lincoln	Monday, May 20
Pierce	Tuesday, May 21
BEEP	Friday, May 24
Driscoll	Friday, May 24
Lawrence	Thursday, May 30

Spotlight on Excellence – 2024 Caverly Awards



Congratulations to Driscoll School art teacher **Olivia Reyelt** and BHS English/SWS teacher **Keira Flynn-Carson**, for receiving the Brookline Education Foundation's 2024 Caverly Award for Excellence in Teaching.

Since 1984, the Ernest R. Caverly Award has been presented to Brookline educators in recognition of professional achievements and contributions to the Public Schools of Brookline. Two awards are given annually – one to a high school educator and one to an elementary school educator. The educators receiving the awards are designated as Ernest R. Caverly Associates in recognition of their dedication to the ideals of Dr. Ernest R. Caverly, a distinguished public school leader, educator, and Brookline Schools Superintendent (1931-1964).



PUBLIC SCHOOLS of **BROOKLINE**

Office of Education Equity - 5.16.24

Tonight's Goals

- Redefining the the Office of Educational Equity
- Outlining a path forward through collaboration
- Unpack findings and recommendations

Preliminary Plan

Goals For This Year:

- Listening and building trust
- Increase PSB's data collection measures for educators, staff, and families
 - Amend current data collection measures to be culturally relevant and equitable
 - All of this to provide *accurate*, actionable data on the current state of our school system and belongingness from every angle
- Acknowledge and name areas of strength and improvement
- Establish plan for Portrait of a Culturally Competent and Responsive School District and Educator
- Continue to build upon a plan for capacity building
- Establishing consistent communication

PSB Vision and Goals

Vision:

Brookline provides every student with an extraordinary education, through enriching learning experiences and a supportive community, so that they may develop to their fullest potential.

Goals:

- Joy in Learning
- Excellence in Teaching
- Culture of Collaboration
- Celebration of Difference
- Commitment to Equity
- Ethic of Wellness

DESE Vision

Department of Elementary and Secondary Education (DESE)

Educational Vision

DESE Vision...the goal of this work is to "support students to thrive by creating affirming environments where students feel seen, engage in deeper learning, and are held to high expectations with targeted support"; to realize this vision, educators must have the mindset, knowledge, and capacity to serve all students well, particularly students from historically underserved groups and communities.

- All Students are known and valued
- Learning experiences are relevant, real-world & interactive
- Individualized supports enable students to excel at grade level (or beyond)



Grounding Educational Equity – MASC Educational Equity Policy (JBB Educational Equity)

Educational equity for the purpose of this policy is defined as providing all students, as reasonably practicable, the high quality instruction and support they need to reach and exceed a common standard.

To achieve **educational equity** the district will commit to:

1. Systematically, when appropriate, use district wide and individual school level data, disaggregated by race/ethnicity, gender/gender identity, national origin, language, special education, socioeconomic status and mobility to inform district decision making.
2. Raise the achievement of all students.
3. Graduate all students ready to succeed in a diverse local, national and global community.

In order to reach the goal of **educational equity**, as reasonably practicable, for each and every student, the District shall:

1. Provide every student with access to high quality curriculum, support, and other educational resources.
2. Seek to promote **educational equity** as a priority in professional development.
3. Endeavor to create schools with a welcoming and inclusive culture and environment.
4. Provide multiple pathways to success in order to meet the needs of the diverse student body and actively encourage, support and expect high academic achievement for each student.

Takeaways and Alignment

High Expectations

Students learn through curriculum and instruction that aligns with Massachusetts curriculum frameworks at or above their grade level, connects to their identities, and utilizes evidence-based practices.

Embracing and Valuing Differences

Students and families have a sense of belonging. Students are known, respected, and valued for who they are, engage in deeper learning, and are able to bring their full selves to the school community, including their unique identities, strengths, interests, needs, languages, exceptionalities, and backgrounds.

Targeted and Supportive Community

Students receive necessary evidence-based supports and accommodations to learn knowledge and skills at grade level (or beyond). Students with disabilities receive carefully designed instruction that accelerates their growth towards learning goals.

