

**Auburn School Committee Meeting Agenda**  
5 West Street, Auburn, Massachusetts 01501

November 1, 2023 - 6:00 p.m.

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Meeting ID: 857 1282 3082  
Television: Charter Channel 194

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**Call to Order:**

The meeting of the Town of Auburn School Committee is being conducted both in person and remotely, consistent with Chapter 107 of the Acts of 2022, which suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members are allowed to participate remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

For the public to join the meeting remotely through Zoom, please use the link posted on the agenda on the Town's Website.

All supporting materials that have been provided to members of this body, is available on the Town's website. The public is encouraged to follow along using the posted agenda.

Please note that this meeting is being recorded by Auburn Cable Television. Thank you.

**Pledge:**

Our Vision: The Vision of the Auburn Public Schools is to educate and prepare students for the opportunities and challenges of a changing world.

Our Commitment: We will create, maintain, and support an environment that fosters a sense of belonging for all students in our schools respecting race, color, sex, religion, national origin, sexual orientation, gender identity, homelessness, poverty, spoken language and ability.

**CITIZENS' COMMENTS:** *Per School Committee Policy BEDH, speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and town precinct. The public comment section shall not exceed 15 minutes and all speakers are encouraged to present their comments in a respectful manner. Topics for discussion should be limited to those items within the School Committee's scope of authority: review and approval of the school district budget, the performance of the Superintendent and the policies of the District.*

## **SPECIAL RECOGNITIONS:**

**MINUTES:** 10/4/23

## **STUDENT REPRESENTATIVES REPORT:**

## **SUPERINTENDENT'S REPORT:**

### **Student Spotlight**

### **Information**

Students from Grade 1 at Pakachoag will give an update on their Community Service Learning Project supporting Auburn Youth and Family Services.

## **UNFINISHED BUSINESS:**

### **Budget Update**

### **Information**

Mrs. Wirzbicki and I have met with each building principal and member of the Leadership Team regarding their individual budget proposals. We are in the process of compiling all of that information into the FY25 proposed budget working to retain positions related to the social and emotional health of our students. This year, we will present the School Committee with the draft budget document at the meeting on November 15, 2023. Formal budget presentations will take place at the School Committee meeting on November 29, 2023. This will allow time for the Committee to prepare any questions they may have.

### **Policy Updates**

### **Information**

This will be the second reading of these policies and the Superintendent will answer any questions you may have regarding any of the policies presented for review.

**Policy DA - Fiscal Management Goals** - Second Reading

**Policy DB - Annual Budget** - Second Reading

**Policy DBD - Budget Planning** - Second Reading

**Policy DBG - Budget Adoption Procedures** - Second Reading

**Policy DD - Grants, Proposals, And Special Projects** - Second Reading

**Policy DIE - Audits** - Second Reading

**Policy DI - Fiscal Accounting and Reporting** - Second Reading

**Policy DJ - Purchasing** - Second Reading

**Policy DJA - Purchasing Authority** - Second Reading

**Policy DJE - Procurement Requirements** - Second Reading



## **Middle School & High School Surveys**

## **Information**

### **Comprehensive Health and Physical Education Framework**

### **Information**

At the School Committee Meeting held on October 4, 2023, you were provided with a copy of the Comprehensive Health and Physical Education Framework released by the Department of Elementary and Secondary Education recently. Our staff, the principals, and Mr. Keller continue to review the new framework for implementation in Auburn. As with all frameworks, we carefully review not only the materials to be used to support the teaching of the topics but also the content in the framework itself to ensure it supports the Strategic Plan and goals of the Auburn Public Schools. We are happy to address any questions related to the new Framework.

## **NEW BUSINESS:**

### **Health and Wellness**

### **Information**

In your packet you will find a letter that went out to families on Friday, October 27th. This letter, developed by our Lead Nurse, Kerri Gustafson, provides a guideline for families on when their child should stay home due to illness. This letter addresses health related issues such as cold, flu, COVID 19, the use of antibiotics and rashes. I share this in the hope that this information will be shared widely so that we are able to keep our school community as healthy as possible.

### **MASS/MASC Joint Conference**

### **Information**

The Superintendent along with School Committee Chairperson, Jessie Harrington, Vice Chairperson, Meg McCrillis, and Member Brooke Wrenn will attend the three day Massachusetts Association of School Superintendents/Massachusetts Association of School Committees Joint Convention being held in Barnstable, MA on November 8, 9 & 10. This is a yearly opportunity to hear about new and innovative School Committee/Superintendent practices.

### **Educator Evaluation**

### **Information**

Principals are in the process of finalizing Educator Evaluation Goals with all teaching staff. Some of the primary themes of goals across the district for both educators and administrators include the implementation of Universal Design for Learning, the use of data to ensure all of our students and subgroups of students are making effective progress, the modeling and application of Restorative Practices and School Climate to ensure staff feel safe and supported and all students feel a sense of belonging in our schools while continuing to focus on Relationship Mapping. We are also working with a Committee of Educators and Administrators to update the Educator Evaluation process starting next school year to align with a newly released draft of a model rubric for teachers that may be implemented next school year.

### **AHS Quebec City Field Trip**

### **Action**

Mrs. Dumais will present information related to a proposed trip to Quebec City.

***Recommended Motion.....***to approve the Auburn High School field trip to Quebec City January 11, 2024 to January 14, 2024.

## **TEACHING AND LEARNING REPORT:**

### **Stem Week**

STEM Week takes place in Massachusetts during the third week in October each year and our teachers and students were fully engaged in embracing Governor Healey's theme this year: "Your STEM future is our STEM future."

### **MCAS**

Following the October 4 presentation on statewide MCAS trends, we will examine highlights and areas for growth in our Auburn data.

## **BUSINESS/FINANCIAL REPORT:** None

### **Executive Session: If needed for Negotiations**

### **Action**

*Recommended Motion.....to adjourn into executive session to discuss the bargaining position with personnel that could be compromised if discussed in open session. We will not return to open session.*

**Adjournment Roll Call Vote:**



**MINUTES**

**SCHOOL COMMITTEE MEETING**

**Location: 5 West Street, School Committee Room**

**October 4, 2023 6:00 p.m.**

**In Attendance:**

**Absent**

**Zoom**

Jessie Harrington

Meghan McCrillis

Brooke Wrenn

Samantha Rapahel

Stef Parker

Beth Chamberland, Superintendent

Alan Keller, Assistant Superintendent

Cecelia Wirzbicki, Business Manager

Greg Walton, Director of Pupil Services

Greg Desto, AMS Principal

Jennifer Stanick, Pak Principal

Ali Shankle - AMS Teacher

Rachel Loew - AMS Team Chair

Charlene Plona - AMS IA

James Clark - AMS Teacher

Jennifer & Hunter Osborn - 6 Dale Ave - Student Spotlight

Laurie & Alyssa Bonneau - 85 Rockland Road - Student Spotlight

Maryellen & Avery Charest - 3 Windsor Ave - Student Spotlight

Nancy Long, Jeremiah Young & Henrietta Jacquez - 432 Oxford Street N -- Student Spotlight

Beth, Jack & Anthony Crossman - 34 Franklin Street - Student Spotlight

Eric Richards - 13 Ravine Drive - Citizen - Student Spotlight

**CALL TO ORDER:**

Jessie Harrington called the meeting to order at 6:00p.m.

Meghan McCrillis read out loud the Auburn Public School Vision & Commitment.

**CITIZENS' COMMENTS:** None

**SPECIAL RECOGNITIONS:**

Dr. Chamberland: Today, at Auburn Youth and Family Services, the Rise, Evolve and Encore programs were selected to receive the 2023 Auburn Children's Friend Award by the AYFS Board of Directors. This award is based on the work the students and staff in these programs have done to support the distribution of food and clothing by AYFS to the community while also helping to maintain the cleanliness of the AYFS facility.

Dr. Chamberland congratulated the AMS staff and students present for receiving National Banner recognition from Special Olympics North America. She introduced Middle School Principal Gregg Desto to say a few words.

Mr. Desto said a few words about the program and read the letter that was sent to the school and is in the packet. He introduced the staff and students in attendance. He thanked the staff, families, students and partner athletes for such a successful program. He then showed a brief video highlighting the program.

**Minutes:** 8/23/23, 9/6/23 & 9/20/23

Jessie Harrington entertained a motion to accept the minutes from 8/23/23, 9/6/23, 9/20/23

Meghan McCrillis made a motion to accept the minutes from 8/23/23, 9/6/23 and 9/20/23. Samantha Raphael seconded the motion, it was unanimously approved.

**SUPERINTENDENT'S REPORT:**

**STUDENT REPRESENTATIVES REPORT:** None

**Unfinished Business:**



### **Beginning of the Year Transition Surveys**

Dr. Chamberland: As discussed at a previous School Committee meeting, we created and shared a survey with families and with teachers regarding the transition events we hold to help students to transition to a new school year. I am sharing the results of the surveys here with you along with recommendations for next year that we will work on with staff.

- Families prefer having a step up day
- Families & Teachers prefer families to know the teachers name for next year prior to summer break.
- Families prefer access to classrooms before the first day of school (K-2)
- Families prefer curriculum night (K-2)
- Families prefer know your school night (3-5)
- K-2 teachers like having the students in the day before school, but found it difficult.
- What does 6-12 need

All members agreed it was a good idea to send out the survey.

