

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

November 29, 2023 - 6:00 p.m.

Join Zoom Meeting
<https://auburn-k12-ma-us.zoom.us/j/85712823082>

Meeting ID: 857 1282 3082
Television: Charter Channel 194

YouTube: ACTVAUBURN

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: 11/15/23

STUDENT REPRESENTATIVES REPORT:

SUPERINTENDENT'S REPORT:

Student Spotlight

Swanson Road - Girls on the Run

UNFINISHED BUSINESS:

FY 25 Draft Budget Presentations

Information

Members of the Leadership Team will provide the School Committee with the FY25 Draft Budget Presentation. District Administrators, along with Fine Arts and Athletics will present their anticipated expectations for the coming year along with highlights of the draft budget requests for FY 25.

Policy Updates

Information

Policy JJH - Student Late Night or Overnight Travel - Second Reading

Policy JJH-R - Student Travel Regulations - Second Reading

NEW BUSINESS: None

TEACHING AND LEARNING REPORT: None

BUSINESS/FINANCIAL REPORT:

Year to Date Budget Report

Information

Mrs. Wirzbicki has provided a year to date budget report dated 11/20/2023 for your review.

Budget Transfers

Action

Mrs. Wirzbicki has provided a listing of Budget Transfers dated 11/20/23 between the same series for your information and between different series for which she is seeking your approval.

Recommended Motion.....to approve the list of Transfers dated 11/20/2023 as presented by the Business Manager.

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

November 15, 2023 6:00 p.m.

In Attendance:

Absent

Zoom

Jessie Harrington

Cecelia Wirzbicki, Business Manager

Meghan McCrillis

Alan Keller, Assistant Superintendent

Brooke Wrenn

Samantha Rapahel

Stef Parker

Beth Chamberland, Superintendent

Isabella Faber, Student Representative

Molly Hilditch, Student Representative

Emily Jajliardo, Forest Park Drive - Charlie Brown Musical

Kaleigh Papierski, Sunny Ave Webster MA - Charlie Brown Musical

Zoey Brouillette, Burnett Street - Charlie Brown Musical

Tobin Briesacher, Cooper Street - Charlie Brown Musical

Christian Adamiak, Inwood Road - Draft Budget

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:

Jessie Harrington asked if we had any citizens here to comment either in the audience or on Zoom.

Christian Adamiak precinct 2 : Mr. Aamiak said he knows there are ongoing teacher contract negotiations and he asked how that has been factored into the budget.

Dr. Chamberland stated that she had hoped to present a draft budget this evening. We continue to work with the town on the creation of the budget. It is going to be a tricky process, by the bylaws of the town we have to present them with a budget on January 4th. It is considered a draft budget, not a final budget. We will do our best to do what we can with what we know and how we know things are going. We are working with the AEA and the town. My intent this evening was to present the school committee with a draft so they had time to look at it before we did our actual presentations. Which is scheduled to happen in a couple weeks. We will have to wait and see if that is still going to happen. But again, we have to have something to the town by early January.

Christian Adamiak: I was just asking as a concerned citizen in light of the recent strikes that have been happening around in other towns.

Jessie Harrington: If I can add one more thing, we're definitely trying to balance the needs of our staff & faculty and respecting the taxpayers of this town. The taxpayers have been very supportive year after year so it's really important for us to try and weigh both of those equally.

Christian Adamiak: I've had two kids go through the school system, it's a great school system. We have woeful teachers, I just want to make sure that they are rewarded for that.

The committee thanked Mr. Adamiak for his comments and asked if anyone else had a comment. There were no other comments, we move on from Citizen's Comments.

SPECIAL RECOGNITIONS: None

Minutes: 11/1/23

Jessie Harrington entertained a motion to accept the minutes from 11/1/23

Brooke Wrenn made a motion to accept the minutes from 11/1/23. Samantha Raphael seconded the motion, it was unanimously approved.

STUDENT REPRESENTATIVES REPORT:

Isabella Faber & Molly Hilditch:

- Leaf raking over 100 lawns, received around \$2500 in donations which will be split between the Jr and Sr classes
- No Shave November fundraiser for men's health with a focus on prostate cancer. A couple male teachers and students that have signed up to participate will not shave their

faces for the entire month of November, then on the last day, they have to come to school with a beard shaped as whatever one of the hideous styles we vote for. People vote by putting change in the collection jar that corresponds with the style they choose. Right now the one in the lead is a guy fieri situation.

- Food drive happening in our home rooms. We are bringing in canned goods and shelf stable items to be donated to AYFS. The home room with the most donations will get donuts next Wednesday. Dr Ferdellas room in first place

In terms of what's coming up:

- Thanksgiving Day Game in Leicester this year,
- tickets will be sold in the Athletic Director's Office during school hours Monday and Tuesday. Cost is \$10/ticket cash
- Lip sync battle is next Wednesday at the thanksgiving assembly. I know I have a couple friends doing it and I don't have any other details it's very hush hush

Jessie Harrington addressed student rep Molly Hilitch and said, I believe you are on Varsity Soccer, can you share with the committee how far you made it?

Molly: Auburn Girls Soccer had a very good year this year. We made it to the first round of playoffs, and won that game. We had a really good season and it was a lot of fun.

SUPERINTENDENT'S REPORT:

Student Spotlight

Dr. Chamberland invited Auburn High School Assistant Principal Melissa LaBeaume and the students from the Auburn High School Fall Musical, up to the podium to give the committee a review of the play.

Melissa LaBeaume said we are excited to have the Fall production back. This year was You are a good Man Charlie Brown. She introduced the following students:

Emily Jajliando
Kaleigh Papierski
Zoey Brouillette
Tobin Briesacher

The students introduced themselves and what role they played in the production. They spoke of how close knit the cast was and how it was nice to have a small production in the Fall and a larger production in the Spring. They also thanked the community for coming out to support them. The Spring production will be The Hunchback of Notre Dame.

Dr. Chamberland asked what was the most challenging part of the production?

The students responded, the lines and choreography.

Brooke Wrenn, how long do you have to rehearse?

The students responded, a few months.

There was additional conversation regarding rehearsals and their love for theater.

The committee thanked the students for sharing their experience and for joining us this evening.

Unfinished Business:

Superintendent's Goals Update

Dr. Chamberland: Reviewed with the committee her updated goals which are in the packet.

- Student Learning Goal
- Professional Practice Goal
- District Improvement Goal

The only question from Jessie Harrington was regarding the District Improvement Goal (4) developing a facilities committee. She asked who would be on the committee.

Dr. Chamberland stated that it had been brought up last year at a meeting and Meg McCrillis had offered to be on the committee. As well as Mr. Fahey, the town building inspector, and either fire or police. It is not a study or anything formal, it is to look at current enrollment, how spaces are filled & laid out, and any improvements we can make.

Budget Update

Dr. Chamberland: The intention was to provide you with the first draft of the FY25 Draft Budget document this evening. Given a recent discussion with Town Leadership, we have determined that some revisions to the initial draft are necessary. We hope to maintain the budget timeline shared with you previously and we will keep you apprised of our progress. It is a complicated process, but we are required to do so, and will do the best we can,

Policy Updates

Dr. Chamberland presented the following policy updates for a final reading and vote.

Policy DA - Fiscal Management Goals - Third Reading

Policy DB - Annual Budget - Third Reading

Policy DBD - Budget Planning - Third Reading

Policy DBG - Budget Adoption Procedures - Third Reading

Policy DD - Grants, Proposals, And Special Projects - Third Reading

Policy DIE - Audits - Third Reading

Policy DI - Fiscal Accounting and Reporting - Third Reading

Policy DJ - Purchasing - Third Reading

Policy DJA - Purchasing Authority - Third Reading

Policy DJE - Procurement Requirements - Third Reading

Jessie Harrington entertained a motion to approve the updates to policy DA, BD, DBD, DBG, DD, DIE, DI, DJ, DJA & DJE

Samantha Raphael made a motion to approve the updates to policy DA, BD, DBD, DBG, DD, DIE, DI, DJ, DJA & DJE. Brooke Wrenn seconded the motion, it was unanimously approved.

New Business

Field Trip Policy Discussion

Dr. Chamberland: The current policies related to out of state and overnight field trips are not in your packet, but we will forward that to you to review. Given some recent requests for such, and unrest around the world, it seemed prudent to revisit these policies to ensure that our students and staff are both well supported and well protected. I look for your input on these and anything suggestions you may have for improvement of this process. New policies for discussion are: JJH-Student Late Night or Overnight Travel and JJH-R-Student Travel Regulations.

Meghan McCrillis: If there was a student with a medical need, we can't file for reciprocity with anyone like a nurse so that would be something to look at. We want to make sure there is a nurse with a license in whatever country they go to.

Samanta Raphael: I wonder if other districts have an age limit, if they only let high school students go out of the country. And maybe grade 6 and up on overnights.

Dr. Chamberland: I did reach out to the Worcester County Superintendents and I didn't get a lot of variation, but most of the ones I did hear back from said that they only allow one major trip out of the high school each year. I think that is so there isn't an overlap of students that want to do both and that being too much. And there are middle schools that don't allow overnight trips, that push all that to the high school. This is a bigger conversation, so I will see if there is anything else I can find about reciprocity and I'll also look for more formal policies related to age levels.

Samantha Rapahel: Was the middle school trip last year to NYC an overnight trip?

Dr. Chamberland: Yes, but they will not be doing that this year.

Jessie Harrington: I think we should think about putting a cap on the price of the trip, that could be a policy we create ourselves. And I would like to see over the years how many field trips we were taking compared to what we are trying to do now. And with the

climate of the country and the world, it might be a last minute decision to cancel and I think people should be aware of that too.

Samantha Rapahel: I think there should be language in there that states the school committee and superintendent have the right to cancel the trip as needed for the safety of the students.

Jessie Harrington: And there should be some sort of insurance that they take out when deciding to go on one of these trips.