Culturally Competent and Responsive Community

A community that is rooted in Equity as the foundation of excellence and achievement



Culturally Responsive Practice

CULTURALLY RESPONSIVE PRACTICE: The use of this term is specific and deliberate and requires that education leaders understand and simultaneously attend to:

- A strong foundation of cultural understanding
- The academic success of all students
- Cultivating and deepening the cultural competence of themselves and the adults they lead
- The cultivation of sociopolitical consciousness

Findings, Wins, and Next Steps

- PSB and OEE have strong relationships and collaborations
- PSB Leaders are actively participating in professional development that help frame and lead equitable work
- PSB teachers are actively participating in professional development that impacts equitable practice
- **We have more work to do – FY25**

Established Relationships

Professional Organizations and Community Partners:

- Massachusetts Partnership for Diversity in Education (MPDE)
- MASS REDI (Racial Equity, Diversity, Inclusion)
 - Leadership Practice Network Foundations II
- SEED training and co-facilitation; Activating Equity
 - Four cohorts (BHS and three K-8)
- Brookline Educators for Educational Diversity (BEED)
- The Teachers Lounge (TLT)
- Brookline Asian American Family Network (BAAFN)
- Coalition for Anti-Racism in Education (CARE)

Symposiums, Conferences, and Webinars

- 50+ collaborative meetings with community partners and identity-based groups

Community Listening Sessions:

- Jewish/Israeli Caregivers
- Muslim/Arab/Persian Caregivers

Symposiums, Conferences, Webinars:

- Brandeis Day of Learning - Brandeis University's Presidential Initiative to Counter Antisemitism in Higher Education
- Training for Families of LGBTQ+ Brookline Students
- Race & Equity in Brookline
- Summit about the National Strategy to Counter Antisemitism in K-12 Schools
- Concerned About Antisemitism - Brookline - Rebecca Schgallis
- Racial Justice Action Committee of First Parish in Brookline
- U.S. Department of Education
- Office of Civil rights
- Convening on Racial Equity - Brookline for Racial Justice and Equity (BRJE)

GOAL 1

TEACHING AND LEARNING

Increase achievement for all students by establishing, implementing, and regularly assessing a consistent, high quality, and challenging curriculum delivered using evidence based practices



OEE School Residencies

The purpose of the OEE School Residency is similar to Instructional Rounds, with an intentional focus on observation and lived experience over time in all aspects of the school; classrooms, transitioning, unstructured time (recess, lunch/cafeteria), and attending meetings with staff.

OEE has completed six, three-day residency visits:

- BEEP (Putterham and Lynch)
- BHS
- Lawrence
- Driscoll
- FRR

Residency Trends and Findings

- **Consistent: Strong, clear dedication of staff and faculty**
 - Effective questioning, student engagement, emphasis on analytical strategies and writing instruction
- **Variability:** Instructional best practices that provide access to all students (differentiation, visual aids, manipulatives, presenting information in multi-modal ways, etc), behavior management



GOAL 2

COMMUNITY AND CONNECTIONS

Develop and implement a culturally responsive community engagement plan to foster connections among caregivers, schools, the district and the community



Online Reporting Systems

- New online forms for students, caregivers, and employees to share experiences, suggestions, etc
 - Bullying and discrimination incident reports
 - Options to report anonymously, and with reporter choice in who will receive the report
 - Combatting fear of retaliation

GOAL 3

CLIMATE AND CULTURE

Partner with families and the community
to create safe environments
that promote belonging



Climate and Culture Surveys

- First staff and family climate surveys since 2019
- Collaboration with Dr. Matt DuBois (OSS)
- Likert scale questions, optional open response
- Outcome: clear, actionable feedback
- **Staff:** School Belonging, Cultural Awareness and Action, District Climate, School Climate, Staff-Administrator Relationships, Professional Learning, Teaching All Students
- **Families:** School and District Climate, Family Engagement and Family/School Relationships, School Support and Fit

Staff Climate and Culture Survey

Likert Scale

- Our school and staff have the resources and knowledge to effectively teach diverse learners (e.g., students who are EL, students with IEPs/504s, students with social-emotional needs, etc...)
- I feel I can respond to incidents that require disciplinary action effectively.
- The feedback I receive on my work is useful and actionable.
- I know who to go to for support when an issue related to diversity arises.

Open Response

- What can school and district leaders do better to support positive relationships with educators?
- What do you need to serve all students effectively?

Family Climate and Culture Survey

Likert Scale

- My student's school is welcoming to parents and guardians.
- I know who to contact at my student's school if they are experiencing challenges.
- My student's school effectively handles issues related to bullying.

Open Response

- What is your student's school doing well to support positive family-school relationships?
- What can your student's school do better to support positive family-school relationships?

What Are We Going to Do with the Data?

- Strategic Plan Goal 3
 - Administer a baseline survey, create action plans surrounding the results
- **Inform individual School Improvement Plans**
 - Support and structure the work of principals and school leadership
- **Inform Central Office's work and action plans**
 - Ensure alignment across departments, that our work is supporting each other and responsive to the needs of our practitioners, school administrators, and families



GOAL 4

Management and Capacity Building

Develop resource management and capacity-building systems that will ensure educational and organizational goals are accomplished timely and with transparency.



PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

SECTION G – PERSONNEL

2. Recruitment, Selection, and Staffing

n. Equity Policy – Staff Recruitment and Retention (Voted 4/27/23; #23-41) The Public Schools of Brookline recognize that for the sake of student achievement, community, and belonging, the demographic makeup of the educator workforce should broadly reflect that of the student body. Accordingly, PSB seeks to recruit and retain educators from groups that are currently underrepresented relative to the local community served by PSB. ****Recruitment will be led collaboratively by the Office of Human Resources and the Office of Educational Equity.***

1. Recruitment

2. Retention (mentoring, community building, supervision and evaluation, and outcome measurement)

Recruitment and Retention

Diversity Recruiting Efforts

- Partnerships
 - Massachusetts Partnership for Diversity in Education (Career Fair and Tool Kit)
 - Teachers Lounge - 2024
 - Brookline Educators for Educator Diversity (BEED)
 - Recruitment Event - May 2024
- OEE
 - Implicit Bias Tool (to be used by interview committees)

Diversity Retention Efforts

- Partnerships
 - Massachusetts Partnership for Diversity in Education
 - Building Bridges Conf.
 - Teachers' Lounge (Classroom Leaders of Color Fellowship - CLOC)
 - Brookline Educators for Educator Diversity (BEED) - Retention Event
- OEE
 - OEE Educator and Staff Feedback Forms
 - Professional Development
 - BIPOC Mentor Program 2024

MPDE

Career Fair – Easton, MA
Saturday March 16, 2024



Jamie Yadoff, Michelle Herman,
and Melvin Merlos

BEED

Diversity Recruitment Event
May 6, 2024
22 Tappan - BHS



BEED

Retention Event – Golden Temple
March



OEE Educator and Staff Feedback Form

- Collected data from December 2023–January 2024
- 150+ responses

What did the data lead to?

- Comprehensive equity cycle at FRR
- Development of pilot program to train staff in 10 competencies of equity
 - FRR, Lawrence, Pierce
- Creation of video modules, written templates, extensive resources for educators
- Whole-staff professional development sessions

Equity Cycle

OEE has been leading and supporting a comprehensive equity cycle at FRR. It has been and continues to be meeting with administrators, facilitating and supporting equity and belonging work with educators at grade-level meetings, supporting collaborative all-middle school work, observing instruction, and providing targeted coaching. Teachers have been provided collaborative feedback and access to tools in written and video exemplars.

Establishing Educational Equity

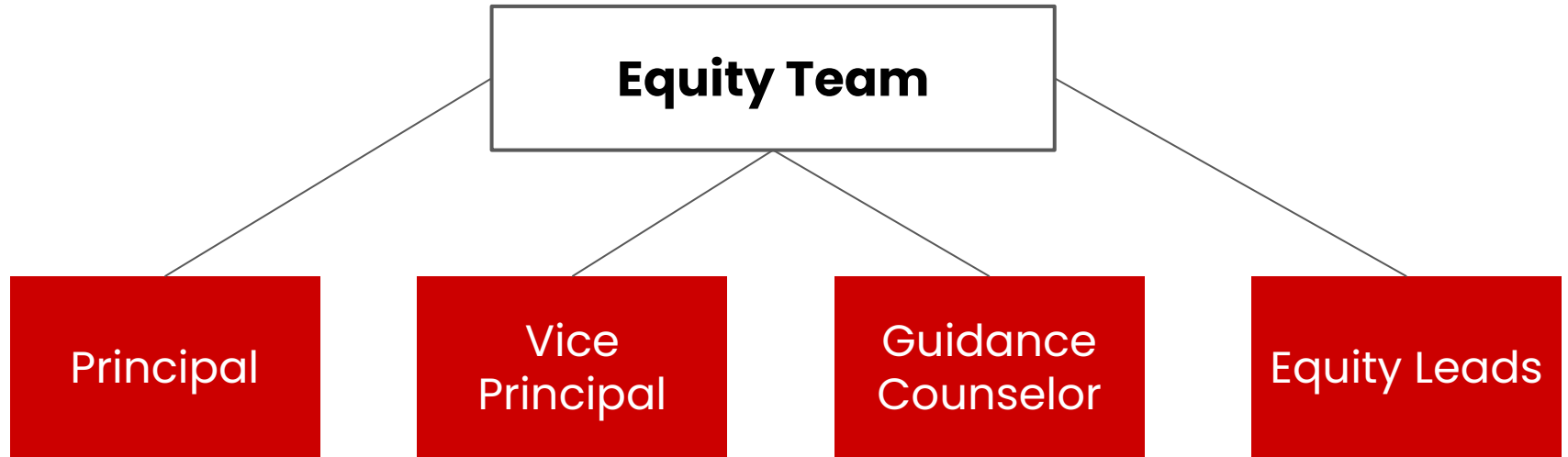
Theory of Change & Action Plan for 2024-2025