Samantha Raphael asked, is there a reason why we stopped curriculum night?

Jennifer Stannick said we haven't had the attendance we would have liked in the past few years so we made it a family event and it was well attended.

Samantha Raphael voiced a concern for so many night events for staff.

Dr. Chamberland said it is in the AEA contract that staff will attend these events and it is spread out through the year.

Meghan McCrillis said it was great to see her own children so comfortable with teachers this early in the year.

Jessie Harrington asked when will the survey go out to grades 6-12?

Dr. Chamberland said she will work with the principles to set that up.

Samantha Rapahel asked how it would go out?

Dr. Chamberland said through email.

### **New Business**

#### **Presidential Election/PDD for Staff - No School for Students**

Dr. Chamberland: The next presidential election will take place on Tuesday, November 5, 2024. While the full school calendar for 2024-2025 has not been created or presented

to the Committee, we are asking that you vote to designate Tuesday, November 5, 2024 as a full Professional Development Day for staff. This will allow us to secure a dynamic presenter for that day for all staff at Auburn Middle School while allowing the townspeople the use of Auburn High School as the election site without interruption to the school day.

Jessie Harrington entertained the motion to designate Tuesday, November 5, 2024 as a full Professional Development Day for staff.

Brooke Wrenn made a motion to designate Tuesday, November 5, 2024 as a full Professional Development Day for staff. Samantha Raphael seconded the motion, it was unanimously approved.

### **Comprehensive Health and Physical Education Framework**

Dr. Chamberland: In your packet you will find a copy of the Comprehensive Health and Physical Education Framework released by the Department of Elementary and Secondary Education earlier this week. Our staff, the principals, and Mr. Keller are currently reviewing the new framework for implementation in Auburn. As with all frameworks, we carefully review not only the materials to be used to support the teaching of the topics but also the content in the framework itself to ensure it supports the Strategic Plan and goals of the Auburn Public Schools.

Jessie Harrington: I was able to get through most of it, nothing controversial or groundbreaking.

Dr. Chamberland: The big focus is on mental health and physical actions. It was last updated in 1999.

Jessie Harrington: We will handle the sexual education piece as a district as we have always done and parents have the option to opt-out of that piece.

Samantha Rapahel: It is important to give parents the option to opt-out of certain topics.

### **Policy Updates**

Dr. Chamberland presented the following policy updates to the committee for a first reading.

**Policy DA - Fiscal Management Goals** - First Reading

**Policy DB - Annual Budget** - First Reading

**Policy DBD - Budget Planning** - First Reading

**Policy DBG - Budget Adoption Procedures** - First Reading



**Policy DD - Grants, Proposals, And Special Projects** - First Reading

**Policy DIE - Audits** - First Reading

**Policy D I - Fiscal Accounting and Reporting** - First Reading

**Policy DJ - Purchasing** - First Reading

**Policy DJA - Purchasing Authority** - First Reading

**Policy DJE - Procurement Requirements** - First Reading

Dr. Chamberland: It is important to mention that even if the policy is out of date, the procedure we have followed is not.

### **October 1 Enrollment**

Dr. Chamberland presented the committee with the October 1st enrollment report that is in the packet.

### **Parent Teacher Conferences**

Dr. Chamberland: In an effort to maximize family opportunities to attend Parent Teacher Conferences, the schedule will run as noted below. We have moved the evening portion of the conferences to Wednesday, November 8th in the event that there are families going out of town for the long weekend starting on Thursday, November 9th in honor of Veteran's Day.

#### **Wednesday-Nov 8th**

AHS 5:00-7:00

AMS 5:00-7:00

Elementary 5:00-7:00

#### **Thursday-Nov 9th**

AHS 12:00-2:00

AMS 12:30-2:30

Elementary 1:00-3:00

### **Donations**

Dr. Chamberland: You will find two letters in your packet accepting donations from Carl Storz and Shaw's Supermarket. We continue to be grateful for the generous support of the community.

Jessie Harrington entertained the motion to accept with gratitude the school supplies donated by Carl Storz as well as the monetary funds received from Shaw's Supermarket from their Give Back Where it Counts Program.

Samantha Rapahel made a motion to accept with gratitude the school supplies donated by Carl Storz as well as the monetary funds received from Shaw's Supermarket from their Give Back Where it Counts Program. Brooke Wrenn seconded the motion, it was unanimously approved.

### **Use of Facilities Update**

Dr. Chamberland: In the coming weeks, I will be meeting with Town Youth Sports Organizations to review the Use of Facilities currently in place. It is becoming increasingly difficult to manage the use of the high school and middle school facilities as more and more groups look to use the facilities for additional time. This usage is having a negative impact on our high school and middle school athletic teams. As this issue is further investigated, the School Committee may be asked to update the policies and fees related to the use of our facilities.

The committee agreed that it should be looked at as well as review the fee schedule for Pappas Field.

### **Upcoming Events**

Dr. Chamberland went over the list of upcoming events in the agenda that can be found on the district calendar on the district website.

### **TEACHING AND LEARNING REPORT:**

Alan Keller: On September 14, The Department of Elementary and Secondary Education released official 2023 MCAS accountability data to districts, and on September 19 released it to the public. Although we are in the preliminary stages of examining this data, tonight I would like to share initial trends and observations and at the November 1 School Committee meeting offer a deeper dive into areas of strength and growth in our schools according to the 2023 MCAS.

- The school will get the results out to families next Friday.
- There is a lot of work to be done to get us back to the 2019 levels.
- The state is aware and has a 4 year plan.
- Powerpoint slides are provided in this packet.

### **BUSINESS/FINANCIAL REPORT:**

#### **Year to Date Budget Report**

Mrs. Wirzbicki provided a year to date budget report dated September 27, 2023 for the committee to review.

#### **Budget Transfers**



Mrs. Wirzbicki provided a listing of Budget Transfers dated September 27, 2023 between the same series for your information and between different series for which she is seeking approval.

Jessie Harrington entertained the motion to *approve the list of Transfers dated September 27, 2023, as presented by the Business Manager.*

Meghan McCrillis made a motion to *approve the list of Transfers dated September 27, 2023, as presented by the Business Manager.* Samantha Raphael seconded the motion, it was unanimously approved.

#### **FY2025 and FY2029 CIP**

Mrs. Wirzbicki: Town Manager Kazanovicz has requested the submission of Capital Improvement Budgets for FY2029 as well as a reconfirmation of the FY2025 Capital Budgets previously submitted. Mrs. Wirzbicki and Mr. Fahey have met with the Building Principals to discuss future capital needs in their buildings and have formulated a budget for FY2029. In addition the FY2025 CIP budget was reviewed and modified. The Capital Budgets for both years are in the packet and require a vote of approval in order to be sent over to the Town by the October 6, 2023 deadline.

Jessie Harrington entertained a motion to approve the Capital Improvement Budgets for FY2029 and FY2025 as presented by the Business Manager.

Brooke Wrenn made a motion to approve the Capital Improvement Budgets for FY2029 and FY2025 as presented by the Business Manager. Meghan McCrillis seconded the motion, it was unanimously approved.

Dr. Chamberland said due to personal reasons she would not be able to attend the next scheduled meeting and asked the committee to cancel the next scheduled school committee meeting on October 18, 2023.

Jessie Harrington entertained a motion to cancel the October 18, 2023 school committee meeting.

Meghan McCrillis made a motion to cancel the October 18, 2023 school committee meeting. Samanth Raphael seconded the motion, it was unanimously approved.

There was no executive session needed so Jessie Harrington entertained a motion to adjourn for the evening.

Samantha Raphael made a motion to adjourn for the evening. Brooke Wrenn seconded the motion, it was unanimously approved.

Meeting adjourned at 7:02pm.

**Roll Call Vote**  
***Adjournment***

Respectfully submitted,

Mandy Williams

Recording Secretary

**Referenced Documents:**

Letter from Auburn Youth & Family Services

Letter From Special Olympics

Meeting Minutes: 8/23/23, 9/6/23, 9/20/23

Beginning of the Year Transition Survey Breakdown

Comprehensive Health and Physical Education Framework

Policy Updates: DA, DB, DBD, DBG, DD, DIE, DI, DJ, DJA, DJE

October 1 Enrollment

Thank you Letters to Karl Storz & Shaw's Supermarket

MCAS Slides

Year to date Budget Report date 9-27-23

FY2025 and FY2029 CIP



## **FISCAL MANAGEMENT GOALS**

The quantity and quality of learning programs are directly dependent on the effective, efficient management of allocated funds. It follows that achievement of the school system's purposes can best be achieved through excellent fiscal management.

As trustee of local, state, and federal funds allocated for use in public education, the Committee will fulfill its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the school system take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into Committee operations and into all aspects of school system management and operation.

In the school system's fiscal management, it is the Committee's intent:

1. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding that will provide high quality education for the students.
3. To use the best available techniques for budget development and management for long-term planning and growth.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

### **SOURCE: MASC**

Current Practice Codified 1995

<b>First Reading:</b>	August 30, 2010
<b>Second Reading:</b>	<b>September 20, 2010</b>
<b>Adoption:</b>	<b>September 20, 2010</b>

## **File: DA - FISCAL MANAGEMENT GOALS**

As the trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management.

