

AUBURN SCHOOL BOARD MEETING
Tuesday, February 13, 2024 6:00 p.m.
Auburn Village School Media Center

- I. CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. PLEDGE OF ALLEGIANCE**
- III. PROOF OF POSTING** – William Rearick, Superintendent of Schools
- IV. APPROVAL OF MINUTES**
 - A. Minutes of the Auburn School Board Meeting on January 9, 2024* (action required)
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. SUPERINTENDENT’S UPDATES***
- VII. REPORTS**
 - A. Reports of Administrators*
 - B. Reports of Sub-Committees
- VIII. OLD BUSINESS**
- IX. NEW BUSINESS**
 - A. Special Education Transportation Contract*
 - B. Superintendent’s Evaluation
- X. POLICIES**
 - A. Second Reading*
 - B. First Reading*
- XI. FINANCIAL**
 - A. Expenditure Report*
 - B. Manifest Approval
- XII. PERSONNEL**
 - A. Resignations*
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 Section II (c)**
- XIV. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION**
 - Enrollments*
- XV. ADJOURNMENT (action required)**

The next regularly scheduled Auburn Board Meeting is on Tuesday, March 12, 2024 at 6:00 p.m. at the Auburn Village School Media Center.

The SAU Board will meet on Wednesday, February 21, 2024 at 6:30 p.m. at the Henry W. Moore School in Candia.

**Materials provided in packet*

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises.

**AUBURN SCHOOL BOARD MEETING
JANUARY 9, 2024 AT 6:00 P.M.
AUBURN VILLAGE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Alan Villeneuve, Board Chair, called the meeting to order at 6:00 p.m. Those in attendance were members Janice Baker, Adrian Newton, Jason Tyburski, and Derek Berger. Also in attendance was Principal Lori Collins, Assistant Principal Lindsay Murray, Maintenance Director Scott Dube; Superintendent William (Bill) Rearick, Director of Curriculum, Instruction and Assessments Meg Largy, and Business Administrator, Cory Izbicki.

PLEDGE OF ALLEGIANCE

Mason and Alex Costello from grades 5 and 2, respectively, led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

APPROVAL OF MINUTES

Motion by Derek Berger, seconded by Janice Baker, to approve the December 11, 2023 Board meeting minutes, and the motion carried unanimously.

Motion by Derek Berger, seconded by Adrian Newton, to approve the December 11, 2023 non-public, sealed meeting minutes, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC to ADDRESS THE BOARD

No participation.

SUPERINTENDENT'S UPDATES

Bill Rearick updated the Board on his discussions with Drummond, Woodsum attorney, James O'Shaughnessy, who has agreed to assist the district in dealing with the Pinkerton agreement language. Bill explained that the need for legal advice is not to 'pull the plug' on Pinkerton, but to try for better communication in a less dismissive way. Bill also said there will be another Pre-K meeting at the end of the month to highlight how it would look regarding transportation and curriculum.

REPORTS

Reports of administrators were reviewed.

Derek Berger questioned why the mentoring program is coded as complete on the Goals sheet. Meg Largy will adjust it to be coded as ongoing.

Scott Dube said MCT floor tiles that are lifting will be repaired shortly and that the storage containers were completed this week.

Alan Villeneuve said the budget committee is meeting for the last time on Thursday.

NEW BUSINESS**2024/2025 Draft School Year Calendar***

Considerable discussion ensued relative to the draft calendar and the four, ½ days that have been added for teacher's professional development (PD). Adrian Newton said she'll be interested to see how effective these are and Derek Berger said he would prefer a full PD day on Election Day.

Motion by Derek Berger, seconded by Jason Tyburski, to approve the 2024/2025 Auburn School Calendar as presented, and the motion carried unanimously.

Warrant Articles

Alan Villeneuve said the Board wishes to continue to support the work of our paraprofessionals. Once they unionized, the Board was blocked from making any changes to their salaries without going through the negotiations process and that the district has legal obligations they must follow. He said though deadlines were made clear and there were ample opportunities to negotiate, the union did not respond until the '11th hour'. At this time the IBEW attorney indicated they would agree to suspend the status quo and accept a 2% pay increase. The Board would have to put it on the ballot for a vote by the town.

No vote was taken, but it was the consensus of the Board to not put this on the ballot for a vote.

Motion by Janice Baker, seconded by Derek Berger, to approve Warrant Article #2 on the Auburn School District Operating Budget for the 2024/2025 as presented, and the motion carried unanimously.

POLICIES

The Board reviewed the first reading of policies JKAA, Use of Child Restraint Seclusion/Procedures, BEDG Minutes, EBCC Threats, GCCBC FMLA, and GBGA Staff Health. Some changes were made to language which will be brought to the Board for a second reading in February.

Motion by Derek Berger, seconded by Janice Baker, to accept the first reading of the policies with amendments to follow, and the motion carried unanimously.

FINANCIAL

Expenditure Report

The expenditure report was in the packet for review.

Manifest Approval

Motion by Janice Baker, seconded by Derek Berger, to approve the manifest in the amount of \$1,313,018.18, and the motion carried unanimously.

Bill Rearick said he may start a conversation with the Board in February about the Special Education Trust Fund.

PUBLIC INPUT

No participation.

INFORMATIONAL ITEMS

Enrollments

Upcoming: Superintendent's Evaluation

ADJOURNMENT

Motion by Derek Berger, seconded by Adrian Newton, to adjourn the meeting at 7:40 p.m., and the motion carried unanimously.

The Auburn School Board's next regularly scheduled meeting will be held on Tuesday, February 13, 2024 at 6:00 p.m. in the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy
School Board Recording Secretary

New Hampshire School Administrative Unit #15

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Hooksett, New Hampshire 03106-2125
Telephone (603) 622-3731 Fax (603) 669-4352

VI.

William J. Rearick **Meghan Largy** **Cory Izbicki**
Superintendent of Schools Director of Curriculum, Instruction and Assessment Business Administrator

Auburn School Board Report February 13, 2024

AVS Visit

I was able to visit AVS on January 18th. Lori and I visited the 6th and 8th grade classrooms. Students in 6th grade Science had just completed an experiment and were in the process of discussing their findings. Students in ELA were working on a figurative language assignment. Students had to review various short passages determine whether they were metaphors, similes, or hyperbole. In Social Studies, students were working in small groups on answering questions about Ancient Egypt as if they were going to travel back time for a visit. In Math, students were participating in a lesson on ratios.

In 8th grade, students in Social Studies were getting prepared for a writing assignment on World War II. Students needed to answer questions as if they were alive at the time. For example, a student could be a reporter for NBC radio reporting on the attack on Pearl Harbor. In Science class, students were working on small groups on an Invention Convention assignment. In Math, students were working on solving linear equations.

I also was able to observe the 7th grade team meeting. Meg and the teachers were reviewing various components of the strategic plan. This is part of Meg's ongoing efforts to review the strategic plan with teachers in small groups in order to help familiarize them with the plan

Pre-K Program

Late last month, I met with Lori and her administrative team to review a draft document which describes the proposed Pre-K Program. Meg and Cory also attended the meeting. The document includes a rationale for the program, a description of the curriculum that would be followed, the admissions process, the proposed tuition rates, a draft schedule and transportation options.

We reviewed the document as a group and made edits as we went through each section. We also made some changes to the format. Lori is working on making these changes. We also spent time reviewing the estimate regarding potential savings that the program would provide the district. I asked Lori, Cory, and Meg to confirm this information. It is critical that the financial piece of the proposal is verified before we bring the document forward the Board for review.