Office of Educational Equity, Public Schools of Brookline

Prepared by Cristy Hernandez & Ruiz Clark

Input provided by Dr. Linus Guillory Jr., Claire Galloway-Jones, Gabe McCormick, Dr. Jodi Fortuna, Dr. Matt DuBois & Michelle Herman

Train the Trainer; Build Capacity



Toolkits; 5 +5 Competencies

- Restorative Justice Circles
- High Expectations
- Courageous Conversations
- Story of Self
- EL Strategies

- Internalized Biases
- Behavioral Support
- Peer Observations
- Partnering with Families
- Empathy Interviews

Implementation *(full Action Plan linked [here](#))*

Fall 2024	Winter 2025	Spring 2025
<p>First 5 toolkits completed</p> <p>Equity Teams trained in <i>Restorative Justice Circles 1.0</i></p>	<p>Equity Teams trained in 4 of 5 toolkits</p> <p>Equity Teams have implemented 3 of 5 toolkits at their schools</p> <ul style="list-style-type: none">• <i>RJ Circles</i>• <i>High Expectations</i>• <i>Courageous Conversations</i>	<p>Equity Teams trained in all 5 toolkits, as well as "Internalized Biases"</p> <p>Equity Teams have implemented all 5 toolkits at their schools</p> <ul style="list-style-type: none">• <i>RJ Circles</i>• <i>High Expectations</i>• <i>Courageous Conversations</i>• <i>Story of Self</i>• <i>EL Strategies</i>

On the Horizon

- Continuing Residencies
- Equity Lead Interviews – Week of May 20th
 - Training will begin June 3, 2024
- Accepting bids for Equity Audit
 - *Hanover Research*
 - *Equity Process*
 - *Longview Education*

QUESTIONS

PSB FY24 Q3 BUDGET UPDATE - May 15, 2024

In March, the Finance Team became concerned because there were insufficient funds in the non-salary accounts to process the volume of requisitions that were being entered in the system. At that time, Budget Managers were asked to review all open PO's and, where possible, adjust them to reflect anticipated needs for the remainder of the year. They were also asked to provide a list of essential needs that were not yet encumbered on a PO and send in any timecards for extra compensation that had not yet been processed, as well as project any additional extra compensation that would be needed before the end of June. Based on the information provided, the Finance Department is forecasting that PSB will be \$1,709,286 over budget by the end of the year. Here are the FY24 hotspots driving this overage:

	Budget	Proj. Expense	Variance
Contracted Services			
Legal	225,000	450,000	225,000
Professional Services	2,490,747	3,000,533	509,786
Transportation (OSS)	2,920,291	4,560,544	1,640,253
Tuition	4,606,248	4,965,689	359,441
Claims/Settlements	250,000	738,811	488,811
Paraprofessional	10,899,089	12,160,358	1,261,269
ESY & HS Summer Programs	18,500	140,211	158,711
Additional Compensation	TBD		

Due to cost overruns in these areas totaling \$4,643,271, spending in other areas has been suspended for the remainder of the year. Unspent funds from all other accounts mitigate the overall impact of the overages noted above, leading to the projected \$1,709,286 deficit.

To complete the year, there are several actions that will need to be taken.

1. As of May 15th, the amount of money accessible in the non-salary accounts is \$69,628. To complete the year, an estimated \$1,252,798 must be encumbered to cover expenses that must be paid. To enter these PO's into the system we will need to transfer \$1,200,000 from the salary to the non-salary account.
2. We will continue to encourage Budget Managers to review, modify, and close out PO's so the Finance Team has a clear picture of actual spending needs for the remainder of the year.
3. We will identify other funding sources that can be used to mitigate the cost overrun in FY24 and provide an updated report of our progress in June.
4. If we are unable to close the deficit, we will seek a reserve fund transfer at the end of the year to cover the final cost overrun in FY24.

Going forward, the following internal controls, if implemented and followed by Budget Managers and staff, will increase the visibility of potential problem areas earlier in the year. This will allow the administration to manage resources proactively within the appropriation provided by the Town.

1. Position Control
2. Budgeting for Additional/Extra Compensation
3. Contract Approval and Oversight
4. Purchase Order Management
5. Accounting Access Privileges

Position Control

A common internal control used to manage staffing is a position control system. This system connects positions approved in the budget to an account number, funding source, location, position title, and position type. Each position that is approved in the budget is assigned a position control number. To hire a person, there must be an unoccupied position control number.

In FY24, the staffing plan that aligned to the approved budget was not finalized, and therefore, a position control system was not able to be implemented. The information shared during the transition from one administrative team to the other was scarce, making it difficult to identify what positions were approved in the budget and how the positions related to staff on payroll. To complicate matters further, the account codes were changed and a map from the old system to the new system was not provided when the new team took over last summer. Last, documentation was lacking for staff separating from service. In some cases, HR was not notified that staff had resigned; therefore, termination paperwork was not processed. In other cases, personnel action forms were not processed by HR for staff separating from the District, which triggers the termination process in Munis. Without having an accurate roster of positions, a viable position control system mapped to FY24 account codes and staff, and clear and comprehensive documentation related to separations and hiring, there was no clear baseline from which to monitor the FY24 budget.

