



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445
PHONE 617-730-2425

LINUS J. GUILLORY JR., PhD
SUPERINTENDENT OF SCHOOLS

SAMUEL A. RIPPIN
DEPUTY SUPERINTENDENT
OF ADMINISTRATION AND FINANCE

To: Linus J. Guillory Jr., PhD, Superintendent of Schools
From: Samuel A. Rippin, Deputy Superintendent of Administration and Finance
Date: February 16, 2022
RE: Fiscal Year 2023 Revolving Fund Budget and setting of FY 23 Fees - Revised

Please request the School Committee to establish and approve all fees for FY23.

Motion #1: School Committee approves and authorizes the collection of all fees as proposed in the attached table to formally and officially establish the fees for FY 23.

1. FY 23 Revolving Fund Program Budgets

Revolving Fund accounts shall be under the direct control of the School Committee, which delegates the power to the Superintendent and/or School Business Administrator to authorize expenditures from them without further appropriation by the Town. All monies collected by the schools from fees, fines, admissions, and other non-tax sources shall be submitted to the Business Office, deposited with the Treasurer of the Town, and credited to the appropriate and authorized fund for expenditure.

<u>Revolving Fund Name</u>	<u>FY23 Projected Revenue Budget</u>
Athletics	\$ 453,000
Middle School Extramurals	\$ 28,286
Materials Fee/Tuition	\$ 530,553
International Tuition (SEVIS) 1 Year Exchange	\$ 23,512
School Bus Transportation	\$ 48,000
Use of School Buildings	\$ 296,424
Early Education Program (BEEP)	\$ 2,604,767
School Lunch	\$ 3,202,096
Summer School (BHS)	\$ 40,000
Academic Testing	\$ 21,000
Adult & Community Education (BA&CE)	\$ 178,000 if virtual sessions \$ 1,153,049 in person sessions
Performing Arts	\$ 26,500
Visual Arts	\$ 10,000
Culinary Arts	\$ 24,000
Lost Books	At Cost
Tappan Green (BHS student-run restaurant)	\$ 80,000

Superintendent in their fiduciary role will manage the budget to the best of their abilities and address financial needs and supports as practical and reasonable.

LEGAL REF.: M.G.L, Ch. 40 §3; Ch. 44, § 53, 53A, 53E 1/2.; Ch. 71, §17A, 26C, 37A, 47, 71, 71E, 71F; Ch. 548 of the Acts of 1948.

2. FY 23 Student Fees, Fines, and Charges

Full student access to programming is a core value of the PSB:

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

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

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

Please refer to the PSB website address www.brookline.k12.ma.us to find both criteria and an application packet.

I. Establishing Fees

The School Committee reserves the right to establish fees for participation in certain activities and programs. Examples include, but are not limited to, field trips and community education, Brookline Early Education Program (BEEP), Summer School, student parking, and athletics.

Unless otherwise specified through School Committee action, each fee shall be established on a yearly basis for the next school year and communicated in a timely manner to students, parents, and/or guardians. Due dates and payment schedules for all fees will be established by the relevant program.

II. Collection of Fees, Fines, and Charges

A. Central Collection

This policy authorizes a centralized revenue collection and recording system for administration (charging and collecting) of Fees, Fines, and Charges. Such a system

should provide efficiencies and transparency for parents and the community. Faculty and staff (e.g. departments, clubs, student organizations, etc.) shall use this system for administration of all fees, fines, and charges.

B. Non-Payment

For fee-based activities, the School Committee expects that all fees will be paid in advance of participation unless the payor has been qualified for financial assistance by the Office of Administration and Finance pursuant to the policy on financial assistance.

If payment of any fee, fine, or charge is not received and the payor has been noticed in writing of the amount(s) due, the Superintendent or his/her designee may take one or more of the following actions, unless or until prohibited by state law or regulation:

1. Prohibit participation of the student in the relevant program.
2. Prohibit participation of the student or other students in the student's household from participating in any future fee-based program until or unless outstanding balances are resolved.
3. Prohibit student participation in senior activities or graduation exercises.
4. Referral to small claims court.

