

AGENDA
SCHOOL COMMITTEE MEETING

Location: School Committee Room

Zoom Link:

<https://auburn-k12-ma-us.zoom.us/j/86935934463?pwd=dUJMUU5ZSjRMbm82Q2o5MGQ4cXNoZz09>

March 10, 2021, 6:30 p.m.

CALL TO ORDER:

CITIZENS' COMMENTS:

SPECIAL RECOGNITIONS:

Sarah Lemovitz, the nurse at the Auburn Integrated Preschool was recently awarded two grants from the Auburn Cultural Council. The first, **Read Across Auburn**, which has been awarded many times at our Preschool, will supply **three months** worth of books for all students, remote and in person. One new book a month will be sent home so that children can increase their in-home libraries, and explore new age appropriate titles.

The **Upstander Project** is a new grant that was inspired by the Social Justice initiative started at the beginning of the school year. Here is a grant summary:

The purpose of this project is to encourage and promote lessons of kindness, equality, and justice among our littlest scholars in the town of Auburn. During the month of February, our students receive an introduction to Civil Rights, as well as lessons of caring, compassion and kindness. The goal is to communicate the need and importance of standing up for each other, by introducing an unfamiliar term to them: upstander, which is defined as "a person who speaks or acts in support of an individual or cause, particularly someone who intervenes on behalf of a person being attacked or bullied", and rewarding our students when those behaviors are displayed. In teaching our littlest Auburn citizens to be kind, caring individuals, we promote a generation of acceptance, and in turn, allow for more students to have confidence in their educational experience, as well within their own identities.

Project 351 Ambassador

Information

This year's selection to be the Auburn Community's ambassador for Project 351 is 8th grader Karlie Beamenderfer. Karlie is the daughter of Adam and Kathy-Jo Beamenderfer of Auburn. She is and has been an outstanding student throughout her years in the Auburn Public Schools. She is currently, once again, a high honors student while taking our most challenging classes, including Algebra, Accelerated English and a high school level Virtual High School Spanish class.

Karlie is an officer in the National Junior Honor Society and takes the lead on many activities and initiatives that enhance our school and our community. To name but a sampling of her outstanding service, Karlie has had a leadership role in a variety of fundraisers and food drives for AYFS as well as collecting clothing for Andy's Attic. Additionally, she helps organize and run dances and other activities at AMS (when we could do such things!) and regularly spreads kindness and positive vibes through the school.

Karlie is also an accomplished Irish step dancer who has performed across New England and in Ireland. We are proud to have Karlie represent our school and our community.

STUDENT REPRESENTATIVES INTRODUCTION / REPORT

Information **Aaron Zheng and Jasmyn Gates**

MINUTES: 2/24/2021 for Approval

Action

SUPERINTENDENT'S REPORT

Donation from Old Navy

Action

I was recently notified that Eric Bouvier's daughter, Lauren, who works at Old Navy in Millbury, donated three boxes of masks to the District. It is my recommendation that you accept this donation with gratitude. A thank you note has been sent to Old Navy.

Recommended Motion:...to accept with gratitude the donation of masks from Old Navy.

UNFINISHED BUSINESS:

COVID Update

Information

We continue to see our COVID numbers decrease across the District as reported daily to the community. I would like to remind everyone we do have an interactive COVID Count chart on our website. We are continuing to maintain our safety precautions and will be doing that for the foreseeable future.

April 5th Return to School

Information

We are on track for our April 5th return for all students. We will hold transition days on March 30th and April 1st. We are working out before and after school care possibilities, as well as what Wednesday will look like (half or full day) and likely will have information to share by Friday of this week.

2021-2022 School Year Calendar

Information

As discussed at our last meeting, before you tonight is the first review of the school calendar for the 2021-2022 school year. I am happy to take questions if there are any at this time.

FY '22 Budget Update

Information

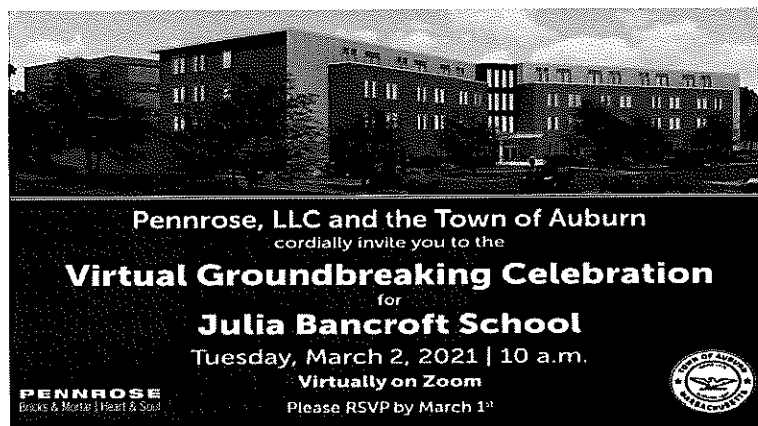
We continue to refine the FY'22 budget. As mentioned two weeks ago, the Governor's House 1 budget is working its way through the House and Senate Ways and Means Committee. The Board of Selectman endorsed our budget at their most recent meeting. We will present to the Finance Committee (March 17), review the budget one more time for you to review and adopt March 24th, hold our Public Hearing (April 14th) and send the final budget to the town for Town Meeting (May 4) vote.

NEW BUSINESS:

Julia Bancroft Groundbreaking (3/2)

Information

I had the pleasure of attending the virtual groundbreaking of the senior housing project at Julia Bancroft. Between Julia Bancroft and Mary D. Stone, 100 units of affordable, high quality senior housing have been added for our citizens, while also creating a new tax revenue stream for the town of Auburn. This is a "win win" for all involved.



Warrant Articles for Annual Town Meeting

Action

Please be advised that, at the Selectmen's meeting on February 22nd, the Board voted to open the warrant for the May 4, 2021 Annual Town Meeting. Submission of articles for the warrant will close on Monday, March 15, 2021 at noon. The School Department's proposed articles are attached for your review and approval.

Recommended motion:...to approve the warrant articles for the Annual Town Meeting on May 4th as submitted.

TEACHING/LEARNING REPORT:

Information

Professional Development Days

Given that we have two professional development days, each school will be utilizing these days to prepare for the return of students on April 5th. Schools have created teams to prepare routines and processes to ensure the physical and emotional safety of students and staff. Teachers will be provided with planning time to prepare transition lessons for students, some who may have been in the hybrid model and others who may have been in the remote model up to this point. Teachers will focus on the social and emotional well being of students from the start with a gradual increase in the academics and remediation. Below, you will find a summary of the data received from the survey that went to all parents this past week regarding their learning model choice for their child.(As of Thursday, March 4th). Schools are directly calling families who have not yet responded.

	In Person(# of students)	Remote(# of students)
Auburn High School	524	76
Auburn Middle School	496	48
Swanson Road	453	57
Bryn Mawr School	203	22
Pakachoag	235	27
TOTAL	1911	230

BUSINESS/FINANCIAL REPORT:

Natural Gas Bid Award:

Action

The Auburn School Department and the Town of Auburn have joined with Webster Public Schools and West Boylston Public Schools, in collaboration with Competitive Energy Services, to procure natural gas pricing for a period of 24 months beginning in November of 2021. Competitive Energy Services works with the French River Collaborative members, assisting with the procurement of both Electricity and Natural Gas contracts with responsible and responsive vendors. The School Department was able to negotiate a contract price of \$5.93 per Dekatherm for a 24 month period, when at present we are currently paying \$6.25 per Dekatherm. The new rate will provide the District a savings of \$3,531.00 from our present contract. The new contract will unite the Town accounts with the Schools, as we have done previously with our Electricity accounts.

Recommended motion... to approve the school department entering into a natural gas contract with Sprague for their buildings starting in November 2021 for a 24 month term at a price of \$5.93 per dekatherm.

End of Year Auditor's Report

Information

Enclosed please find a copy of the FY2020 End of Year Audit Report. There were a few minor findings, which have been corrected and the amendments have been posted with the Department of Elementary and Secondary Education. In addition, the Audit mentioned issues pertaining specifically to the School's Chart of Accounts and the Town's Indirect Cost Agreement, which have been brought forward to C.F.O. Kazanovicz. The School Department will collaborate with the Town to begin addressing these points.

Year to Date Budget Report:

Information

Mrs. Wirzbicki has provided a year to date budget report dated March 1, 2021. She would be happy to answer any questions.

Budget Transfers:

Information

Mrs. Wirzbicki has provided budget transfers between the same series for your information.

Revolving Accounts Update:

Information

Mrs. Wirzbicki has provided an updated listing of all School Department Revolving and Special Revenue accounts for your review.

Bus Application for 2021-2022 School Year

Information

The bus application for next school year has been shared with all families via One Call e-mails and will continue to be. Hard copies will be sent home with Tri II report cards at the end of March. It is also posted on the website.

JOB DESCRIPTION:

Administrative Assistant to the Superintendent Job Description for Update

Action

With Mrs. Zautner retiring in August, it is time to update the job description for the position of Administrative Assistant to the Superintendent to include additional responsibilities that have been added to the job.

Recommended Motion:...to approve the updated job description for Administrative Assistant to the Superintendent as presented.

ADJOURNMENT:

Recommended Motion:...to adjourn for the evening.

MINUTES
SCHOOL COMMITTEE MEETING
Location: School Committee Room
February 24, 2021, 6:30 p.m.

In attendance:

George Scobie
Jessie Harrington
Gail Holloway arrived at 6:33 p.m.
Dottie Kauffman
Meghan McCrillis

Casey Handfield Jasmyn Gates
Beth Chamberland Aaron Zheng ... absent
Cecelia Wirzbicki
Dan Delongchamp joined at 6:34 p.m.

CALL TO ORDER:

At 6:30 p.m., Mr. Scobie called the meeting to order and asked if anyone else was recording the meeting; there being none, he asked that everyone join him in the Pledge of Allegiance to the Flag.

CITIZENS' COMMENTS: None

SPECIAL RECOGNITIONS: None

STUDENT REPRESENTATIVES INTRODUCTION / REPORT

Aaron Zheng and Jasmyn Gates

Jasmyn reported that everything was going really well especially coming back from break which was very much needed; regarding her complaint that all photos were blocked on student iPads. She spoke to Mr. Bouvier about it and he was able to fix it and everything is now back to normal which is really great. She appreciated that getting take care of. Other than that, students were falling behind sticking with COVID guidelines; however, teachers are becoming stricter again with that. Students are doing really well despite everything that is going on; they are doing their best and staying motivated and teachers are doing what they can to help that. Aaron was absent.

MINUTES: 2/3/2021 for Approval

Dr. McCrillis made a motion to approve the minutes of the February 3rd meeting; Mrs. Holloway seconded the motion and it was unanimously approved.

SUPERINTENDENT'S REPORT

UNFINISHED BUSINESS:

COVID Update

DR. Handfield reported that we continue to see a decrease in positive cases and close contacts since the return from holiday break. We were also notified on February 18th that the Town will no longer receive or administer vaccines. Employees will have to seek out their own vaccinations. This is a change in plans

since our last meeting and not necessarily the news that we wanted; however, we will work with it - we don't have a choice.

The District is in discussions with school personnel regarding the reevaluation of our current hybrid model, and now with news from the Commissioner of Education, there will be an accelerated student return in April. Dr. Handfield noted that it was premature for him to comment on plans right now as there are lots of moving pieces. Just as negotiations took some time for a return at the start of the year, potentially moving forward with any further in-person learning also takes time to discuss and come to agreement. We hope to have something to share with the community the first week in March.