In short, to manage human and financial resources, there must be a staffing plan connected to the financial plan using a position control system. If an unanticipated situation arises that requires the addition of a position, the Deputy Superintendent of Administration and Finance should be contacted immediately to identify a funding source for the position and, if necessary, seek approval from the School Committee to add a position prior to advertising and hiring staff. When positions are eliminated, the position control number should be eliminated and a log of retired numbers should be maintained. In addition, Budget/Hiring Managers and the HR Team must follow proper protocols for hiring and exiting staff. New staff should not start employment without completing the hiring process through the HR department, and position control numbers should be included on all personnel action and requisition forms moving forward.

The FY25 budget was created with a staffing plan tied to the budget. Every position approved in the FY25 budget has been assigned a position control number (PCN), and positions are not being posted unless the PCN is associated with an open position. A new personnel action form (PAF) has been created and is being used to track changes, and the staffing plan with PCN numbers have been shared with district and building leaders. The Deputy Superintendent of

Administration and Finance has met with the District Leadership Team several times over the year to review these protocols to ensure there is a common understanding of expectations, roles, and responsibilities.

Budgeting for Additional/Extra Compensation

A significant amount of time was spent this year creating the staffing plan and position control system to ground funding to programs and staff. During this data gathering process, forms of extra compensation (longevity, vacation buyback, uniform and travel allowances, etc.) noted in employment contracts were captured in the FY25 spending plan. What was not fully captured in FY25 were costs related to after school and extended school year programs, and other payments made to staff for additional duties and responsibilities beyond their primary role. Programs that fall within this category include the calculus project, summer school programs, co-curricular programs (homework clubs, affinity groups, before school supervision, school play, etc.) as well as stipends for mentoring, child study groups, A/P and MCAS proctors, curriculum and professional development, training programs, etc.

In order to anticipate and monitor spending, a budget must be created for all programs offered to students and staff. Without a baseline of defined program expenses, it is not possible to anticipate spending and monitor costs. The HR and Finance Teams are in the process of identifying all forms of extra pay by program and location so that spending from FY24 can be compared to the funding available in FY25. Budget Managers will be provided with this information this summer so that they can make informed decisions about what programs/activities to offer within their funding allotment.

Consistent and timely submission of timecards for extra compensation has been problematic and prevents the Finance Team from being able to forecast costs as well as exposes the District to paying penalties for treble damages. For these reasons, Program Managers and staff must take responsibility for submitting weekly timesheets for services rendered.

To date, it is unclear whether the Finance Team has captured all of the actual or potential additional compensation in the FY24 projections. Based on what is known at this time, it does not appear that there is adequate funding in the FY25 budget to pay for all the programming offered this year (see additional discussion below in “Impact of FY24 Projected Deficit on FY25 Budget Planning”).

Contract Approvals and Oversight

Contracted services are used to engage the services of outside vendors to perform work that our professional staff are unable to provide, either due to vacancies or a need for particular expertise. When these situations arise, Budget Managers need to work with the Deputy Superintendent of Administration and Finance to develop a contract that clearly defines the scope of the work to be performed, the deliverables to be provided, the timeline for the work, the total amount of money to be expended under the contract, the source of funding for the project and the frequency of invoicing, among other things. This contract must be signed by both the vendor and the Deputy Superintendent before it is considered valid by the Town’s

procurement department. Once the contract is signed, a purchase order must be entered before work can begin. When this process is followed, there is no difficulty with payments, since the funds are identified and secured in advance of the work. The Budget Manager can monitor spending against the contract by watching their PO balances. On a quarterly basis, Budget Managers should close out POs for work completed, and if additional money beyond the contract amount is required, the Deputy Superintendent should be contacted so an addendum can be authorized and the PO can be adjusted.

In FY24, many vendors began work well in advance of having a valid contract signed by the Deputy Superintendent of Administration and Finance and a PO issued by the Town's Procurement Office. Without a PO, invoices submitted by vendors cannot be paid. During the winter and early spring, a significant volume of POs were entered into the system to back pay invoices. As previously mentioned, when this occurred in March, there was insufficient capacity available in the budget to execute POs. Related, there were multiple instances where vendors submitted invoices in excess of the contract. If additional services are needed, a contract addendum should be issued and the PO should be modified to reflect the revised scope of services and related costs.