Legal Reference:

- M.G.L. Chapter 71: Section 47.** Athletic programs; school organizations; student activity accounts
M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks or electronic funds transfers; penalty
M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty
M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment
M.G.L. Chapter 71, Section 49 Purchase of textbooks by pupils

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

General Fund Fees Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
Transcripts	• \$3.00 Processing fee for each transcript sent. Official copies are only sent directly to the school and/or program to which you are applying. • \$3.00 Unofficial Transcripts may be requested for your own use. • \$5.00 Processing fee for transcripts being mailed out of the country. • \$2.00 Processing fee for correspondence confirming graduation. ▪ Replacement diplomas are not available	No Change	This is a general fund receipt as the cost to produce this document is embedded in the base program staffing of Brookline High School	

Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
Public Records Requests	\$0.05 per copy, plus lowest hourly rate over 2 hours	No Change	No Change	Statutory Requirement
Other fees	TBD		As we move to compliance with student activities we will locate items being charged that are general fund receipts	Positively Impacts Town/School Partnership

Agency Funds: Student Activities

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

The financial monitoring of these funds is undergoing a full overhaul and audit to comply with the latest regulations. New policies and procedures are being finalized during school year 2021-2022 to ensure compliance and improve reporting, reconciliations, and routine audits of these accounts. These funds are student funds and are restricted to the following formula:

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

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

Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
Field Trips and Extracurricular Activities	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost

Special Revenue Funds: Revolving Funds

The School Department receives fees and donations for various programs. Below is a highlight of specific revolving funds that impact the calculation of the operating budget and required vote to assess a fee for services.

Revolving Fund Fees

Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
Athletics	High School Sport: \$300.00	High School Sport: \$300.00	No Change	\$453,000
Middle School Extramurals	7/8 Grade Basketball: \$100 7/8 Grade Volleyball: \$85 7/8 Grade Indoor Soccer: \$85	7/8 Grade Basketball: \$100 7/8 Grade Volleyball: \$85 7/8 Grade Indoor Soccer: \$85	No Change	\$28,286
Materials Fee/ Tuition	Materials Fee: \$3,156 Discount Per Add. Child: \$315.60	Materials Fee: \$3,219 Discount Per Add. Child: \$322.00	2% Increase	\$530,553
International Tuition (SEVIS) 1 Year Exchange	\$22,392 per student plus Lunch, Breakfast, other student fees, fines, and charges. FY21 (\$21,846-2.5% Increase)	\$23,512 per student plus Lunch, Breakfast, other student fees, fines, and charges.	5.0% Increase	Unknown Number of students for FY23
S. Brookline Bus Transportation	User Fee Cost per Day/Fee: 400 Days/payers: 120	User Fee Cost per Day/Fee: 400 Days/payers: 120	No Change	\$48,000
Use of School Buildings	https://drive.google.com/file/d/1La028WS4-GI3VLHP6RyvVa8KPciMdTA2/view	https://drive.google.com/file/d/1La028WS4-GI3VLHP6RyvVa8KPciMdTA2/view	No Change	\$296,424 FY23 Estimated reduction for Covid-19 restrictions
BEEP Tuition	Preschool & Pre-K \$11,452 BEEP Summer Enrichment Program \$540/week	Preschool & Pre-K \$11,681 BEEP Summer Enrichment Program \$551/week	Proposing 2% Increase	\$2,604,767 Estimated with proposed 2% increase

Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
BA&CE	Adult Programs \$16-\$400 Children's Programs \$60-\$450 Music Lessons \$465-\$875 All courses include the traditional registration fees previously charged separately by BA&CE.	Adult Programs \$16-\$400 Children's Programs \$60-\$450 Music Lessons \$465-\$875 All courses include the traditional registration fees previously charged separately by BA&CE.	No Change	\$178,000 if virtual sessions \$1,153,049 in person sessions
Performing Arts (non-club based extracurricular)	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	\$26,500
Visual Arts	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	Photography \$45 per course Ceramics \$40 per course Metals \$40 per course Sculpture \$20 per course	No Change	\$10,000
Career and Technology Education	Culinary Program \$50 per course The Culinary Program uses the largest part of CTE's supply budget. Fee covers roughly 2/3 of cost per student.	Culinary Program \$50 per course The Culinary Program uses the largest part of CTE's supply budget. Fee covers roughly 2/3 of cost per student.	No Change	\$24,000
Extracurricular Activities (non-club based)	Costs are calculated for total cost of providing experience divided by the number of students	Costs are calculated for total cost of providing experience divided by the number of students	No Change	At Cost