COVID Pool Testing Initiative

Following-up on a previous conversation regarding pool testing, Dr. Handfield shared that we have decided not to move in the direction of COVID pool testing. We are comfortable with our current procedures for responding to the COVID crisis. After evaluating this initiative further with our nurses, the time and cost associated with this initiative, coupled with other logistics to make it work, we do not see any more or less of a benefit compared to what we have in place.

Fall 2/Spring Athletic Update Information

Dr. Handfield notified the Committee that we are moving forward with the "Fall 2" and spring athletic seasons. "Fall 2" includes football, cheerleading, indoor track (which will be outside), and unified basketball. We also anticipate moving ahead with the spring athletic season, but will discuss that as spring approaches. The safety plan for Fall 2 has been reviewed by the Town Director for Health and Inspectional Services. Mr. Delongchamp was present to review the safety plans for each sport and take any questions the Committee had for him.

Mr. Delongchamp thanked the Committee for the chance to sit in on their thoughtful conversation on homework and students mental health. It is an incredible challenge. Athletic Director, Brian Davis, was in attendance for moral support. Mr. Delongchamp noted that the season began on Monday, February 22nd, for football and cheerleading (which would not have a competitive cheering season), with lots of conversations having been held with Dr. Handfield and Mr. Davis to roll it out.

Unified Basketball and cheering will begin on Monday with a meeting having been held with coaches and parents outlining the schedule. Indoor track will begin on March 15th but it will be held outside!

APS Field Usage

Dr. Handfield shared that with athletics resuming outdoors, we are fielding requests from outside groups to utilize our facilities across the District. Auburn Youth Soccer and Auburn/Worcester Lacrosse (operated by Auburn), and eventually Auburn Little League and Auburn Fastpitch will be looking to access the fields. He sought a motion from the Committee to open the fields to these groups.

Dr. McCrillis made a motion to open the APS athletic fields for use contingent upon an organization's completion of all relevant paperwork, adherence to all school committee policies and approval from the Superintendent. Mrs. Holloway seconded the motion and it was unanimously approved.

Mr. Scobie commented on the difference of cancelling the hockey/basketball vs. holding the Fall 2 season, this because COVID positive numbers are down. We are going in a positive direction.

NEW BUSINESS:

2021-2022 School Year Calendar

Dr. Handfield shared that we are still working out the final details of the 2021-2022 school year; however, the approximate start date, vacations, and other traditional breaks will remain intact next year. We are still finalizing PD days and a couple of other details. He anticipated the calendar coming forward for the Committee's approval at the next meeting in two weeks.

FY '22 BUDGET Update

Dr. Handfield noted that preliminary numbers from the Governor's House One are out and they are kind of a surprise (but not really). We anticipated in October based on information shared through our professional organization that we would be held harmless regarding October 1 enrollment this year. However, that was not the case. We are down 90 students this year which currently impacts our projected Chapter 70 number. We have realized an additional \$78,000 in Chapter 70 aid for next fiscal year. This is not unique to Auburn, every district except select urban centers received similar Chapter 70 allotments. We built our budget based on this year's current Chapter 70 number so we are alright. Keep in mind that this is the "floor." The budget still needs to go through the House and Senate so this number could increase, but we are not planning on that.

Dr. Handfield also shared that the Board of Selectmen voted to send the School Department's draft budget to the Finance Committee at their meeting on February 22nd, which is good news.

TEACHING/LEARNING REPORT:

Intervention Survey

Dr. Chamberland reported that COVID 19, and the subsequent change in the structure of school since March of 2020, has alerted us to the possibility that we may have more students who present with learning gaps in the coming year even though we continue to provide ongoing interventions and remediation. In an effort to be proactive, Mrs. Reidy, the Director of Pupil Services and Dr. Chamberland have created an Intervention Survey. This survey has been distributed to special educators, reading specialists and principals with the goal being to ensure we have the training, materials, and programs necessary to address any identified gaps in learning for students. The information gathered will help to determine summer programming as well as ongoing interventions for students requiring Tier 2 and Tier 3 interventions in order to be successful in school. We are very interested in ensuring we have a wide variety of tools with which to use to support our students. Once the results of the survey are compiled, we will create an action plan for next steps. Dr. Chamberland will keep the Committee apprised.

Massachusetts Literacy Guide

Dr. Chamberland shared that Mass Literacy, through DESE, is a statewide effort to empower educators with the evidence-based practices for literacy that all students need. Evidence-based instruction, provided within schools and classrooms that are culturally responsive and sustaining, will put our youngest students on a path toward literacy for life. Five training sessions are being offered to all educators, PreK-grade 3. It is our hope that this resource will help us to further supplement our already robust literacy programming.

Massachusetts Partnership for Youth

As noted in a previous meeting, Dr. Chamberland noted that we have recently obtained a membership with the Massachusetts Partnership for Youth. Many staff members have already taken advantage of frequently offered webinars. In addition, our membership provides us with 5 in-service professional development offerings. In collaboration with the principals, we have identified these 5 that we will pursue for this school year (Creating an Anti-Racist Classroom, Cultural Proficiency, Strategies for Creating Trauma-Sensitive Classrooms, Anxiety and School Performance, Mindfulness in the Age of Digital Distraction).

BUSINESS/FINANCIAL REPORT:

Year to Date Budget Report

Mrs. Wirzbicki provided a year to date budget report.

Budget Transfers

Mrs. Wirzbicki provided budget transfers between the same series for your information as well as transfers between different series requiring a vote of approval.

Mrs. Harrington made a motion to approve the transfers between the series as presented; Mrs. Holloway seconded the motion and it was unanimously approved.

Bus Application for 2021-2022 School Year

Mrs. Wirzbicki shared that the bus application for next school year has been shared with all families via One Call emails and will continue to be. Hard copies will be sent home with Tri II report cards at the end of March and it has been posted on the website.

EXECUTIVE SESSION:

At 7:57 p.m., Mrs. Holloway made a motion to enter Executive Session per MGL Chapter 30, section 21 (a)(2) to conduct strategies for negotiations with union and non-union personnel, namely business assistants and technical support and then to adjourn for the evening; Dr. McCrillis seconded the motion and a roll call vote was taken:

Roll call vote: Dr. McCrillis - Yes; Mrs. Kauffman - Yes; Mrs. Holloway - Yes; Mrs. Harrington - Yes; Mr. Scobie - Yes.


Respectfully submitted,

Ailaine Zautner
Recording Secretary

Referenced Documents:

Minutes from 2/3/21
Year to Budget Report
Transfers

AUBURN PUBLIC SCHOOLS 2021-2022 CALENDAR

AUGUST							SEPTEMBER							OCTOBER						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
8/30 - 8/31 Professional Development Days																				
 www.auburn.k12.ma.us							9/1 - First Day of School							10/11 - Columbus Day, No School						
							9/3 - No School													
							9/6 - Labor Day, No School													
NOVEMBER							DECEMBER							JANUARY						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
11/11 - Veterans Day Observed - No School							12/1 - Last Day Trimester One							1/3 - Classes resume						
11/24 - Half Day for all students and staff							12/2 - Professional Development Day							1/14 - Professional Development Day						
11/25-11/26 - Thanksgiving Recess							12/24 - Winter Recess Begins							1/17 - Martin Luther King Day - No School						
19							16							19						
FEBRUARY							MARCH							APRIL						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30				27	28	29	30	31			24	25	26	27	28	29	30
2/21 - President's Day - No school							3/14 - Trimester II Ends							4/18 - Patriot's Day - No school						
2/22-25 - February Vacation							3/15 - Professional Development Day							4/19-4/22 - April Vacation						
15							22							16						
MAY							JUNE							TELEPHONE NUMBERS						
Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Auburn High/Preschool - 508-832-7711						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	Auburn Middle School - 508-832-7722						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	Swanson Road Intermediate - 508-832-7744						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	Bryn Mawr School - 508-832-7733						
29	30	31					26	27	28	29	30			Pakachoag School - 508-832-7788						
5/30 - Memorial Day - No School							6/3 - AHS Graduation							Superintendent's Office - (508) 832-7765						
							6/16 - Last day for students (half day)							Holidays/Vacations						
							6/17 Last day for teachers							Professional Development Day						
							6/20 - Juneteenth Observed							Curriculum Inservice 1/2 = Day for Students						
							6/21-24 - Snow Days							First day of school						
21							12							Last day of school = 1/2 day for students						
														Snow days if needed						

Article 1. To see if the Town Meeting will vote to appropriate \$150,000.00 from Medicaid Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for Fiscal Year 2022 to fund supplies and medical, therapeutic and educational services for significantly disabled special needs students as well as tuition and transportation to and from outside placements or within the District for special needs students; or act on anything relative thereto.

By the Auburn School Committee

As noted, Medicaid funds are reimbursed after the fact for services rendered; such services are provided by the Auburn Public Schools in support of Medicaid-eligible students. The monies go into the General Fund and then, with approval of Town Meeting, are used by the School Department. Since these funds are in reimbursement of services already provided, we respectfully request your approval of this Article.

Article 2. To see if the Town Meeting will vote to appropriate \$_____, which is the interest earned by the Auburn High School Gymnasium Health and Recreational Trust Fund to offset School Department costs at Auburn High School in support of community health and recreational activities at Auburn High School gymnasium and related facilities and equipment; or act on anything relative thereto.

By the Auburn School Committee

With Town Meeting's approval, these funds will be used to offset the cost of site managers at Auburn High School in support of the community's use of the Auburn High Gymnasium, therefore we respectfully request your approval of this Article.

Article 3. To see if the Town Meeting will vote to appropriate \$_____, from McKinney-Vento Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for Fiscal Year 2022 to fund transportation for students to and from school who have become homeless during the Fiscal Year, or act on anything relative thereto.

By the Auburn School Committee

The District spends funds each year transporting homeless students, either to their home district (we share in the cost with the receiving District, 50%-50%) or paying half the cost to another district to transport a student who had previously attended an Auburn School prior to becoming homeless and moving into temporary housing out of Town, to the Auburn Schools. Since these funds are in reimbursement for transportation already provided, we respectfully request your approval of this Article.

Article 4. To see if the Town Meeting will vote to appropriate \$_____, from Foster Care Transportation Receipts within the General Fund Revenues to the Auburn School Department Operating Budget for Fiscal Year 2022, to fund transportation costs for students to and from school, who are residing in Foster Care placements during the Fiscal Year, or act on anything relative thereto.

By the Auburn School Committee

In order to support educational stability for children who are placed in foster care, the 2015 Every Student Succeeds Act (ESSA) requires the children in foster care remain in their school of origin, unless it is determined not to be in the child's best interest to remain in that school. The law also requires the children in foster care be provided transportation to their school of origin. At the Town Meeting in May of 2020, it was approved for the Superintendent to sign a Memorandum of Understanding with the Department of Children and Families, the Executive Office of Health and Human services and the Department of Elementary and Secondary Education in order to obtain Federal Title IV-E reimbursement. Auburn Public Schools by meeting the requirements can expect to receive a percentage of the transportation costs

incurred in the prior year. Since these funds are in reimbursement for transportation already provided, we respectfully request your approval of this Article.

Article 5. To see if the Town Meeting will vote to re-purpose CIP Funds by amending Article A4, of the May 2019 Town Meeting, Swanson Road Building Rehab, (Acct.#302020-582050) as follows: Authorize the remaining amount of \$7,000.00 to be used in combination with other CIP funds, towards the removal of the Swanson Road Oil Tank; or act on anything relative thereto.