Dr. Chamberland: We do have to be conscious of where we're sending our kids when we have staff in charge of them and make sure it is a safe environment no matter where it is in the United States or outside. This is a good start of things for me to look at, I will do that and we will revisit this topic at a later date.

Chamber of Commerce Mini Grant Winners

Dr. Chamberland: The following staff members are the 2023-2024 Auburn Chamber of Commerce Mini Grant winners. Applicants were eligible to apply for up to \$ 500. We thank the Chamber of Commerce for their generosity and we thank the staff members who applied. Their efforts will enhance the learning experience of our students.

Kim Sicurella	AMS	A Healthy Body is a Healthy You
Jenna Bailey	Bryn Mawr/Pak	Molding Minds
Haley Daigneault	Bryn Mawr	It All Matters!
Sarah Schofield	Bryn Mawr	Snazzy Sight Word Sensory Kinesthetic Approach to learning
Kristin Sandberg	Bryn Mawr	Getting "Techie" With It!
Susan Chianese	Bryn Mawr	Wellness Wednesdays
Stephanie Fontaine	SWIS	Could This Be the Biggest Place Value Chart Ever?
Susan Lopez	SWIS	PBIS Props and Skit Kits

Dr. Chamberland: We thank the chamber for their support and we hope for many more applications for grants, please feel free to apply. It's not a hard process and they are happy to give.

Jessie Harrington: Thank you to the Chamber of Commerce, but also thank you to the teachers that went above and beyond to go after those grants.

TEACHING AND LEARNING REPORT:

Dr. Chamberland : Mr. Keller is not here with us this evening. Monday evening through tonight, a team of educators from Auburn High School, along with Mr. Keller attended a DESE-promoted Learning Excursion to Casco Bay High School in Portland, Maine. We applied for this last November, were accepted and have been preparing our team for this unique professional development opportunity. April White, Nicole Vecchio, Karen Ballway, and Jim Adams are visiting this school of just over 400 students where relationship-building and personalized instruction are hallmarks of this diverse school community. These focus areas closely align with two initiatives that have been at the forefront of our work in Auburn, relationship-mapping and Universal Design for Learning. Mr. Keller will report with details from the visit on November 29.

BUSINESS/FINANCIAL REPORT:

Year to Date Budget Report

In Mrs. Wirzbicki's absence, Dr. Chamberland presented a year to date budget report dated 10/27/2023 for the committee to review.

Budget Transfers

In Mrs. Wirzbicki's absence, Dr. Chamberland provided a listing of Budget Transfers dated 10/30/2023 between the same series and between different series for which she is seeking approval.

Jessie Harrington entertained a motion to approve the list of Transfers dated 10/30/2023 as presented by Dr. Chamberland.

Meghan McCrillis made a motion to approve the list of Transfers dated 10/30/2023 as presented by Dr. Chamberland. Samantha Raphael seconded the motion, it was unanimously approved.

Executive Session

At 6:40pm Jessie Harrington entertained the motion to adjourn into executive session to discuss the bargaining position with non-union personnel that could be compromised if discussed in open session. We will not return to open session.

Megan McCrillis made the motion to adjourn into executive session to discuss the bargaining position with non-union personnel that could be compromised if discussed in open session. We will not return to open session. Samantha Raphael seconded the motion, it was unanimously approved.

Meeting adjourned into executive session at 6:40pm.

**Roll Call Vote
Adjournment**

Respectfully submitted,

Mandy Williams

Recording Secretary

Referenced Documents:

Meeting Minutes: 11/1/23

Superintendent's Updated Goals

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

Policy JH & JJH-R

Year to date budget report dated 11/27/23

Budget Transfers dated 10/30/23

FIELD TRIPS

The School Committee recognizes that firsthand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as part of and directly related to the total school program and curriculum.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve, and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. Said guidelines and procedures should be developed by the Administration and reviewed and approved by the School Committee.

These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Principal and Superintendent and that all overnight and select out-of-state trips have the prior approval of the School Committee.

REF: IJOA-1

Approved on First Reading:	January 19, 2010
Approved on Second Reading:	February 1, 2010
Adopted:	February 1, 2010

Updated: February 19, 2015

FIELD TRIPS Criteria for Field Trips

The principal at his/her discretion shall give permission for the field trip planned. Once the field trip is approved by the principal, the following information shall be forwarded to the Superintendent in writing, seeking his/her approval:

- o A completed Field Trip Request Form, to include pre- and post-trip activities;
- o A listing of specific standards linking the trip with classroom lessons/units of study; and
- o An agenda of the trip from departure to arrival back to the school campus.

The principal shall verify that the field trip meets educational guidelines of the Auburn Public Schools. He/she will forward the above information to the Superintendent as follows:

- o No later than three months prior to the event for overnight or out-of-state field trips;
- o No later than six weeks prior to the event for an in-state day field trip.

The Superintendent will notify the principal of receipt of this information.

The School Committee is the final authority to determine whether out-of-state, overnight, overwater or foreign field trips meet the guidelines of the school department. Upon approval of the School Committee, the Superintendent shall notify the field trip coordinator to continue to plan the field trip.

Until approval for any trip is received (day, overnight or out-of-state), no documentation or notification shall be made to parents or students. To do so could jeopardize ultimate approval of said trip.

It is the responsibility of the field trip coordinator to see that all of the following information is provided and all of the following requirements are adhered to:

In-State Day Field Trip:

1. If the field trip is an in-state field trip, it requires the approval of the Principal and Superintendent only.
2. Require permission slip from each student for the field trip which will include parental/guardian signature.
3. Meet with the School Nurse to review students' medical needs. For all field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. For field trips within Auburn, (i.e. AHS – science lesson at SWIS; AMS – to Life Care), a nurse may not be required to attend if, in the school nurse's judgment, one is not necessary based on students needs. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
4. Identify transportation carrier to be used; coordinate with District Transportation Coordinator.
5. Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
6. Certify all chaperones have been CORI checked.
7. Hold meeting with students relative to their responsibilities regarding all aspects of the field trip, including discipline and behavior becoming an Auburn Public Schools' student.
8. Complete all building field trip procedures such as collecting money, permission slips, lunch counts, medical procedures, verification procedures, etc.
9. Notify cafeteria staff so that they may plan accordingly.

Out-of-State Day Field Trip:

1. If the day field trip is out of state but meets all of the following criteria, it will require the approval of the School Committee, but the requesting teacher may not need to come before them to seek permission. The approval of the Principal and Superintendent will also be required:
 - Day trip is to Connecticut, Rhode Island, New Hampshire, Maine or New York and does not involve an overnight stay;
 - Field trip has been successfully held within the past two school years with no issues, incidents of student misbehavior or other problems during the trip; and
 - Was approved by the School Committee at one time.
2. If the field trip is out-of-state and does not meet the three criteria noted above, it will require School Committee approval.
3. Require permission slip from each student for the field trip which will include parental/guardian signature.
4. Meet with the School Nurse to review students' medical needs. For all day out-of-state field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
5. Identify transportation carrier to be used; coordinate with District Transportation Coordinator.
6. Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
7. Certify all chaperones have been CORI checked.
8. Hold meeting with students relative to their responsibilities regarding all aspects of the field trip, including discipline and behavior becoming an Auburn Public Schools' student.
9. Complete all building field trip procedures such as collecting money, permission slips, lunch counts, medical procedures, verification procedures, etc.
10. Notify cafeteria staff so that they may plan accordingly.

Overnight, Out-of-State Field Trip:

1. Require permission slip from each student for the field trip which will include a parental/guardian signature.
2. Meet with parents of the students involved.
3. Meet with the School Nurse to review students' medical needs. For all overnight, out-of-state field trips through grade 8, a school nurse is required on each trip regardless of whether a student has an emergency medical condition that may require medication or not. At grades 9 through twelve, the school nurse, working in conjunction with the building administrator, will determine, based on students' needs, whether a nurse is required, as students at this level may self-administer with parental permission.
4. Provide complete and detailed itinerary of the proposed venture including timeline, areas to be visited and accommodations to be provided.
5. Identify transportation carrier or travel agency to be used and provide information relative to selection.
6. Provide complete financial information relative to the field trip including fundraising efforts and cost to pupils and chaperones.
7. Provide names and addresses of chaperones and ratio of male and female chaperones to male and female students. The general ratio shall be no greater than 10 to 1. Male and female chaperones will be provided in a mixed group of students.
8. Certify that all chaperones have been CORI checked.
9. Hold an orientation meeting for chaperones to ensure that they are cognizant of the goals and expectations of the field trip and willing to assume the responsibilities and liability expected of them.
10. Hold meeting with students relative to their responsibilities regarding all aspects of the field trip,

including discipline. Students will be required to sign a contract agreeing to abide by the Auburn Public Schools' Code of Conduct as well as their own school's general Code of Conduct and specific Code of Conduct for their field trip being considered. Contract should state that parents will be responsible for providing transportation home should a student refuse to live up to the discipline code while on the field trip. Contract must also be signed by parent or guardian.

11. Secure appropriate insurance information and parental permission to act in lieu of parents while on the field trip. Determine that all optional insurance required has been secured. (This includes medical, accident and cancellation.) Travel insurance, in amounts and with coverage as determined by the Auburn Public Schools, is mandatory for all foreign field trips and proof of insurance must be provided.

The principal shall have the right, after conferring with the field trip coordinator and students, to exclude a student from the activity if said student's prior demonstrated behavior is deemed to pose a risk to the success for safety of the field trip or if student and parent/guardian are not willing to sign discipline contract or permission slip, or to provide required insurance documentation.

All field trips must meet the above requirements and in addition must have the permission of the appropriate faculty advisor, department head, and/or Principal and Superintendent (School Committee approval for out-of-state and overnight field trips required). Copies of information to parents outlining all aspects of the field trip must be provided to appropriate advisor/department head. The school name should not be used without consent of the principal.

Cancellation Policy:

The Superintendent and the School Committee reserve 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.