IT Disaster Recovery Plan

Adam has reached out to Primex for assistance with developing our IT Disaster Recovery Plan. Primex provides this service free of charge to its members because they want to support their clients in protecting their data by helping them improve their cybersecurity measures. As part of this service they will conduct audits of our system whenever Adam notifies them when one of our employees report a suspicious email. Adam is working with Primex on revising our draft IT Disaster Response Plan. Lori and I will be meeting with Adam next week to review the document. Our goal is to bring it to the Board for review at the March meeting.

Respectfully Submitted
Bill Rearick

Director of Curriculum, Instruction and Assessment Report

Pinkerton Sending Town Curriculum Meeting

On January 25th, I attended a curriculum meeting at Pinkerton Academy with representatives from various sending towns. Homework practices, especially effective time management, were a focal point of discussion. At Pinkerton, the emphasis for homework is on independent task initiation and follow-through. According to a recent survey, in which 974 parent responses were collected, below is the perception data regarding the average time spent on homework per night at Pinkerton Academy.

- Less than 1 hour per night (34.7%)
- 1-2 hours per night (44.4%)
- 2-3 hours per night (13.6%)

Other topics addressed were common district challenges, like updating middle school science curriculum maps and trying to integrate more explicit writing instruction into English Language Arts blocks. We also covered upcoming professional development opportunities and successful initiatives. Recognizing the collaborative spirit, I proposed monthly meetings instead of triannual ones to maintain resource sharing, suggestions, and idea exchange to support our students, to which the group eagerly agreed.

Professional Development Day

During the professional development day on January 23rd, teachers dedicated time to reviewing the strategic plan's goals and discussing essential elements. Additionally, they focused on project-based learning and fine-tuning rubrics for updated work study competencies. Following each session, teachers submitted written reflections and feedback. The administrative team has thoroughly examined this feedback to inform planning for the March professional development day with the New Hampshire Learning Initiative. It will also aid in identifying strategies for sustainability and fostering a collective approach.

Work Study Practices

To date, Auburn Village School staff has participated in two feedback sessions regarding the proposed Work Study Practice (WSP) rubrics. Common themes identified from this feedback have been incorporated into our rubrics. Additionally, I have gathered WSP statements and rubrics from other districts and explored supplementary resources to further enhance our rubrics. Jenn Bordis and I have held multiple meetings to review and refine the rubrics, emphasizing observability, measurability, and minimizing subjectivity. Subsequently, we plan to convene a committee meeting to present the proposed revisions and gather additional feedback. The process is undeniably meticulous, requiring multiple reviews and revisions. Once rubrics are finalized, the committees will develop a teacher toolkit to regularly integrate work study practices into instruction, offering students extensive opportunities to learn and practice these skills, with a planned launch date for the beginning of the 2024-2025 school year.

Curriculum Review

On January 24th, the middle school science team met to engage in the first stage of a formalized curriculum review process. We focused on first establishing our core beliefs about teaching and learning and created our vision statement, listed below. This statement will serve as our guide as we evaluate our curriculum and materials, identify strengths and areas for improvement, and determine actionable steps to enhance teaching and learning outcomes for all students.

*As Educators of Science at AVS, we strive to **ignite curiosity** in our students, encouraging them to **analyze** and **interpret** the **phenomena** that surround them. We foster **connections** between scientific concepts and the **real world**, enabling our students to recognize the **presence of science** in their **everyday lives**. Through the implementation of **project-based learning**, our students **actively engage** in **collaboration**, **exploration** of scientific principles, and the development of **critical thinking skills**.*

*We **empower** our students to take an **active role** in **experimentation** and **discovery**, as we believe that active participation is vital in comprehending the complexities of the world. Our vision for science instruction encompasses a **hands-on approach**, tailored to meet the **individual learning needs** of each student. This approach is grounded in a **comprehensive** and carefully planned **continuum of learning**, spanning from Kindergarten to eighth grade and incorporating **best practices in science education**. With each passing year, our students build upon their existing knowledge, nurturing their **scientific understanding** and cultivating a **passion** for the subject.*

Strategic Plan Progress Update

Please refer to the subsequent pages for a progress update on the strategic plan.

Respectfully Submitted,

Meg Largy

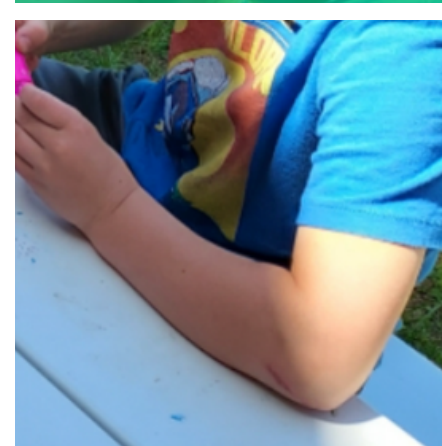
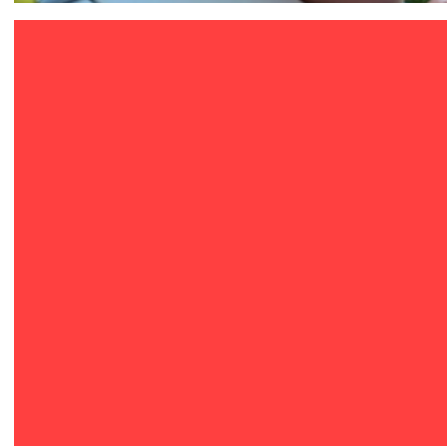
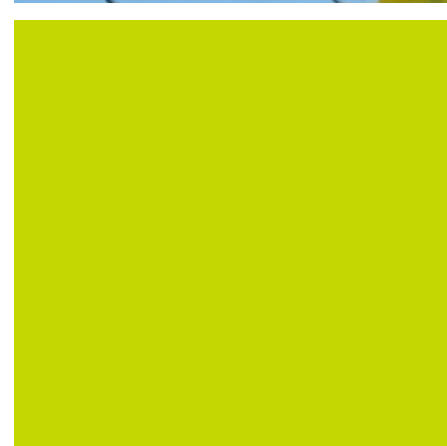
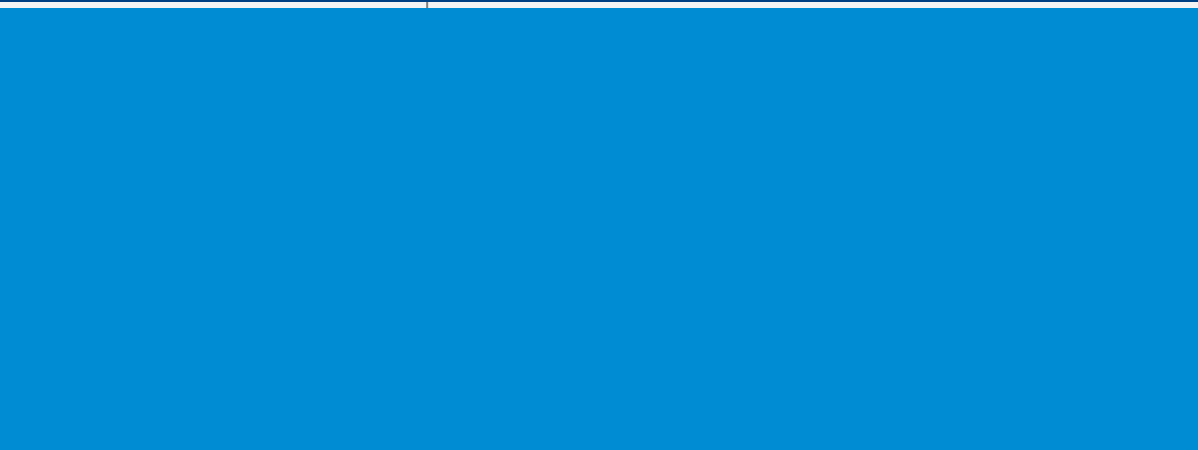
Meg Largy