By the Auburn School Committee

In anticipation of the removal of the Oil Tank at Swanson Road School in the Summer of 2021, the School Department would like to use the remaining amount of \$7,000.00 in Swanson Road Building Rehab, to be applied in combination with other CIP funds in order to cover newly projected costs, and therefore, we respectfully request your approval of this Article.

Article 6. To see if the Town Meeting will vote to re-purpose CIP funds by amending Article A4, of the May 2017 Town Meeting, Building Rehab of Central Administration Building (Acct.# 302018-581843) as follows: Authorize the balance of \$15,000.00 to be returned to the Town of Auburn for use on the Goddard Park Library Project in combination with other Town CIP funds.

By the Auburn School Committee

With the Central Administration Building Funds for rehab at 5 West Street currently on hold with the anticipation of a new Town Safety Complex, discussion has ensued with the Town Manager regarding the use of this amount of older CIP funding to be used for the benefit of the Town's Library Project in combination with other Town CIP funds, and therefore, we respectfully request your approval of this Article.

Article 7. To see if the Town Meeting will vote to re-purpose a portion of CIP funds by reducing Article A4, of the May 2018 Town Meeting, Building Rehab of Central Administration Building (Acct.# 302019-581962) as follows: Authorize the reduction of \$10,000.00 from this Article to be returned to the Town of Auburn for use on the Goddard Park Library Project in combination with other Town CIP funds.

By the Auburn School Committee

Please see above as explanation is the same as that for Article #6.

On behalf of the Auburn School Committee and the entire Auburn Public Schools, I respectfully request your approval of the above articles.

Thank you for your continued support of the Auburn Public Schools.

Yours in Education,

*Dr. Casey Handfield,
Superintendent of Schools*

TOWN OF AUBURN, MASSACHUSETTS

**Massachusetts Department of Elementary and Secondary Education
End-of-Year Financial Report**

**Independent Accountant's Report on Applying
Agreed-Upon Procedures over Compliance**

Year Ended June 30, 2020

TOWN OF AUBURN, MASSACHUSETTS

**Massachusetts Department of Elementary and Secondary Education
End-of-Year Financial Report**

**Independent Accountant's Report on Applying
Agreed-Upon Procedures over Compliance**

Year Ended June 30, 2020

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**Independent Accountant's Report on Applying Agreed-Upon Procedures
Over Compliance Applicable to Massachusetts School Districts'
End-Of-Year Financial Report**

To the School Committee
and Board of Selectmen
Town of Auburn, Massachusetts

We have performed the procedures specified in the Massachusetts Department of Elementary and Secondary Education's (DESE) Compliance Supplement applicable to Massachusetts School Districts' to the End-of-Year Financial Report prepared by the School Department of the Town of Auburn for the fiscal year ended June 30, 2020. We performed these procedures solely to assist the School Department and the Massachusetts Department of Elementary and Secondary Education evaluate the School Department's assertion that it has complied with the Massachusetts Department of Elementary and Secondary Education's requirements applicable to the preparation and filing of a Massachusetts School Districts' End-of-Year Financial Report. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants.

The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures specified in the Massachusetts Department of Elementary and Secondary Education's Compliance Supplement applicable to Massachusetts School Districts' End-of-Year Financial Report for the purpose for which this report has been requested or for any other purpose.

We have listed noncompliance with the agreed-upon procedures in the accompanying Schedule of Findings.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the End-of-Year Financial Report. Accordingly, we do not express such an opinion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town of Auburn and the Massachusetts Department of Elementary and Secondary Education and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.


Scanlon & Associates, LLC
South Deerfield, Massachusetts

March 1, 2021

TOWN OF AUBURN, MASSACHUSETTS

End-Of-Year Financial Report

Schedule of Findings

For the Year Ended June 30, 2020

GENERAL REQUIREMENTS

2020-1 General Requirement #1.A.a

Expenditures reported on Schedule 1 (Revenue and Expenditure Summary) C.2. Expenditures from Federal Grants, State Grants and Special Funds are not properly reported.

- Federal Grants
 - Title I FC 305 is under reported by \$9,439
 - IDEA FC 240 is over reported by \$9,500
 - Other ESE Administered is under reported by \$1,543
 - Other is over reported by \$9,000
- State Grants
 - ESE Administered is under reported by \$5,830

This may affect Schedule 3 Individual School Expenditures and Schedule 4 Special Education Expenditures by Placement.

Management's Response:

In prior years, the reporting of expenses had included encumbered funds as expensed, but now the Department of Elementary and Secondary Education are no longer considering encumbered funds as expenses. The School Department filed an amendment with the Massachusetts Department of Elementary and Secondary Education on February 27, 2021 to correct the above finding. This will not affect Schedule 3 or Schedule 4, as changes have been made to reflect the correct amounts in each of these schedules.

2020-2 General Requirement #1.C.a

The School Department's chart of accounts does not meet the DESE requirement that 1) it provides for the reporting of all instructional costs by school location and 2) is in accordance with 603 CMR 10.03 (3)(a).

Management's Response:

The School Department's Chart of Accounts was established in the MUNIS Accounting System several years ago and it has always worked when completing the End of Year Report by using cross walks to complete the report. Now, the Department of Elementary and Secondary Education want the Chart of Accounts to reflect reporting without use of any cross-walk methodology. The Business Manager will work in conjunction with the Town Accountant to begin discussion on addressing the requirements missing in the present Chart of Accounts.

TOWN OF AUBURN, MASSACHUSETTS

End-Of-Year Financial Report

Schedule of Findings

For the Year Ended June 30, 2020

SPECIFIC REQUIREMENTS

2020-3 Specific Requirement #2

Revenue reported on Schedule 1 Revenue and Expenditure Summary (I. Revenues) C. Revenue from Federal Grants and D. Revenue from State Grants are not reported properly.

- Revenue from Federal Grants
 - ESE Administered Grants are over reported by \$11,404
 - Other Federal Grants are over reported by \$9,000
- Revenue from State Grants
 - ESE Administered Grants are under reported by \$9,000

Management's Response:

The School Department filed an amendment with the Massachusetts Department of Elementary and Secondary Education on February 27, 2021 to correct the above finding.

2020-4 Specific Requirement #12.a

The School Committee has an agreement with the Town regarding the agreed upon methodologies to be used when allocating, distributing or assigning municipal expenditures dated September 2010. We recommend a review of the agreement be made to ascertain the allocation of expenditures is adequate for current needs.

Management's Response:

The School Department will collaborate with the Town to develop a new agreement between the School Department and the Town regarding agreed upon methodologies to be used in allocating, distributing or assigning Municipal expenditures.

2020-5 Specific Requirement #14.a

The School Department's accounting system does not provide the school location code for expenditures made from Federal Grants, State Grants and Special Funds.

Management's Response:

The Business Manager will work in conjunction with the Town Accountant to begin addressing the accounting system to provide the school location code for Federal and State Grants as well as Special Funds.

TOWN OF AUBURN, MASSACHUSETTS

End-Of-Year Financial Report

Schedule of Findings

For the Year Ended June 30, 2020

SPECIFIC REQUIREMENTS (Continued)

2020-6 Specific Requirement #15

SPED costs assigned to the placement on Schedule 4 Special Education Expenditures by Placement do not agree with SPED expenditures reported on Schedule 1 Revenue and Expenditure Summary. Special Education expenditures reported on Schedule 1 in ESE Function 2453 Instructional Hardware – All Other of \$229. and 2455 Instructional Software and Other Instructional Materials of \$11,788. are not reported on Schedule 4.

Expenditures reported as Expenditures from Grants, Revolving Funds (Not CB) (2000, 6800 and 9000 only) do not include all special education expenditures. Expenditures are under reported.

Management's Response:

The Department of Elementary and Secondary Education recently added function codes 2453 and 2455 to be considered in determining the Special Education expenses in Schedule 4 moving forward. The School Department filed an amendment with the Massachusetts Department of Elementary and Secondary Education on February 27, 2021 to correct the above finding.

TOWN OF AUBURN, MASSACHUSETTS

End-Of-Year Financial Report

Additional Information

For the Year Ended June 30, 2020

ADDITIONAL INFORMATION

Specific Requirement #13.b

Per inquiry of School Department personnel and review of grant documents it was determined that the School Department does not charge a restricted indirect rate to grants.

Management's Response:

Historically, the School Department has never charged a restricted indirect rate to grants.