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
3. To advocate for levels of funding that will provide high quality education for all students.
4. To support the use of the best techniques for budget development and management.
5. To provide timely and appropriate information to the community.

**SOURCE: MASC Reviewed 2022**

First Reading: October 4, 2023



## ANNUAL BUDGET

The annual budget is the financial expression of the educational program of the school department, and it mirrors the problems and difficulties that confront the school system.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff, and the community orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee requirements. The operating budget for the school system will be prepared and presented in line with state policy and will be developed and refined in accordance with these same requirements. Submission of the budget will adhere to the requirements of the Auburn Charter and By-Laws.

The Superintendent will serve as budget officer but he/she may delegate portions of this responsibility to members of his/her staff, as he/she deems appropriate. The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

SOURCE: MASC 2016

LEGAL REFS.: M.G.L. 71:34; 71:37; and 71:38

First Reading: October 4, 2010

Second Reading: October 18, 2010

Adoption: October 18, 2010

**Reviewed, revised and updated: October 24, 2017**

## **File: DB - ANNUAL BUDGET**

The annual budget is the financial expression of the goals of the School Committee in meeting the needs of all students.

The budget then requires an orderly and cooperative effort by the Committee, the staff, and the community to achieve the goals of the district.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee policy. The operating budget for the school district will be prepared and managed in line with the above.

In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as budget officer but may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as budget officer are budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

SOURCE: MASC Reviewed 2022

First Reading: October 4, 2023



## **BUDGET PLANNING**

The first priority in the development of an annual budget will be the educational welfare of the children in our schools. However, the District will also attempt to balance the valid interest of the taxpayers.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

SOURCE: MASC August 2016

**Reviewed, Revised and Updated:** October 24, 2017

## **File: DBD - BUDGET PLANNING**

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The first priority in the development of an annual budget will be the educational welfare of the children in our schools.

The Committee also holds in balance the valid interest of the taxpayers.

The budget document shall reflect all sources of revenue. It shall clearly explain how those funds will be used.

In the budget planning process for the school district, the Superintendent will:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all students.
3. Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

**SOURCE: MASC Updated 2022**

First Reading: October 4, 2023

## **BUDGET ADOPTION PROCEDURES**

Authority for adoption of the final school budget lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

Established by law and charter.

**SOURCE:** MASC

**LEGAL REFS.:** M.G.L. 71:34  
Town Charter, (See local reference)

**FIRST READING:** October 18, 2010  
**SECOND READING:** November 1, 2010  
**ADOPTION:** November 1, 2010



**File: DBG - BUDGET ADOPTION PROCEDURES**

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

Authority for adoption of the final school budget bottom line lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

SOURCE: MASC Updated 2022

LEGAL REFS.: M.G.L. 71:34; 71:37

First Reading: October 4, 2023

## FUNDING PROPOSALS AND APPLICATIONS

The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in our schools.

The Superintendent will keep informed of all possible funds available to the school system under the various state and federal programs, and in what manner these funds can best be used in the school system.

The Superintendent will be responsible for seeking out and coordinating the development of proposals for all specially funded projects and for submitting the proposals to the Committee for approval.

The Superintendent is authorized to sign all reports for these projects and will be responsible for the proper expenditure of funds received for such projects.

SOURCE: MASC 2016

LEGAL REFS.:

M.G.L. 44:53A  
P.L. 874 Impact Aid  
Board of Education 603 CMR 32:00;34:00

FIRST READING: June 1, 2009  
SECOND READING: June 15, 2009  
ADOPTION: June 15, 2009

**Reviewed, revised and updated:** October 24, 2017

**File: DD - GRANTS, PROPOSALS, AND SPECIAL PROJECTS**

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. 44:53A; 71:37A

2 CFR 200 Federal Uniform Administrative Requirements

**NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.**

First Reading: October 4, 2023



## AUDITS

An audit of the School Department's accounts should be conducted annually. In addition, the School Committee may request a private audit of the School Department's accounts at its discretion.

The Committee will consider recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the School Department's assets.

Below is a listing of audits to be conducted:

- ◆ EOY Report Review
- ◆ Student Activity Accounts – internal and external audits
- ◆ Annual Town Audit
- ◆ Circuit Breaker Audit
- ◆ ARRA Grant Reporting Audit
- ◆ Other audits as determined by the Department of Elementary and Secondary Education, the Commonwealth of Massachusetts, or local governance.

First Reading: February 7, 2011  
Second Reading: March 7, 2011  
Approved: March 7, 2011

## **File: DIE - AUDITS**

As a department of \_\_\_(municipality)\_\_\_\_\_, an audit of the school department's accounts shall be conducted annually by external auditors within nine months of the close of the fiscal year. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. For accounts that exceed \$25,000, the School Committee shall consider an audit conducted by an outside firm every three years

The Committee may request an additional audit of the school district's accounts at its discretion

SOURCE: MASC Updated 2022

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

CROSS REFS: DI, Fiscal Accounting and Reporting

JJF, Student Activity Accounts

First Reading: October 4, 2023



## **FISCAL ACCOUNTING AND REPORTING**

The Superintendent of Schools will be ultimately responsible for receiving and properly accounting for all funds of the school system.

The School District, in conjunction with the Town, will utilize an accounting system that conforms with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies. It will permit the reporting of all School District expenditures by fund source, object or function, while permitting the reporting of costs by school building as described by or set forth in guidelines published by the Department of Elementary and Secondary Education (DESE).

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

**SOURCE:** MASC

**LEGAL REF.:** M.G.L. 41:35

Board of Education 603 CMR 10:00

**First Reading:** March 5<sup>th</sup>, 2009

**Second Reading:** March 16<sup>th</sup>, 2009

**Approved:** March 16<sup>th</sup>, 2009

**Reviewed, revised and updated:** January 23, 2019

## **File: DI - FISCAL ACCOUNTING AND REPORTING**

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC Updated 2022

LEGAL REF.: MGL Ch. 44:38

603 CMR 10:00

2 CFR 200.303

CROSS REFS: DBJ Budget Transfer Authority

DIE Audits

First Reading: October 4, 2023



## **PURCHASING**

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's Office of the Auburn Public Schools.

The Superintendent will serve as purchasing agent. She/he will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent.

LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B; 71:49A

<b>First Reading:</b>	January 20, 2011
<b>Second Reading:</b>	February 7, 2011
<b>Approved:</b>	February 11, 2011

**Reviewed, revised and updated:** January 23, 2019

## **File: DJ - PURCHASING**

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment, and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. The agent will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. 30B; 71:49A

First Reading: October 4, 2023

## **PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further Committee approval except when by law or Committee policy the purchases or services must be put to bid.

SOURCE: MASC

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

**Reviewed, revised and updated:** March 21, 2019



**File: DJA - PURCHASING AUTHORITY**

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the District budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

Contracts may be entered into for a period of up to three years. Contracts of longer duration may only be entered into by vote of a duly called town meeting.

LEGAL REFS.: M.G.L. 30B

CROSS REF.: DJE, Bidding Requirements

NOTE: In cities, contracts of longer duration may be entered into by vote of the City Council, with mayoral approval if required by municipal charter.

SOURCE: Updated MASC 2023

First Reading: October 4, 2023

## PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$50,000 will be based upon competitive bidding. All purchases valued between \$10,000 and \$50,000 shall require the District to attempt to secure 3 quotes for all materials, equipment, or services. All purchases valued at less than \$10,000 shall require the use of sound business practices to secure the best quality at the best price.

An effort will be made to procure multiple bids for all purchases in excess of \$50,000. When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school system.

SOURCE: MASC February 2017

LEGAL REF.: M.G.L. 7:22A; 7:22B; 30B

CROSS REF.: DJA, Purchasing Authority

<b>Approved on First Reading:</b>	October 24, 2017
<b>Approved on Second Reading:</b>	November 8, 2017
<b>School Committee Approved:</b>	November 8, 2017



## **File: DJE - PROCUREMENT REQUIREMENTS**

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law. Any contract between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$50,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

Any bid maybe withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.

The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposals, instead of the above process.

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. 7:22A; 7:22B; 30:39M: 30B

CROSS REF.: DJA, Purchasing Authority

First Reading: October 4, 2023





## Wellness Information 2023-2024

Dear Auburn Community,

In an effort to keep our student and staff population healthy this cold and flu season, we need everyone's help. If a student is not feeling well, they should be kept home to rest. We must verify all unreported absences, *so please notify the school of their absence as soon as possible*. Here are some helpful points to keep in mind to determine if your child should come to school:

- Fever, Vomiting and/or Diarrhea: Keep your child home. Your child should remain home until 24 hours have passed without incidents of sickness or fever, without the aid of medication (such as Tylenol or Motrin).
- Covid-19: If your child tests positive for Covid-19, please keep them home and contact their school nurse for a return to school date.
- Coughing/Sneezing/Runny Nose: If your child has a persistent cough that is frequent or distressing, please keep your child home. If they have mild cold symptoms, without fever, and with normal energy level and appetite, your child may come to school. If your child is still recovering from an illness and won't be able to keep up with the demands of the school day please keep your child home to allow for rest and recovery. We encourage at-home covid testing for covid-like symptoms.
- Other Diagnosed Illness (Ex. Flu/RSV): Return to school is based on symptom improvement and based on doctor's recommendation. Please notify your child's school nurse and see the above criteria for more information.
- Diagnosed Illness Requiring Antibiotic Treatment (Ex. Conjunctivitis/Strep): Keep your child home until they have been on antibiotics for at least 12-24 hours depending on doctor's recommendations.
- Rashes: Rashes from an unknown source or widespread rashes should be assessed by your child's primary care physician prior to your child attending school.