Director of Curriculum, Instruction and Assessment







AUBURN SCHOOL DISTRICT STRATEGIC PLAN

PROGRESS UPDATE



| Focus Area: prepared for their future Goal: Connect learning with real life and provide the necessary skills for success in college, career & citizenship | | | |
|--|---|--|-------------|
| Status | What | Progress | School Year |
|  | Build awareness of this focus area and goal and engage teachers in the planning process in order to build awareness, understanding and support | September <ul style="list-style-type: none"> Overview presented to staff. Vending machine challenges began. December <ul style="list-style-type: none"> Admin met to discuss and plan for this goal January <ul style="list-style-type: none"> Participants review the strategic plan's goals, discussed key elements and explored methods for ensuring sustainability as part of the professional development day. | 2023-2024 |
|  | Provide authentic and real-world learning in targeted classrooms through project-based learning activities focused on relevant, real-life world or community-based issues | September <ul style="list-style-type: none"> Teachers discussed current projects completed January <ul style="list-style-type: none"> Admin engaged in planning meeting with NHLI PBL activity incorporated into professional development day March (planned) <ul style="list-style-type: none"> In-service day with NHLI | 2023-2024 |
|  | Align Work Study Practices with Competencies and Skills of a Learner | November <ul style="list-style-type: none"> Committees formed (elementary and middle) December <ul style="list-style-type: none"> Standards finalized, performance criteria rubrics and toolkit in progress January <ul style="list-style-type: none"> Admin will provide staff with an update / collect feedback during PLC Staff will define clear and specific performance indicators for assessing each work study practice standard during professional development day February <ul style="list-style-type: none"> Director of Curriculum, Instruction and Assessment and Math Coordinator will review staff feedback and update rubrics Committees will meet to create the second draft of rubrics with revisions | 2023-2024 |
|  | Provide authentic and real-world learning in targeted classrooms through project-based learning activities focused on relevant, real-life world or community-based issues (Wave 1 Pilot) | For the 24-25 school year, administration will recruit 30% of classroom and special education teachers to work on creating and implementing a minimum of one project based learning experience. A small cohort of teachers has volunteered to pilot a Project Based Learning (PBL) experience for the 2023-2024 school year | 2024-2025 |
| | Provide authentic and real-world learning in targeted classrooms through project-based learning activities focused on relevant, real-life world or community-based issues (Wave 2) | For the 25-26 school year, administration will recruit at least 60% of classroom and special education teachers to work on creating and implementing a minimum of one project based learning experience. | 2025-2026 |
| | Provide authentic and real-world learning in all classrooms through project-based learning activities focused on relevant, real-life world or community-based issues (Wave 3) | For the 26-27 school year, all teachers will implement a minimum of one project based learning experience. | 2026-2027 |





| Focus Area: Curious and Motivated Students | | | |
|---|---|--|-------------|
| Goal: AVS will foster a learning environment where students are curious, motivated, active, lifelong learners | | | |
| Status | What | Progress | School Year |
|  | Explore the expansion of Unified Arts through the addition of new classes or expanded existing classes | December <ul style="list-style-type: none">Math Coordinator created a list of UA offerings at area middle schools | 2023-2024 |
|  | Explore preschool needs and solutions aligned with the purpose, beliefs, and competencies & skills outlined in this strategic plan | June <ul style="list-style-type: none">Administration began researching September <ul style="list-style-type: none">Presented to the board that SNHU does not have space November <ul style="list-style-type: none">Board discussed the feasibility of using a classroom at AVS January <ul style="list-style-type: none">Admin met. Draft proposal created. | 2023-2024 |
|  | Curriculum Review | January <ul style="list-style-type: none">Curriculum review process of middle school science began. Committee created vision statement for teaching and learning. Ongoing: <ul style="list-style-type: none">Committee will meet to engage in critical examination of teaching and learning science and will formulate recommendations. | 2023-2024 |
|  | Establishment of a formalized curriculum review process | January 2024 <ul style="list-style-type: none">Director of Curriculum, Instruction, and Assessment and Math Coordinator created a draft curriculum review process. | 2025-2026 |
| | Develop an instructional evaluation program that focuses on maximizing student curiosity, active involvement, collaborative learning, continuous improvement, active coaching, and other growth factors. | | 2026-2027 |






In Progress



Complete

| Focus Area: Amplified Learning Everywhere | | | |
|---|--|---|-------------|
| Goal: Student learning will extend beyond the classroom and be amplified through family and community experiences | | | |
| Status | What | Progress | School Year |
|  | Create a home-school compact that outlines expectations and responsibilities of students, parents, and the school to maximize student learning & growth | August / September <ul style="list-style-type: none">Aministrative team crafted a home-school compact, which was distributed to families following grade-level presentations. | 2023-2024 |
|  | Review student, parent and school expectations and responsibilities with each classroom every trimester | September <ul style="list-style-type: none">Assistant principals conducted presentations January <ul style="list-style-type: none">Assistant principals conducted additional presentations April (planned) <ul style="list-style-type: none">Assistant principals will conduct additional presentations | 2023-2024 |
|  | Sponsor English and math nights and other programs to provide parents with tools to support learning at home and elsewhere | October <ul style="list-style-type: none">ELA and math information night hosted for parents February (planned) <ul style="list-style-type: none">Parent Math Night (February 21) | 2023-2024 |
| | Develop an innovation program to evaluate and fund proposals for new clubs & activities | November <ul style="list-style-type: none">Director of Curriculum, Instruction, and Assessment identified possible fundingRobotics club approved through Title IVApplication for Nature’s Classroom submitted to NHEED to get outside grant | 2024-2025 |
|  | Expand opportunities for field trips | PTA increased grant to \$15/student. Field trips for the 23-24: Stockbridge Theater, Palace Theater, Currier Art Museum, Lowell Mills, McAuliffe-Shepard Discovery Center, State House, Odiorne Point, and Adventurelore | 2024-2025 |

| Focus Area: Productive, Supportive, Fulfilling Work Experience Goal: and retain high-impact talent across all professions in the District | | | |
|--|---|--|-------------|
| Status | What | Progress | School Year |
|  | Develop and implement a teacher mentoring program | August <ul style="list-style-type: none">Mentors and mentees assigned November <ul style="list-style-type: none">Mentors and mentees completed a first trimester meeting with administration January <ul style="list-style-type: none">Mentors and mentees met on January 23 | 2023-2024 |
|  | Promote the benefits of working in Auburn to maximize talent acquisition and retention | A specific list of benefits of working in Auburn (including a supportive school board and administrative team), professional learning communities, common planning time, mentorship program, and staff recognition programs will be included in recruiting materials and interviews | 2023-2024 |
|  | Develop staff recognition program , including but not limited to recognizing instructional excellence , innovation , and longevity | Administration collected the data of each staff member's start date. Staff that have been employed by the Auburn School District for over 20 years were recognized on August 29th. This milestone will continue to be acknowledged. | 2023-2024 |
| | Continuously assess the competitiveness of compensation and benefits | Administration has been exploring strategies to enhance competitiveness. November <ul style="list-style-type: none">Non-Resident Student Enrollment for Children of Staff Members policy approved | 2024-2025 |
| | Develop mechanism to collect feedback from school staff, including surveys, facilitated discussions, etc. to inform continuous educational and operational improvement | The Math Coordinator is currently engaged in research and the creation of survey questions, which will be finalized by 24-25. | 2024-2025 |
| | Develop annual professional development plan informed by ideas & feedback from teachers, organized around strategic themes , considers cross-district opportunities, and offers opportunities for staff to lead topics & discussion | March (Planned) <ul style="list-style-type: none">A survey will be distributed after the March 12 professional development dayMath Coordinator and Director of Curriculum, Instruction and Assessment will coordinate summer professional development for new and returning teachers and future offerings based on teacher feedback | 2024-2025 |



In Progress



Complete



Auburn School District

Principal's Report

February 13, 2024

VII.A.