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1122011 PRINCIPAL - BM							
1122011 511160 PRINCIPAL'S SALA	106,875	3,225	110,100	76,223.16	33,876.96	.00	100.0%
1122011 511184 SECRETARY'S SALA	38,072	2,340	40,412	26,151.47	14,260.40	.00	100.0%
1122011 5344 POSTAGE, BRYN MAWR	500	0	500	32.50	.00	467.50	6.5%
1122011 5421 PRINCIPAL'S SUPPLI	2,000	-500	1,500	445.67	150.00	904.33	39.7%
1122011 5442 PRINTING SUPPLIES	4,800	0	4,800	1,744.64	271.84	2,783.52	42.0%
1122011 5734 DUES, PRINCIPAL, B	1,375	110	1,485	1,485.00	.00	.00	100.0%
1122011 5737 PRINC. PROF DEVELO	1,500	0	1,500	239.00	.00	1,261.00	15.9%
1123008 BYRN MAWR SPEC. EDUCATION							
1123008 511170 SPED TEACHERS'	386,424	-170,120	216,304	116,471.32	99,832.62	.01	100.0%
1123008 511172 BRYN MAWR SPED A	455,998	-359,758	96,240	52,766.84	43,473.36	.00	100.0%
1123008 511179 SPED NSTRUCTIONA	116,891	1,011	117,902	64,147.33	53,755.00	.00	100.0%
1123008 512070 SPED SUBSTITUTE	2,000	-511	1,489	.00	.00	1,488.73	.0%
1123008 512079 SPED INSTR. ASSI	5,500	-4,500	1,000	204.00	.00	796.20	20.4%
1123051 TEACH - BM - ELEM ED							
1123051 5100 ELL TUTOR	35,539	896	36,435	22,555.00	13,880.00	.00	100.0%
1123051 511170 TEACHERS' SALARI	895,408	10,443	905,851	488,632.13	417,218.88	.00	100.0%
1123051 511172 MATH PARAPROFESS	19,751	2,137	21,888	13,549.90	8,338.40	.00	100.0%
1123051 511179 INSTRUCTIONAL AS	121,584	2,265	123,849	65,790.17	58,058.64	.00	100.0%
1123051 511180 SPECIALISTS BRYN	203,105	2,477	205,582	110,698.00	94,884.12	.02	100.0%
1123051 512070 TEA SALARIES/SUB	10,000	-7,500	2,500	62.64	.00	2,437.36	2.5%
1123051 512079 INSTRUCTIONAL AS	1,500	2,477	3,977	.00	.00	3,977.24	.0%
1123051 512080 LONG TERM SUBSTI	0	46,919	46,919	24,398.01	22,521.24	.00	100.0%
1123051 512081 PERMANENT SUBSTI	10,500	2,526	13,026	6,078.94	6,947.36	.00	100.0%
1123051 5126 TEACHER IN CHARGE	1,273	0	1,273	685.44	587.52	.00	100.0%
1123051 5127 AFTER SCHOOL PROGR	2,500	0	2,500	.00	.00	2,500.00	.0%
1123051 5128 TECHNOLOGY STIPEND	1,034	0	1,034	556.78	477.24	.00	100.0%
1123051 5129 OTHER STIPENDS BRY	8,389	2,086	10,475	5,174.61	5,300.80	.00	100.0%
1123051 5425 MUSIC SUPPLIES	750	-361	389	48.61	.00	340.61	12.5%
1123051 5440 PHYSICAL EDUCATION	750	436	1,186	1,185.78	.00	.00	100.0%
1123051 5510 SUPPLIES, CLASSRM,	13,200	-1,100	12,100	7,648.90	481.63	3,969.47	67.2%
1123051 5514 504 SUPPLIES BRYN	250	0	250	.00	.00	250.00	.0%
1123051 5518 ART SUPPLIES BRYN	1,000	0	1,000	506.50	88.95	404.55	59.5%
1123051 5521 AFTER SCHL PROGRAM	500	0	500	.00	.00	500.00	.0%
1123051 5710 MILEAGE REIMB. TEA	100	0	100	.00	.00	100.00	.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1124051 TEXTBK - BM - ELEM ED</u>							
1124051 5513 TEXTBOOKS, BRYN MA	1,000	0	1,000	373.97	.00	626.03	37.4%
<u>1125051 LIBRARY - BM</u>							
1125051 511178 MEDIA TECH	46,647	0	46,647	25,117.54	21,529.38	.01	100.0%
1125051 5587 LIBRARY SUPPLIES,	1,000	0	1,000	345.52	.00	654.48	34.6%
<u>1126051 AUDIO/VISUAL - BM</u>							
1126051 5515 SUPPLIES, AUDIOVIS	1,700	0	1,700	1,690.91	.00	9.09	99.5%
<u>1127054 GUIDANCE - BM</u>							
1127054 511176 GUIDANCE SALARIE	73,036	0	73,036	39,327.12	33,708.96	.00	100.0%
1127054 5511 GUIDANCE SUPPLIES,	550	0	550	355.93	.00	194.07	64.7%
<u>1132099 HEALTH SVCS - BM</u>							
1132099 511185 SALARY, NURSE, B	78,922	17,849	96,771	43,022.58	53,748.36	.00	100.0%
<u>1141099 O&P - BM</u>							
1141099 511192 SALARIES CUSTODI	97,426	1,963	99,389	68,807.52	30,581.12	.00	100.0%
1141099 5211 LIGHTS/POWER BRYN	12,000	0	12,000	7,600.09	4,399.91	.00	100.0%
1141099 5214 HEATING FUEL, BRYN	14,500	0	14,500	6,630.44	7,869.56	.00	100.0%
1141099 5231 WATERM BRYN MAWR	5,500	0	5,500	701.06	4,798.94	.00	100.0%
1141099 5232 SEWER USE CHARGE,	3,500	0	3,500	1,795.60	1,704.40	.00	100.0%
1141099 5450 SUPPLIES CUSTODIAL	3,500	0	3,500	14,966.68	116.96	-11,583.64	431.0%*
<u>1142099 MAINT OF PLANT - BM</u>							
1142099 5430 BLDG REPAIRS/IMPRO	18,500	6,456	24,956	21,570.65	2,826.27	559.24	97.8%
<u>1422011 PRINCIPAL - PAK</u>							
1422011 511160 PRINCIPAL'S SALA	107,000	3,225	110,225	76,309.56	33,915.36	.00	100.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1422011 511184 SECRETARY'S SALA	38,072	1,923	39,996	25,735.19	14,260.40	.00	100.0%
1422011 5344 POSTAGE, PAKACHOAG	400	0	400	.00	.00	400.00	.0%
1422011 5421 PRINCIPAL'S SUPPLI	2,000	-500	1,500	641.58	.00	858.42	42.8%
1422011 5442 PRINTING SUPPLIES	4,700	0	4,700	1,789.70	.00	2,910.30	38.1%
1422011 5734 DUES, PRINCIPAL, P	1,375	219	1,594	1,485.00	109.00	.00	100.0%
1422011 5737 PRINC. PROF DEVELO	1,500	0	1,500	.00	.00	1,500.00	.0%
<hr/> 1423008 PAKACHOAG SPED <hr/>							
1423008 511170 SPED TEACHERS' S	139,941	-46,647	93,294	50,235.22	43,058.76	.00	100.0%
1423008 511172 SPED ABA PAKACHO	31,279	70,085	101,364	48,652.26	51,583.80	1,128.06	98.9%
1423008 511179 SPED INSTRUCTION	112,231	-45,362	66,869	36,414.26	30,454.68	.00	100.0%
1423008 512070 SPED SUB TEACHER	2,000	0	2,000	326.46	.00	1,673.54	16.3%
1423008 512079 SPED INSTRUCT AS	3,000	0	3,000	1,323.80	.00	1,676.20	44.1%
<hr/> 1423051 TEACH - PAK - ELEM ED <hr/>							
1423051 5100 ELL TUTOR	35,539	896	36,435	22,555.00	13,880.00	.00	100.0%
1423051 511170 TEACHERS' SALARI	975,190	-103,940	871,250	463,475.57	407,774.64	.00	100.0%
1423051 511172 MATH PARAPROFESS	16,930	5,111	22,041	13,644.15	8,396.40	.00	100.0%
1423051 511179 INSTRUCTIONAL AS	116,431	-16,869	99,563	56,757.42	42,805.44	.00	100.0%
1423051 511180 SPECIALISTS PAKA	205,583	738	206,321	110,698.28	94,884.12	738.54	99.6%
1423051 512070 TEA SALARIES, SU	10,000	0	10,000	1,125.15	.00	8,874.85	11.3%
1423051 512079 INSTRUCTIONAL AS	2,000	8,699	10,699	3,886.28	6,812.56	.00	100.0%
1423051 512080 LONG TERM SUBSTI	0	1,800	1,800	569.53	.00	1,230.47	31.6%
1423051 512081 PERMANENT SUBSTI	10,500	-10,500	0	.00	.00	.00	.0%
1423051 5126 TEACHER IN CHARGE	1,273	0	1,273	685.44	587.52	.00	100.0%
1423051 5127 AFTER SCHOOL PROGR	2,500	0	2,500	.00	.00	2,500.00	.0%
1423051 5128 TECHNOLOGY STIPEND	1,034	195	1,229	751.78	477.24	.00	100.0%
1423051 5129 OTHER STIPENDS PAK	12,289	0	12,289	3,492.06	2,772.84	6,024.10	51.0%
1423051 5425 MUSIC SUPPLIES	750	-27	723	.00	.00	723.00	.0%
1423051 5440 PHYSICAL EDUCATION	750	151	901	901.32	.00	.00	100.0%
1423051 5510 SUPPLIES, CLASSRM,	12,934	-1,850	11,084	7,524.41	26.49	3,533.10	68.1%
1423051 5514 504 SUPPLIES PAKAC	250	0	250	.00	.00	250.00	.0%
1423051 5518 ART SUPPLIES PAKAC	1,000	0	1,000	164.34	.00	835.66	16.4%
1423051 5521 AFTER SCHL PROGRAM	500	0	500	.00	.00	500.00	.0%
1423051 5710 MILEGAE REIMB. TEA	100	0	100	.00	.00	100.00	.0%
<hr/> 1424051 TEXTBK - PAK - ELEM ED <hr/>							
1424051 5513 TEXTBOOKS, PAKACHO	1,000	0	1,000	453.45	.00	546.55	45.3%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1425051 LIBRARY - PAK</u>							
1425051 511178 MEDIA TECH	46,647	0	46,647	25,117.68	21,529.38	-.01	100.0%*
1425051 5587 LIBRARY SUPPLIES,	1,000	0	1,000	.00	.00	1,000.00	.0%
<u>1426051 AUDIO/VISUAL - PAK</u>							
1426051 5515 SUPPLIES, AUDIOVIS	1,700	0	1,700	1,652.81	.00	47.19	97.2%
<u>1427054 GUIDANCE - PAK</u>							
1427054 511176 GUIDANCE SALARIE	83,607	0	83,607	45,019.10	38,587.80	.00	100.0%
1427054 5511 GUIDANCE SUPPLIES,	500	0	500	53.44	.00	446.56	10.7%
<u>1432099 HEALTH SVCS - PAK</u>							
1432099 511185 SALARY, NURSE, P	52,126	22,932	75,058	30,723.56	26,334.48	18,000.00	76.0%
<u>1441099 O&P - PAK</u>							
1441099 511192 SALARIES CUSTODI	97,426	1,963	99,389	68,807.52	30,581.12	.00	100.0%
1441099 5211 LIGHTS/POWER PAKAC	24,000	0	24,000	8,903.12	15,096.88	.00	100.0%
1441099 5214 HEATING FUEL, PAKA	18,000	0	18,000	7,415.58	10,584.42	.00	100.0%
1441099 5231 WATER, PAKACHOAG	4,500	0	4,500	500.60	3,999.40	.00	100.0%
1441099 5232 SEWER USE CHARGE,	2,500	0	2,500	1,405.81	1,094.19	.00	100.0%
1441099 5450 SUPPLIES CUSTODIAL	5,500	0	5,500	17,175.56	116.96	-11,792.52	314.4%*
<u>1442099 MAINT OF PLANT - PAK</u>							
1442099 5430 BLDG REPAIRS/IMPRO	25,500	0	25,500	21,611.78	3,173.83	714.39	97.2%
<u>1522011 PRINCIPAL - MS</u>							
1522011 511160 PRINCIPALS' SALA	225,500	6,725	232,225	160,771.14	71,453.84	.00	100.0%
1522011 511184 SECRETARIES' SAL	74,691	3,212	77,903	49,933.34	27,969.60	.00	100.0%
1522011 5344 POSTAGE, MIDDLE SC	3,000	0	3,000	1,096.88	.00	1,903.12	36.6%