If you have any questions or concerns about your child's health, please call your child's school nurse. If you have concerns about your child's academic progress or standing in relation to medical absences, please contact your child's principal.

**Nurse Contact Information:**

Kim Pelczarski	Preschool	508-832-7711	<a href="mailto:kpelczarski@auburn.k12.ma.us">kpelczarski@auburn.k12.ma.us</a>
Kerri Gustafson	Pakachoag/ Nurse Lead	508-832-7788	<a href="mailto:kgustafson@auburn.k12.ma.us">kgustafson@auburn.k12.ma.us</a>
Jill Robichaud	Bryn Mawr	508-832-7733	<a href="mailto:jrobichaud@auburn.k12.ma.us">jrobichaud@auburn.k12.ma.us</a>
Kelly Ann Walsh	SWIS	508-832-7744	<a href="mailto:kwalsh@auburn.k12.ma.us">kwalsh@auburn.k12.ma.us</a>
Kate Sparks Karin Sjogren	AMS	508-832-7722	<a href="mailto:ksjogren@auburn.k12.ma.us">ksjogren@auburn.k12.ma.us</a> <a href="mailto:ksparks@auburn.k12.ma.us">ksparks@auburn.k12.ma.us</a>
Beth Fahey Jo Truong	AHS	508-832-7711	<a href="mailto:bfahey@auburn.k12.ma.us">bfahey@auburn.k12.ma.us</a> <a href="mailto:jtruong@auburn.k12.ma.us">jtruong@auburn.k12.ma.us</a> or <a href="mailto:hsnurse@auburn.k12.ma.us">hsnurse@auburn.k12.ma.us</a>



# AUBURN PUBLIC SCHOOLS - FIELD TRIP REQUEST FORM

School: Auburn High School  
Teacher: Elizabeth Dumais

Principal: Dan DeLongchamp  
Date of Request: 10/3/2023

## RE: FIELD TRIP PROPOSAL

Title of Field Trip: Quebec Field Trip  
Class or Grade Participating: all (9-12) Number of Students: 35+ (ideally 50)  
Date(s): 1/11/24 - 1/14/24 Times: Leave at: 6am Return at: 10pm  
Place: Quebec City, Quebec Canada

This field trip will accomplish curriculum enhancement in the following areas (please check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Mathematics                       | <input type="checkbox"/> Science   | <input type="checkbox"/> English Language Arts |
| <input checked="" type="checkbox"/> History/Social Studies | <input checked="" type="checkbox"/> Physical Education   | <input checked="" type="checkbox"/> The Arts   |
| <input type="checkbox"/> Technology                        | <input checked="" type="checkbox"/> Other (please explain on the reverse side) <u>foreign language</u> |  |

Please list the specific standards this trip will address:

Curriculum Area/Standard: \_\_\_\_\_

see attached documentation

Curriculum Area/Standard: \_\_\_\_\_

Please note both pre and post trip activities that will be conducted to ensure curriculum integration:

Pre-trip Activities: Informational meetings to include proper packing lists for physical activities, history overview of sites we'll visit, common phrases in target language.

Post-trip Activities: google form survey to both students + families of trip organization and experiences - to enhance for future years.

Signature of the building principal signifies his/her approval of the trip and its integration into the curriculum. This form must be completed in its entirety, along with the initials of the building nurse.

Daniel DeLongchamp  
Principal's Signature

Bill Chisholm  
Superintendent's Signature

☐ School Nurse please initial that you have reviewed medical needs and determined no nurse coverage is needed.

☐ School Nurse please initial that you have reviewed medical needs and appropriate delegation and training will be provided to identified staff for medications or treatments.

☐ School Nurse please initial that you have reviewed medical needs. Lead nurse is aware and coordinating coverage.

Date: \_\_\_\_\_

School Committee Chairperson for overnight and out-of-state day trips

Cost of Trip: about \$960 Funding Source: student/families

Transportation by: JumpStreet - Wade Tours Name of Carrier: \_\_\_\_\_

Adults participating (min. 10-1 ratio required; 4-1 at Elementary level): 10-1 ratio per school + tour company requirements

All Chaperones have been CORI checked: ☐

**\*Form must be approved by the Superintendent (and School Committee for out-of-state field trips only)**

**AT LEAST FOUR weeks prior to the event. Please attach a copy of the notice to parents, permission slip and any other pertinent accompanying documentation.**

**Cancellation Policy:** The Superintendent reserves the right to cancel an approved field trip up until the time of departure. In the event of a cancellation, the school system is not responsible for any expenses incurred. The individuals coordinating the trip need to ensure that all parties are aware of this policy.

October 2022



To: Dr. Elizabeth Chamberland, Superintendent of Schools

From: Elizabeth Dumais, trip coordinator

Re: Preliminary Approval- trip to Quebec City, January 2024

**1. Educational Objectives of the Proposed Trip:**

- a. To enrich the students' knowledge of the cultural history and geography of French-speaking Canada through real-life experiences
- b. To immerse students in an environment where French is spoken fluently and is the essential means of communication
- c. To promote students' discovery of the way of life in France and to recognize and clarify regional differences and customs
- d. To encourage students to distinguish similarities and differences between Americans and French Canadians
- e. To assist students to adapt their lifestyles to the French Canadian culture during their stay in the area
- f. To help students become more self-reliant in their decision making while on the trip.

**2. Proposed Budget- Cost to Students:**

- a. The cost of the 4-day trip to Quebec City through Jump Street is approximately \$959. The tour itinerary is attached to this and provides a list of all included activities.
- b. Funding for the trip will be the responsibility of the student and his/her family. Fundraising for the trip will not be an option.

**3. Estimated Number of Students and Chaperones Participating:**

- a. Trip will be limited to one bus, at approximately 50 students
- b. Student supervision will be a ratio of one adult per 10 students. Mrs. Elizabeth Dumais will be the trip coordinator and chaperone; names of other chaperones will be provided at a later date and will hold an approved CORI with the district.

**4. Emergency Procedures/Students Separated from Group:**

- a. In case of an emergency during the trip, every effort will be made to contact the Superintendent of Schools, the Principal, and the family of the student immediately.
- b. While in Canada, students will be instructed to travel in small groups during limited free time. No student will be allowed to wander by him/herself. If, however, a student is separated from the group, we will expect the student to return to the hotel immediately. Each student will be given a card with a name, address, and phone number of the hotel we will be staying and where the trip coordinator can be reached. This card should be kept in his/her possession at all times for the duration of the trip.

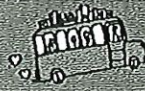
Signed,  
Elizabeth Dumais

Cc: Dan DeLongchamp, Auburn High Principal  
Cc: Melissa LaBeaume, Auburn High Assistant Principal



## Your Tour Proposal from

Jumpstreet Tours  
by WorldStrides



Auburn HS

4 Days Quebec City  
January 11 to 14, 2024

### Included:

- A detailed itinerary tailored to your needs;
- A price sheet with details about what's included;
- Information about options, insurance, and health & safety;
- A link to our full Terms & Conditions.

Peace of mind must be at the core of what we offer. Jumpstreet by WorldStrides uses the services of **Exlog Global** to understand the world around us when it comes to travel risk management and making safe decisions for our groups. Meanwhile our **Doctors on Call** program offers real time medical consultation while on tour.

You can also help ease the decision-making process with our **Insurance Plans and Cancel For Any Reason Waiver Benefit (CFAR)**, which your participants can purchase to cancel their trip for whatever reason up until 2 days from departure and get a 75% refund.

Now that you know you'll be well taken care of, let's turn our focus to the fantastic world of educational travel.

Livia Laverdure



"I only wish I would have known about Jumpstreet sooner. The activities were not only more fun for my students than past tours (not-led by Jumpstreet), but the guides were intuitive to the students' needs and willing to switch up something or add in an extra activity for fun."