Program	FY22 Fee	FY23 Fee	Reason for Change	Estimated Revenue
Lost Books	Replacement cost if in print. Last known cost if not, funds then used to buy updated version	Replacement cost if in print. Last known cost if not, funds then used to buy updated version	No Change	At Cost
ELE Summer Programs/STAR Academy	No Fee	No Fee	Response to pandemic impact on family financial situations; all program expenses will be covered by the PSB Title III and METCO grants	\$0
Tappan Green (BHS student-run restaurant)	Breakfast: \$3 - \$5 Premium Breakfast: \$6 - \$8 Lunch: \$6- \$10	Breakfast: \$3 - \$5 Premium Breakfast: \$6 - \$8 Lunch: \$6- \$10	Removal of premium lunch prices (\$11 - \$15). Adjustment to revenue to represent current sales trends.	\$80,000

**Public Schools of Brookline
Staff Materials Fee Program
Annual Tuition: FY17-FY22**

	Tuition	% Increase	\$ Increase
2016-2017	\$2,721.00		
2017-2018	\$2,803.00	3%	\$82
2018-2019	\$2,888.00	3%	\$85
2019-2020	\$2,975.00	3%	\$87
2020-2021	\$3,064.00	3%	\$90
2021-2022	\$3,156.00	3%	\$92
2022-2023 <i>(proposed)</i>	\$3,219.00	2%	\$63

Note: this is the tuition rate for the first child in a family. The tuition for the second and subsequent children from the same family is reduced 10%.

Revolving Fund Fees

Program	FY18 Fee	FY19 Fee	FY20 Fee	FY21 Fee	FY22 Fee
Beep Tuition	Preschool & PreK \$10,282	Preschool & PreK \$10,488	Preschool & PreK \$10,900	Preschool & PreK \$11,227	Preschool & PreK \$11,452
	BEEP Summer Enrichment Program \$530/week	BEEP Summer Enrichment Program \$530/week	BEEP Summer Enrichment Program \$540/week	BEEP Summer Enrichment Program \$540/week	BEEP Summer Enrichment Program \$540/week



Financial Assistance

Financial Assistance Applications are available for each school year after May 1st.

- This application procedure covers most school fees in the full school year: fees for Athletics, Instrumental Music, and other program and field trip fees.
- This application procedure covers Brookline Early Education Program Tuition.
- This application procedure does not cover optional field trips or programs and school lunch, which require a separate application for Free/Reduced fees

Eligibility for Financial Assistance SY2021-2022 will end on August 31, 2022.

In order to maintain your eligibility for the next school year, you **MUST** submit a new application, along with current supporting documents.

You can find the **Financial Assistance Application** form in the links to the right and a full list of required and accepted documents is shown below.

- The form can be filled out on your computer and, with the supporting documents, emailed to financialassistance@psbma.org. We accept photos and scans of all the documents.
- You can contact your school's secretary if you need help emailing the documents.
- Please do not forget to add your email address to the application form if you are not emailing the documents from your personal email address.

Program Eligibility and Determination for Participation

1. Principals, Guidance/School Counselors, and all other employees are prohibited from making a determination of financial need outside of the Superintendent's established process.
2. Families in the United States on an active Visa are not eligible for financial assistance.¹
3. Eligibility shall only be determined by the Office of Administration and Finance.
4. The Homeless Liaison shall maintain a list and provide an update as necessary to the School Business Administrator of all students who have been determined to qualify for services under McKinney-Vento Homeless Assistance Act.²

5. The Public Schools of Brookline School Committee has made the following determination for income eligibility for financial assistance:³

Determination Status	Income Level over Poverty Guideline for Household Income	Households will pay
Approved for Free	<200%	\$0 program fee
McKinney-Vento Homeless Determination		\$0 program fee
Foster Care (individual only)		\$0 program fee
75% Reduction of Fee	201% - 300%	25% of the program fee
50% Reduction of Fee	301% - 350%	50% of the program fee