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ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1522011	5421 PRINCIPALS' SUPPLI	1,000	-500	500	12.70	.00	487.30	2.5%
1522011	5422 PRINTING SUPPLIES	15,000	0	15,000	66.21	307.60	14,626.19	2.5%
1522011	5734 DUES, PRINCIPALS,	1,100	0	1,100	1,100.00	.00	.00	100.0%
1522011	5737 PRINC. PROF DEVELO	3,000	0	3,000	.00	.00	3,000.00	.0%
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1523008	MIDDLE SCHOOL SPED							
1523008	511170 SPED TEACHERS'	488,808	2,468	491,276	263,559.14	226,742.76	974.08	99.8%
1523008	511172 SPED ABA MIDDLE	69,312	-15,322	53,990	24,255.42	29,734.20	.00	100.0%
1523008	511179 SPED INSTRUCTION	164,168	-13,893	150,275	80,034.12	70,241.36	.00	100.0%
1523008	512070 SPED SUB TEACHER	5,000	0	5,000	.00	.00	5,000.00	.0%
1523008	512079 SPED INSTR ASSIS	6,500	0	6,500	.00	.00	6,500.00	.0%
1523008	512080 LONG TERM SUBSTI	0	2,400	2,400	.00	.00	2,400.00	.0%
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1523052	TEACH - MS - MS ED							
1523052	5100 ELL TUTOR	36,125	-20,219	15,906	15,906.28	.00	.00	100.0%
1523052	511170 TEACHERS' SALARI	2,735,874	-185,243	2,550,631	1,372,451.28	1,175,628.36	2,551.38	99.9%
1523052	511179 INSTRUCTIONAL AS	0	10,421	10,421	3,473.68	6,947.36	.00	100.0%
1523052	511180 SPECIALISTS MIDD	569,874	-27,040	542,834	292,295.36	250,538.88	.00	100.0%
1523052	512070 TEA SALARIES SUB	33,000	-16,500	16,500	190.00	.00	16,309.84	1.2%
1523052	512079 INSTRUCTIONAL AS	0	13,822	13,822	1,550.56	.00	12,270.94	11.2%
1523052	512080 LONG TERM SUBSTI	0	49,348	49,348	25,063.32	22,521.24	1,763.52	96.4%
1523052	5127 AFTER SCHOOL PROGR	1,750	0	1,750	41.40	.00	1,708.60	2.4%
1523052	5128 TECHNOLOGY STIPEND	3,050	0	3,050	1,642.20	1,407.60	.00	100.0%
1523052	5129 OTHER STIPENDS MID	17,424	0	17,424	29,699.27	3,432.24	-15,707.51	190.1%*
1523052	5317 COMMENCEMENT MIDDL	2,000	0	2,000	.00	.00	2,000.00	.0%
1523052	5425 MUSIC SUPPLIES	6,153	0	6,153	.00	.00	6,153.00	.0%
1523052	5440 PHYSICAL EDUCATION	1,819	0	1,819	325.20	.00	1,493.80	17.9%
1523052	5510 SUPPLIES, CLASSRM,	18,362	-3,300	15,062	4,193.13	650.00	10,218.87	32.2%
1523052	5514 504 SUPPLIES MIDDL	500	0	500	.00	.00	500.00	.0%
1523052	5521 AFTER SCHL PROGRAM	250	0	250	.00	.00	250.00	.0%
1523052	5710 MILEAGE REIMB. TEA	500	0	500	.00	.00	500.00	.0%
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1524052	TEXTBK - MS - MS ED							
1524052	5513 TEXTBOOKS, MIDDLE	0	229	229	228.53	.00	.00	100.0%
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1525052	LIBRARY - MS							
1525052	5587 LIBRARY SUPPLIES,	2,600	0	2,600	.00	.00	2,600.00	.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1526052 AUDIO/VISUAL - MS</u>							
1526052 5515 SUPPLIES, AUDIOVIS	1,177	0	1,177	430.14	.00	746.86	36.5%
<u>1527054 GUIDANCE - MS</u>							
1527054 511176 GUIDANCE SALARIE	279,882	0	279,882	150,705.66	129,176.28	.00	100.0%
1527054 5511 GUIDANCE SUPPLIES	766	0	766	62.40	.00	703.60	8.1%
<u>1532099 HEALTH SVCS - MS</u>							
1532099 511185 SALARY, NURSE, M	62,252	22,481	84,733	45,625.44	39,107.52	.00	100.0%
<u>1535012 MIDDLE SCHOOL ATHLETICS</u>							
1535012 511188 MIDDLE SCHOOL CO	17,500	-17,500	0	.00	.00	.00	.0%
<u>1535052 STUDENT BODY - MS - MS ED</u>							
1535052 5300 MIDDLE SCHOOL OFFI	4,000	0	4,000	.00	.00	4,000.00	.0%
1535052 551086 AWARDS, OTHER, M	1,340	0	1,340	.00	.00	1,340.00	.0%
1535052 5518 ART SUPPLIES MIDDLE	3,032	0	3,032	1,320.82	.00	1,711.18	43.6%
<u>1541099 O&P - MS</u>							
1541099 511192 SALARIES CUSTODI	219,209	4,415	223,624	154,816.92	68,807.52	.00	100.0%
1541099 5211 LIGHTS/POWER MIDDLE	48,000	0	48,000	36,387.91	11,612.09	.00	100.0%
1541099 5214 HEATING FUEL, MIDDLE	48,000	0	48,000	25,870.90	22,129.10	.00	100.0%
1541099 5231 WATER, MIDDLE SCHOOL	6,000	0	6,000	2,845.49	3,154.51	.00	100.0%
1541099 5232 SEWER USE CHARGE,	3,500	0	3,500	2,186.64	1,313.36	.00	100.0%
1541099 5450 SUPPLIES CUSTODIAL	7,500	0	7,500	19,405.88	191.96	-12,097.84	261.3%*
<u>1542099 MAINT OF PLANT - MS</u>							
1542099 5430 BLDG REPAIRS/IMPRO	55,000	0	55,000	54,798.97	9,818.90	-9,617.87	117.5%*
<u>1622011 PRINCIPAL - HS</u>							
1622011 511160 PRINCIPALS' SALA	243,450	3,525	246,975	170,982.54	75,992.24	.00	100.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1622011 511184 SECRETARIES' SAL	133,692	-37,954	95,738	66,210.88	29,296.32	231.04	99.8%
1622011 5344 POSTAGE, HIGH SCHO	2,000	0	2,000	186.99	1,000.00	813.01	59.3%
1622011 5421 PRINCIPALS SUPPLIE	1,494	-500	994	598.90	159.95	235.15	76.3%
1622011 5422 PRINTING SUPPLIES	15,403	0	15,403	434.00	.00	14,969.00	2.8%
1622011 5734 DUES, PRINCIPALS,	6,723	0	6,723	5,728.95	.00	994.05	85.2%
1622011 5737 PRINC. PROF DEVELO	3,000	0	3,000	.00	.00	3,000.00	.0%
<hr/> 1623008 HIGH SCHOOL SPED <hr/>							
1623008 511170 SPED TEACHERS'	428,654	-50,745	377,909	202,250.61	174,877.80	780.33	99.8%
1623008 511172 SPED ABA HIGH SC	170,330	-38,599	131,731	70,054.40	61,441.56	235.18	99.8%
1623008 511179 SPED INSTRUCT AS	187,986	-76,501	111,485	60,572.62	50,805.00	107.19	99.9%
1623008 512070 SPED SUB TEACHER	3,000	0	3,000	.00	.00	3,000.00	.0%
1623008 512079 SPED INSTRUCT AS	6,000	2,448	8,448	1,415.62	.00	7,032.38	16.8%
1623008 512080 LONG TERM SUBSTI	0	4,420	4,420	1,569.58	.00	2,850.10	35.5%
<hr/> 1623053 TEACH - HS - OTHER <hr/>							
1623053 511170 TEACHERS' SALARI	3,865,857	46,828	3,912,685	2,105,209.92	1,807,475.16	.00	100.0%
1623053 511175 IN HOUSE SUSPENS	40,000	7,035	47,035	32,562.72	14,472.32	.00	100.0%
1623053 511180 SPECIALISTS HIGH	493,003	-58,527	434,476	242,092.04	192,384.12	.00	100.0%
1623053 512070 TEA SALARIES SUB	34,000	0	34,000	9,290.00	.00	24,710.00	27.3%
1623053 512072 SUBS-SAT.MORNING	2,000	0	2,000	.00	.00	2,000.00	.0%
1623053 512076 SUPPLEMENTAL INS	6,500	0	6,500	280.00	.00	6,220.00	4.3%
1623053 512080 LONG TERM SUBSTI	0	48,796	48,796	26,274.78	22,521.24	.00	100.0%
1623053 5128 TECHNOLOGY STIPEND	2,068	0	2,068	1,113.56	954.48	.00	100.0%
1623053 5129 OTHER STIPENDS HIG	14,040	914	14,954	46,909.86	4,598.60	-36,554.83	344.5%*
1623053 5317 COMMENCEMENT HIGH	15,975	0	15,975	1,333.61	700.97	13,940.42	12.7%
1623053 5425 MUSIC SUPPLIES	3,617	0	3,617	389.99	294.00	2,933.01	18.9%
1623053 5440 PHYSICAL EDUCATION	5,197	0	5,197	.00	.00	5,197.00	.0%
1623053 5510 SUPPLIES, CLASSRM,	21,395	-3,300	18,095	2,732.38	.00	15,362.62	15.1%
1623053 5514 504 SUPPLIES HIGH	250	0	250	.00	.00	250.00	.0%
1623053 5518 ART SUPPLIES HIGH	4,595	0	4,595	1,951.34	.00	2,643.66	42.5%
1623053 5710 MILEAGE REIMB. TEA	500	0	500	.00	.00	500.00	.0%
<hr/> 1625053 LIBRARY - HS <hr/>							
1625053 511178 MEDIA SPECIALIST	93,294	0	93,294	50,235.22	43,058.76	.02	100.0%
1625053 5587 LIBRARY SUPPLIES,	10,550	-2,502	8,048	3,903.71	.00	4,143.93	48.5%
<hr/> 1626053 AUDIO/VISUAL - HS <hr/>							
1626053 5515 SUPPLIES, AUDIOVIS	1,317	2	1,319	1,318.91	.00	.00	100.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1627054 GUIDANCE - HS</u>							
1627054 511176 GUIDANCE SALARIE	420,074	0	420,074	226,193.94	193,880.52	.00	100.0%
1627054 511184 SECRETARY'S SALA	37,329	3,017	40,346	26,361.18	13,984.80	.00	100.0%
1627054 5511 GUIDANCE SUPPLIES,	10,450	0	10,450	.00	.00	10,450.00	.0%
<u>1632099 HEALTH SVCS - HS</u>							
1632099 511185 SALARY, NURSE, H	68,112	14,456	82,568	44,615.30	37,952.40	.00	100.0%
<u>1635012 STUDENT BODY - HS - ATHLETICS</u>							
1635012 511187 ATHLETIC TRAINOR	37,500	8,938	46,438	26,960.24	13,977.28	5,500.00	88.2%
1635012 511188 SALARIES, COACHE	181,524	0	181,524	38,059.00	.00	143,465.00	21.0%
1635012 511193 TICKET TAKERS	3,500	0	3,500	225.00	.00	3,275.00	6.4%
1635012 5300 HIGH SCHOOL OFFICI	7,500	0	7,500	4,576.00	.00	2,924.00	61.0%
1635012 533006 ATHLETICS TRANSP	64,000	-2,500	61,500	13,731.96	47,768.04	.00	100.0%
1635012 5336 ATHLETIC TRANSPORT	5,500	0	5,500	.00	5,500.00	.00	100.0%
1635012 535007 GAME MGNT, ICE T	28,000	-27,826	174	174.00	.00	.00	100.0%
1635012 535019 ATHLETICS/RECOND	15,000	-7,052	7,948	.00	.00	7,948.00	.0%
1635012 551016 TEAM EQUIPMENT,	3,000	7,468	10,468	2,736.03	7,731.95	.00	100.0%
1635012 551017 ATH SUPP, TRAINI	5,500	0	5,500	2,655.39	.00	2,844.61	48.3%
1635012 551018 ATHLETIC AWARDS	8,500	-4,916	3,584	250.00	.00	3,333.97	7.0%
1635012 5734 DISTRICT ATHLETIC	5,000	1,460	6,460	3,130.00	1,870.00	1,460.00	77.4%
1635012 5737 PROF DEVELOPMENT,	2,000	-2,000	0	.00	.00	.00	.0%
1635012 574006 ATHLETICS INSURA	10,500	-1,174	9,326	9,326.00	.00	.00	100.0%
1635012 5856 MIDDLE SCHOOL ATH	3,000	0	3,000	.00	3,000.00	.00	100.0%
<u>1635013 STUDENT BODY - HS - FN ARTS</u>							
1635013 551091 BAND UNIFORMS	4,000	0	4,000	.00	.00	4,000.00	.0%
1635013 551092 BAND EQUIPMENT	6,500	0	6,500	.00	.00	6,500.00	.0%
1635013 5518 WOOD TECH SUPPLIES	5,600	0	5,600	.00	.00	5,600.00	.0%
<u>1635053 STUDENT BODY - HS - CURRIC</u>							
1635053 551086 AWARDS, OTHER, H	2,920	0	2,920	.00	.00	2,920.00	.0%
1635053 5517 GRAPHIC SUPPLIES H	9,086	0	9,086	.00	.00	9,086.00	.0%