2023-2024 Enrollment

| Grade | Enrollment | Teachers | Av.Class Sizes | |
|--------------|------------|-----------|----------------|---|
| K | 63 | 4 | 16 | Kaake, Moynihan, Ahnen, Duquette |
| 1 | 70 | 4 | 18 | Prunier, Podbelski, Mullen, Chiesa |
| 2 | 84 | 4 | 21 | Dupont, Nusbaum, Smith, O'Toole |
| 3 | 70 | 3 | 23 | Pampel, Russell, Duffy |
| 4 | 62 | 3 | 21 | Boucher, Fortier, Royce |
| 5 | 83 | 4 | 21 | Vilandre, Strabone, Henderson, Dwyer |
| 6 | 75 | 4 | 19 | Roggenbuck, Villeneuve, Joaquin, Winter |
| 7 | 80 | 4 | 20 | Wasson, Poulin, Greene, Rankin |
| 8 | 70 | 4 | 18 | Paraskevas, Huston, Wheeler, Lavigne |
| Total | 656 | 34 | | |

UA Team:

Steve Tewksbury-Physical Education

Danika Ashness-Health Teacher

Andrea Johnston-Band Teacher

Melissa West-Art Teacher

Marissa Leary-.5 Art Teacher

Linda Reinelt-STEAM Teacher

Andrea O'Neil-Librarian

Sarah Kaufman-General Music Teacher

Jennifer Bordis - Math Coordinator

Lindsay Murray ES Assistant Principal

Jennifer Barnhill - MS Assistant Principal

Tracy Griffenhagen - Special Education Director

Events at AVS

2/15 Family Folk Dance Night @ 6pm

2/17 PTA Beauty and the Beast Dance

2/18 SNOWDATE for Father-Daughter Dance

2/20 Invention Convention @ 8:20am-11am

2/20 PTA Meeting

2/21 SNOWDATE for Invention Convention

2/23 Students vs Staff Basketball Game

2/26 through March 1 FEBRUARY VACATION

3/12 PD Day/No School for Students/Town/School Elections

3/12 School Board Meeting

3/15 Student Council Dance

3/18-March 23 PTA Theatre Event

3/19- PTA Meeting

3/22- Project Safeguard

3/25- Kindergarten Field Trip to Stockbridge Theatre

3/28- 1st and 2nd Grade Music Concert

3/28- Night of the Arts
3/30-Robotics Competition

AVS PTA

Mrs. Murray and Mrs. Collins participated in the PTA BINGO night in gymnasium on January 18th from 6pm-8pm. Students sold hot chocolate and popcorn. It was a great event, however, participation was a bit lower than in previous years.

Destination Imagination

AVS has 3 teams gearing up for our DI Regional Tournament on Saturday, March 9th. These are the points that must be incorporated into the solutions.

Brave Rallies

The January Brave Rallies focused on the Fisher Cats Reading Challenge. The Fisher Cats Reading Challenge presented by Eversource encourages students to read five (5) books outside of the normal curriculum during the school year. The students who complete the challenge will earn two (2) tickets to a 2024 New Hampshire Fisher Cats game at Delta Dental Stadium at a special "Reading Challenge" celebration. Cash prizes of \$1,000 will be awarded by the Fisher Cats and the Fisher Cats Foundation to the top 5 schools with the highest percentage of students who complete the challenge! Last year AVS was a top participating school!



Spelling Bee

Auburn Village School Celebrates Spelling Bee Triumphs!

Our fifth through eighth-grade students recently showcased their exceptional spelling skills for the Scripps National Spelling Bee. The school bee's final round was a close competition between our grade level winners: Violet Monroe (5th), Brandon Hogan (6th), Katherine Sullivan (7th), and Ellie Sullivan (8th).

In a close race, spanning over 10 rounds, Katherine Sullivan took home the title as the AVS Spelling Bee Winner! We wish her the best of luck as she advances to the next round. Join us in applauding our talented spellers!

Preschool

We have been busy creating a comprehensive plan for the preschool program. It will be completed by the end of January and brought to the board at the March meeting.

Responsibility Meetings

Ms. Barnhill and Mrs. Murray have finished presenting the Trimester Two Responsibility Meetings for all grade levels. The elementary lessons focused on teaching students not to blame others and to agreeably solve problems themselves. Students taking responsibility for their actions is an important step in becoming self-disciplined. The middle school meetings reviewed the Home-School compact and discussions ensued around what constitutes bullying and what to do about it.

NAEP Testing

The National Assessment of Educational Progress (NAEP) provides important information about student achievement and learning experiences in various subjects. A sample of our fourth-grade students were tested on February 2nd in both math and language arts. Thank you to Jenn Bordis and the 4th grade team for helping to coordinate this initiative.

Community Involvement Invitation

Community involvement in schools holds significant benefits for students. Students can get access to experts in the field instead of leafing through pages in a textbook. They can learn from the world around them, and see how their work impacts the community. It is a real level of empowerment for students. With that in mind, AVS has *three* opportunities for the community to participate in school activities.

Invention Convention

The first is our Invention Convention Program. Every 8th grade student will learn about the invention process by identifying a real-world problem and creating an invention to solve the problem. Invention categories may include: environmental, disability awareness, medical, and fun and leisure time. The special theme category for this year is “Creature Comforts.” Inventions will also be judged on their practicality, marketability, and uniqueness. Please note that there are no weapon inventions allowed at the AVS Invention Convention. If any community members would like to take part in the judging of this event on Tuesday, February 20th, please contact Lori Collins, School Principal at lcollins@sau15.net. Please keep in mind that judges will have to commit 3 hours from (8:30 am-11:30 am) to score the projects.

Wellness Fair

Our second opportunity is our biannual Wellness Fair for grades 4-8. Every other year we put together a Wellness Fair for students in grades 4-8. Vendors participate in this activity and historically have included organizations such as: Stonyfield Yogurt, a local dentist, vision providers, Karate/Tai Kwon Do, Safe Sports Network, EMS/CPR trainer, and Breathe NH.

We thought we would reach out to our community to see if there are parents, grandparents, aunts, uncles, or friends who may have a business or be employed by an organization who might be interested in participating in this fair. The goal is to teach children about general health and wellness.

The date will be Friday, April 12th. The time has not been decided yet, but it is typically about 4 hours in total during the school day. If you, or someone you know are willing to donate your time, please contact Dr. Lori Collins, Principal at lcollins@sau15.net.

Earth Day

The third opportunity is our annual Earth Day celebration that is planned for May 9th from 9 am until noon with a rain date of May 17th. In the past community members have made and served healthy smoothies, provided Zumba, and showcased their mini horses and ducks! Are you an environmental engineer, beekeeper or a composter? If so, we are looking for Auburn Community members to showcase any environmentally friendly hobbies, careers or crafts!

If you have any suggestions or would like to volunteer to head up a “center” please contact Lori Collins at lcollins@sau15.net.