* % above HMS Poverty Guidelines

1 Non-immigrant Visa holders had to produce the I-864 Affidavit of Support form upon entering the U.S.A. "The purpose of the form is to show that you have the financial means to live in the United States without needing welfare or financial benefits from the U.S. government. The law requires that the sponsor demonstrate that he or she is able to assist you financially. The sponsor must show that he or she has an annual income of not less than 125 percent of the federal poverty level. The federal poverty guidelines are set once a year, and can be found on Form I-864P, Poverty Guidelines." <https://www.uscis.gov/green-card/green-card-processes-and-procedures/public-charge>

2 <http://www.clcm.org/McKinney-Vento.html>

3 The Financial Assistance program shall use the US Department of Health and Human Services poverty guidelines and expand it by a multiplier to better match our community's income level and assist families that are above the Free and Reduced Lunch Guidelines with school fees that are assessed for a variety of activities.

<http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>

Required and Accepted Documentation

Provide copies of all that apply to your family's yearly income

1. 2020 IRS Transcript <https://www.irs.gov/> (not the 10-40 tax document)
2. Alimony and Child Support Agreements
3. Supplemental Security Income (SSI) and Disability Income
4. Unemployment Compensation and Severance Pay
5. Transitional Assistance Letters and Benefits
6. Family support: gifts, donations, money from someone outside of the household
7. Brookline Housing Authority Income Determination/ Calculation Worksheet
8. Section 8 Housing Voucher
9. Housing support (e.g. rent-free housing, residing w/family or friends)
10. Documentation for Foster Child

NOTE to families traveling on a VISA: Non-Immigrant Visa holders (for example a B, F, H or J visa) are not eligible for Financial Assistance. If you are here on an Immigrant Visa you will need to provide your I-864 before any determination can be made.

Program Overview

In 2016, the School Committee authorized a centralized application process to provide families with financial assistance for certain school related fees. The program provides a prorated subsidy for households earning less than 350% of the US Department of Health and Human Services Poverty Guidelines. The United States Department of Agriculture uses these guidelines to determine the Free and Reduced Lunch eligible income levels. The tables of income levels provided in this document are based on the United States Health and Human Services Poverty Guidelines posted on their website, which can be accessed here: <http://aspe.hhs.gov/poverty/index.shtml>.

The Superintendent will provide a centralized financial assistance application process for families seeking relief from various school-related fees and/or charges. Eligibility will be renewed or updated through an annual application process. If you need to apply for financial assistance, please click on the Financial Assistance Application link to the right and complete the application.

Financial Assistance will be offered to meet any PSB student fees or charges, including those for Athletics, Instrumental Music, and other program and field trip fees. Other fees include but are not limited to curriculum-based field trip expenses, Brookline Early Education Program (BEEP), School Department Summer Programs, and other fees the school department may charge as a result of curriculum requirements.

The program goals are as follows:

1. Implement an objective financial assistance program and application process for all students and families;
2. Allow families a single point of contact and determination within the school district; and
3. Adhere to a standard of confidentiality throughout the district.

PROGRAM OVERVIEW

SUPPORTING DOCUMENTS INSTRUCTION

TAX RETURN TRANSCRIPT INSTRUCTIONS

FINANCIAL ASSISTANCE APPLICATION - ENGLISH

FINANCIAL ASSISTANCE APPLICATION - ARABIC

FINANCIAL ASSISTANCE APPLICATION - CHINESE

FINANCIAL ASSISTANCE APPLICATION - HAITIAN CREOLE

FINANCIAL ASSISTANCE APPLICATION - HEBREW

FINANCIAL ASSISTANCE APPLICATION - JAPANESE

FINANCIAL ASSISTANCE APPLICATION - KOREAN

FINANCIAL ASSISTANCE APPLICATION - PORTUGUESE

FINANCIAL ASSISTANCE APPLICATION - RUSSIAN

FINANCIAL ASSISTANCE APPLICATION - SPANISH

FINANCIAL ASSISTANCE APPLICATION - VIETNAMESE

THE PUBLIC SCHOOLS OF BROOKLINE

333 Washington Street
Brookline, MA 02445

Phone: 617-730-2401

Fax: 617-730-2601

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PUBLIC SCHOOLS OF BROOKLINE POLICY MANUAL

SECTION J STUDENTS

11. (JQA) Student Financial Assistance (Voted 9/8/16, #16-59)

I. Establishment of Financial Assistance Program

This policy authorizes creation of a PSB financial assistance program to provide qualified families with assistance paying certain school-related fees and/or charges.