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1635053 5526 CURRICULUM COMPETI	16,160	-2,500	13,660	480.00	870.00	12,310.00	9.9%
1641099 O&P - HS							
1641099 511192 SALARIES CUSTODI	338,799	22,679	361,478	240,147.91	104,194.24	17,135.97	95.3%
1641099 5211 LIGHTS/POWER HIGH	109,602	0	109,602	47,396.49	60,411.57	1,793.94	98.4%
1641099 5214 HEATING FUEL, HIGH	52,000	0	52,000	19,300.51	32,699.49	.00	100.0%
1641099 5231 WATER, HIGH SCHOOL	14,000	0	14,000	5,776.40	8,223.60	.00	100.0%
1641099 5232 SEWER USE CHARGE,	8,000	0	8,000	5,034.72	2,965.28	.00	100.0%
1641099 5450 SUPPLIES CUSTODIAL	16,500	0	16,500	27,234.78	191.96	-10,926.74	166.2%*
1642099 MAINT OF PLANT - HS							
1642099 5430 BLDG REPAIRS/IMPRO	70,000	6,065	76,065	54,447.99	30,087.47	-8,470.61	111.1%*
1642099 5431 AHS FIELD MAINTENA	0	7,052	7,052	.00	7,052.00	.00	100.0%
1711099 SCHOOL COMMITTEE							
1711099 5301 LEGAL NOTICES	1,000	0	1,000	90.64	.00	909.36	9.1%
1711099 5304 CENSUS	750	0	750	750.00	.00	.00	100.0%
1711099 5306 LEGAL SERVICES	20,000	0	20,000	4,410.00	.00	15,590.00	22.1%
1711099 5732 SCHOOL COMMITTEE D	12,500	0	12,500	11,517.00	.00	983.00	92.1%
1712099 SUPERINTENDENT'S OFFICE							
1712099 511151 SUPERINTENDENT'S	162,200	0	162,200	112,292.28	49,907.68	.00	100.0%
1712099 511181 SECY TO SUPT.& S	34,000	34,566	68,566	47,649.24	20,916.96	.00	100.0%
1712099 5344 SUPERINTENDENT'S P	6,000	0	6,000	6,000.00	.00	.00	100.0%
1712099 5421 SUPERINTENDENT'S S	6,000	2,112	8,112	7,556.32	441.70	113.65	98.6%
1712099 5732 SUPERINTENDENT'S D	3,000	-835	2,165	1,060.00	.00	1,105.11	49.0%
1712099 5733 SUPERINTENDENT'S P	350	35	385	.00	384.75	.00	100.0%
1712099 5737 SUPERINTENDENT PRO	500	4,700	5,200	5,200.00	.00	.00	100.0%
1714099 ADMINISTRATION SUPPORT							
1714099 511154 BUSINESS ADMININ	114,750	3,443	118,193	81,825.84	36,367.04	.00	100.0%
1714099 511182 PAYROLL BUSINESS	58,150	1,745	59,895	41,465.52	18,429.12	.00	100.0%
1714099 511183 AP BUSINESS ASSI	58,150	1,745	59,895	41,465.52	18,429.12	.00	100.0%
1714099 5127 DISTRICTWIDE SITE	22,000	-950	21,050	.00	.00	21,050.00	.0%

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ACCOUNTS 01	FOR: GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1714099	5129 OTHER STIPENDS	17,264	0	17,264	9,519.48	6,630.88	1,113.64	93.5%
1714099	5304 ANNUAL AUDIT	4,000	0	4,000	.00	.00	4,000.00	.0%
1714099	5421 OFFICE SUPPLIES	250	36	286	296.73	.00	-10.65	103.7%*
1714099	5424 COMPUTER SUPPLIES	100	65	165	164.99	.00	.00	100.0%
1714099	5710 BUSINESS ADMINISTR	100	0	100	.00	.00	100.00	.0%
1714099	5732 BUSINESS ADMINISTR	850	-65	785	120.00	.00	665.01	15.3%
1714099	5786 BUS MGR. PROF.DEVE	1,500	0	1,500	1,500.00	.00	.00	100.0%
<u>1714510 ADMINISTRATIVE TECHNOLOGY</u>								
1714510	511191 TECH SUPPORT/MAI	160,620	4,111	164,731	114,044.40	50,686.40	.00	100.0%
1714510	5711 NETWORK TECH TRAVE	664	0	664	.00	.00	664.00	.0%
<u>1721008 SUPERVISORY - SPECIAL ED</u>								
1721008	511152 DIR. OF PUPIL SE	117,295	3,520	120,815	83,641.14	37,173.84	.00	100.0%
1721008	511172 JOB COACH	93,294	-93,294	0	.00	.00	.02	.0%
1721008	511184 SECRETARIES' SAL	50,940	1,275	52,215	36,148.86	16,066.16	.00	100.0%
1721008	512078 CLINICAL SERVICE	166,874	-46,681	120,194	70,348.52	49,845.32	.00	100.0%
1721008	5129 BEYOND SCHOOL DAY	10,000	0	10,000	.00	.00	10,000.00	.0%
<u>1721009 SUPERVISORY - CURRICULUM</u>								
1721009	511153 ASST. SUPERINTEN	135,000	-2,000	133,000	89,923.16	43,076.96	.00	100.0%
1721009	511172 MATH COACH	41,563	4,932	46,495	26,295.93	20,198.87	-.01	100.0%*
1721009	511184 SECRETARY TO ASS	46,218	-30,617	15,601	10,800.54	4,800.21	-.03	100.0%*
1721009	5323 ELE TRANSLATORS	20,000	0	20,000	2,972.22	7,137.78	9,890.00	50.6%
1721009	5421 ASST. SUPERINTENDE	2,000	-500	1,500	195.00	.00	1,305.00	13.0%
1721009	5510 ELL TEACHING SUPPL	7,500	0	7,500	.00	.00	7,500.00	.0%
1721009	5520 ELL TESTING SUPPLI	800	0	800	.00	.00	800.00	.0%
1721009	5713 ELL STAFF TRAVEL	100	0	100	.00	.00	100.00	.0%
1721009	5732 ASST. SUPERINTENDE	1,000	0	1,000	.00	.00	1,000.00	.0%
1721009	5733 ASST. SUPER. PUBLI	500	0	500	.00	.00	500.00	.0%
1721009	5738 ASST. SUPER PROF D	1,500	0	1,500	800.00	375.00	325.00	78.3%
<u>1721010 SUPERVISORY - TECHNOLOGY</u>								
1721010	511155 DIRECTOR OF TECH	100,975	3,030	104,005	72,003.42	32,001.52	.00	100.0%
1721010	511157 DISTRICT DATA CO	60,000	1,650	61,650	42,680.70	18,969.20	.00	100.0%
1721010	5421 DIR. OF TECHNOLOGY	8,500	-5,000	3,500	5,834.72	554.72	-2,889.44	182.6%*

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1721010	5734 DIRECTOR OF TECH D	900	0	900	.00	440.00	460.00	48.9%
1721010	5738 DIR.TECH PROF DEV	1,500	0	1,500	.00	.00	1,500.00	.0%
<u>1721012 SUPERVISORY - ATHLETICS</u>								
1721012	5344 ATHLETIC DIRECTOR'	300	0	300	.00	.00	300.00	.0%
1721012	5421 ATHLETIC DIRECTOR'	460	0	460	.00	.00	460.00	.0%
1721012	5732 ATHLETIC DIRECTOR'	300	0	300	75.00	.00	225.00	25.0%
<u>1721013 SUPERVISORY - FINE ARTS</u>								
1721013	5421 FINE ARTS DIRECTOR	565	0	565	.00	565.00	.00	100.0%
1721013	5710 FINE ARTS DIRETOR'	525	0	525	.00	.00	525.00	.0%
1721013	5732 FINE ARTS DIRECTOR	135	0	135	.00	.00	135.00	.0%
<u>1721099 SUPERVISORY - CENTRAL ADM</u>								
1721099	511165 ATHLETIC DIRECTO	51,750	-4,715	47,035	32,562.72	14,472.32	.00	100.0%
1721099	511184 ATHLETIC DIR SEC	40,857	1,223	42,080	28,053.28	14,026.64	.00	100.0%
1721099	5300 HOMEBOUND CONTRACT	0	1,644	1,644	1,315.00	.00	329.00	80.0%
<u>1723008 SPECIAL EDUCATION TEACHERS</u>								
1723008	511158 TEAM CHAIRPERSON	265,134	-12,205	252,929	138,631.56	114,297.24	.00	100.0%
1723008	511170 TEACHERS SALARIE	0	93,294	93,294	50,235.22	43,058.76	.00	100.0%
1723008	511172 SPED ABA	0	40,356	40,356	21,730.10	18,625.80	.00	100.0%
1723008	511179 INSTRUCTIONAL AS	0	31,761	31,761	17,102.12	14,658.96	.00	100.0%
1723008	511180 SPECIALISTS	361,816	-40,245	321,571	181,729.34	139,842.12	.00	100.0%
1723008	5129 OTHER STIPENDS	10,332	0	10,332	.00	.00	10,332.00	.0%
1723008	5300 CONTRACTED SERVICE	10,000	0	10,000	5,550.42	4,449.58	.00	100.0%
1723008	5510 SUPPLIES, CLASSRM,	0	0	0	281.13	.00	-281.13	100.0%*
<u>1723010 TEACH - TECH - OTHER</u>								
1723010	5263 COMPUTER TECH MAIN	67,352	0	67,352	28,876.28	.00	38,475.72	42.9%
1723010	5312 D/W COMPUTER SOFTW	111,565	-21,506	90,059	164,613.46	14,682.04	-89,236.50	199.1%*
1723010	5313 COMPUTER TECH HARD	0	0	0	11,338.50	.00	-11,338.50	100.0%*
1723010	5510 DISTRICT WIDE TECH	0	0	0	3,655.00	.00	-3,655.00	100.0%*
<u>1723099 TEACH - SW - OTHER</u>								
1723099	511170 TEACHER'S SALARI	0	404,608	404,608	217,865.90	186,742.15	-.01	100.0%*