Math Coordinator Board Report

Meeting: February 13, 2024

Work-Study Practices: Meg Largy and I met with all of the teachers on January 17th to discuss the draft work study rubrics. Teachers then used part of the professional development day on January 23rd to work with their grade level teams and provide feedback for the Work Study committees. Much of the feedback was extremely positive - teachers are excited to have specific skills to report on. One need that was identified was that the rubrics needed to be specific and measurable - so Meg and I are working on a new revision that will be brought to the committees in March.

January 23 Professional Development Day: There were a lot of great conversations that occurred on January 23rd. Grade levels met with each other for the majority of the day, reviewing the work-study rubrics, strategic plan and planning for upcoming units. Teachers are anticipating learning more about project-based learning and how it fits into AVS and the strategic plan at the March 12 professional development day with New Hampshire Learning Initiative (NHLI).

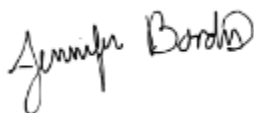
Invention Convention: We are set for February 20th. Students are working on the prototypes of their inventions and are beginning to plan their presentation. This invention has the potential to be a truly integrated project, from learning about the history of inventions and innovations to creating their own invention that they must present to both their grade level peers and the Invention Convention judges.

Assessments: Grades K-2 have taken the Winter NWEA assessment. This assessment allows us to monitor how students are progressing in their math and reading skills. It is also used for identifying students in need of additional support from the Title I math paraprofessional or the Reading Specialist. Instead of the NWEA, students in grades 3-8 have been taking SAS modular assessments. These are quick check-ins on specific standards using released items from past years. The data from these modulars are used by the teachers to identify both specific standards that need to be retaught and students who need more support.

The NH SAS writing summative assessment must be completed early this year and students in grades 3-8 will be taking it during the first week of March. The assessment was moved earlier in the year by the NH Education Department because the scoring algorithms are being recalibrated and a new genre, narrative, has been added in.

Parent Information Night: After the curriculum information night in November, parents had asked for a math learning night. It will be held on Wednesday, March 21. I will work with two elementary teachers to present math content to interested parents so that they can better support learning at home.

Respectfully submitted,



Jennifer Bordis, Math Coordinator

Technology Board Report

Auburn Village School Meeting Date: 2/13/2024

Over the past few weeks, I have been working on the Auburn IT Disaster Recovery Plan. I recently discovered that Primex offers free resources and assistance with this process so I reached out and scheduled a meeting between Dan Roma, Cori, a representative of Primex's Cyber Security team and myself. That meeting took place last week and during that time, we were able to create a draft of a Cyber Incident Response plan using a template provided by Primex as a guide. This document details roles, contacts, procedures and policies having to do with Cyber Security and the handling of incidents. I am also working on a separate IT Hardware Recovery spreadsheet that will have separate tabs with all of our essential hardware systems and details on specifications, contacts and procedures on how to backup and restore that device. I have a separate spreadsheet that will show the same but for our SaaS (Software as a Service) which covers web applications such as Powerschool, Schoology, etc. These documents will take the place of the IT DRP I was working on previously. I expect to have the plan on recovery documents completed for the March meeting.

Our next steps in this process is to work with Primex to schedule their free Cyber Security training for our admin teams and our general faculty and staff. Primex works with a company called the Atom Group, whom provides these trainings at no cost to districts. We have a training scheduled for SAU admin and the school admin team, which will take place in May. We will eventually extend that training on to all staff. Primex has been working with schools around the state to help them develop plans, participate in trainings and to inform districts what resources they have available to them through their insurance. Working with Primex has been a wonderful and informative experience so far and I feel better knowing we have these resources available to us in case we ever have to deal with a serious cyber incident.

Another part of Primex's security initiative is providing schools with Yubikeys, which is a hardware authentication device that allows users to use 2FA (Two factor authentication) when logging in. All a user needs to do is plug in the usb device and it will authenticate and provide safe login capabilities. I was able to secure 200 keys to cover all of our staff and have extra available at no cost to the school. Primex also offers free CompTIA Security + training and certification for one employee of the school which I recently signed up for.

Chris has been doing a great job at keeping up with Chromebook repairs and general tech issues. We continue to complete help desk tickets in a timely and efficient manner.

Thanks,

Adam

VII.A.

Auburn Village School

Monthly Report – January 2024

General Maintenance Activities

General Item

Custodial Support – Contracted support staff continues. Have a potential Candidate waiting to hear if interested.

All LED Gym lights were replaced in house. Existing LED's were coming up on 5 year replacement.

Storage Containers have been removed.

Work request completed - WO's = 34 PM's = 44

Maintenance staff continue to support all scheduled events as required, Primary, Family Bingo, Reflections, misc events, etc.

Fire/Life Safety/Security

Routine Water sampling completed.

Emergency management meeting was attended.

Monthly Fire Pump & Weekly Generator testing completed.

The following monthly/weekly task were completed, fire extinguishers, and Generator ATS load transfer, Grounds Weekly trash.

Project's

Scoreboard – Electrical conduits are in place for location of Scoreboard. Waiting to schedule installation with vendor.

Dry system piping system flushing will be scheduled, ASAP. That failed the past Annual inspection. **(On-going)**

AGREEMENT FOR THE TRANSPORTATION OF PUPILS

This **AGREEMENT FOR THE TRANSPORTATION OF PUPILS**, hereinafter referred to as the "AGREEMENT", is made and entered into this 1st day of July, 2023, by and between the **SAU #15 AUBURN SCHOOL DISTRICT**, with a principal office located, 90 Farmer Road, Hooksett, NH 03106-2125, hereinafter referred to as "District", and **DURHAM SCHOOL SERVICES, L.P.**, a Delaware limited partnership, with its principal office located at 2601 Navistar Drive, Lisle, Illinois 60532, hereinafter referred to as "Contractor." Customer and Contractor are sometimes referred to herein individually as "Party" and collectively as the "Parties".

1. Scope of Services.

- a. Contractor shall provide pupil transportation services to District which includes, but are not limited to, transporting students; providing equipment, storage and maintenance thereof; providing employees to perform such services; and administrative, supervisory and operational services required thereby ("Work") at the rates set forth on Schedule A.
- b. The District is scheduled to operate schools for one hundred eighty (180) days per year. The District reserves the right to cancel or delay school days based on inclement weather or other emergencies. Should the District extend the days of operation beyond one hundred eighty (180) days, Contractor shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate of service. Should the school year be less than one hundred eighty (180) school days, Contractor's compensation shall be reduced based on the daily rate of service.
- c. Contractor agrees to transport students for any and all extended school year services as required for each individual student, including to/from tutorials, both in and out-of-district, which may extend beyond the standard one hundred eighty (180) day school year. The allowance for these transportation needs will be negotiated between the District and Contractor in June of each contract year.
- d. Contractor shall maintain a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers. While the terminal is not required to be located within the Auburn NH town limits, Contractor must be able to demonstrate that the location of the terminal will not jeopardize the timely delivery of services, or the ability for Contractor to respond quickly to emergencies requiring the immediate dispatch of buses to a school(s). The maintenance facility shall comply with all EPA, local, state and federal laws and regulations. Prior to signing this Agreement, Contractor shall provide the District with either evidence of ownership of a transportation terminal or a signed lease for a transportation terminal that meets the requirements of this provision.
- e. If District cancels any Work due to inclement weather (such as, but not limited to, snow, ice, flood, extreme cold/extreme heat), for health or safety reasons, or other emergency situations (including but not limited to pandemics, plagues, political unrest, executive / governmental orders etc.), such that the minimum operating days fall below 175, District agrees to pay a sum equal to fifty percent (50%) of the daily charges for each operating day cancelled. If the Contractor fails to provide an agreed bus route, the District may deduct the pro rated per diem cost of that route from payment otherwise due to the Contractor.
- f. If the average daily number of routes, mid-day runs, shuttles or after school runs is changed by fifteen percent (15%) or more from the original Scope of Work based on the number of routes served or the number of buses utilized, Contractor, upon written notice to Customer, may request an adjustment to rates and the parties agree to meet to negotiate in good faith any rate adjustments to cover increases or decreases in the cost structure associated with such changes to the district's requirement for services.