II. Program Goals and Scope

The Superintendent will provide a centralized financial assistance application process for families seeking relief from various school-related fees and/or charges. Eligibility will be renewed or updated through an annual application process.

Financial Assistance will be offered to meet any PSB student fees or charges, including those for Athletics, Instrumental Music, and other program and field trip fees. Other fees include but are not limited to curriculum-based field trip expenses, Brookline Early Education Program (BEEP), School Department Summer Programs, and other fees the school department may charge that are as a result of curriculum requirements.

The program goals are as follows:

1. Implement an objective financial assistance program and application process for all students and families;
2. Allow families a single point of contact and determination within the school district; and
3. Adhere to a standard of confidentiality throughout the district.

Submitted financial information shall follow USDA Free and Reduced Lunch Guidelines and related state privacy laws in the collection, handling, and disseminating of information regarding the financial status of students.¹

Program Eligibility and Determination for Participation

1. Principals, Guidance/School Counselors, and all other employees are prohibited from making a determination of financial need outside of the Superintendent's established process.
2. Families in the United States on an active Visa are not eligible for financial assistance.²
3. Eligibility shall only be determined by the Office of Administration and Finance.

¹ <http://www.fns.usda.gov/sites/default/files/cn/EliMan.pdf>

² "The purpose of the form is to show that you have the financial means to live in the United States without needing welfare or financial benefits from the U.S. government. The law requires that the sponsor demonstrate that he or she is able to assist you financially. The sponsor must show that he or she has an annual income of not less than 125 percent of the federal poverty level. The federal poverty guidelines are set once a year, and can be found on Form I-864P, Poverty Guidelines." <https://www.uscis.gov/green-card/green-card-processes-and-procedures/public-charge>

4. The Homeless Liaison shall maintain a list and provide an update as necessary to the School Business Administrator of all students who have been determined to qualify for services under McKinney-Vento Homeless Assistance Act.³
5. The Public Schools of Brookline School Committee has made the following determination for income eligibility for financial assistance.⁴

Determination Status	Income Level over Poverty Guideline for Household Income	Households will pay
Approved for Free	<200%	\$0 program fee
McKinney-Vento Homeless Determination		\$0 program fee
Foster Care (individual only)		\$0 program fee
75% Reduction of Fee	201% - 300%	25% of the program fee
50% Reduction of Fee	301% - 350%	50% of the program fee

* % above HHS Poverty Guidelines

Exclusions

The Financial Assistance Program does NOT apply to optional activities, including but not limited to student travel programs and senior prom.

At the superintendent's discretion this financial assistance program may be used to support qualified students in optional trips.