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1723099 511172	SPED ABA	0	236,274	236,274	126,146.61	110,126.99	.69	100.0%
1723099 511179	INSTRUCTIONAL AS	0	108,940	108,940	58,989.70	50,249.28	-299.20	100.3%*
1723099 511185	PRESCHOOL NURSE	0	23,200	23,200	14,458.15	8,741.61	.01	100.0%
1723099 5119	SALARIES'RESERVE/P	406,009	-340,317	65,692	.00	.00	65,692.40	.0%
1723099 517007	TEACHERS' SAL.AC	0	19,935	19,935	.00	.00	19,935.00	.0%
<u>1723509 TEACH - CURR - OTHER</u>								
1723509 511172	CONCURRENT ENROL	10,000	-10,000	0	.00	.00	.00	.0%
1723509 512071	SUBSTITUTES-SYST	6,000	0	6,000	.00	.00	6,000.00	.0%
1723509 5510	SYSTEM WIDE CLASSR	8,000	0	8,000	16,096.57	370.00	-8,466.57	205.8%*
1723509 5712	SYSTEM-WIDE ADMIN	15,000	-10,000	5,000	1,661.58	738.48	2,599.94	48.0%
1723509 5731	SYSTEM-WIDE PROFFE	68,000	-60,316	7,684	3,981.34	600.00	3,102.19	59.6%
1723509 5732	COURSE REIMB.SYSTE	12,000	-12,000	0	.00	.00	.00	.0%
<u>1724099 SYSTEMWIDE TEXTBOOKS</u>								
1724099 5513	TEXTBOOKS-SYSTEM-W	0	2,110	2,110	2,109.81	41,386.12	-41,386.12	2061.6%*
<u>1728008 PSYCHOLOGICAL SERVICES</u>								
1728008 511159	BCBA	129,735	10,049	139,784	75,268.48	64,515.80	-.01	100.0%*
1728008 511169	SOCIAL WORKERS	151,784	4,052	155,836	83,911.66	71,924.28	.00	100.0%
1728008 511177	SCHOOL PSYCHOLOG	178,327	0	178,327	96,022.22	82,304.76	.00	100.0%
<u>1732099 HEALTH SVCS - SW</u>								
1732099 512085	SALARY, NURSE, S	10,000	0	10,000	225.00	.00	9,775.00	2.3%
1732099 5307	PHYSICIAN'S STIPEN	5,000	0	5,000	1,500.00	3,000.00	500.00	90.0%
1732099 5329	HEALTH CONTRACTED	1,000	0	1,000	.00	.00	1,000.00	.0%
1732099 5501	HEALTH SERVICE, SU	5,000	0	5,000	23,607.13	.00	-18,607.13	472.1%*
1732099 5710	NURSES'S MILEAGE R	100	0	100	.00	.00	100.00	.0%
1732099 5731	NURSES' CONFERENCE	500	0	500	.00	.00	500.00	.0%
<u>1733008 PUPIL TRANS - SW</u>								
1733008 5330	TRANSPORTATION OF	243,250	-103,559	139,691	139,661.40	.00	30.00	100.0%
<u>1733099 PUPIL TRANS - SW</u>								
1733099 5330	TRANSPORTATION OF	679,546	0	679,546	378,945.90	300,600.10	.00	100.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1733099 5335 TRANSPORTATION-COM	12,000	0	12,000	1,000.00	.00	11,000.00	8.3%
1735013 STUDENT BODY - SW - FN ARTS							
1735013 512070 MUSIC STAFF DUTI	3,000	0	3,000	.00	.00	3,000.00	.0%
1735013 551086 AWARDS, OTHER, F	1,200	0	1,200	.00	.00	1,200.00	.0%
1735013 551087 TRANS. & REGISTR	16,000	-11,000	5,000	174.00	10.00	4,816.00	3.7%
1735013 5526 FINE ARTS' EQUIP.	5,500	0	5,500	125.00	.00	5,375.00	2.3%
1741099 O&P - SW							
1741099 511192 SALARIES CUSTODI	24,357	490	24,847	17,201.88	7,645.28	.00	100.0%
1741099 513092 SALARIES CUSTODI	10,000	0	10,000	2,558.86	.00	7,441.14	25.6%
1741099 5211 LIGHTS/POWER CENTR	7,000	0	7,000	3,149.45	3,850.55	.00	100.0%
1741099 5214 HEATING FUEL, CENT	19,425	0	19,425	.00	19,425.00	.00	100.0%
1741099 5341 TELEPHONES	25,000	0	25,000	9,400.59	9,494.82	6,104.59	75.6%
1741099 5450 SUPPLIES CUSTODIAL	1,000	0	1,000	1,763.79	116.96	-880.75	188.1%*
1742099 MAINT OF PLANT - SW							
1742099 511198 FACILITY DIRECTO	106,250	3,200	109,450	75,773.16	33,676.96	.00	100.0%
1742099 511291 PART-TIME MAINT	23,750	655	24,405	16,895.70	7,509.20	.00	100.0%
1742099 5129 OTHER STIPENDS	240	334	574	397.62	176.68	-.01	100.0%*
1742099 5262 EQUIPMENT REPAIRS	10,000	0	10,000	.00	1,298.40	8,701.60	13.0%
1742099 5263 EQUIP SVC CONTRACT	75,000	0	75,000	33,284.59	8,559.02	33,156.39	55.8%
1742099 5264 FIRE EXTINGUISHER	3,000	47	3,047	3,047.45	190.00	-190.00	106.2%*
1742099 5331 BUILDING SECURITY	30,000	0	30,000	.00	1,982.00	28,018.00	6.6%
1742099 5430 BLDG REPAIRS/IMPRO	10,000	0	10,000	11,597.32	1,139.85	-2,737.17	127.4%*
1742099 5480 TRUCK GAS & MAINT	15,000	0	15,000	919.62	3,601.51	10,478.87	30.1%
1742099 5710 MAINT MEN MILEAGE	2,000	0	2,000	.00	.00	2,000.00	.0%
1742099 5850 EQUIPMENT PURCHASE	0	0	0	1,072.00	1,663.50	-2,735.50	100.0%*
1755099 OTHER FIXED CHARGES							
1755099 511190 CROSSING GUARDS	42,000	-11,723	30,277	11,446.95	.00	18,830.18	37.8%
1769008 TRANS TO NONPUBLIC SPED							
1769008 5333 NON-PUBLIC TRANSP	89,907	103,559	193,466	438.60	89,468.35	103,558.60	46.5%

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TOWN OF AUBURN
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>1791008 PROGRAM W/MA PUBLIC SPED</u>							
1791008 5320 TUITION MASS. PUBL	12,020	0	12,020	.00	.00	12,020.00	.0%
<u>1793008 PROGRAM W/NON-PUBLIC SPED</u>							
1793008 5322 TUITION, NON-PUBLI	54,317	38,895	93,212	21,431.87	71,779.81	.00	100.0%
<u>1794008 COLLABORATIVE PAYMENTS SPED</u>							
1794008 5321 TUITION, SPED COLL	358,223	-38,895	319,328	134,442.10	127,491.36	57,394.86	82.0%
<u>1822011 PRINCIPAL - SR</u>							
1822011 511160 PRINCIPALS' SALA	229,000	6,875	235,875	163,298.16	72,576.96	.00	100.0%
1822011 511184 SECRETARIES' SAL	75,031	3,099	78,131	50,043.77	28,104.48	-17.71	100.0%*
1822011 5344 POSTAGE, SWANSON R	600	0	600	500.00	.00	100.00	83.3%
1822011 5421 PRINCIPALS' SUPPLI	3,500	-500	3,000	.00	73.80	2,926.20	2.5%
1822011 5422 PRINTING SUPPLIES	11,500	0	11,500	3,609.23	1,807.26	6,083.51	47.1%
1822011 5734 DUES, PRINCIPALS,	2,250	0	2,250	1,428.00	.00	822.00	63.5%
1822011 5737 PRINC.PROF.DEVELOP	3,000	0	3,000	.00	.00	3,000.00	.0%
<u>1823008 SWANSON RD SCHOOL SPED</u>							
1823008 511170 SPED TEACHERS' S	401,765	37,721	439,486	237,768.48	201,717.66	-.01	100.0%*
1823008 511172 SPED ABA SWANSON	131,813	137,594	269,406	142,016.84	127,389.60	.00	100.0%
1823008 511179 SPED INSTR ASST.	263,729	-99,208	164,520	91,243.43	73,276.92	.00	100.0%
1823008 512070 SPED SUB TEACHER	6,500	0	6,500	446.76	.00	6,053.24	6.9%
1823008 512079 SPED INSTR ASSIT	5,000	0	5,000	81.00	.00	4,919.00	1.6%
<u>1823051 TEACH - SR - ELEM ED</u>							
1823051 5100 ELL TUTOR	44,987	-668	44,318	26,939.79	17,378.40	.00	100.0%
1823051 511170 TEACHERS' SALARI	1,969,729	-19,167	1,950,562	1,050,591.98	877,883.40	22,086.14	98.9%
1823051 511172 MATH PARAPROFESS	37,715	6,531	44,247	27,410.57	16,836.16	.00	100.0%
1823051 511173 VISUALLY IMPAIRE	26,106	529	26,635	16,488.29	10,146.64	.00	100.0%
1823051 511179 INSTRUCTIONAL AS	43,512	10,882	54,394	27,261.16	27,132.80	.00	100.0%

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ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1823051	511180 SPECIALISTS SWAN	669,698	-87,015	582,683	313,124.31	268,064.28	1,494.12	99.7%
1823051	512070 TEA. SALARIES, S	38,000	-16,623	21,377	1,552.56	.00	19,824.67	7.3%
1823051	512079 INSTR. ASST. SUB	9,600	0	9,600	1,054.70	.00	8,545.30	11.0%
1823051	512080 LONG TERM SUBSTI	0	93,967	93,967	39,693.30	42,567.00	11,706.87	87.5%
1823051	5126 TEACHER IN CHARGE	4,880	0	4,880	.00	.00	4,880.00	.0%
1823051	5127 AFTER SCHOOL PROGR	10,000	0	10,000	.00	.00	10,000.00	.0%
1823051	5128 TECHNOLOGY STIPEND	2,068	0	2,068	1,113.56	954.48	.00	100.0%
1823051	5129 OTHER STIPENDS SWA	22,073	0	22,073	8,102.61	6,103.40	7,866.99	64.4%
1823051	5425 MUSIC SUPPLIES SWA	2,000	0	2,000	.00	.00	2,000.00	.0%
1823051	5440 PHYSICAL ED SUPPLI	2,000	0	2,000	.00	.00	2,000.00	.0%
1823051	5510 SUPPLIES, CLASSRM,	16,700	-2,800	13,900	11,103.42	1,395.22	1,401.36	89.9%
1823051	5514 504 SUPPLIES SWANS	750	0	750	.00	.00	750.00	.0%
1823051	5518 ART SUPPLIES SWANS	2,000	0	2,000	.00	.00	2,000.00	.0%
1823051	5521 AFTER SCHL PROGRAM	2,500	0	2,500	.00	.00	2,500.00	.0%
1823051	5710 MILEGAE REIMB, TEA	100	0	100	.00	.00	100.00	.0%
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1825051	LIBRARY - SR							
1825051	5587 LIBRARY SUPPLIES S	3,500	0	3,500	108.18	.00	3,391.82	3.1%
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1826051	AUDIO/VISUAL - SR							
1826051	5515 SUPPLIES, AUDIOVIS	4,000	0	4,000	521.85	.00	3,478.15	13.0%
<hr/>								
1827054	GUIDANCE - SR							
1827054	511176 GUIDANCE SALARIE	193,557	4,043	197,600	106,400.00	91,200.00	.00	100.0%
1827054	5511 GUIDANCE SUPPLIES,	2,250	0	2,250	291.96	665.36	1,292.68	42.5%
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1832099	HEALTH SVCS - SR							
1832099	511185 SALARY, NURSE, S	147,595	-18,580	129,015	63,831.56	65,183.04	.00	100.0%
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1841099	O&P - SR							
1841099	511192 SALARIES CUSTODI	146,139	2,969	149,108	102,640.08	45,871.68	596.20	99.6%
1841099	5211 LIGHTS/POWER SWANS	53,000	0	53,000	16,714.38	36,285.62	.00	100.0%
1841099	5214 HEATING FUEL, SWAN	30,750	0	30,750	14,744.84	16,005.16	.00	100.0%
1841099	5231 WATER, SWANSON ROA	10,000	0	10,000	2,340.73	7,659.27	.00	100.0%