Purchase Order Management

There has been a long standing practice of keeping purchase orders open across fiscal years. This creates confusion when managing resources and spending. Purchase orders should be closed by the end of the fiscal year except in very limited circumstances (i.e., June invoice for transportation arrives in July). Budget Managers should right size PO balances as the end of the year approaches to reflect expenses through the end of June, and no more. Beginning in FY25, the Comptroller's Office has stated that all FY24 purchase orders will be closed by September 30. This will simplify budget management by not having two fiscal years open simultaneously once the school year is underway, and spending for the prior fiscal year will be properly captured in the correct fiscal year.

As mentioned previously, it is essential that no orders are placed for goods or services without an approved purchase order in hand. If the purchase order precedes all orders and requests for services, there will never be a problem with prompt payment because the purchase order sets aside funding and approval of the activity ahead of time. Delayed payments and aggravated vendors are a result of not having purchase orders in place before orders and requests for services happen. During FY25, we will work with the Budget Managers to strengthen their skills in the area of purchase order management.

Accounting Access Privileges

Last, account management functions in Munis and access privileges to sensitive personal data and higher level financial management features should be limited to the proper personnel in the Finance Department. There is some data that the HR team must have rights to perform in Munis as well, but on a more targeted basis. Staff outside of these two departments should not have the ability to view or change information in the system.

In FY25, access to data in Munis and the ability for staff outside of the Finance Team to reclassify expenses, make budget adjustments, change staff pay, view or access personal information, create accounts, etc., within the Munis system will be prohibited. There are operating procedures in place for Budget Managers to make requests for transfers, and these actions should not be allowed without the review and approval of the Finance Director. This will ensure that sensitive employee data is not accessible to others and will stop staff outside of the Finance Department from transferring money between funds and accounts.

IMPACT OF FY24 PROJECTED DEFICIT ON FY25 BUDGET PLANNING

During the FY25 budget development process, it became apparent that the FY24 budget for transportation, tuition, and settlements in the special education department was insufficient to cover the costs and commitments for the year. With this in mind, the FY25 budget already includes significant funding increases in these areas based on the projections provided by the Office of Student Services.

	FY24 Overage 5.14.24	FY25 Increase
Transportation	\$1,640,253	\$863,174
Tuition	359,441	697,311
Claims/Settlements	<u>488,811</u>	<u>236,080</u>
	\$2,488,505	\$1,796,485

In addition to the non-salary cost overruns in FY24, funding for paraprofessionals and compensation for additional responsibilities (coaching, co-curricular program advisors, extra duties, stipends, summer school, etc.) are underfunded in FY25 based on data available at this time.

	FY25 Overage
Paraprofessional	\$400,000*
Additional Compensation	TBD
FY24 Summer Programming	\$158,711 + TBD

*12 Positions

We are continuing to analyze the data from FY24 and its impacts on FY25 budget planning and will have more information to the School Committee as soon as it is available.

PUBLIC SCHOOLS OF BROOKLINE
FY24 BUDGET STATUS REPORT as of April 30, 2024

SCHOOL OPERATING BUDGET	AMENDED BUDGET	EXPENDED	ENCUMBERED / PROJECTED	SURPLUS/ (DEFICIT)
Personnel Expense	113,843,865	92,211,499	22,138,026	(505,660)
Non-Salary Expense				
<i>Outside Services/Contract</i>	12,943,792	10,957,249	4,203,006	(2,216,463)
<i>Supplies and Materials</i>	2,286,832	1,297,773	278,407	710,652
<i>Other Expenses</i>	354,839	245,300	64,336	45,203
<i>Utilities (Gasoline)</i>	10,250	6,105	3,895	250
<i>Equipment & Leases</i>	1,262,798	1,004,845	1,220	256,733
Total Non-Salary Expense	16,858,511	13,511,272	4,550,865	(1,203,626)
TOTAL School Operating Budget	130,702,376	105,722,771	26,688,891	(1,709,286)