2. Contract Sum.

- a. On or about the first business day of each month Contractor shall submit invoices in the form and number required by Customer for all services performed under this Agreement. The rates are set forth in Schedule A attached.

- b. If Customer, acting in good faith, disputes the accuracy of all or part of any invoice, Customer must notify Contractor of such dispute within thirty (30) days of the receipt of the invoice, including the specific line item subject to dispute and the reasons for the dispute. Notwithstanding such dispute, Customer shall pay all undisputed amounts in accordance with this Section 2.
 - c. In the event undisputed sums due and payable are not received within thirty (30) calendar days, a late charge of 1.0% per month of the outstanding balance will be assessed upon the account.
 - d. In the event such undisputed sums are not received within sixty (60) days, service may be discontinued until such time as Contractor has received all sums that are not in dispute, and the District shall hold Contractor harmless for any damages resulting from the discontinued service due to the District's failure to pay.
 - e. Payments for additional trips and added days shall be submitted by Contractor on a monthly basis and paid by the District within thirty (30) calendar days of receipt. Adjustments (and subsequent billings) based on an increase or decrease of services will be made by June 30 of the school year.
3. Change in Law. Notwithstanding any contrary statements in this Agreement or in any documents incorporated herein by reference in the event there are material changes in the requirements of the District (such as major enrollment changes or additions of special needs or physically handicapped children, which require added transportation equipment), or material changes to any Federal, State, local or government body's statutes, laws, orders, rules, guidelines or regulation, and the impact of such changes materially impacts the methods and/or costs of the Contractor in connection with providing the Bus Service hereunder during the term of the Agreement, Contractor, upon written notice to District, may request a renegotiation of the Agreement which shall be conducted in good faith. Such renegotiations may include, without limitation, changes in rates, term, payment schedules, levels of service, and the types or number of vehicles to be used. Any modification to the Agreement resulting from such renegotiations shall become effective on a mutually agreed upon date.
4. Term. The term of this Agreement shall be for a period of three (3) years beginning July 1, 2023 through June 30, 2026. This Agreement shall be renewable for two (2) additional terms of one (1) year, at the option and mutual written agreement of both parties, taking into consideration Contractor's performance under this Agreement and cost negotiations, and subject to applicable statutes and regulations.
5. Contract Documents. The contract documents shall consist of:
 - "Request for Proposals - School Bus Transportation Services"
 - All documents submitted by Contractor in satisfying the request for proposals
 - This signed Agreement
 - Schedule A
 - School Board Policies:
 - ECAF Audio and Video Surveillance on School Buses
 - EEA Student Transportation Services
 - EEAE School Bus Safety Program
 - EEAEA Mandatory Drug and Alcohol Testing
 - JICK Pupil Safety and Violence Prevention
6. Permits and Licenses. Contractor, its employees, and its agents shall secure and maintain at Contractor's sole expense valid permits, licenses, and certifications as required by law to perform services required by this Agreement.
7. Insurance.
 - a. Contractor shall carry Commercial General Liability, Commercial General Auto Liability coverage, Worker's Compensation, any and all such insurance with a company or companies satisfactory to the District, which will protect Contractor, the District, and the District's officers, agents, employees and volunteers, from any and all claims and demands, actions and causes of actions, damages, costs, loss of service, expenses and compensation, including but not limited to any and all claims for personal injury

and/or death and property damage which may in any way arise from or out of the operations of Contractor itself, anyone directly or indirectly employed by Contractor or any other person or company retained in any way by Contractor to carry on all or a portion of the operations necessary to abide by the terms of this agreement.

- b. Contractor further agrees that the Auburn School District and SAU 15, and their respective officers, agents, employees, and volunteers shall be listed as additional insureds in any and all insurance policies required by this Agreement. The District is entitled to written notice thirty (30) days prior to cancellation of any such policy.
- c. Certificates of any and all required insurance and policy endorsements shall be filed with the District prior to the effective date of this Agreement, and prior to the opening day of each school year covered by this Agreement. The insurance shall be in the minimum amount of five million dollars (\$5,000,000) for combined general and auto liability insurance on account of any one accident involving any bus or driver with no exclusion for sex abuse or molestation.
- d. Contractor shall maintain workers compensation for all employees performing services under this Agreement in the amounts required by law.

Indemnification Agreement. Contractor hereby agrees to indemnify and hold harmless the District and SAU 15 and all of their respective boards, officers, employees, and agents (hereinafter collectively referred to as the "Indemnitees") from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys' fees, due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage arising out of or resulting from the performance of this Agreement or any act or omission on the part of the Contractor, its agents, employees or others working at the direction of Contractor or on its behalf, or due to any breach of this Agreement by the Contractor, or due to the application or violation of any pertinent Federal, State or local law, rule or regulation. This indemnification extends to the successors and assigns of the Contractor and the District. This indemnification obligation survives the termination of the Contract and the dissolution or, to the extent allowed by law, the bankruptcy of the Contractor.

8. Safety Program.

- a. Contractor shall provide formal safety instruction on a regular basis for all personnel assigned to perform services under this Agreement.
- b. Contractor shall conduct bus evacuations for all students twice per school year. The drills will be scheduled by Contractor and be conducted at times that will not conflict with regular bus route operations. Contractor will provide all drivers with specific training in bus evacuation procedures.
- c. Contractor agrees to seek information for emergency situations from parents to accompany each student on the vehicle to assure proper medical attention in the case of an emergency, on forms supplied by Contractor. The District agrees to cooperate in obtaining this information.

9. Independent Contractor. While engaged in carrying out and complying with the terms and conditions of this Agreement, Contractor is an independent contractor, and neither Contractor, its employees or agents shall be considered to be an officer, agent, or employee of District. Contractor alone shall be responsible for the acts, omissions, conduct, and/or control of any and all personnel in its employ.

10. Assignments. Contractor may not assign or transfer any of its rights, burdens, duties, or obligations under this Agreement without the written consent of the District. Contractor may assign or transfer any of its rights, burdens, duties, or obligations under this Agreement to its parent company, affiliates, subsidiaries, or related legal entities. Contractor will advise District of such assignment or transfer.