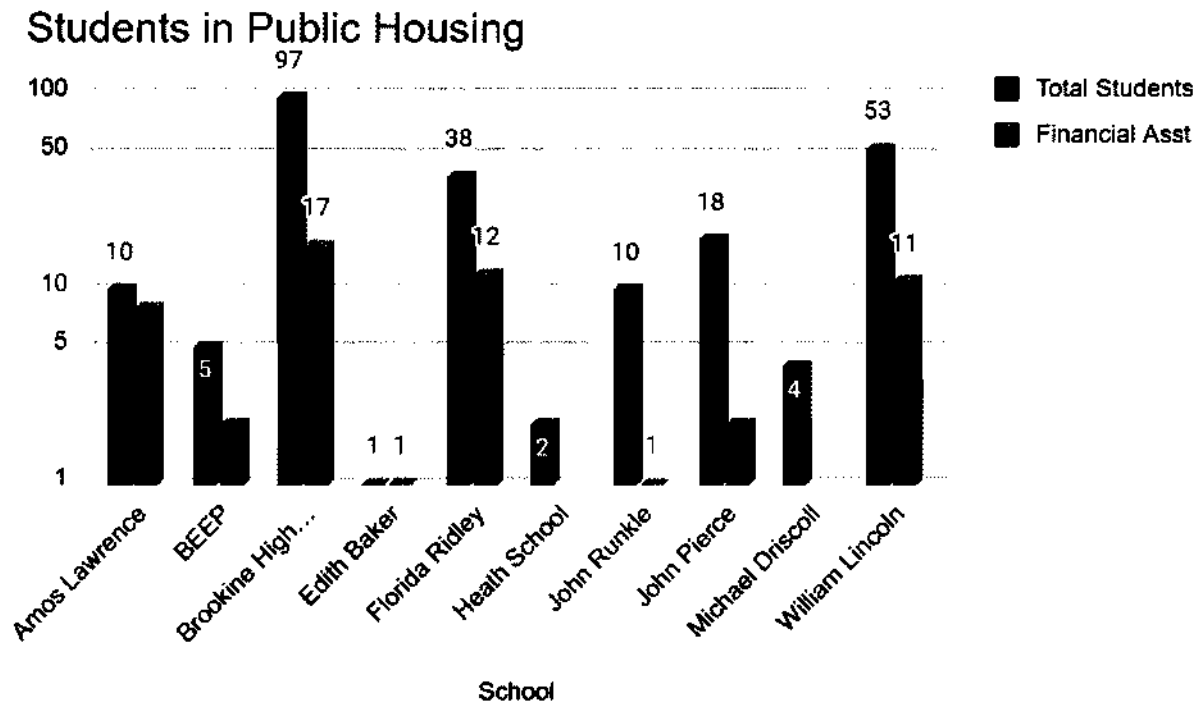
Optional activities that receive official sponsorship of the School Committee must comply with equitable access as determined by the School Committee for all students to participate.

³ <http://doe.sd.gov/oess/documents/EligRight.pdf>

⁴ The Financial Assistance program shall use the US Department of Health and Human Services poverty guidelines and expand it by a multiplier to better match our community's income level and assist families that are above the Free and Reduced Lunch Guidelines with school fees that are assessed for a variety of activities. <http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>

Student in Public Housing and Financial Assistance Program

The table below shows how many students within each school are in Public Housing. Then we compared those results against the students who are a part of the Financial Assistance Program. There are 185 students total and 54 of them are a part of the Financial Assistance Program.