- Alexa, middle school teacher

Auburn HS  
99 Auburn Street  
Auburn  
Massachusetts  
01501

[www.jumpstreet.com/yourteam@jumpstreet.com](http://www.jumpstreet.com/yourteam@jumpstreet.com)

4 Days Quebec City  
(24-25976/1)

Jul 6, 2023  
Page 1 of 1





## Thursday, January 11, 2024

- 08:00 AM The day has arrived! The trip you've been waiting for is finally here!! Hop aboard your locally chartered luxury motorcoach, get comfortable and get ready for your adventure!
- Stops and lunch en route (at individual expense).
- 04:30 PM Hooray, you've arrived in Quebec City! Your tour leader will greet you and get the show underway. The fun begins now :) Visit the Upper Town with your tour leader to see the St-Louis Gate, the Château Frontenac, the Dufferin Terrace, the Assemblée Nationale building and more.
- 05:00 PM For tonight's dinner, let's discover a lovely "bistro français" on Rue St-Jean, le Bistro Les Trois Garçons. À table!
- 07:00 PM Put on your thinking caps! You're about to embark on our legendary Fact-Finding Mission in Old Quebec. It's like a scavenger hunt on steroids, where your history, language and cardio skills are put to the test.
- 08:00 PM Departure for the hotel.
- 08:30 PM Overnight stay at the hotel (hotel will only be confirmed upon receipt of deposit)

## Friday, January 12, 2024

- 07:45 AM Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:00 AM Begin your day with a lovely breakfast at Café Bistro l'Omelette, located seconds away from the St. Louis Gate.
- 09:00 AM All aboard! It's time to head off to Wendake!
- 10:00 AM Located in the heart of Wendake just north of Quebec City, Village Huron is a portrait of First Nations life past, present and future. Enjoy a guided tour of the village, followed by a legend presentation and time to shop at the boutique.
- 11:30 AM All aboard! Next stop: Valcartier!
- 12:00 PM Are you ready to visit one of the world's coolest hotels? See how guests stay warm in the themed suites of the Hotel de Glace de Québec during your self-guided visit of this hotel made out of snow and ice!
- 01:00 PM Some say it's worth learning French grammar in exchange for an inner tubing ride, so today, we're going to try out all of the fun slides at the Village Vacances Valcartier! The Himalaya, the Everest, the Avalanche, and so many more. Let's gooooooool (Inner tube rental is included.)
- Have lunch on site (at individual expense).
- 04:30 PM Hop on the motorcoach and head back to Quebec City!
- 05:00 PM Chow time! You're eating at Café Buade, a sweet little spot in the Latin Quarter that's been serving locals since 1919.
- 07:00 PM Participate in a French-Canadian legends' theatre workshop. All will become actors... one will become a werewolf!
- 09:00 PM Departure for the hotel.

## Saturday, January 13, 2024

- 07:45 AM Everybody ready? Time to head out for your activities! Your tour leader will fill you in on all the fun that's in store.
- 08:00 AM Enjoy croissants and a bowl of chocolat chaud at le Cochon Dingue, a quaint café in the historic Quartier Petit Champlain.
- 09:00 AM The Côte-de-Beaupré, also referred to as Québec's breadbasket, has deep agricultural roots running back to the First Nations and New France's earliest settlers. Time to discover another part of Quebec and head out there for your next activity!



- 09:30 AM The Montmorency Falls is a true Quebec icon. They're the tallest waterfalls in the Province, the site of historic battles and legends, and John Keats even references them in his poetry. Keats! Plus, there's also a sweet suspended bridge that spans the top and you're about to walk across it. Acrophobics: prepare to conquer your fear!
- 10:45 AM Observe beautiful mosaics and a replica of Michelangelo's Pieta during your visit of the Ste-Anne de Beaupré shrine.
- 12:00 PM Poutine - what's that? Try it for lunch at Chez Bolduc, a local casse-croûte (at individual expense).
- 01:30 PM Discover the copper trade in Quebec and the art of "repoussé" metal before making your own medallion at the Albert Gilles Copper Museum.
- 02:30 PM Enjoy the many pleasures of winter including skating, cross-country skiing and snowshoeing at Le Domaine de Maizerets.
- 04:45 PM All aboard! Next stop: the SUGAR SHACK!  
Discover how the people of Quebec managed to brave the difficult winters through the tradition of maple syrup production as your tour leader shares their Sugar Shack story.
- 05:30 PM Get ready to party like it's 1699! At Érablière du Cap, an authentic French-Canadian cabane à sucre, you're going to feast on a 17th Century meal and get down to traditional songs and dances. You'll even break a sweat attempting to make your own maple butter. Don't forget to add some syrup to your pea soup (we're not kidding).
- 08:00 PM Departure for the hotel.

## Sunday, January 14, 2024

- 07:00 AM Begin your day with a lovely breakfast and orientation session at the hotel with your tour leader.
- 08:00 AM You won't believe it, but the time has come...for your last day of this fantastic journey! Time to leave the hotel with your luggage and take advantage of today to say goodbye to these foreign lands.  
> Make sure you wear proper footwear, you'll walking until 2PM.
- 08:30 AM Experience the daily military life of a British soldier in Quebec City as you become a soldat de la tour at the Martello Tower.
- 10:30 AM Let's go tobogganing by the Château Frontenac on the world famous Terrasse Dufferin wooden toboggan run, and then warm up with a cup of hot chocolate.
- 12:00 PM Time for lunch and to explore in Old Quebec! Hang out with your friends, grab some food (at individual expense) and practice your conversational French. Your tour leader will give you a meeting place and time.
- 01:30 PM Return to the hotel to load the motorcoach.
- 02:00 PM Already time to leave! Meet back with your driver, wave goodbye to your tour leader and head back home.  
Stops and dinner en route (at individual expense).
- 10:30 PM This is when you're expected to arrive back at your school, where your family and friends will be eager to hear all about your adventure!





## Tour Price (including taxes)

Complimentary chaperones Double Occupancy	Paying students Quad Occupancy	Per student
5	50	US\$959.00
4	45	US\$989.00
4	40	US\$1049.00

## WHAT IS INCLUDED

- 1 Tour Leader(s) with your group, 24/7, to bring your tour to life!
- Online individual payment and registration platform
- 24/7 tour support, with a direct patch to our senior staff
- All programming, reservations and itinerary items
- Bracelets featuring our 24/7 emergency toll-free line
- Early warning service for disruptions or global threats to avoid or minimize risks to travel security
- Hotel and restaurants as per itinerary (or equivalent depending on availability when trip is confirmed)
- Tip for your Tour Leader(s)
- Access to George Washington University doctors on call 24/7
- Virtual parent meeting (by request and pending availability)
- Your money placed in a bonded trust account
- \$25M in liability protection for teachers and chaperones
- Educational resources and online quizzes
- Roundtrip transportation via luxury motorcoach(es)
- All fees related to road, bridge, tunnel and parking tolls
- Private security guard (per coach) to monitor the hallways at night
- Tip for your Motorcoach Operator(s)
- Carboneutral travel

## MEALS

- 3 breakfasts
- 3 dinners

## ACTIVITIES

- Musée des plaines d'Abraham - Soldier of the Martello Tower
- Sanctuaire de Sainte-Anne-de-Beaupré - Self-guided Tour
- Village Vacances Valcartier - Winter Playground day Pass
- Village Vacances Valcartier - Hôtel de Glace - Self-Guided Visit (COMBO)
- Village Huron - Visit and Legends
- Fact Finding Mission - Quebec
- Parc de la Chute Montmorency - Admission / Parking
- Au 1884 Inc. - 3 Slides & Hot Chocolate
- Albert Gilles - Visit and Copper Carving Activity
- Par Épisode - Legends Theatre Workshop
- Domaine de Maizerets - 3 Activities (skate, snowshoeing and country skiing)





## TO CONFIRM YOUR TRIP

The contents of the proposed itinerary are subject to availability. As soon as you sign below and return a copy of this page to me, I will book your coach and hotel. I will then activate your online portal which will give you access to planning resources, a preliminary itinerary and the payment schedule. An initial payment of \$100 per paying participant is due 30 days following the signing of this contract (\$350 for trips including flights) which enables me to begin reserving your entire proposed itinerary and guarantee your trip price.

## CLASSROOM TRAVEL RESOURCES

Our classroom travel resources will help you and your community stay organized and energized as you prepare for your adventure.

## INSURANCE

By law, we are required to inform you of the insurance plans available to your group. I have sent you information about comprehensive coverage. Please distribute this information to your group as insurance must be purchased at the same time as the initial payment.

## TERMS AND CONDITIONS

Please read our complete terms and conditions. The following sections are particularly helpful:

- Trip price
- Cancellation policy: group cancellation
- Cancellation policy: individual cancellation
- Exchange rates

By signing below you are confirming:

- That you agree with the itinerary and price
- That you agree with the payment schedule
- That you have distributed our travel insurance options to your group
- That you have read and accepted our terms and conditions

Client signature

Date

Portal activation will act as your electronic signature in case we do not receive this signed proposal.



GROUPS FROM THE U.S. TRAVELLING TO THE U.S. & CANADA

## Insurance Plan Including a Cancel For Any Reason Waiver (CFAR)

Cancel Your Trip for Any Reason and Get 75% of the Total Trip Price Back!