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ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1841099 5232 SEWER USE CHARGE S	4,500	5,267	9,767	5,266.70	4,500.00	.00	100.0%
1841099 5450 SUPPLIES CUSTODIAL	8,500	0	8,500	15,334.99	586.37	-7,421.36	187.3%*
1842099 MAINT OF PLANT - SR							
1842099 5430 BLDG REPAIRS/IMPRO	28,000	0	28,000	22,216.48	12,496.45	-6,712.93	124.0%*
TOTAL GENERAL FUND	27,676,055	-461,898	27,214,157	14,970,710.99	11,339,617.85	903,828.16	96.7%
TOTAL EXPENSES	27,676,055	-461,898	27,214,157	14,970,710.99	11,339,617.85	903,828.16	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	27,676,055	-461,898	27,214,157	14,970,710.99	11,339,617.85	903,828.16	96.7%

** END OF REPORT - Generated by Cecelia Wirzbicki **

Auburn Public Schools
FY21 Budget Transfers - For SC Information and Approval
March 1, 2021

Transfers Between Same Series					
Account Number	Function Code	Name	From	To	Rationale - Comment
1723099-5119	2000	Teachers' Salary Reserve	65,692.40		
1124051-5513	2000	Bryn Mawr Textbooks	626.03		
1423008-511172	2000	Pakachoag SPED ABA	1,128.06		
1423051-511180	2000	Pakachoag Specialists	738.54		
1424051-5513	2000	Pakachoag Textbooks	546.55		
1522011-5422	2000	AMS Printing Supplies	3,001.65		
1523008-511170	2000	AMS Sped Teachers	974.08		
1523052-511170	2000	AMS Teachers' Salaries	2,551.38		
1523052-5425	2000	AMS Music Supplies	1,000.00		
1523052-5510	2000	AMS Classroom Supplies	1,000.00		
1622011-5422	2000	AHS Printing Supplies	2,000.00		
1623008-511170	2000	AHS Special Ed Teachers	780.33		
1623008-511172	2000	AHS Sped ABA	235.18		
1623008-511179	2000	AHS Sped Instructional Asst	107.19		
1623053-5510	2000	AHS Classroom Supplies	2,000.00		
1625053-5587	2000	AHS Library Supplies	1,000.00		
1822011-5422	2000	SWIS Printing Supplies	1,000.00		
1823051-511170	2000	SWIS Teachers' Salaries	22,086.14		
1823051-511180	2000	SWIS Specialists	1,494.12		
1823051-5129	2000	SWIS Other Stipends	2,000.00		
1825051-5587	2000	SWIS Library Supplies	1,000.00		
1826051-5515	2000	SWIS Audio Visual Supplies	1,000.00		
1523052-5129	2000	AMS Other Stipends		15,707.51	To preserve the usage of school choice funding
1623053-5129	2000	AHS Other Stipends		36,554.83	To preserve the usage of school choice funding
1723099-511179	2000	D/W Instructional Assistants		299.20	To cover for contractual obligation
1723099-517007	2000	Teachers Salary Accrued -Retire		15,065.00	To cover costs for retiring staff in June.
1742099-5513	2000	District Wide Textbooks		41,386.12	To preserve the usage of school choice funding
1823051-512080	2000	SWIS Long Term Substitutes		2,948.99	To cover for necessary long term sub coverage
1714099-5710	1000	Business Office Travel	10.65		
1714099-5421	1000	Business Office Supplies		10.65	To cover overage in line.
1742099-5263	4000	Equipment Service Contracts	5,662.67		
1742099-5264	4000	District Wide Fire Extinguishers		190.00	To cover overage in line
1742099-5430	4000	Building Repairs and Improvements		2,737.17	To cover for necessary district building repairs
1742099-5850	4000	Equipment Purchase		2,735.50	To cover unexpected equipment purchases.
1822011-5421	2000	SWIS Principal Supplies	17.71		
1822011-511184	2000	SWIS Secretaries' Salaries		17.71	To cover overage in line.

AUBURN PUBLIC SCHOOLS
 REVOLVING ACCOUNTS AND OTHER SPECIAL FUNDS
 Balances as of March 2, 2021

Account #	Account Description	Fiscal Year 2021 Balance	Notes
School Lunch			
221	School Lunch	\$ 536,997.20	
Athletic Receipts			
2401	Athletics	\$ 26,685.39	
Tuition Receipts-Other			
2403	AHS Summer	\$ 992.88	
2405	AMS Summer/Stem Camp	\$ 2,234.76	
2408	Pre School Revol.	\$ 264,976.74	
2409	Project Enterprise Payments	\$ 4,780.10	
24303	Non Resident Tuton	\$ 46,000.00	
2440	School Choice	\$ 801,700.82	
2447	AHS Remedial	\$ 160.00	
2468	Teacher's Choice	\$ 16,700.00	
2469	Concurrent Enrollment	\$ -	
Student Activities Accounts			
2402	High School Student Activity	\$ 72,761.85	
2435	Bryn Mawr Student Activity	\$ 1,137.17	
2436	Swanson Road Student Activity	\$ 11,364.67	
2438	Pakachoag Student Activity	\$ 7,804.34	
2439	Auburn Middle School Student Activity	\$ 3,047.77	

AUBURN PUBLIC SCHOOLS
 REVOLVING ACCOUNTS AND OTHER SPECIAL FUNDS
 Balances as of March 2, 2021

Account #	Account Description	Fiscal Year 2021 Balance
Other Local Receipts		
2427	APS Bus Transp.	\$ 64,466.58
2429	Music / Art	\$ 17,627.20
2430	Building Use	\$ -
2445	Galaxy - Swanson	\$ 119,779.92
2449	AHS Field Usage	\$ 11,713.20
2450	AHS Field Utilities	\$ 5,878.41
2451	Satellite - BM	\$ 65,302.84
2452	Satellite - PAK	\$ 78,260.93
2453	D/W Lost Textbooks	\$ 899.64
2454	Asteroid - AMS	\$ 35.88
2456	Life Skills	\$ 382.39
2457	Graphic Arts	\$ 904.89
2459	Yong Shing Parking Rental	\$ 8,630.53
2465	iPad Ins. AMS & AHS	\$ 58,525.64
2472	Unified Sports	\$ 2,605.00
263003	School Insurance	\$ 2,093.28
263004	Youth Opioid	\$ 450.00
263200	School Insurance	\$ 26,129.20
263216	AHS Rental	\$ 3,992.17
263218	PAK Rental	\$ 1,545.88
263221	Swanson Road Rental	\$ 23,972.51
263222	BM Rental	\$ 4,012.73
263243	New Middle School Rental	\$ 21,674.16

AUBURN PUBLIC SCHOOLS
REVOLVING ACCOUNTS AND OTHER SPECIAL FUNDS
Balances as of March 2, 2021

Account #	Account Description	Fiscal Year 2021	Balance
Private Grants/Gifts			
263015	School Lunch Debt - Gift Acct.	\$	597.00
263226	French River Gift	\$	1,108.52
263227	AHS Gift Account	\$	3,106.12
263228	AHS Athletic Gift Account	\$	633.01
263230	Auburn Chamber of Commerce	\$	966.35
263231	Auburn Education Foundation	\$	-
263232	Systemwide Gift Account	\$	513.90
263234	Ohioople Gift	\$	710.64
263238	AMS Gift Account	\$	363.44
263239	Auburn High School Library Gift	\$	200.00
263240	E.L.I.	\$	479.78
263241	Renholm Memorial	\$	350.00
263245	Helping Our Own Fund	\$	11,433.36
263246	APS AED Gift	\$	-
263248	Pakachoag Gift Account	\$	1,642.15
263249	Swanson Road Gift Account	\$	4,591.14
263250	Bryn Mawr Gift Account	\$	2,988.74
24302	PBIS at AMS	\$	343.92
Circuit Breaker			
263224	Circuit Breaker	\$	182,649.58
Other Funds			
063002-581114	FY11 SPED Article Carry Forward	\$	5,863.63
063002-581935	Medicaid FY19 ATM 18	\$	60,039.86
063002-582030	Medicaid FY20 FTM 19	\$	160,140.19
023002-582137	Medicaid FY21 ATM20	\$	150,000.00
023002-582138	AHS Gym Trust ATM20	\$	7,117.80
023002-582139	Mckinney Vento ATM 20	\$	3,000.00
023002-582154	A3FTM20 Turf Replacement Lease/Tax Lev	\$	55,000.00
	Sped Stabilization Reserve Account	\$	476,540.04

AUBURN PUBLIC SCHOOLS
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

Report to: Superintendent of Schools

Responsibilities: Provides administrative and secretarial assistance of a confidential, complex and responsible nature to the Superintendent of Schools

Essential Functions:

- serves as administrative aide and confidential secretary to the Superintendent
- composes correspondence, reports and commendations independently or from rough drafts or oral instructions, and prepares for Superintendent's signature as needed
- arranges appointments; oversees, reviews, sorts and routes incoming mail
- responds to routine matters not requiring the Superintendent's attention
- prepares School Committee and other agendas for regular and special meetings; obtains, compiles and coordinates information; supervises publication and appropriate distribution of agendas; oversees the distribution of agendas and other materials to the committee members
- ensures appropriate dissemination of minutes including safekeeping of official copy of minutes for historical purposes; arranges to grant requests from the public to view the minutes and/or other documents that are public records
- works with the Superintendent on research for various projects
- prepares and disseminates annual letters to staff and parents, as required by law; assures appropriate and timely distribution
- plans, organizes and arranges meetings at sites in the district office or other locations
- serves as liaison between sites, departments and staff members
- establishes priorities, plans and organizes work according to office and standard procedures
- relieves Superintendent of administrative detail
- compiles and coordinates essential and confidential data for action by Superintendent
- serves as the District's CORI Administrator
- serves as the Districts Point of Contact for SAFIS (fingerprinting)
- serves as the administrative support for regular education bus transportation, reporting to the School Business Manager
- responsible for keeping District Policy Manual up-to-date
- performs special assignments, studies, routine administrative functions and other related duties as assigned by Superintendent
- formats and types contracts for the Superintendent
- updates the district staff database with new hires, retirees, resignations; updates addresses, certification information, and evaluation data
- performs other duties and responsibilities, as required

Ability to:

- exercise judgment in relieving the Superintendent of administrative details
- perform complex work involving the use of independent judgment and personal initiative
- act positively, pleasantly and professionally with all colleagues, staff and visitors in person, via telephone and/or e-mail correspondence
- understand and apply policies and rules to specific situations
- compose correspondence, memoranda, commendations, and other materials independently
- maintain confidentiality of privileged information obtained during the course of work
- operate a personal computer and peripheral office equipment using a variety of software applications including advanced word processing, spreadsheet, power point and data base applications; make charts and graphs

- address the public in situations requiring tact, diplomacy and discretion
- provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner
- plan and organize work to meet schedules and timelines in an environment with changing priorities, often with limited supervision

Knowledge of:

- functions and clerical operations of an administrative office
- correct English usage, vocabulary, spelling, grammar and punctuation in oral and written correspondence
- district organization, operations, policies and objectives
- modern office procedures, methods and equipment, including computers, operations, software, word processing, spreadsheets, data bases
- telephone techniques and etiquette
- interpersonal skills using tact, patience and courtesy
- principles and procedures of manual and computerized record keeping
- principles of business letter, report, and commendation writing and basic report preparation
- basic mathematical principles

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular and consistent attendance is essential for this position.

Education and/or Experience:

The skills and knowledge required would generally be acquired with an Associates Degree in Secretarial Science and two years of experience in a secretarial position, or a high school diploma and four years of increasingly responsible secretarial experience. Skill in the following computer applications is desirable: word processing, data base management, spread sheets, desk top publishing and graphics.

Approved by Auburn School Committee: 11/7/11

Reviewed and Updated: