Bella Wong
Superintendent of Schools
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(617) 730-2401

PUBLIC SCHOOLS of BROOKLINE

Office of Administration & Finance
333 Washington Street, Brookline, MA 02445

Aaron Osborne
Deputy Superintendent, OAF
aaron_osborne@psbma.org
(617) 730-2425

MEMORANDUM

Date: August 19, 2026
To: The Public Schools Of Brookline School Committee
From: Aaron Osborne, Deputy Superintendent, Office of Administration & Finance
Re: Request for Gift Acceptance

Pursuant to district policy, District Administration requests that the School Committee approve the gifts summarized below:

Donor	**Amount**	**Recipient/Purpose**	**Account #/Name**
EL Teachers	$140.00	Brookline High School Gift Account/ Honoring former ELE Director, Kathleen (Kay) Polga	3300SEF9/ BHS Gift Account

Recommendation:
That the School Committee accepts the gifts as described above.

Public Schools of Brookline

Ashley O'Sullivan <ashley_osullivan@psbma.org>

Re: donations

Donna Chisholm <donna_chisholm@psbma.org> Thu, Jul 2, 2026 at 8:31 AM
To: Mindy Paulo <mindy_paulo@psbma.org>
Cc: Kelli McDermott <kelli_mcdermott@psbma.org>, Robin Benoit <robin_benoit@psbma.org>, Ashley O'Sullivan <ashley_osullivan@psbma.org>

Hi Mindy,

This information should be presented in a memo to the SC Finance Subcommittee at their next meeting.

We will contact you once the schedule for FY27 is posted.

Thank you.
Donna

On Wed, Jul 1, 2026 at 7:32 PM Mindy Paulo <mindy_paulo@psbma.org> wrote:

> Hi Donna,
>
> I hope your summer is off to a great start.
>
> Earlier this year I connected with you about establishing a fund in honor of my predecessor, Kathleen (Kay) Polga, who passed away a couple of months ago. A number of former and current EL teachers along with some of Kay's family members have made a donation in her memory. They would like us to use these funds to support our English learners at the high school. They specifically would like the funds to go towards our ELE Awards each spring but are also open to using the funds to support English learners who are unable to cover the costs of field trips or other enrichment opportunities. Currently we use district funds to purchase books for the award recipients. They would like us to use their donations to purchase books and place a book plate in each book to honor Kay.
>
> Ideally we'd like to call this the Kay Polga Memorial Fund. We would collect donations each spring from current and former EL staff and Kay's family. A retired EL teacher would take the lead on this. This month I have received $140 in checks from staff. Checks were made payable to "Brookline High School Gift Fund." I estimate we will collect approximately this amount of money each year. It's not a lot of money but it will cover the costs of our ELE awards with funds left.
>
> I understand that School Committee must approve all donations.
>
> What should my next step be?
>
> Many thanks for your help and guidance,
> Mindy
>
> 
>
> **Mindy Paulo**
> Director, Office of English Language Education
> 617-264-6413 | mindy_paulo@psbma.org
> https://www.brookline.k12.ma.us

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Donna Chisholm
School Comptroller
Public Schools of Brookline | Office of Administration and Finance
333 Washington Street, 5th Floor

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