### Here's how it works:

- » Plan must be purchased within 10 days of the initial trip payment
- » A school can purchase the insurance plan for the whole group
- » 75% of the total trip price is reimbursed if dropping out at least 48 hours from departure
- » Cost of the plan is not reimbursed
- » Does not cover penalties associated with travel arrangements not provided by Jumpstreet
- » Price of the trip won't go up for the remaining participants due to reduced numbers

SCHEDULE OF BENEFITS	BASIC PLAN	DELUXE PLUS PLAN
Cancel For Any Reason Waiver	Not Included	<ul style="list-style-type: none"><li>• Covers 75% of the Total Trip Price</li><li>• Cancellation must occur at least 48 hours from departure</li></ul>
Trip Cancellation	Trip Cost	Trip Cost
Trip Interruption	150% of Trip Cost	150% of Trip Cost
Missed Connection	\$750	\$1,500
Travel Delay	\$1,000/\$200 per day	\$4,200/\$300 per day
Medical Expense	\$50,000	\$50,000
Evacuation / Repatriation	\$500,000	\$500,000
Accidental Death & Dismemberment	\$25,000	\$25,000
Baggage & Personal Effects	\$1,000	\$1,500
Baggage Delay	\$500 (up to \$250 per day)	\$750 (up to \$250 per day)
View Full Plan	View Policy (by State of departure)	View Policy (by State of departure)

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# STEM Week in Auburn

October 16-20, 2023

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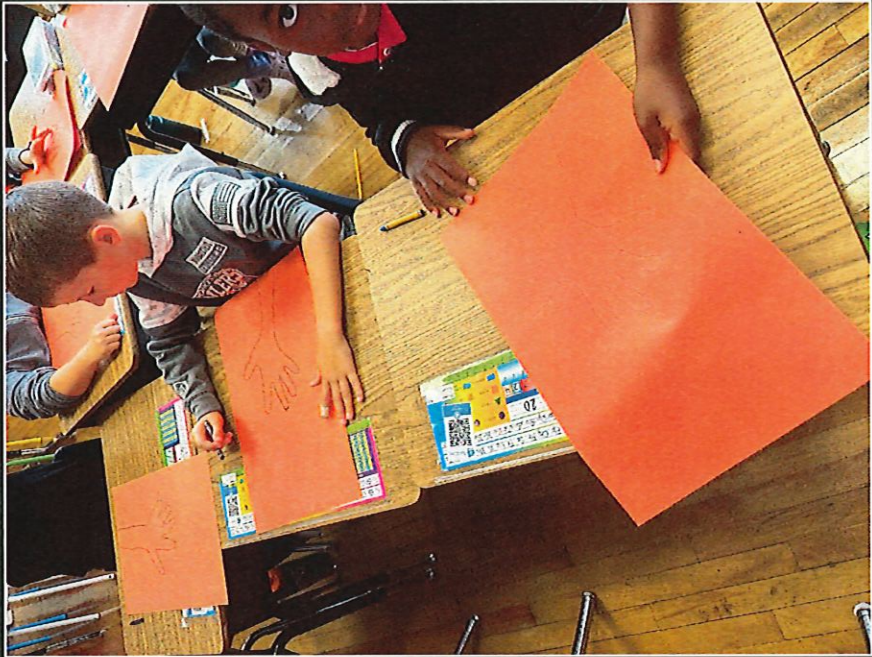
# STEM Week

STEM week is designed to encourage students to see themselves in STEM (science, technology, engineering, mathematics).

Governor Healey's theme for 2023 is *Your STEM future is our STEM future* which serves to highlight that our students will be the scientists, engineers, and inventors defining our future.

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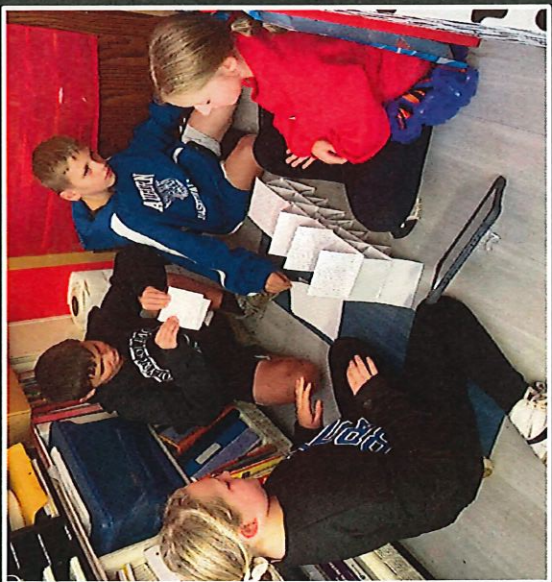
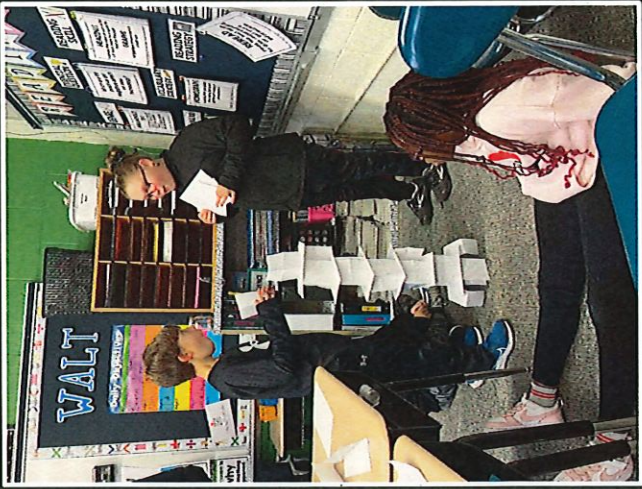




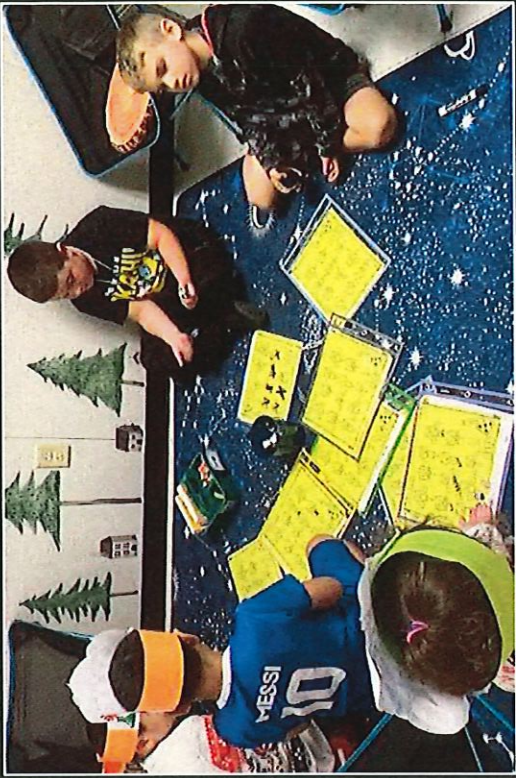












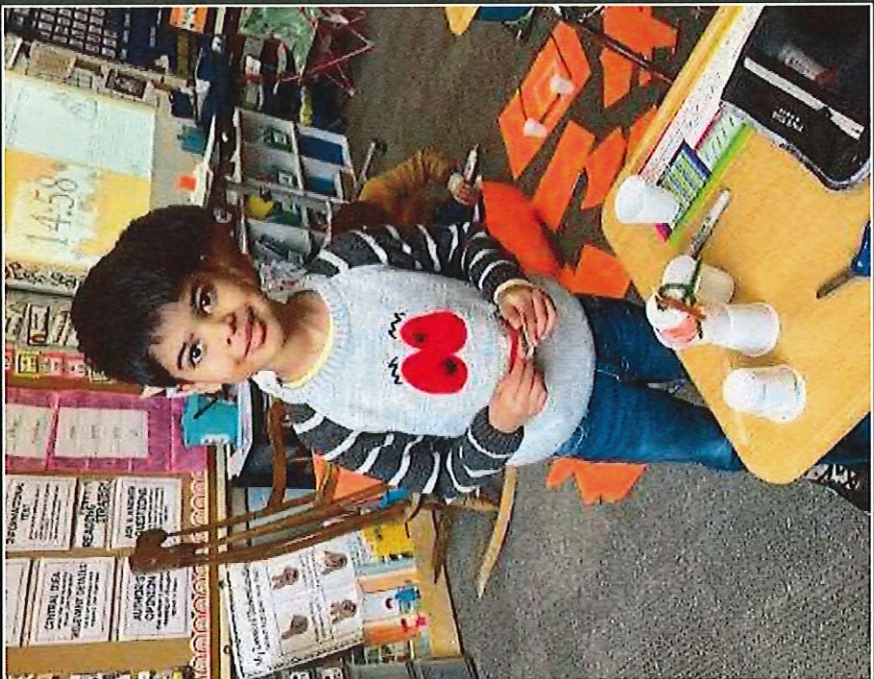
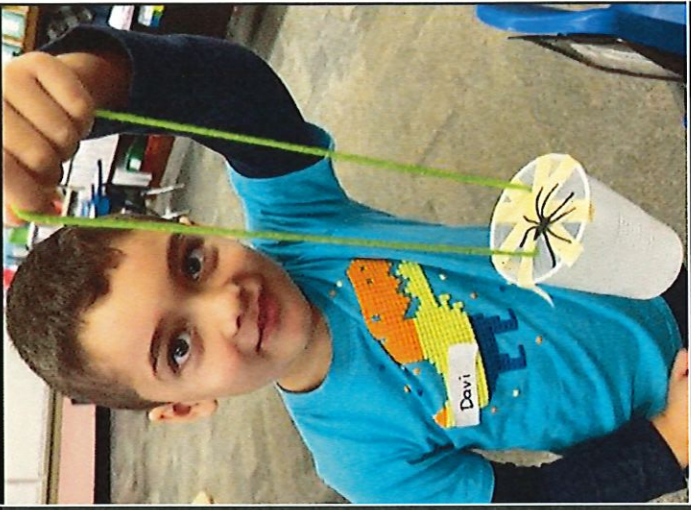












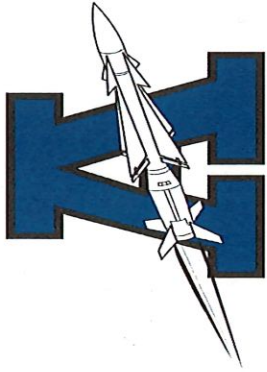




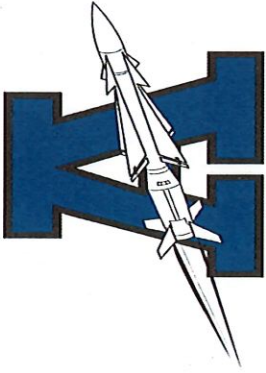








# **Auburn Public Schools 2023 MCAS Results Overview**



MCAS is just one  
“photo” in the album  
that makes up our  
students, our schools,  
and our district.