REF: IJOA

Approved on First Reading:	March 15, 2010
Approved on Second Reading:	April 5, 2010
Adopted:	April 5, 2010
Amended:	February 19, 2015

Approved on First Reading:	February 22, 2017
Approved on Second Reading	March 6, 2017
Adopted:	March 6, 2017

Auburn Public Schools Field Trip Checklist

1. Plan a field trip to enhance curriculum. Contact site re: expense, chaperones, hours of operation, if tours are available, down payment, etc.
2. Discuss trip with principal, seeking his/her verbal approval to move forward with planning.
3. Complete field trip request form and submit to principal. Form must be submitted to Superintendent and approved by him/her at least six weeks prior to the trip. If it is an overnight or out-of-state field trip, approval from the School Committee must be sought at least three months prior to any announcement of the trip being made to students or families. If it is an out-of-state day field trip and meets the criteria as listed in the Out-of-State Day Field Trip section above, the requesting teacher may not need to come before the School Committee to seek their approval.
4. Notify the school nurse of the trip so that you can check if any students attending the trip receive medications and discuss the procedures necessary. If necessary, school nurse will assist in coordinating coverage.
5. Contact bus coordinator at Central Office to arrange transportation.
6. Notify cafeteria staff of field trip date and give count of students who will be out of the building and for how long.
7. Make sure all permission slips and money are returned to you within five days prior to the trip departure.
8. Make sure field trip form is signed by the Principal and Superintendent (and School Committee for out-of-state or overnight trips).
9. Call the facility the day before the trip to verify your arrival.
10. Call and verify the bus with the bus coordinator at least one day before the trip.
11. Remind parents and students of the trip by sending home written reminder or by making a OneCall announcement.
12. For all trips outside the Town of Auburn, the teacher in charge shall have a cell phone for emergency use.

Request for Approval

1. Submit Field Trip Request Form to Principal and Superintendent.
2. Thoroughly complete all sections of the request form and include a copy of the permission slip, notice to parents, agenda for the trip, including departure and arrival times, and any other pertinent accompanying documentation.
3. Determine the cost per student, including the cost of transportation.
4. Ensure the appropriate number of chaperones (at least one adult for every 10 students for middle and high school; at least one adult for every 6 students for elementary).

Upon Approval

1. Encourage all students to participate. In the event students will not be going, make arrangements for them to stay with someone and provide the principal with a list.
2. Seek alternate funding sources for students who may not be able to attend (for day trips).
3. Provide the principal a list of students and permission slips with emergency numbers.

AUBURN PUBLIC SCHOOLS - FIELD TRIP REQUEST FORM

School: _____

Principal: _____

Teacher: _____

Date of Request: _____

RE: **FIELD TRIP PROPOSAL**

Title of Field Trip: _____

Class or Grade Participating: _____ Number of Students: _____

Date(s): _____ Times: Leave at: _____ Return at: _____

Place: _____

If this day field trip is out-of-state, has it ever been approved by the School Committee: YES NO

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 type="checkbox"/> History/Social Studies | <input type="checkbox"/> Physical Education | <input type="checkbox"/> The Arts |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Other (please explain on the reverse side) | |

Please list the specific standards this trip will address:

Curriculum Area/Standard: _____

Curriculum Area/Standard: _____

Curriculum Area/Standard: _____

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

Pre-trip Activities: _____

Post-trip Activities: _____

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.

Principal's Signature _____

Superintendent's Signature _____

[] School Nurse has reviewed medical needs of students and is coordinating nursing coverage and/or providing training for the administration of medication to those individuals responsible.

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

Cost of Trip: _____ Funding Source: _____

Transportation by: _____ Name of Carrier: _____

Adults participating (min. 10-1 ratio required; 6-1 at Elementary level): _____

Chaperones have been CORI checked: ☐

Form must be approved by the Superintendent **AT LEAST SIX weeks prior to the event. For overnight and out-of-state trips, approval must be sought from the School Committee at least three months in advance.*

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.

Auburn Public Schools IJOA-1 February 2017

AUBURN PUBLIC SCHOOLS
5 WEST STREET
AUBURN, MA 01501
(508) 832-7755
DAY FIELD TRIP PERMISSION FORM

School: _____

On _____ your child will participate in a field trip to the _____
_____. We will be leaving school at _____ and returning at
_____. Transportation is provided. In order for your child to attend you must complete and
return this form no later than _____. All students are required to honor the Code of
Conduct of the Auburn Public Schools while on this trip.

If you have any questions please feel free to contact me at _____.

Trip Coordinator

I give my son/daughter _____ permission to attend the field trip to
_____ and to receive any necessary first aid and/or emergency
medical treatment.

[] I give permission for the nurse or another individual trained by the nurse to administer my
son/daughter's medication, if required, during the field trip.

Signature of parent/guardian

Emergency contact phone number

EMERGENCY INFORMATION FOR OUT-OF-STATE AND OVERNIGHT FIELD TRIPS

Student's Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Home Telephone Number: _____

Date of Birth: _____

Parent(s)/Guardian(s) Names: _____

Father's Phone Number: _____ Work/Cell: _____

Mother's Phone Number: _____ Work/Cell: _____

HEALTH INFORMATION

Family Physician Name: _____

Physician Telephone Number: _____

Insurance Provider: _____

Insurance Number: _____

Please list any health problems that we should be made aware of including whether you are currently taking any medications and if you have any allergies to medications.

[] I give permission for the nurse or another individual trained by the nurse to administer my son/daughter's medication, if required, during the field trip.

On rare occasions, a medical emergency arises when we are unable to contact the parents. Most hospitals frown upon administering any medical care without the consent of the parent/guardian. In order that no delay occur that might cause discomfort to your son/daughter, or endanger his/her life, we request this permission slip be signed by the parent/guardian.

I hereby grant permission to the field trip leader, or his/her designee, _____ to hospitalize, and secure proper treatment for my son/daughter in case of a medical emergency, provided he/she is unable to contact me, and according to his/her best professional judgment that further delay would cause severe discomfort or jeopardize the life of my son/daughter.

Date: _____ Student Signature: _____

Parent/Guardian Signature: _____

File: JJH - STUDENT LATE NIGHT OR OVERNIGHT TRAVEL

All student trips which include late night or overnight travel must have prior approval of the School Committee. Initial approval by the School Committee is required before engaging students in fundraising activities. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school district and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

SOURCE: MASC - Reviewed 2021

CROSS REFS.: [IJOA](#), Field Trips

LEGAL REFS.: M.G.L. [69:1B](#); [71:37N](#)

File: JJH-R - STUDENT TRAVEL REGULATIONS

1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI and/or background checks will be conducted in accordance with Massachusetts General Laws and School Committee Policy.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory". FMCSA ratings are available at <https://ai.fmcsa.dot.gov/SMS/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Dept. of Elementary and Secondary Education publication Student Learning Time Regulations Guide)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

3. Fundraising

The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA)

www.fmcsa.dot.gov

United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist")

www.uma.org/consumer/student-transportation/

Department of Defense's approved list of motor carriers

www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf

SOURCE: MASC - Reviewed 2021

CROSS REFS.: [IJOA](#), Field Trips

[ADDA](#) Background Checks

LEGAL REFS.: M.G.L. [69:1B](#); [71:37N](#); [71:38R](#)

603 CMR [27.00](#)

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL FUND							
1122011 PRINCIPAL - BM							
1122011 511160 PRINCIPAL'S SALA	110,000	3,300	113,300	43,576.90	69,723.04	.00	100.0%
1122011 511184 SECRETARY'S SALA	40,990	7,740	48,730	12,410.69	29,068.95	250.60	99.4%
1122011 5344 POSTAGE, BRYN MAWR	500	0	500	496.32	.00	3.68	99.3%
1122011 5421 PRINCIPAL'S SUPPLI	1,500	0	1,500	36.00	.00	1,464.00	2.4%
1122011 5442 PRINTING SUPPLIES	4,800	0	4,800	1,145.17	502.55	3,152.28	34.3%
1122011 5734 DUES, PRINCIPAL, B	1,575	0	1,575	1,509.00	.00	66.00	95.8%
1122011 5737 PRINC. PROF DEVELO	1,500	0	1,500	150.00	.00	1,350.00	10.0%
1123008 BYRN MAWR SPEC. EDUCATION							
1123008 511170 SPED TEACHERS'	254,454	6,219	260,673	58,999.74	196,034.60	5,638.46	97.8%
1123008 511172 BRYN MAWR SPED A	277,405	-85,821	191,584	47,586.24	170,861.20	-26,863.84	114.0%
1123008 511179 SPED INSTRUCTIONA	98,972	19,885	118,857	27,102.55	91,948.40	-194.40	100.2%
1123008 512070 SPED SUBSTITUTE	2,000	0	2,000	1,456.83	.00	543.17	72.8%
1123008 512079 SPED INSTR. ASSI	5,500	0	5,500	447.74	.00	5,052.26	8.1%
1123051 TEACH - BM - ELEM ED							
1123051 5100 ELL TUTOR	38,125	-4,393	33,732	7,784.34	25,947.80	.00	100.0%
1123051 511170 TEACHERS' SALARI	1,010,997	29,480	1,040,477	217,930.27	768,684.80	53,861.82	94.8%
1123051 511172 MATH PARAPROFESS	22,975	4,542	27,517	7,191.98	20,325.40	.00	100.0%
1123051 511179 INSTRUCTIONAL AS	134,172	8,712	142,884	32,159.04	110,724.80	.00	100.0%
1123051 511180 SPECIALISTS BRYN	197,156	-23	197,134	45,492.36	151,641.40	.02	100.0%
1123051 512070 TEA SALARIES/SUB	10,000	0	10,000	11,804.00	.00	-1,804.00	118.0%
1123051 512079 INSTRUCTIONAL AS	1,500	0	1,500	2,712.08	.00	-1,212.08	180.8%
1123051 512080 LONG TERM SUBSTI	0	0	0	2,550.00	.00	-2,550.00	100.0%
1123051 5126 TEACHER IN CHARGE	3,638	0	3,638	727.60	2,910.40	.00	100.0%
1123051 5127 AFTER SCHOOL PROGR	1,500	0	1,500	.00	.00	1,500.00	.0%
1123051 5128 TECHNOLOGY STIPEND	1,057	0	1,057	211.40	845.60	.00	100.0%
1123051 5129 OTHER STIPENDS BRY	8,789	1,154	9,943	1,846.70	8,096.24	.00	100.0%
1123051 5425 MUSIC SUPPLIES	750	66	816	311.80	.00	438.20	41.6%
1123051 5440 PHYSICAL EDUCATION	12,100	0	12,100	816.31	.00	.00	100.0%
1123051 5510 SUPPLIES, CLASSRM,	250	0	250	7,601.00	1,588.80	2,910.20	75.9%
1123051 5514 504 SUPPLIES BRYN	1,000	0	1,000	125.31	46.96	77.73	68.9%
1123051 5518 ART SUPPLIES BRYN	1,000	0	1,000	389.16	90.40	520.44	48.0%
1123051 5521 AFTER SCHL PROGRAM	1,500	0	1,500	.00	.00	1,500.00	.0%
1123051 5710 MILEAGE REIMB. TEA	100	0	100	.00	.00	100.00	.0%
1124051 TEXTBK - BM - ELEM ED							
1124051 5513 TEXTBOOKS, BRYN MA	1,000	-1,000	0	.00	.00	.00	.0%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024-13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1125051 LIBRARY - BM							
1125051 511178 MEDIA TECH	48,792	1,330	50,121	11,419.13	37,531.90	1,170.31	97.7%
1125051 5587 LIBRARY SUPPLIES,	1,000	0	1,000	902.57	.00	97.43	90.3%
1126051 AUDIO/VISUAL - BM							
1126051 5515 SUPPLIES, AUDIOVIS	1,700	0	1,700	574.07	.00	1,125.93	33.8%
1127054 GUIDANCE - BM							
1127054 511176 GUIDANCE SALARIE	125,555	0	125,555	22,068.00	73,560.00	29,927.00	76.2%
1127054 5511 GUIDANCE SUPPLIES,	550	0	550	328.87	.00	221.13	59.8%
1132099 HEALTH SVCS - BM							
1132099 511185 SALARY, NURSE, B	84,847	900	85,747	20,480.10	65,267.00	.00	100.0%
1141099 O&P - BM							
1141099 511192 SALARIES CUSTODI	103,440	1,797	105,237	40,545.72	64,691.20	.00	100.0%
1141099 5211 LIGHTS/POWER BRYN	14,500	0	14,500	151.54	2,957.47	11,390.99	21.4%
1141099 5214 HEATING FUEL, BRYN	15,195	0	15,195	250.00	14,945.00	.00	100.0%
1141099 5231 WATERM BRYN MAWR	4,000	0	4,000	75.00	.00	3,925.00	1.9%
1141099 5232 SEWER USE CHARGE,	2,000	596	2,596	2,595.70	.00	.00	100.0%
1141099 5450 SUPPLIES CUSTODIAL	7,875	211	8,086	7,555.23	530.45	.00	100.0%
1142099 MAINT OF PLANT - BM							
1142099 5430 BLDG REPAIRS/IMPRO	16,000	6,630	22,630	17,160.03	9,184.30	-3,713.85	116.4%
1422011 PRINCIPAL - PAK							
1422011 511160 PRINCIPAL'S SALA	117,317	3,520	120,837	46,475.80	74,361.28	.00	100.0%
1422011 511184 SECRETARY'S SALA	40,990	0	40,990	12,625.69	27,131.02	1,233.04	97.0%
1422011 5344 POSTAGE, PAKACHOAG	400	0	400	400.00	.00	.00	100.0%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1422011 5421 PRINCIPAL'S SUPPLI	1,500	223	1,723	1,573.44	.00	150.00	91.3%
1422011 5442 PRINTING SUPPLIES	4,700	-2,000	2,700	1,633.54	176.70	889.76	67.0%
1422011 5734 DUES, PRINCIPAL, P	1,575	-73	1,502	1,248.07	.00	253.49	83.1%
1422011 5737 PRINC. PROF DEVELO	1,500	0	1,500	.00	.00	1,500.00	.0%
1423008 PAKACHOAG SPED							
1423008 511170 SPED TEACHERS' S	57,927	38,408	96,335	17,950.82	49,602.40	28,782.06	70.1%
1423008 511172 SPED ABA PAKACHO	171,205	72,043	243,249	54,349.34	189,027.40	-127.99	100.1%
1423008 511179 SPED INSTRUCTION	74,202	2,238	76,441	17,640.12	58,800.40	1,973.75	100.0%
1423008 512070 SPED SUB TEACHER	2,000	0	2,000	26.25	.00	1,973.75	1.3%
1423008 512079 SPED INSTRUCT AS	3,000	0	3,000	419.33	.00	2,580.67	14.0%
1423051 TEACH - PAK - ELEM ED							
1423051 5100 ELL TUTOR	38,125	2,143	40,268	9,292.62	30,975.40	.00	100.0%
1423051 511170 TEACHERS' SALARI	945,426	3,659	949,085	213,162.28	733,203.20	2,719.52	99.7%
1423051 511172 MATH PARAPROFESS	22,243	2,791	25,034	5,777.10	19,257.00	.00	100.0%
1423051 511179 INSTRUCTIONAL AS	127,077	-241	126,835	29,413.32	97,421.80	.00	100.0%
1423051 511180 SPECIALISTS PAKA	197,156	-22	197,134	45,492.48	151,641.40	-02	100.0%
1423051 512070 TEA SALARIES, SU	10,000	0	10,000	2,395.22	.00	7,604.78	24.0%
1423051 512079 INSTRUCTIONAL AS	2,000	0	2,000	1,055.08	.00	944.92	52.8%
1423051 5126 TEACHER IN CHARGE	3,838	1,819	5,657	1,091.40	4,365.60	1,500.00	100.0%
1423051 5127 AFTER SCHOOL PROGR	1,500	0	1,500	.00	.00	.00	100.0%
1423051 5128 TECHNOLOGY STIPEND	1,057	0	1,057	211.40	845.60	.00	104.7%
1423051 5129 OTHER STIPENDS PAK	18,059	1,470	19,529	4,171.94	16,265.97	-908.99	60.3%
1423051 5425 MUSIC SUPPLIES	750	0	750	452.35	.00	297.65	60.3%
1423051 5440 PHYSICAL EDUCATION	750	0	750	743.75	.00	6.25	99.2%
1423051 5510 SUPPLIES, CLASSRM,	11,084	3,000	14,084	11,642.98	1,245.68	1,195.34	91.5%
1423051 5514 504 SUPPLIES PAKAC	250	0	250	212.47	.00	37.53	85.0%
1423051 5518 ART SUPPLIES PAKAC	1,000	0	1,000	461.67	233.12	305.21	69.5%
1423051 5521 AFTER SCHL PROGRAM	1,500	0	1,500	.00	.00	1,500.00	.0%
1423051 5710 MILEGAE REIMB. TEA	100	0	1,100	11.52	.00	88.48	11.5%
1424051 TEXTBK - PAK - ELEM ED							
1424051 5513 TEXTBOOKS, PAKACHO	1,000	-1,000	0	.00	.00	.00	.0%
1425051 LIBRARY - PAK							
1425051 511178 MEDIA TECH	48,792	1,330	50,121	11,419.18	37,531.90	1,170.27	97.7%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1425051 5587 LIBRARY SUPPLIES,	1,000	0	1,000	804.63	116.04	79.33	92.1%
1426051 AUDIO/VISUAL - PAK							
1426051 5515 SUPPLIES, AUDIOVIS	1,700	-150	1,550	626.95	226.80	696.25	55.1%
1427054 GUIDANCE - PAK							
1427054 511176 GUIDANCE SALARIE	127,510	0	127,510	22,519.14	75,063.80	29,927.06	76.5%
1427054 5511 GUIDANCE SUPPLIES,	500	0	500	158.78	136.78	204.44	59.1%
1432099 HEALTH SVCS - PAK							
1432099 511185 SALARY, NURSE, P	70,635	1,400	72,035	17,700.38	54,334.60	.00	100.0%
1432099 511186 LPN 1 TO 1 PAKAC	40,595	1,218	41,812	1,608.17	40,204.25	.00	100.0%
1441099 O&P - PAK							
1441099 511192 SALARIES CUSTODI	103,440	-4,538	98,902	38,039.20	60,862.79	.01	100.0%
1441099 5211 LIGHTS/POWER PAKAC	34,316	0	34,316	229.91	19,635.48	14,450.41	57.9%
1441099 5214 HEATING FUEL, PAKA	20,268	0	20,268	762.72	18,118.67	1,386.11	93.2%
1441099 5231 WATER, PAKACHOAG	3,000	0	3,000	377.93	2,622.07	.00	100.0%
1441099 5232 SEWER USE CHARGE,	1,000	831	1,831	1,831.17	.00	.00	100.0%
1441099 5450 SUPPLIES CUSTODIAL	7,875	5,782	13,657	13,219.10	530.45	-92.28	100.7%
1442099 MAINT OF PLANT - PAK							
1442099 5430 BLDG REPAIRS/IMPRO	23,000	0	23,000	4,590.69	5,773.40	12,635.91	45.1%
1522011 PRINCIPAL - MS							
1522011 511160 PRINCIPALS' SALA	247,114	8,476	255,590	98,067.30	157,523.04	.00	100.0%
1522011 511184 SECRETARIES' SAL	85,411	6,944	92,355	27,134.62	59,871.51	5,348.80	94.2%
1522011 5344 POSTAGE, MIDDLE SC	3,000	0	3,000	2,152.97	.00	847.03	71.8%
1522011 5421 PRINCIPALS' SUPPLI	500	0	500	.00	165.00	335.00	33.0%
1522011 5422 PRINTING SUPPLIES	15,000	-3,500	11,500	1,155.27	100.00	10,244.73	10.9%
1522011 5734 DUES, PRINCIPALS,	1,100	0	1,100	600.00	.00	500.00	54.5%
1522011 5737 PRINC. PROF DEVELO	3,000	0	3,000	.00	.00	3,000.00	.0%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
01	GENERAL FUND	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED
1523008 MIDDLE SCHOOL SPED								
1523008	511170	SPED TEACHERS'						
1523008	511172	SPED ABA MIDDLE	50,594	668,616	143,728.10	478,139.20	46,748.84	93.0%
1523008	511179	SPED INSTRUCTION	33,552	287,564	66,244.35	221,819.80	-500.00	100.2%
1523008	512070	SPED SUB TEACHER	-33,034	120,469	27,718.37	112,341.78	-19,590.93	116.3%
1523008	512079	SPED INSTR ASSIS	0	5,000	94.01	.00	4,905.99	1.9%
1523008	512079	SPED INSTR ASSIS	0	6,500	150.00	.00	6,350.00	2.3%
1523052 TEACH - MS - MS ED								
1523052	5100	ELL TUTOR	-3,280	35,490	8,190.00	27,300.00	.00	100.0%
1523052	511170	TEACHERS' SALARI	-64,025	2,734,152	631,103.70	2,103,047.80	.00	100.0%
1523052	511179	INSTRUCTIONAL AS	748	748	747.80	.00	.00	100.0%
1523052	511180	SPECIALISTS MIDD	15,436	601,949	138,921.20	462,782.20	245.40	100.0%
1523052	512070	TEA SALARIES SUB	0	33,000	6,519.80	.00	26,480.20	19.8%
1523052	512079	INSTRUCTIONAL AS	3,100	3,100	100.00	.00	3,000.00	3.2%
1523052	5127	AFTER SCHOOL PROGR	0	1,000	.00	.00	1,000.00	.0%
1523052	5128	TECHNOLOGY STIPEND	0	3,120	624.00	2,496.00	.00	100.0%
1523052	5129	OTHER STIPENDS MID	11,455	23,871	6,303.50	18,500.97	-933.55	103.9%
1523052	5317	COMMENCEMENT MIDL	0	2,000	.00	.00	2,000.00	.0%
1523052	5425	MUSIC SUPPLIES	0	4,903	458.91	4,398.29	45.80	99.1%
1523052	5440	PHYSICAL EDUCATION	0	3,460	3,455.19	3,455.19	4.81	99.9%
1523052	5510	SUPPLIES, CLASSRM,	3,500	19,717	9,518.43	8,502.95	1,695.62	91.4%
1523052	5514	504 SUPPLIES MIDL	0	500	.00	.00	500.00	.0%
1523052	5521	AFTER SCHL PROGRAM	0	1,000	.00	.00	1,000.00	.0%
1523052	5710	MILEAGE REIMB. TEA	0	500	180.78	.00	319.22	36.2%
1525052 LIBRARY - MS								
1525052	5587	LIBRARY SUPPLIES,	0	1,500	.00	.00	1,500.00	.0%
1526052 AUDIO/VISUAL - MS								
1526052	5515	SUPPLIES, AUDIOVIS	0	2,800	65.00	980.00	1,755.00	37.3%
1527054 GUIDANCE - MS								
1527054	511176	GUIDANCE SALARIE	0	321,438	72,047.54	216,251.40	33,139.06	89.7%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1527054 5511 GUIDANCE SUPPLIES	898	0	898	370.33	137.72	389.67	56.6%
1532099 HEALTH SVCS - MS							
1532099 511185 SALARY, NURSE, M	131,057	-75,599	55,458	23,377.47	109,415.00	-77,334.58	239.4%
1532099 511186 LPN 1 TO 1 AMS	41,129	78,181	119,311	8,634.74	32,475.60	78,200.25	34.5%
1535012 MIDDLE SCHOOL ATHLETICS							
1535012 511188 MIDDLE SCHOOL CO	17,500	0	17,500	.00	.00	17,500.00	.0%
1535052 STUDENT BODY - MS - MS ED							
1535052 5300 MIDDLE SCHOOL OFFI	4,500	0	4,500	596.00	156.00	3,748.00	16.7%
1535052 551086 AWARDS, OTHER, M	750	0	750	.00	.00	750.00	.0%
1535052 5518 ART SUPPLIES MIDDLE	2,475	0	2,475	.00	1,832.91	642.09	74.1%
1541099 O&P - MS							
1541099 511192 SALARIES CUSTODI	229,200	8,723	237,923	91,508.80	146,414.01	90,939.41	100.0%
1541099 5211 LIGHTS/POWER MIDDLE	148,450	0	148,450	11,120.10	46,390.49	1,526.25	38.7%
1541099 5214 HEATING FUEL, MIDDLE	54,526	0	54,526	5,717.88	47,282.12	1,625.63	97.2%
1541099 5231 WATER, MIDDLE SCHO	4,000	0	4,000	2,374.37	.00	.00	59.4%
1541099 5232 SEWER USE CHARGE,	2,500	1,484	3,984	3,984.27	.00	.00	100.0%
1541099 5450 SUPPLIES CUSTODIAL	9,875	4,136	14,071	13,817.28	233.53	.00	100.0%
1542099 MAINT OF PLANT - MS							
1542099 5430 BLDG REPAIRS/IMPRO	40,000	0	40,000	13,616.23	8,014.39	18,369.38	54.1%
1622011 PRINCIPAL - HS							
1622011 511160 PRINCIPALS' SALA	243,673	5,973	249,646	96,017.70	153,628.32	.00	100.0%
1622011 511184 SECRETARIES' SAL	141,634	1,728	143,362	53,105.10	90,127.68	129.50	99.9%
1622011 5344 POSTAGE, HIGH SCHO	3,000	0	3,000	2,500.00	.00	500.00	83.3%
1622011 5421 PRINCIPALS SUPPLIE	1,494	0	1,494	498.71	121.63	873.66	41.5%
1622011 5422 PRINTING SUPPLIES	15,403	-1,100	14,303	2,732.58	945.09	10,625.33	25.7%
1622011 5734 DUES, PRINCIPALS,	6,723	0	6,723	4,805.00	.00	1,918.00	71.5%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01	GENERAL FUND							
1622011	5737 PRINC. PROF DEVELO	3,000	0	3,000	1,500.00	1,070.00	430.00	85.7%
1623008 HIGH SCHOOL SPED								
1623008	511170 SPED TEACHERS'	402,820	3,462	406,282	93,757.38	312,524.60	.00	100.0%
1623008	511172 SPED ABA HIGH SC	104,762	0	104,762	23,203.19	56,147.80	25,410.81	75.7%
1623008	511179 SPED INSTRUCT AS	233,395	-56,154	177,241	36,907.71	135,092.25	5,240.89	97.0%
1623008	512070 SPED SUB TEACHER	0	0	3,000	1,537.66	.00	1,462.34	51.3%
1623008	512079 SPED INSTRUCT AS	6,000	0	6,000	50.00	.00	5,950.00	.8%
1623053 TEACH - HS - OTHER								
1623053	511170 TEACHERS' SALARI	4,283,927	-202,298	4,081,629	932,421.79	3,142,482.20	6,725.50	99.8%
1623053	511175 IN HOUSE SUSPENS	47,975	-47,975	0	.00	.00	.00	.0%
1623053	511180 SPECIALISTS HIGH	465,387	51,637	517,024	119,286.48	397,737.60	.00	100.0%
1623053	512070 TEA SALARIES SUB	34,000	0	34,000	14,164.55	.00	19,835.45	41.7%
1623053	512072 SUBS-SAT-MORNING	2,000	0	2,000	500.00	.00	1,500.00	25.0%
1623053	512076 SUPPLEMENTAL INS	6,500	0	6,500	.00	.00	6,500.00	.0%
1623053	512079 H S INSTRUCTIONA	0	600	600	600.00	.00	.00	100.0%
1623053	512080 LONG TERM SUBSTI	0	8,000	8,000	9,100.00	.00	-1,100.00	113.8%
1623053	5128 TECHNOLOGY STIPEND	2,114	0	2,114	422.80	1,691.20	.00	100.0%
1623053	5129 OTHER STIPENDS HIGH	15,434	22,145	37,578	10,056.20	28,810.24	-1,288.22	103.4%
1623053	5317 COMMENCEMENT HIGH	15,975	0	15,975	562.01	15,001.50	411.49	97.4%
1623053	5425 MUSIC SUPPLIES	3,617	0	3,617	1,226.43	2,187.35	203.22	94.4%
1623053	5440 PHYSICAL EDUCATION	5,197	0	5,197	4,918.43	20.39	258.18	95.0%
1623053	5510 SUPPLIES, CLASSRM,	24,095	1,172	25,267	22,778.27	1,383.29	1,105.52	95.6%
1623053	5514 504 SUPPLIES HIGH	250	0	250	.00	.00	250.00	.0%
1623053	5518 ART SUPPLIES HIGH	4,595	0	4,595	4,309.70	.00	285.30	93.8%
1623053	5710 MILEAGE REIMB. TEA	500	0	500	.00	.00	500.00	.0%

1625053 LIBRARY - HS

1625053	511178 MEDIA SPECIALIST	97,583	0	97,583	22,519.14	75,063.80	.06	100.0%
1625053	5587 LIBRARY SUPPLIES,	8,050	0	8,050	4,587.86	3,402.87	59.27	99.3%

1626053 AUDIO/VISUAL - HS

1626053	5515 SUPPLIES, AUDIOVIS	1,317	0	1,317	534.11	107.00	675.44	48.7%
---------	-------------------------	-------	---	-------	--------	--------	--------	-------

1627054 GUIDANCE - HS

1627054	511176 GUIDANCE SALARIE	454,136	0	454,136	106,850.88	343,512.00	3,772.72	99.2%
---------	-------------------------	---------	---	---------	------------	------------	----------	-------

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1627054 511184 SECRETARY'S SALA	40,990	0	40,990	12,777.72	27,131.02	1,081.01	97.4%
1627054 5511 GUIDANCE SUPPLIES,	10,450	0	10,450	558.45	29.20	9,862.35	5.6%
1632099 HEALTH SVCS - HS							
1632099 511185 SALARY, NURSE, H	151,535	46,894	198,429	44,710.42	153,718.20	37,494.01	100.0%
1632099 511186 LPN 1 TO 1 AHS	41,129	-3,635	37,494	.00	.00		.0%
1635012 STUDENT BODY - HS - ATHLETICS							
1635012 511187 ATHLETIC TRAINER	39,591	18,410	58,000	17,652.18	40,347.84	.00	100.0%
1635012 511188 SALARIES, COACHE	185,524	0	185,524	.00	.00	185,524.00	.0%
1635012 511193 TICKET TAKERS	3,500	0	3,500	.00	.00	3,500.00	.0%
1635012 5300 HIGH SCHOOL OFFICI	9,500	0	9,500	9,500.00	.00	.00	100.0%
1635012 533006 ATHLETICS TRANSP	63,000	0	63,000	13,413.38	49,586.62	.00	100.0%
1635012 5336 ATHLETIC TRANSPORT	6,000	0	6,000	6,000.00	.00	.00	100.0%
1635012 535007 GAME MGMT, ICE T	30,000	0	30,000	.00	.00	30,000.00	.0%
1635012 535019 ATHLETICS/RECOND	15,000	0	15,000	.00	15,000.00	.00	100.0%
1635012 551016 TEAM EQUIPMENT,	24,000	0	24,000	10,278.97	3,503.10	10,217.93	57.4%
1635012 551017 ATH SUPP, TRAINI	5,800	0	5,800	1,748.88	.00	4,051.12	30.2%
1635012 551018 ATHLETIC AWARDS	9,000	-974	8,027	20.00	3,170.00	4,836.50	39.7%
1635012 5734 DISTRICT ATHLETIC	5,000	2,098	7,098	7,097.50	.00	.00	100.0%
1635012 5737 PROF DEVELOPMENT,	2,000	0	2,000	220.00	.00	1,780.00	11.0%
1635012 574006 ATHLETICS INSURA	10,500	-1,124	9,376	9,376.00	.00	.00	100.0%
1635012 5856 MIDDLE SCHOOL ATH	3,000	0	3,000	539.00	.00	2,461.00	18.0%
1635013 STUDENT BODY - HS - FN ARTS							
1635013 551091 BAND UNIFORMS	3,000	0	3,000	197.51	.00	2,802.49	6.6%
1635013 551092 BAND EQUIPMENT	4,000	0	4,000	605.40	2,231.44	1,163.16	70.9%
1635013 551093 BAND SUPPLIES &	1,500	0	1,500	.00	.00	1,500.00	.0%
1635013 5518 WOOD TECH SUPPLIES	5,600	0	5,600	.00	4,069.40	1,530.60	72.7%
1635053 STUDENT BODY - HS - CURRIC							
1635053 551086 AWARDS, OTHER, H	2,920	0	2,920	.00	100.00	2,820.00	3.4%
1635053 5517 GRAPHIC SUPPLIES H	9,086	0	9,086	.00	5,018.99	4,067.01	55.2%
1635053 5526 CURRICULUM COMPETI	11,000	0	11,000	465.00	2,745.25	7,789.75	29.2%
1641099 O&P - HS							
1641099 511192 SALARIES CUSTODI	387,898	7,238	395,136	151,840.00	243,296.00	.00	100.0%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 '13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1641099 5211 LIGHTS/POWER HIGH	156,633	0	156,633	12,193.51	137,795.06	6,644.43	95.8%
1641099 5214 HEATING FUEL, HIGH	59,500	0	59,500	7,265.63	82,234.37	-30,000.00	150.4%
1641099 5231 WATER, HIGH SCHOOL	14,000	0	14,000	3,386.42	.00	10,613.58	24.2%
1641099 5232 SEWER USE CHARGE,	7,500	4	7,504	7,504.44	.00	10,000.00	100.0%
1641099 5450 SUPPLIES CUSTODIAL	22,625	0	22,625	11,793.64	253.53	10,577.83	53.2%
1642099 MAINT OF PLANT - HS							
1642099 5430 BLDG REPAIRS/IMPRO	65,000	0	65,000	33,420.64	6,540.80	25,038.56	61.5%
1711099 SCHOOL COMMITTEE							
1711099 5301 LEGAL NOTICES	1,000	0	1,000	.00	.00	1,000.00	.0%
1711099 5304 CENSUS	750	0	750	.00	.00	750.00	.0%
1711099 5306 LEGAL SERVICES	22,000	0	22,000	3,955.00	18,045.00	.00	100.0%
1711099 5732 SCHOOL COMMITTEE D	13,000	3,407	16,407	14,507.00	1,900.00	.00	100.0%
1712099 SUPERINTENDENT'S OFFICE							
1712099 511151 SUPERINTENDENT'S	170,000	6,800	176,800	68,000.00	108,800.00	.00	100.0%
1712099 511181 SECY TO SUPT. & S	60,840	4,629	65,469	24,968.07	38,750.08	1,750.73	97.3%
1712099 5344 SUPERINTENDENT'S P	5,500	0	5,500	3,079.05	.00	2,420.95	56.0%
1712099 5421 SUPERINTENDENT'S S	5,500	-782	4,718	2,000.03	473.55	2,244.88	52.4%
1712099 5732 SUPERINTENDENT'S D	3,000	782	3,782	4,081.54	.00	-300.00	107.9%
1712099 5733 SUPERINTENDENT'S P	350	0	350	5,112.93	.00	-4,762.93	1460.8%
1712099 5737 SUPERINTENDENT PRO	1,500	0	1,500	6,502.52	.00	-5,002.52	433.5%
1714099 ADMINISTRATION SUPPORT							
1714099 511154 BUSINESS ADMININ	126,608	4,431	131,039	50,399.60	80,639.36	.00	100.0%
1714099 511182 PAYROLL BUSINESS	56,135	16,973	73,108	28,118.50	44,989.60	.00	100.0%
1714099 511183 AP BUSINESS ASSI	64,890	6,610	71,500	27,500.00	44,000.00	.00	100.0%
1714099 5127 DISTRICTWIDE SITE	17,000	0	17,000	1,695.00	.00	15,305.00	10.0%
1714099 5129 OTHER STIPENDS	13,500	0	13,500	1,076.90	1,353.76	11,069.34	18.0%
1714099 5300 CONTRACTED SERVICE	13,514	0	13,514	.00	.00	13,514.00	.0%
1714099 5304 ANNUAL AUDIT	4,000	0	4,000	.00	.00	4,000.00	.0%
1714099 5421 OFFICE SUPPLIES	250	-230	20	.00	.00	20.00	.0%
1714099 5424 COMPUTER SUPPLIES	100	0	100	.00	.00	100.00	.0%
1714099 5710 BUSINESS ADMINISTR	100	0	100	.00	.00	100.00	.0%
1714099 5732 BUSINESS ADMINISTR	850	0	850	.00	.00	850.00	.0%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1714099 5786 BUS MGR. PROF.DEVE	1,500	230	1,730	1,730.00	.00	.00	100.0%
1714510 ADMINISTRATIVE TECHNOLOGY							
1714510 511191 TECH SUPPORT/MAI	184,878	5,547	190,425	73,240.40	117,184.64	.00	100.0%
1714510 5711 NETWORK TECH TRAVE	664	0	664	.00	.00	664.00	.0%
1721008 SUPERVISORY - SPECIAL ED							
1721008 511152 DIR. OF PUPIL SE	110,000	8,500	118,500	45,576.90	72,923.04	.00	100.0%
1721008 511184 SECRETARIES' SAL	48,000	3,570	51,570	20,185.48	31,384.64	.00	100.0%
1721008 512077 PHYSICAL THERAPY	0	0	0	14,839.82	147,316.89	-162,156.71	100.0%
1721008 512078 CLINICAL SERVICE	117,686	4,706	122,392	28,244.40	94,148.00	.00	100.0%
1721008 5129 BEYOND SCHOOL DAY	10,000	0	10,000	3,974.75	.00	6,025.25	39.7%
1721009 SUPERVISORY - CURRICULUM							
1721009 511153 ASST. SUPERINTEN	158,000	4,740	162,740	62,592.30	100,147.68	.00	100.0%
1721009 511184 SECRETARY TO ASS	16,000	8,193	24,193	5,077.00	.00	19,115.96	21.0%
1721009 5323 ELE TRANSLATORS	20,000	0	20,000	27.75	18,672.25	1,300.00	93.5%
1721009 5421 ASST. SUPERINTENDE	1,500	0	1,500	22.22	.00	1,477.78	1.5%
1721009 5510 ELL TEACHING SUPPL	4,000	0	4,000	.00	619.85	3,380.15	15.5%
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	29.00	.00	471.00	5.8%
1721009 5738 ASST. SUPER PROF D	1,500	0	1,500	1,290.00	.00	210.00	86.0%
1721010 SUPERVISORY - TECHNOLOGY							
1721010 511155 DIRECTOR OF TECH	110,210	3,031	113,241	43,554.20	69,686.72	.00	100.0%
1721010 511157 DISTRICT DATA CO	64,718	0	64,718	15,346.17	35,076.96	14,294.86	77.9%
1721010 5421 DIR. OF TECHNOLOGY	7,500	0	7,500	2,619.73	.00	4,880.27	34.9%
1721010 5734 DIRECTOR OF TECH D	900	0	900	440.00	315.00	145.00	83.9%
1721010 5738 DIR. TECH PROF DEV	1,500	0	1,500	.00	.00	1,500.00	.0%
1721012 SUPERVISORY - ATHLETICS							
1721012 5344 ATHLETIC DIRECTOR'	300	0	300	300.00	.00	.00	100.0%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13									
ACCOUNTS FOR:	GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1721012 5421	ATHLETIC DIRECTOR'	460	-50	410	.00	.00	410.00	.0%	
1721012 5732	ATHLETIC DIRECTOR'	300	50	350	350.00	.00	.00	100.0%	
1721013 SUPERVISORY - FINE ARTS									
1721013 5421	FINE ARTS DIRECTOR	565	0	565	.00	.00	565.00	.0%	
1721013 5710	FINE ARTS DIRECTOR'	525	0	525	.00	.00	525.00	.0%	
1721013 5732	FINE ARTS DIRECTOR	135	0	135	.00	.00	135.00	.0%	
1721099 SUPERVISORY - CENTRAL ADM									
1721099 511165	ATHLETIC DIRECTO	0	64,498	64,498	31,208.65	33,289.20	-.02	100.0%	
1721099 5300	HOMEBOUND CONTRACT	0	0	0	458.86	.00	-458.86	100.0%	
1723008 SPECIAL EDUCATION TEACHERS									
1723008 511158	TEAM CHAIRPERSON	343,100	3,377	346,477	79,806.35	264,199.60	2,471.10	99.3%	
1723008 511170	TEACHERS SALARIE	97,583	0	97,583	22,519.14	75,063.80	.06	100.0%	
1723008 511172	SPED ABA	80,804	0	80,804	10,450.55	58,361.60	11,991.67	85.2%	
1723008 511179	INSTRUCTIONAL AS	0	19,443	19,443	747.80	18,695.00	.00	100.0%	
1723008 511180	SPECIALISTS	442,374	0	442,374	88,060.78	322,215.60	32,097.62	92.7%	
1723008 512070	TEA SALARIES SUB	0	105	105	105.00	.00	.00	100.0%	
1723008 512079	INSTRUCTIONAL AS	0	0	0	46.14	.00	-46.14	100.0%	
1723008 5129	OTHER STIPENDS	10,332	0	10,332	.00	.00	10,332.00	.0%	
1723010 TEACH - TECH - OTHER									
1723010 5263	COMPUTER TECH MAIN	52,762	0	52,762	35,736.28	1,950.00	15,075.92	71.4%	
1723010 5312	D/W COMPUTER SOFTW	166,770	0	166,770	157,166.88	6,483.12	3,120.00	98.1%	
1723099 TEACH - SW - OTHER									
1723099 511170	PRESCHOOL TEACHE	83,583	14,000	97,583	36,526.66	145,101.40	-84,045.12	186.1%	
1723099 511172	PRESCHOOL SPED A	296,005	0	296,005	68,252.16	227,507.20	245.36	99.9%	
1723099 511179	PRESCHOOL INSTRU	69,733	0	69,733	12,494.93	38,063.20	19,174.68	72.5%	
1723099 511185	PRESCHOOL NURSE	44,765	53	44,818	10,342.50	34,475.00	.00	100.0%	
1723099 5118	TEA SALARIES,GRAN	0	0	0	.00	57,867.80	-57,867.80	100.0%	
1723099 5119	SALARIES RESERVE/P	320,075	-320,075	0	.00	.00	.00	.0%	
1723099 512070	PRESCHOOL SUBSTI	0	256	256	541.47	.00	-285.47	211.5%	

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1723099 512079 PRESCHOOL SUBS I	0	1,271	1,271	2,236.16	.00	-964.77	175.9%
1723099 5129 PRESCHOOL STIPENDS	0	5,828	5,828	839.52	5,548.40	-559.68	109.6%
1723099 517007 TEACHERS' SAL.AC	65,000	0	65,000	1,447.60	.00	63,552.40	2.2%
1723509 TEACH - CURR - OTHER							
1723509 511184 SECRETARY, CURRI	0	0	0	.00	46,975.50	-46,975.50	100.0%
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	.00	.00	8,000.00	.0%
1723509 5712 SYSTEM-WIDE ADMIN	5,000	0	5,000	1,832.79	1,476.96	1,690.25	66.2%
1723509 5731 SYSTEM-WIDE PROFFE	8,000	0	8,000	2,090.38	4,470.00	1,439.62	82.0%
1723509 5732 COURSE REIMB.SYSTE	12,000	0	12,000	.00	.00	12,000.00	.0%
1724099 SYSTEMWIDE TEXTBOOKS							
1724099 5513 TEXTBOOKS-SYSTEM-W	50,000	0	50,000	.00	9,998.97	40,001.03	20.0%
1728008 PSYCHOLOGICAL SERVICES							
1728008 511159 BCBA	119,957	44,178	164,135	37,912.40	126,257.96	-35.01	100.0%
1728008 511169 SOCIAL WORKERS	178,088	0	178,088	71,523.78	238,124.20	-131,559.98	173.9%
1728008 511177 SCHOOL PSYCHOLOG	193,211	0	193,211	43,779.24	145,930.80	3,500.96	98.2%
1732099 HEALTH SVCS - SW							
1732099 512085 SALARY, NURSE, S	5,000	5,061	10,061	17,247.76	.00	-7,186.46	171.4%
1732099 5307 PHYSICIAN'S STIPEN	5,000	0	5,000	.00	.00	5,000.00	.0%
1732099 5329 HEALTH CONTRACTED	1,000	0	1,000	.00	.00	1,000.00	.0%
1732099 5501 HEALTH SERVICE, SU	7,000	0	7,000	3,425.86	.00	3,574.14	48.9%
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%
1733008 PUPIL TRANS - SW							
1733008 5330 TRANSPORTATION OF	318,785	0	318,785	119,572.80	199,212.20	.00	100.0%
1733008 5333 OUT DISTRICT SPED	126,146	0	126,146	35,228.48	198,051.00	-107,133.44	184.9%
1733099 PUPIL TRANS - SW							
1733099 5330 TRANSPORTATION OF	726,645	0	726,645	86,011.20	624,100.80	16,533.00	97.7%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1733099 5335 TRANSPORTATION-COM	12,000	0	12,000	.00	1,017.85	10,982.15	8.5%
1735013 STUDENT BODY - SW - FN ARTS							
1735013 512070 MUSIC STAFF DUTI	3,000	0	3,000	.00	.00	3,000.00	.0%
1735013 5129 MUSIC STIPENDS	8,000	0	8,000	.00	.00	8,000.00	.0%
1735013 551086 AWARDS, OTHER, F	1,200	0	1,200	.00	.00	1,200.00	.0%
1735013 551087 TRANS. & REGISTR	15,000	0	15,000	2,418.95	10,456.05	2,125.00	85.8%
1735013 5526 FINE ARTS' EQUIP.	6,000	0	6,000	1,722.98	3,660.00	617.02	89.7%
1741099 O&P - SW							
1741099 513092 SALARIES CUSTODI	10,000	0	10,000	.00	.00	10,000.00	.0%
1741099 5211 LIGHTS/POWER CENTR	18,600	0	18,600	141.08	2,960.41	15,498.51	16.7%
1741099 5214 HEATING FUEL, CENT	20,570	0	20,570	250.00	20,320.00	.00	100.0%
1741099 5341 TELEPHONES	21,000	10,841	31,841	11,558.97	20,282.20	.00	100.0%
1741099 5450 SUPPLIES CUSTODIAL	1,500	2,974	4,474	4,473.89	.00	.00	100.0%
1742099 MAINT OF PLANT - SW							
1742099 511191 MAINTENANCE MEN	0	26,410	26,410	10,157.70	16,252.32	.00	100.0%
1742099 511197 MAINTENANCE MECH	25,640	-25,640	0	.00	.00	.00	.0%
1742099 511198 FACILITY DIRECTO	117,468	4,111	121,579	46,761.20	74,817.92	.00	100.0%
1742099 5129 OTHER STIPENDS	500	0	500	.00	.00	500.00	.0%
1742099 5262 EQUIPMENT REPAIRS	8,000	-8,000	0	.00	.00	.00	.0%
1742099 5263 EQUIP SVC CONTRACT	80,000	13,637	93,637	59,584.64	34,289.99	-237.15	100.3%
1742099 5264 FIRE EXTINGUISHER	3,000	3,152	6,152	6,152.20	.00	.00	100.0%
1742099 5331 BUILDING SECURITY	15,000	2,391	17,391	7,764.49	9,626.95	.00	100.0%
1742099 5430 BLDG REPAIRS/IMPRO	10,000	0	10,000	1,011.89	4,709.84	4,278.27	57.2%
1742099 5480 TRUCK GAS & MAINT	25,000	0	25,000	2,202.99	7,156.08	15,640.93	37.4%
1742099 5583 CUSTODIAL CLOTHING	5,635	0	5,635	3,332.46	167.54	2,135.00	62.1%
1742099 5710 MAINT MEN MILEAGE	2,000	-2,000	0	.00	.00	.00	.0%
1755099 OTHER FIXED CHARGES							
1755099 511190 CROSSING GUARDS	44,000	0	44,000	10,382.12	25,199.72	8,418.16	80.9%
1791008 PROGRAM W/NA PUBLIC SPED							
1791008 5320 TUITION MASS. PUBL	14,976	452	15,428	2,057.04	13,370.76	.00	100.0%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1793008 PROGRAM W/NON-PUBLIC SPED							
1793008 5322 TUITION, NON-PUBLI	162,200	-452	161,748	.00	120,229.61	41,518.83	74.3%
1794008 COLLABORATIVE PAYMENTS SPED							
1794008 5321 TUITION, SPED COLL	310,195	0	310,195	28,250.93	235,145.16	46,798.85	84.9%
1822011 PRINCIPAL - SR							
1822011 511160 PRINCIPALS' SALA	242,378	12,264	254,642	97,939.30	156,702.88	.00	100.0%
1822011 511184 SECRETARIES' SAL	80,012	0	80,012	24,032.17	56,123.72	-143.64	100.2%
1822011 5344 POSTAGE, SWANSON R	600	900	1,500	500.00	500.00	500.00	66.7%
1822011 5421 PRINCIPALS' SUPPLI	3,000	0	3,000	1,002.81	884.77	1,132.42	62.3%
1822011 5422 PRINTING SUPPLIES	11,500	-400	11,100	2,889.57	314.60	7,895.83	28.9%
1822011 5734 DUES, PRINCIPALS,	2,250	0	2,250	1,540.42	.00	709.58	68.5%
1822011 5737 PRINC. PROF. DEVELOP	3,000	0	3,000	1,549.00	.00	1,451.00	51.6%
1823008 SWANSON RD SCHOOL SPED							
1823008 511170 SPED TEACHERS' S	499,765	-55,494	444,272	99,898.99	321,421.40	22,951.11	94.8%
1823008 511172 SPED ABA SWANSON	100,253	66,831	167,084	34,710.80	161,710.38	-29,337.12	117.6%
1823008 511179 SPED INSTR ASST.	164,268	1,777	166,046	33,199.77	132,473.60	372.34	99.8%
1823008 512070 SPED SUB TEACHER	6,500	0	6,500	4,595.27	.00	1,904.73	70.7%
1823008 512079 SPED INSTR ASSIT	5,000	0	5,000	571.00	.00	4,429.00	11.4%
1823008 512080 LONG TERM SUBSTI	0	48,815	48,815	.00	.00	48,814.50	.0%
1823051 TEACH - SR - ELEW ED							
1823051 5100 ELL TUTOR	55,762	-23,802	31,960	9,562.01	49,816.20	-27,418.23	185.8%
1823051 511170 TEACHERS' SALARI	2,269,750	-38,238	2,231,512	498,705.69	1,682,231.26	50,574.71	97.7%
1823051 511172 MATH PARAPROFESS	44,519	-23,164	21,354	.00	21,354.06	.00	100.0%
1823051 511179 INSTRUCTIONAL AS	47,276	21,194	68,469	14,008.75	54,460.60	.00	100.0%
1823051 511180 SPECIALISTS SWAN	611,861	20	611,881	142,819.96	469,114.60	-53.20	100.0%
1823051 512070 TEA. SALARIES, S	38,000	0	38,000	10,080.33	.00	27,919.67	26.5%
1823051 512079 INSTR. ASST. SUB	9,600	0	9,600	.00	.00	9,600.00	.0%
1823051 512080 LONG TERM SUBSTI	0	0	0	9,762.90	39,051.60	-48,814.50	100.0%
1823051 5126 TEACHER IN CHARGE	5,457	1,819	7,276	1,455.20	5,820.80	.00	100.0%