**Special Revenue Funds
as of April 30, 2024**

FEDERAL GRANTS	FY23 Year End FUND BALANCE	FY24 Budget Estimate	FY24 Approved Budget	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
ESSER							
ESSER II	325,060	-	325,060	-	295,681	-	29,379
ESSER III	60,562	-	60,562	-	60,562	-	-
TOTAL ESSER	385,622	-	385,622	-	356,243	-	29,379
Title 1 FY24	(32,054)	256,431	674,545	165,334	225,423	66,101	383,021
Title 1 FY23			144,144	107,734	19,001	1,752	123,391
Title 1 FY22			21,920	-	4,702	-	17,218
Title IIA FY24	77,892	93,524	129,527	-	97,134	32,393	-
Title IIA FY23			74,306		65,566	8,741	-
Title IIA FY22			11,082	-	699	-	10,383
Title III FY24	71,469	112,344	134,884	9,049	8,650	3,681	122,552
Title III FY23			85,334	62,155	73,902	1,865	9,568
Title III FY22			23,058	-	20,286	-	2,772
Title IV-A Student Support FY24	11,268	20,958	18,818	-	18,818	-	-
Title IV-A Student Support FY23			20,499	-	20,499	-	-
IDEA FY24	188,504	2,277,428	2,446,210	155,340	1,053,172	277,420	1,115,618
IDEA FY23			865,337	865,337	918,756	47,526	(100,945)
IDEA FY22			144,430	-	138,854	-	5,576
ARP-IDEA	109,101	-	109,101	-	57,725	-	51,376
Early Childhood FY24	328	38,643	40,365	-	-	-	40,365
Early Childhood FY23			1,085	3,858	44,175	-	(43,090)
ARP - Early Childhood	1,186	-	1,186	-	943	-	243
Perkins FY24	29,699	50,176	71,147	-	27,014	3,432	40,700
SEL and Mental Health FY24	4,907	-	80,013	9,438	12,541	5,626	61,846
SEL and Mental Health FY23			20,800	35,415	20,800	-	-
Chronic Absenteeism Initiative			10,000	10,000	-	-	10,000

	FY23 Year End FUND BALANCE	FY24 Budget Estimate	FY24 Approved Budget	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
STATE GRANTS							
Circuit Breaker	3,156,936	3,475,572	3,156,936	1,796,857	2,281,104	864,010	11,822
METCO	18,425	2,291,283	2,354,849	1,362,044	1,655,476	171,878	527,495
METCO Targeted PAC	-	-	400,520	400,520	400,520	-	-
SEL and Mental Health FY23	(12,150)	-	27,200	19,828	27,200	-	-
Investigating History Pilot FY24	(3,497)	-	16,900	14,388	14,388	-	2,512
Investigating History Pilot FY23			-	3,497		-	-
Enhanced School Health Services F	35,747	100,000	100,000	50,000	76,505	737	22,758
Coord. Family & Com. Engagement	10,381	139,874	139,874	114,102	103,465	4,496	31,913
MCC Stars Residency Program	475	-	475	-	-	-	475
Civics Teaching/Learning FY24	(6,869)	-	60,000	29,830	9,161	10,532	40,307
Civics Teaching/Learning FY23			36,950	25,266	18,397	7,225	11,328
Hate Crime Prevention	(34,957)	-	-	34,957	-	-	-

	FY23 Year End FUND BALANCE	FY24 Budget	FY24 Available Funds	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
PRIVATE GRANTS							
Steps to Success	14,040	10,400	10,400	-	-	-	10,400
BU Consortium	4,373	-	4,373	-	-	-	4,373
BU Saudi Teachers	22,508	-	22,508	-	-	-	22,508
Kraft Opportunity fund	78,256	-	78,256	-	6,584	4,307	67,365
Whipple Writing Fellowship	51,450	26,150	51,450	24,000	20,517	76	30,857
Brookline Education Foundation	23,447	123,568	123,568	-	73,147	6,700	43,721
HS Innov. Fund (Teacher Mentorin	173,017	307,853	307,853	154,630	229,870	-	77,983
BCF Racial Equity	-	50,000	50,000	-	-	-	50,000
Project Bread	1,687	-	1,500	-	1,200		300
	4,440,497	9,374,204	12,523,856	5,453,578	8,169,634	1,518,497	2,835,726

REVOLVING/GIFT/FEES	FY23 Year End FUND BALANCE	FY24 Budget	FY24 Available Funds	FY24 Revenue to Date	Expended to Date	Encumbered to Date	Balance to Date
Food Services	1,106,715	3,444,619	1,106,715	2,868,551	3,167,395	347,491	460,380
BEEP	2,023,510	2,960,113	2,023,510	2,254,635	1,630,419	16,080	2,631,646
BACE	371,111	747,639	371,111	516,089	645,505	43,695	198,001
Summer School	27,390	-	27,390	13,960	6,550	-	34,800
Tuition & Materials Fee	691,159	600,000	691,159	507,534	140,648	402,349	655,696
Athletics - High School	258,813	510,000	258,813	372,783	395,847	82,831	152,918
Athletics - K-8	29,715	25,000	29,715	36,478	30,317	1,260	34,616
Use of Facilities	36,905	383,316	36,905	275,222	220,213	-	91,914
HS Restaurant	98,949	127,413	98,949	105,306	114,644	8,925	80,686
Bus Transportation	29,682	48,000	29,682	-	180		29,502
Academic Testing	18,571	105,000	18,571	12,913	12,944	3,138	15,401
Lost Book Recovery	13,622	-	13,622	350	2,325		11,646
Culinary Arts Material Fees	5,033	25,000	22,973	17,940	15,238	3,675	21,999
Industrial Arts Materials Fee	5,038	14,000	5,038	370		-	5,408
Performing Arts Materials Fees	2,114	14,000	2,114	13,063	6,312	7,331	1,534
Visual Arts Material Fees	8,220	11,000	8,220	14,035	10,420	580	11,255
BEEP Gift Account	51,482	-	51,482	2,500	-	-	53,982
K-8 Gift Accounts	32,536	-	32,536	5,095	4,094	-	33,537
High School Gift Accounts	36,896	-	36,896	11,560	8,463	591	39,402
High School Social Work Gift Account	6,588	-	6,588	-	-	-	6,588
District Gift Account	4,075	-	4,075	500	-	-	4,575
Food Services Zero Waste	74,025	-	74,025	-	42,000	-	32,025
ELE Summer Fee Program	2,090	-	2,090	-	1,550	-	540
	4,934,240	9,015,100	4,952,179	7,028,882	6,455,064	917,946	4,608,051