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# Test Administration 2019-2023

Year	Grades 3-8	Grade 10
2019	Full test	Full test
2020	No tests	No tests
2021	Half test	Full test
2022	Full test	Full test
2023	Full test	Full test

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# Starting School During Covid

2020-2021	2022-2023
Kindergarten	2
1	3
2	4

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# MCAS 101

Students receive scores in the following two categories:

## **Achievement Levels**

- Not Meeting Expectations (440-469)
- Partially Meeting Expectations (470-499)
- Meeting Expectations (500-529)
- Exceeding Expectations (530-560)

## **Student Growth Percentile**

- 1-99
-



# Performance based on Achievement





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# English Language Arts Achievement

Percentage of All Students Meeting or Exceeding Expectations

Grade	2022	2023
3	49	54
4	52	48
5	39	49
6	39	46
7	50	47
8	51	44
10	57	64

Green arrows indicating trends: Grade 3 (up), Grade 4 (down), Grade 5 (up), Grade 6 (down), Grade 7 (down), Grade 8 (down), Grade 10 (up).



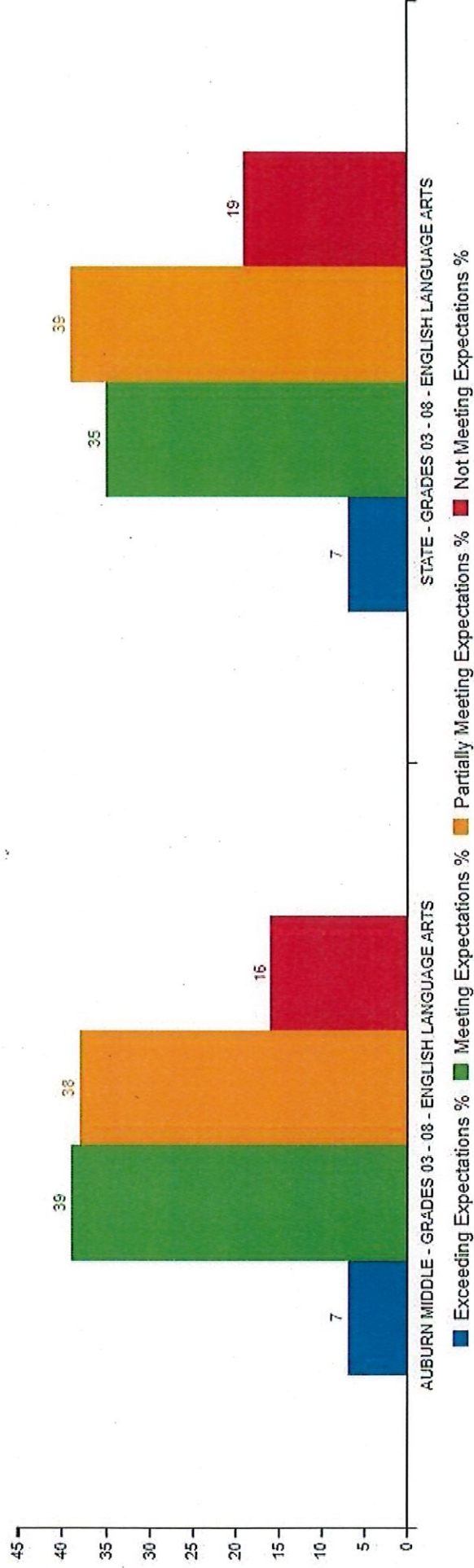
# ELA Highlights: Grades 3-8

## Next Generation MCAS Tests 2023

### Percent of Students at Each Achievement Level for Auburn Middle

Data Last Updated September 19, 2023.

[More about the data](#)



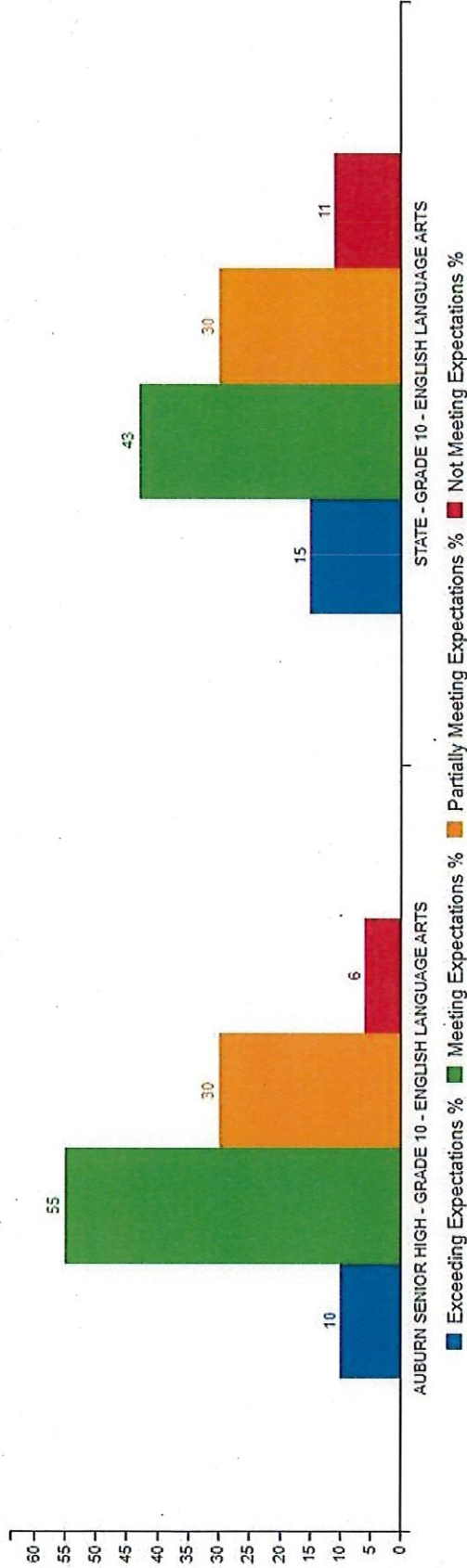




# ELA Highlights: Grade 10

Next Generation MCAS Tests 2023  
Percent of Students at Each Achievement Level for Auburn Senior High  
Data Last Updated September 19, 2023.

[More about the data](#)





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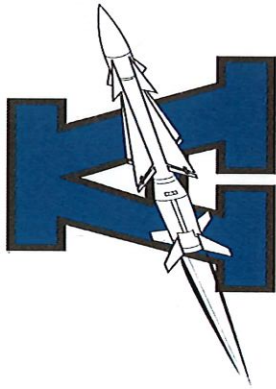
# Mathematics Achievement

## Percentage of All Students Meeting or Exceeding Expectations

Grade	2022	2023
3	53	43
4	48	58
5	44	47
6	44	44
7	43	47
8	49	49
10	59	61







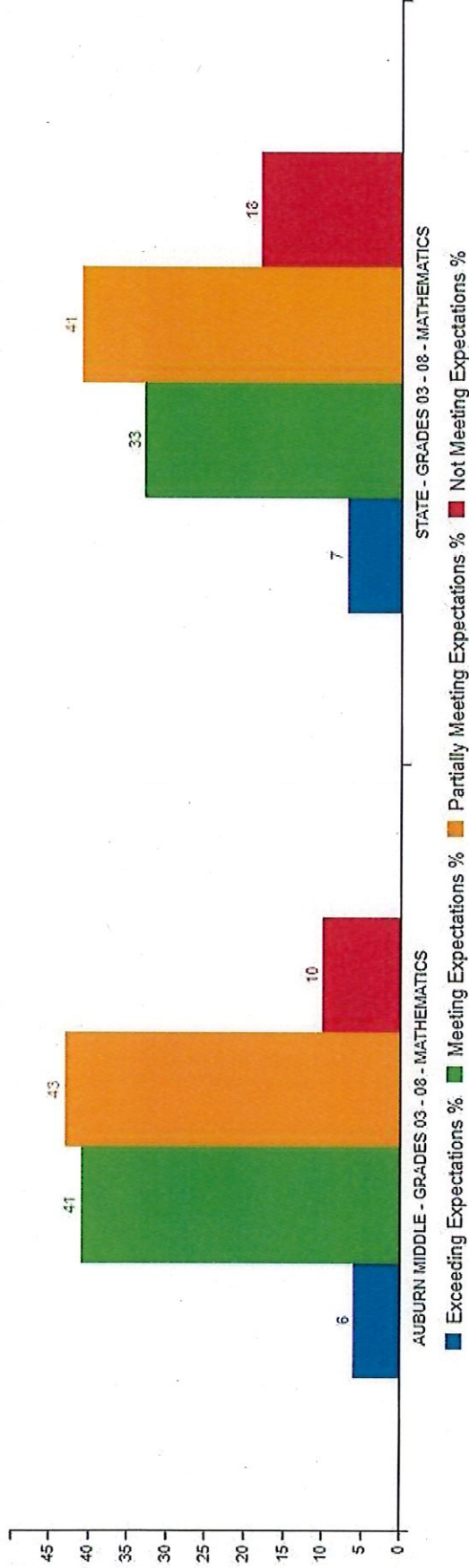
# Mathematics Highlights: Grades 3-8

## Next Generation MCAS Tests 2023

### Percent of Students at Each Achievement Level for Auburn Middle

Data Last Updated September 19, 2023.

[More about the data](#)





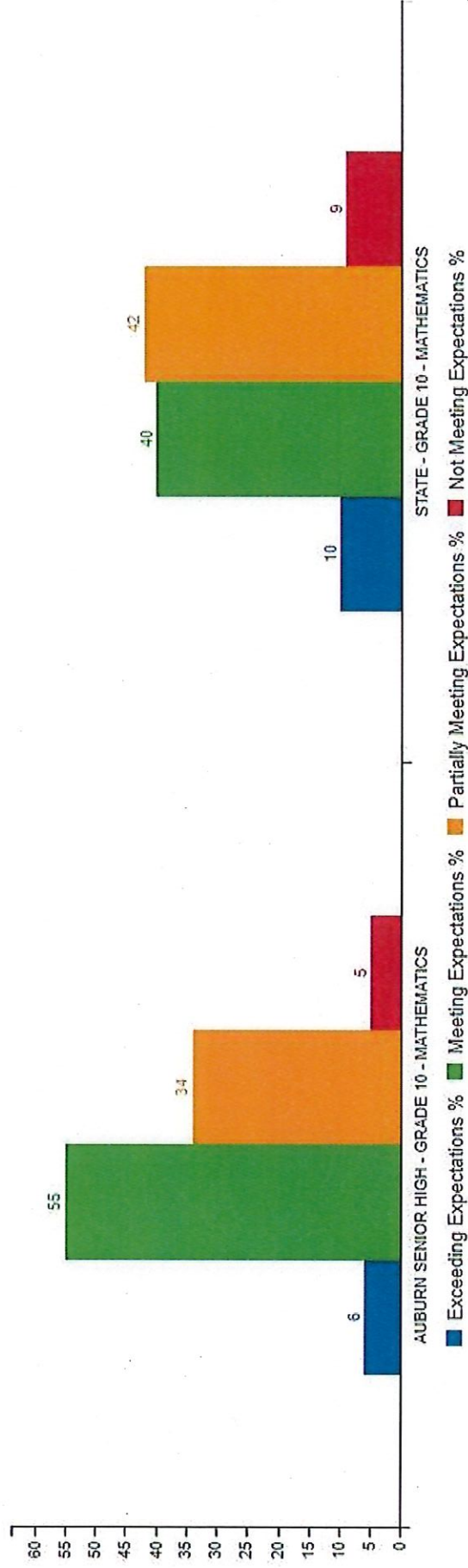
# Mathematics Highlights: Grade 10

## Next Generation MCAS Tests 2023

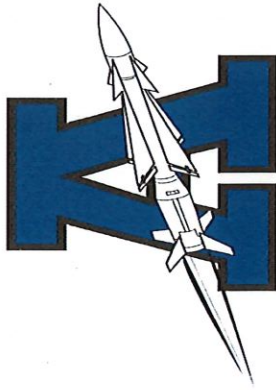
### Percent of Students at Each Achievement Level for Auburn Senior High

Data Last Updated September 19, 2023.

[More about the data](#)





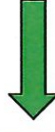


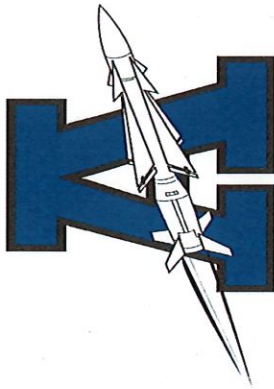
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# Science and Technology/ Engineering Achievement

Percentage of All Students Meeting or Exceeding Expectations

Grade	2022	2023
5	46	51
8	58	53
10	60	44

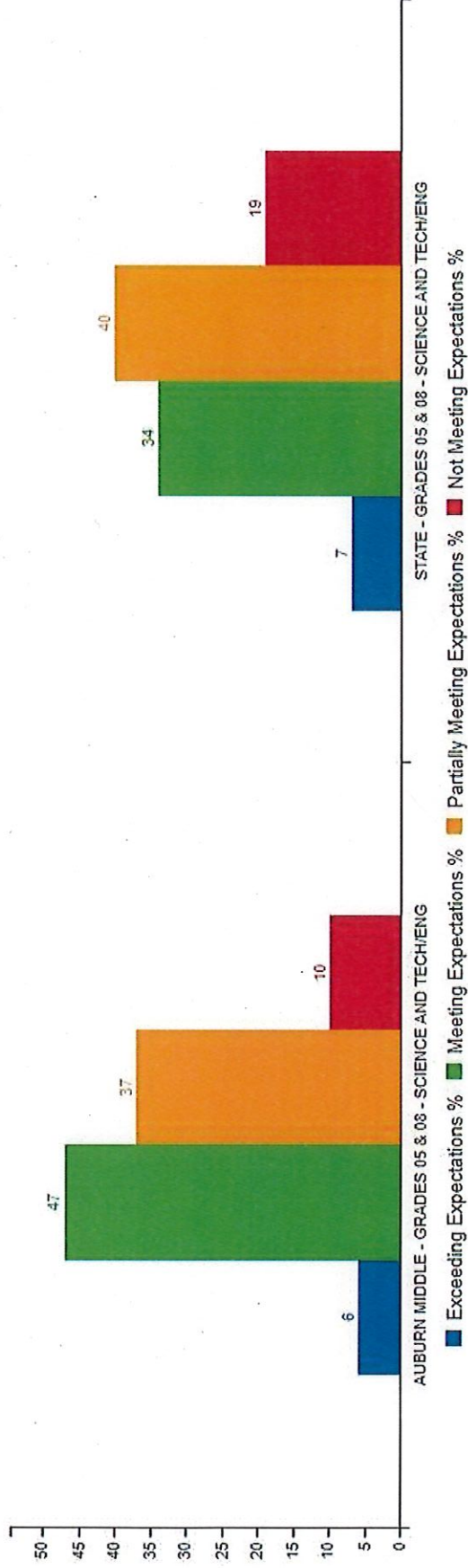




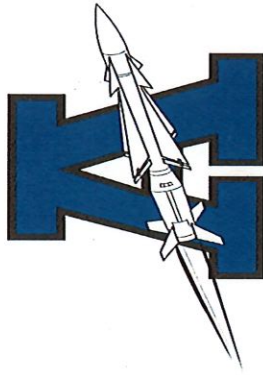
# Science and Technology / Engineering Highlights: Grade 8

Next Generation MCAS Tests 2023  
Percent of Students at Each Achievement Level for Auburn Middle  
Data Last Updated September 19, 2023.

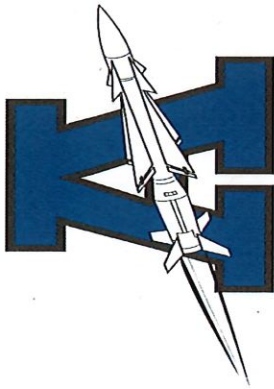
[More about the data](#)







# Student Growth Percentile



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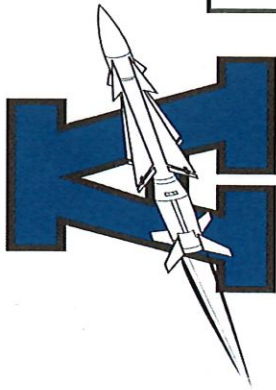
## What is SGP?

Student Growth Percentile (SGP) provide a measure of the degree to which a student's achievement has changed from the prior year(s) to the current year, in comparison to other students in the same grade who performed similarly in the past. SGPs use students' current and prior scores to assign an SGP that ranges from 1-99

Student Growth Percentile Categories	
1-39%	Low Growth
40-59%	Typical/Moderate Growth
60-99%	High Growth

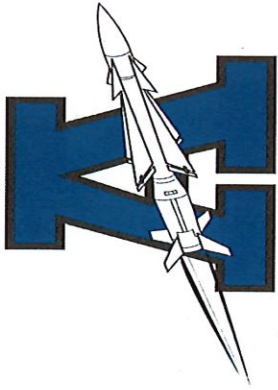
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## SGP by Group and Subgroup

Subject	Grade	SGP 2023 All	SGP 2023 Low Income	SGP 2023 Students with Disabilities
ELA	4	54	49	48
	5	43	45	46
	6	49	45	37
	7	54	52	50
	8	43	44	29
	10	39	30	
Math	4	55	56	57
	5	53	59	45
	6	42	39	32
	7	56	53	50
	8	60	61	46
	10	45	45	



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## Where Do We Go from Here?

- “Slide” is over; aim is return to pre-pandemic levels
  - Highlight bright spots
  - Data meetings as administrators, department leaders, staff
  - Supports for our students
  - Deeper dives to identify trends and patterns
  - Align with school improvement processes and plans
-