TOWN OF AUBURN



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1823051 5127 AFTER SCHOOL PROGR	9,500	0	9,500	1,200.00	175.04	8,124.96	14.5%
1823051 5128 TECHNOLOGY STIPEND	2,150	0	2,150	496.20	1,654.00	- .20	100.0%
1823051 5129 OTHER STIPENDS SWA	21,449	0	21,449	3,856.17	10,798.00	6,793.83	68.3%
1823051 5425 MUSIC SUPPLIES SWA	2,000	0	2,000	744.35	178.69	1,076.96	46.2%
1823051 5440 PHYSICAL ED SUPPLI	2,000	-1,000	1,000	.00	259.98	740.02	26.0%
1823051 5510 SUPPLIES, CLASSRM,	16,900	2,242	19,142	15,750.03	1,391.91	2,000.00	89.6%
1823051 5514 504 SUPPLIES SWANS	2,750	0	2,750	.00	338.35	211.65	71.8%
1823051 5518 ART SUPPLIES SWANS	2,000	0	2,000	.00	1,998.19	1.81	99.9%
1823051 5521 AFTER SCHL PROGRAM	3,000	0	3,000	75.75	.00	2,924.25	2.5%
1823051 5710 MILEGAE REIMB, TEA	100	0	100	.00	.00	100.00	.0%
1825051 LIBRARY - SR							
1825051 5587 LIBRARY SUPPLIES S	3,500	-1,500	2,000	.00	43.80	1,956.20	2.2%
1826051 AUDIO/VISUAL - SR							
1826051 5515 SUPPLIES, AUDIOVIS	4,000	0	4,000	.00	.00	4,000.00	.0%
1827054 GUIDANCE - SR							
1827054 511176 GUIDANCE SALARIE	236,094	0	236,094	47,897.42	159,900.60	28,295.98	88.0%
1827054 5511 GUIDANCE SUPPLIES,	2,250	0	2,250	560.17	.00	1,689.83	24.9%
1832099 HEALTH SVCS - SR							
1832099 511185 SALARY, NURSE, S	86,543	8,508	95,051	29,783.50	65,267.00	.00	100.0%
1832099 511186 LPN TO 1 SWANSON	41,129	0	41,129	8,580.42	32,163.40	385.43	99.1%
1841099 O&P - SR							
1841099 511192 SALARIES CUSTODI	155,159	170	155,329	59,776.87	95,552.00	.00	100.0%
1841099 5211 LIGHTS/POWER SWANS	76,250	0	76,250	334.41	53,706.15	22,209.44	70.9%
1841099 5214 HEATING FUEL, SWAN	32,356	0	32,356	4,494.43	27,861.82	.00	100.0%
1841099 5231 WATER, SWANSON ROA	8,000	0	8,000	225.00	.00	7,775.00	2.8%
1841099 5232 SEWER USE CHARGE S	3,000	0	3,000	2,752.35	.00	247.65	91.7%
1841099 5450 SUPPLIES CUSTODIAL	11,625	820	12,445	12,115.08	330.24	.00	100.0%
1842099 MAINT OF PLANT - SR							
1842099 5430 BLDG REPAIRS/IMPRO	20,000	0	20,000	11,875.94	12,713.99	-4,589.93	122.9%

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND		30,132,276	0	30,132,276	7,528,849.85	21,621,517.55	981,908.60	96.7%
TOTAL EXPENSES		30,132,276	0	30,132,276	7,528,849.85	21,621,517.55	981,908.60	

TOWN OF AUBURN

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	30,132,276	0	30,132,276	7,528,849.85	21,621,517.55	981,908.60	96.7%

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

Auburn Public Schools
FY24 Budget Transfers - For SC Information and Approval
November 20, 2023

Transfers Between Same Series					
Account Number	Function Code	Name	From	To	Rationale - Comment
1123008-511170	2000	Bryn Mawr Sped Teachers	5,638.46		
1123051-511170	2000	Bryn Mawr Teachers	44,919.78		
1123051-512070	2000	Bryn Mawr Teacher Substitutes		5,000.00	To cover cost of Teacher substitutes
1123051-512079	2000	Bryn Mawr IA substitutes		3,500.00	To cover cost of support staff substitutes
1123051-512080	2000	Bryn Mawr Long Term Sub Teacher		15,000.00	To cover cost of a long term Teacher Substitute
1123008-511172	2000	Bryn Mawr Sped ABA		26,863.84	To cover a contractual obligation
1123008-511179	2000	Bryn Mawr Sped Instructional Asst.		194.40	To cover a contractual obligation
1423051-511170	2000	Pakachoag Teachers' Salaries	1,036.98		
1423008-511172	2000	Pakachoag Sped ABA		127.99	To cover a contractual obligation
1423051-5129	2000	Pakachoag Other Stipends		908.99	To cover a contractual obligation
1523008-511170	2000	AMS Sped Teachers' Salaries	21,024.48		
1523008-511172	2000	AMS Sped ABA		500.00	To cover a contractual obligation
1523008-511179	2000	AMS Sped Instructional Assts.		19,590.93	To cover a contractual obligation
1523052-5129	2000	AMS Other Stipends		933.55	To cover a contractual obligation
1532099-511186	3000	AMS LPN 1:1	77,334.58		
1532099-511185	3000	AMS Nurse Salary		77,334.58	To correct transfer to wrong account line
1623008-511172	2000	AHS Sped ABA	16,288.22		
1623053-512080	2000	AHS Long Term Substitute Teacher		15,000.00	To cover cost of a long term Teacher Substitute
1623053-5129	2000	AHS Other Stipends		1,288.22	To cover a contractual obligation
1127054-511176	2000	Bryn Mawr Guidance	29,927.00		
1427054-511176	2000	Pakachoag Guidance	29,927.06		
1527054-511176	2000	AMS Guidance	33,139.06		
1627054-511176	2000	AHS Guidance	3,772.72		
1827054-511176	2000	SWIS Guidance	5,798.74		
1728008-511169	2000	Social Workers		102,564.58	To cover movement of positions within account lines
1632099-511186	3000	AHS LPN 1:1	20,000.00		
1732099-512085	3000	Substitute Nurse Salaries		20,000.00	To cover cost of necessary nursing substitutes
1742099-5480	4000	Truck Gas and Maintenance	237.15		
1742099-5263	4000	Equipment Service Contracts		237.15	To cover an overage in line
1823008-511170	2000	SWIS Sped Teacher Salaries	6,633.85		
1823051-511170	2000	SWIS Teacher Salaries	50,574.71		
1823008-512080	2000	SWIS Sped Long Term Substitute	48,814.50		
1822011-511184	2000	SWIS Secretaries' Salaries		400.00	To cover a contractual obligation
1823008-511172	2000	SWIS Sped ABA		29,337.12	To cover a contractual obligation
1823051-5100	2000	SWIS ELL Tutor		27,418.24	To cover a contractual obligation
1823051-511180	2000	SWIS Specialists		53.20	To cover a contractual obligation
1823051-512180	2000	SWIS Long Term Sub Teacher		48,814.50	To cover cost of a long term Teacher Substitute

CONTINUED ON PAGE 2

Auburn Public Schools
FY24 Budget Transfers - For SC Information and Approval
November 20, 2023

Transfers Between Different Series					
Account Number	Function Code	Name	From	To	Rationale - Comment
1733099-5330	3000	Regular Education Transportation	16,533.00		
1793008-5322	9000	Tuition to Non Public Schools	45,518.83		
1794008-5321	9000	Tuition to Sped Collaboratives	42,138.42		
1733008-5333	3000	Out of District Sped Transportation		104,190.25	Due to increased need & cost for Out of District Transport
1721010-511157	1000	District Data Coordinator	14,234.32		
1142099-5430	4000	Bryn Mawr Building Repairs		9,431.84	To cover cost of necessary building repairs
1842099-5430	4000	SWIS Building Repair		4,802.48	To cover cost of necessary building repairs