11. Subcontracting. Contractor will not subcontract any of its rights, burdens, duties, or obligations under this Agreement without the written consent of District.
12. Routing and Scheduling.
 - a. Prior to the start of any service under this Agreement, District and Contractor shall cooperatively establish standard route(s) and time(s) of program initiation and termination which will remain standard during the term of the Agreement, subject to addition or deletion of riders.
 - b. If, at any time during the term of this Agreement, it is determined by mutual consent that service may be improved by revisions to routing, scheduling, or bus assignment, District and Contractor shall plan and institute such changes jointly.
 - c. The District reserves the unilateral right to make changes in bus routes, scheduling, bus stops, drivers, and student pick-up points for all students transported. The District agrees to consult with Contractor on changing a route/pick-up and will document its decision in writing to Contractor.
 - d. All students which the District places out-of-district will be transported by Contractor in state approved vehicles on routes, which to the extent possible, also serve students from other districts. Contractor agrees to provide the District with reasonably priced daily out-of-district charges based on joint ridership of Contractor's vehicle with students from other districts.
 - e. Contractor and the District agree to negotiate in good faith cost additions or reductions for changes in pupil population or placements.
13. Contractor's Personnel.
 - a. Contractor shall employ a sufficient number of regular and substitute drivers to perform the services required by this Agreement after taking into account current driver absence rates.
 - b. Contractor shall be solely responsible for hiring, discharging, payment, and the conduct of its employees.
 - c. All bus drivers shall have a commercial driver's license with a school bus endorsement, as required by state and federal laws and regulations. All drivers must meet all appropriate qualifying testing, including drug and alcohol testing. Contractor shall be solely responsible for the costs of all driver licenses and testing.
 - d. All bus drivers shall meet minimum age requirements consistent with state and federal laws and regulations but must be 21 years of age or older.
 - e. Contractor shall maintain drug screening protocols, and conduct criminal record checks on all drivers, monitors and/or other employees, and maintain employment records of these activities as required by state and federal laws and regulations and School Board Policy. Contractor must submit a criminal record request with fingerprints on a driver, monitor and/or other employee prior to the driver performing services for the District under this Agreement, but Contractor may employ an individual on a provisional basis until the results of the criminal record check are received from the State of New Hampshire.
 - f. Each driver must be approved annually by the District prior to the opening of school.
 - g. The District reserves the unilateral right to remove any driver, monitor, and/or other employee from providing further services under this Agreement, when it determines it is in the best interest of the District. The District agrees to consult with Contractor prior to prohibiting a driver from providing services under this Agreement and will document that decision to Contractor in writing. Any request to remove an employee from service under the agreement shall be in writing, with the reasons stated forth therein, and shall not be in violation of any federal, state or local law.
 - h. Bus drivers, monitors, and/or other employees may not use any tobacco products while on the bus or while on District property.

- i. Bus drivers are to submit certificates of physical examination or physical condition as required by RSA 200:37.
- j. Contractor shall be required to maintain the following information on each driver and to provide the information to the District upon request:
 - 1. Name of driver
 - 2. Residence address
 - 3. Telephone number
 - 4. Certificate of physical examination
 - 5. Record of previous driving experience
 - 6. Date and number of current commercial driver's license/school bus certificate
 - 7. Bus route and assignments
 - 8. Evidence of satisfactory references
 - 9. Proof of background check through appropriate law enforcement agencies as defined in RSA 189:13-a
- k. Contractor shall provide bus monitors to ride on school buses when the District deems it necessary. Monitors shall be employees of Contractor.
- l. All bus drivers and monitors will be of good health, reputable character, and exhibit an ability to work cooperatively with students and members of the public.
- m. All bus drivers and monitors will enforce reasonable rules of behavior as required by the District and Contractor. Operators shall report in writing to the District, on a form provided by the District, the names and offenses of students who fail to abide by the expected rules of behavior on the bus.
- n. No driver or monitor will allow children to leave the bus except at scheduled stops unless authorized by the District.
- o. Drivers are to remain on the bus at all times when children are on board except as relieved by an authorized adult.
- p. At each bus stop the driver shall make certain that all children are seated and the aisle is clear before moving the bus.
- q. The driver does not have the authority to refuse transportation to any eligible child, nor does a driver have the authority to remove a child from the bus.
- r. Contractor will provide training to all drivers and monitors employed under this Agreement in conformance with federal and state statutes and regulations at its sole expense without additional payment from the District. Training should include, but not be limited to, Bully Training and CPI Training. Contractor must maintain current, accurate records documenting the training of each driver and monitor. Training records will be available for inspection upon request by the District. Each driver and monitor will receive specialized training from Contractor on an annual basis in transporting and handling students with disabilities.
- s. The District's duly authorized representatives shall have the right to inspect any and all of the buses and their operations, by riding as passengers on buses or by other reasonable means.
- t. All bus drivers must be available on one (1) hour notice for early closing of one or more schools due to emergency/weather and one (1) day notice for early closing of school for other activities.
- u. If Contractor knows or should have known that a driver assigned by Contractor to perform services under this Agreement is charged and/or convicted of any traffic violation or other crime, Contractor shall notify

the Superintendent in writing within twenty-four (24) hours of the charge and/or conviction and specify the name of the driver, date of violation or crime, and nature of violation or crime.

14. Records Keeping and Accident Reports.

- a. Contractor shall provide the District access to any and all records related to the provision of services under this Agreement and kept in the ordinary course of business within thirty (30) days of District's written request for such records. District shall maintain the confidentiality of Contractor's records to the extent permitted by law.
- b. Contractor shall report any accident involving student transportation to the Superintendent of Schools or his/her designee as soon as possible but not later than twenty-four (24) hours from the time of the accident. Contractor shall submit a detailed written report to the Superintendent of Schools or his/her designee as soon thereafter as possible but not later than three (3) days after the date of such accident.

15. Equipment Requirements. All buses supplied under this Agreement shall be approved school buses, as defined by applicable statutory or administrative codes within the state in which District operates. All vehicles, including but not limited to bus chassis, motor, and bus body, shall be no older than 8 years past the manufacture date at the starting date of the contract and no older than 8 years past the manufacture date at each succeeding anniversary date.

- a. Regular preventive maintenance shall be practiced on all buses.
- b. Spare buses, either Customer or Contractor supplied, of appropriate sizes, and meeting all the above requirements, shall be located by Contractor at points close enough to Customer so they may be substituted for regularly assigned buses, if needed, without delay.
- c. It is specifically understood between the Parties that prices under this Agreement do not include modifications to vehicles that might at some point in the future be required by government agencies or Customer. If, during the term of this Agreement, equipment modifications, including seat belts, are mandated, Contractor and Customer shall negotiate in good faith price increases related to such modifications. Such renegotiations shall include, but shall not be limited to, the payment schedule, duration of this Agreement, levels of service, etc. Any modification to this Agreement resulting from such renegotiations shall become effective on a mutually agreed-upon date.
- d. Contractor shall provide a sufficient number of buses so that no student will spend more than one (1) hour in transit during the morning and one (1) hour during the afternoon.
- e. Contractor will make every attempt to minimize the amount of time which students will spend on each vehicle. However, when increasing student numbers to decrease per student expenses, it may be necessary to also increase time spent on the vehicles. Contractor and the District will meet to determine if and when additional or fewer vehicles will be needed at additional costs or reductions to address this potential problem.
- f. Contractor agrees to pay all taxes and fees incurred in the registration of the vehicles and to maintain the registration of the vehicles for the duration of the Agreement.
- g. Contractor will equip each vehicle with (a) school bus sign; (b) a set of reflective highway flares; (c) chocks; (d) an emergency medical kit; and (e) a fire extinguisher appropriate for the vehicle. Contractor agrees to equip vehicles with lifts, buckle restraints, car seats and other specially designed equipment as necessary to transport children with a range of disabling conditions.
- h. Contractor must inspect all buses daily. Daily inspection will include, but not be limited to, brakes, lights, tires, radiators, oil, gas, heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Contractor shall maintain records of such inspections and make the records available to the District upon request.