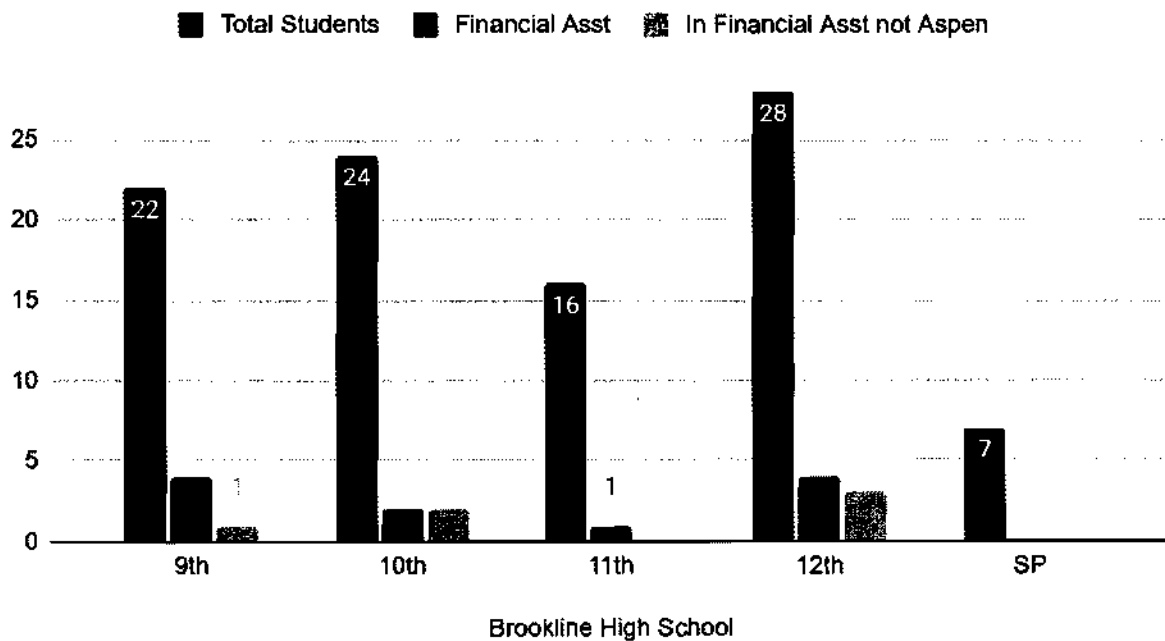


School	Total Students	Financial Asst
Amos Lawrence	10	8
BEEP	5	2
Brookline High School	97	17
Edith Baker	1	1
Florida Ridley	38	12
Heath School	2	0
John Runkle	10	1
John Pierce	18	2
Michael Driscoll	4	0
William Lincoln	53	11
Total	185	54

High School students who are in Public Housing

The table below shows how many high school students are in Public Housing. Then we compared those results against the students who are a part of the Financial Assistance Program and those who were not noted in ASPEN. There are 95 students total, 11 of them are a part of the Financial Assistance Program and 6 of them were not noted in ASPEN.

High School

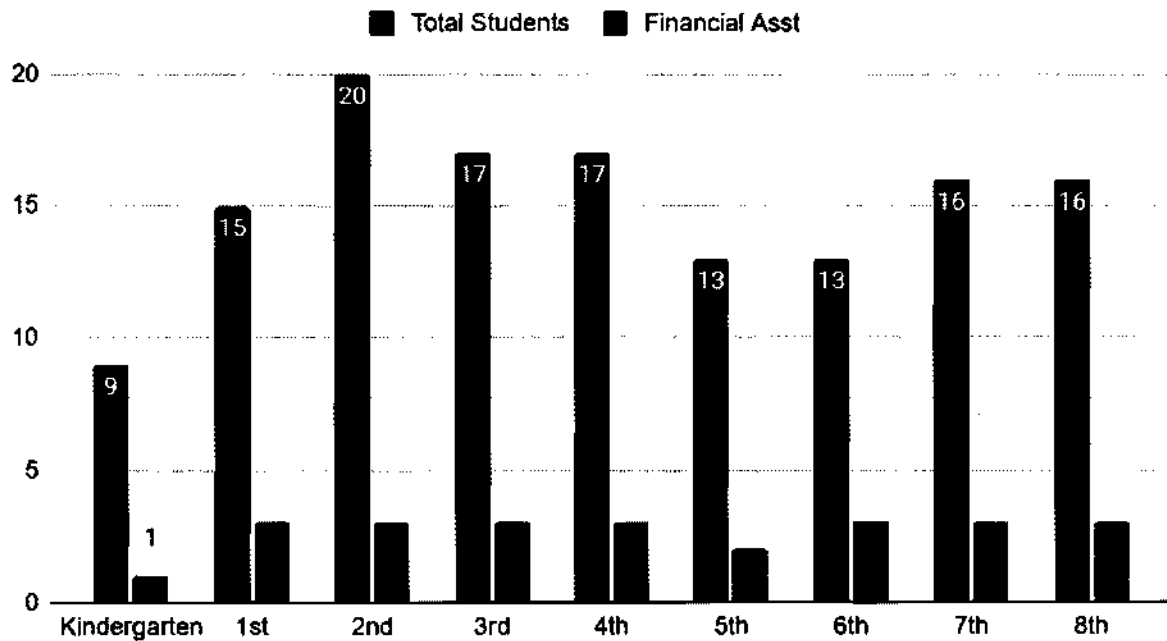


Brookline High School	9th	10th	11th	12th	SP	Total
Total Students	22	24	16	28	7	97
Financial Asst	4	2	1	4	0	11
In Financial Asst not Aspen	1	2	0	3	0	6

K-8 Schools

The table below shows how many K-8 school students are in Public Housing by grade level. Then we compared those results against the students who are a part of the Financial Assistance Program.

K - 8 Schools



	Kindergarten	1st	2nd	3rd	4th	5th	6th	7th	8th	Total
Total Students	9	15	20	17	17	13	13	16	16	136
Financial Asst	1	3	3	3	3	2	3	3	3	24