Note: All balances based on 4.30.24 balance sheet reports from MUNIS.



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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LINUS J. GUILLORY
SUPERINTENDENT OF SCHOOLS

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.



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445
PHONE 617-730-2431 | FAX 617-730-2108
www.brookline.k12.ma.us

May 16, 2024

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

Substitutes:

Type	Rate
Daily Teacher	\$135/day
Long Term Teacher (up to 40 consecutive working days)	\$179.74/day
Long Term Teacher (41 or more consecutive working days if licensed)	BEU Unit A Pay Scale (B-1 or M-1)
Daily Nurse	\$200/day
Secretary	Principal Clerk 1 Step 1
Food Service Staff	FS Worker Step 1
Food Service Manager	FS Manager Step 1

Music Extension:

Min	Max
\$39.54/hr	\$43.70/hr

Adult Education:

Min Rate	Max Rate
\$16/hr (Brookline living wage seasonal)	\$52.02/hr

Parent Child Home Program:

External Rate	Internal Rate
\$20/hr	Para Salary Schedule/Current Rate

Homework Club:

Paraprofessional Rate	Unit A member Rate
Para Salary Schedule/Current Rate	\$28/hour

Direct Service Provider:

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

Summer Programs:

BHS Summer School	
Role	Rate
Director	\$12,500 (paid from revolving)
Teachers	\$47/hr
Student Aides	\$16/hr Brookline Living Wage Seasonal
Security	Para Salary Schedule/Current Rate

Summer BHS Calculus Project	
Role	Rate
Teachers	\$47/hr
Peer Leaders	\$16/hr Brookline Living Wage Seasonal

Star Academy (Grant Funded)	
Role	Rate
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)	
Role	Rate
PSB Special Ed Teachers and Specialists (LC, PT, Speech, OT, Psych, Teacher of Deaf)	\$56/hr
Nurses	\$56/hr external, Per diem for PSB nursing staff
PSB 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
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

Project Discovery (General Fund)	
Role	Rate
PSB Teachers	\$47/hr
PSB Aides	Para Salary Schedule/Current Rate
Discovery Director	\$8,800
Assistant Director/Interventionist	\$7,050

BEEP Enrichment (Revolving Fund)	
Role	Rate
PSB Teachers	\$56/hr
PSB Aides	Para Salary Schedule or Current Rate
Director	\$12,098

Student Intern Rates:

School	Rate
Northeastern University	\$18,500

Non Aligned Stipends:

Role	Rate
Child Study Members and Student Intervention Team (SIT)*	\$800
Child Study Leader/SIT Leader*	\$1000
Child Study Co-Leader/SITCo-Leader*	\$900
Mentored Professional Learning Coach (MPL)*	\$1,384
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 for student, up to \$2,500/ for non student
Elementary Choreographer	\$50/hr
Music Festival Assistant	\$150/day
Music Adjudicator	\$100 - \$1,000 <i>(based on scope of work)</i>
Accompanist-Play	\$1,000
BHS Event Staff	\$50/hr
Set Design (1 Per School)	\$50/hr
Young Scholars Club	\$1,540
Young Scholars Literacy Project Teacher	\$1,540
Young Scholars Calculus Project Teacher	\$1,540
MCAS Test Assistants*	\$510
Advanced Placement (AP) Proctors	\$25/hr
School Culture & Climate Committee Members*	\$500
ExCel Program Lead Teacher	\$3,000
Translating Documents	\$45/hr
In-person (verbal) Translation	\$20/hr
Home Hospital Tutor	\$25/hr
Library Inventory Aide	Paraprofessional Schedule #5 No Degree Step 1 Hourly Rate
PSAT, SAT, and Pre ACT Exam Proctors	Based on College Board Rates
Game Officials for Extramurals	\$30/game
Morning Movement (Elementary Schools)	\$35.51/hr
Garden Stipend (School Year, 1 Per School)*	\$600
Garden Stipend (Summer, 1 Per School)*	\$300

*OTL Program