- i. Contractor shall maintain a regular schedule for servicing all vehicles which shall include, but not be limited to oil, grease, tires, battery, brakes, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Contractor shall maintain records of maintenance activities, and make the records available to the District upon request. Contractor shall be solely responsible for all maintenance costs which shall be non-reimbursable expenses of Contractor.
 - j. Contractor shall provide at its sole expense all supplies required under the Agreement including gasoline, oil, automotive fluids, etc., as well as paper towels, tissues, and other necessities for the comfort, convenience and safety of the students. Contractor shall provide materials to meet individual safety and transportation needs of students as required by the District.
 - k. Snow tires or all-weather treads shall be required on all buses during the winter months (October-April). Chains may be provided at the discretion of Contractor. Contractor shall not use any retread tires on any bus at any time.
 - l. Contractor shall not transport students in excess of a bus's rated capacity, as set forth by state and federal laws and regulations.
 - m. When traveling on school grounds, buses shall follow the traffic patterns established by the District.
 - n. Contractor shall install a system of communication (non-CB two-way radio) with sufficient capacity for communication between each bus and Contractor's dispatch terminal to assist with efficient and safe operation of the vehicles. Contractor shall monitor radio transmission through a dispatch base during normal business hours.
 - o. No commercial merchandise shall be carried on any bus route.
 - p. At the discretion of the District, Contractor shall provide one or more 84-person buses on any particular day or night to transport pupils to and from field trips and co-curricular activities in other communities. The buses will wait at the site for the duration of the activity. The District will pay Contractor a separate amount for this transportation. The District is under no obligation to use the buses of Contractor for field trips or co-curricular trips. The District, at its sole discretion, may contract with other bus contractors.
 - q. Contractor shall provide spare buses of appropriate sizes which meet all requirements for regular buses. Contractor shall locate spare buses at points close enough to District so they may be substituted for regularly assigned buses, if needed, without delay.
 - r. Contractor shall ensure that all buses used for daily transportation of students under this Agreement bear "SAU #15 Auburn School District" on both sides and shall use those buses solely for transporting assigned students during the entire year. Contractor shall not use these buses at any time for any other purpose.
16. Video cameras shall only be installed on Contractor's buses in accordance with state law and District policy. Contractor shall prominently display a sign in each vehicle informing occupants that audio and video recordings are occurring, as required by RSA 570-A:2, II(k) and District policies. Contractor shall comply with the requirements of the District's policy on the retention, ownership, and review of all recordings.
 17. Fuel. Fuel shall be paid for and provided by Contractor. This Agreement does not include a fuel escalation provision.
 18. Termination of Agreement.
 - a. The Agreement may be terminated by the District for unsatisfactory performance. In such case, the District shall give written notice to Contractor of intention to terminate citing the unsatisfactory performance, giving Contractor thirty (30) school days to improve its performance to the satisfaction of the District. If the performance of Contractor does not improve to the satisfaction of the District, the District may upon the expiration of the thirty (30) days terminate this Agreement.

- b. The District shall have the right to declare Contractor in default if (a) Contractor becomes insolvent; (b) Contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against Contractor; or (d) Contractor is unable to provide evidence of required insurance coverage as set forth below.
 - c. In the event of termination, the District may employ another contractor to complete the terms of this Agreement. Contractor shall be responsible for any extra or additional expense or damages suffered by the District. Contractor shall also indemnify the District for any loss the District sustains arising out of Contractor's lack of performance of this Agreement.
 - d. If the Contractor fails to provide all required routes the District may employ another contractor to complete the agreed routes required by this Agreement and it may deduct the extra or additional expense or damages suffered by the District in covering the required routes not provided by the Contractor from any future payments to the Contractor.
19. Termination for Lack of Funding. In the event that sufficient funds are not appropriated for school transportation services in the next succeeding fiscal year, the District may terminate this Agreement by written notice within thirty (30) days of adoption of the District budget for the fiscal year in question, and the Agreement shall be terminated effective on the last day for which funds are appropriated without further financial obligation. In the event funding is restored, Contractor shall have the right of first refusal to resume providing services to District in accordance with the Agreement.
20. Termination for Convenience. The District shall have the right to terminate this Agreement upon ninety (90) days written notice, without further financial obligation, if conditions arise making the transportation of District pupils unnecessary.
21. Termination Remedies. Any termination of the Agreement by the District shall be without cost or penalty to the District. The District shall be liable to Contractor only for amounts due Contractor as of the date of termination as Contractor's sole remedy.
22. Notices. Notices to either party to this Agreement shall be in writing and shall be considered duly served and delivered if such notice is delivered by hand; mailed via the United States mail, certified, return receipt requested; or sent via overnight service. All such notices shall be addressed to:
- DISTRICT: SAU #15 Auburn School District
90 Farmer Road
Hooksett, NH 03106-2125
- CONTRACTOR: Durham School Services, L.P.
Attn: Contract Management Specialist
2661 Navistar Drive
Lisle, Illinois 60532
Telephone: (630) 821-5400
23. Force Majeure. Contractor shall be excused from performance hereunder, and District shall not be allowed to levy any damages or penalties, liquidated or otherwise during the time and to the extent that Contractor is prevented from performing in the customary manner by an act of God, fire, flood, war, riot, state of emergency, terrorism, strike, lockout, governmental/executive order, epidemic, pandemic or quarantine which is beyond the control of Contractor.
24. Strike. In the event of a strike or any reason causing the interruption of services or operations, the District has the right, after notification in writing to Contractor, to secure such other transportation as may be necessary and charge the excess cost of same to Contractor for each day of service not rendered. These deductions will be based upon one hundred eighty (180) operating days and may be deducted from any payments due to Contractor.

25. Compliance with Law. This Agreement is made subject to all laws of the State of New Hampshire. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of such clause. However, if any clause shall become void, that event shall not change the legal effect of any other clause of this Agreement. Contractor shall keep itself fully informed of and agrees to comply with pertinent federal, state, and municipal laws, ordinances, rules and regulations in any manner affecting the service in this Agreement.
26. Choice of Law. This Agreement shall be governed by the laws of the State of New Hampshire without regard to its conflict of laws principles.
27. Severability. In the event any provision of this Agreement is determined to be illegal or void, the remainder of this Agreement shall remain in full force and effect.
28. Amendments. Changes to this Agreement may only be made by written amendment mutually agreed to by the parties.
29. Attorney's Fees. If any legal action is brought by either of the parties hereto, it is expressly agreed that the party in whose favor final judgment shall be entered shall be entitled to recover from the other party reasonable attorney's fees in addition to any other relief that may be awarded.
30. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which counterparts collectively shall constitute one (1) instrument representing this Agreement between the parties. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
31. Liquidated Damages. The District and Contractor recognize the expense and difficulties in proving the actual loss suffered by the District if Contractor does not perform the services specified or comply with the conditions of the Agreement by, for example, providing timely buses or the required number of buses and/or drivers. Accordingly, while the District may seek recovery at law and in equity, the District, at its sole discretion, may instead of requiring such proof, require Contractor to pay the District \$250.00 for each violation of the contract. The liquidated damages shall be deducted from the District's next payment to Contractor. District must notify the General Manager (of the contractor location that performs the services) in writing (email to General Manager is acceptable) within ten (10) school days of an occurrence giving rise to a liquidated damage claim and must assess such liquidated damage claim within thirty (30) days of its occurrence. No liquidated damages shall be assessed during the first thirty (30) days of any Agreement school year.
32. Survival. The insurance and indemnification obligations shall survive termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the date written above.

DURHAM SCHOOL SERVICES, L.P.

SAU #15 AUBURN SCHOOL DISTRICT

By: Durham Holding 11, L.L.C.,
Its general partner

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Schedule A
SAU 15 - Auburn School District
2023-24 Proposed Rates

| | Base Hours | 2023-2024 | 2024-2025 | 2025-2026 |
|---------------------------|-------------------|------------------|------------------|------------------|
| In-District Base Rate | 6.00 | \$365.84 | \$380.47 | \$395.69 |
| Out-Of-District Base Rate | 6.00 | \$390.84 | \$406.47 | \$422.73 |
| Midday Base Rate | 1.50 | \$76.57 | \$79.63 | \$82.82 |
| Excess Hourly Rate | - | \$41.86 | \$43.53 | \$45.27 |
| Monitor Hourly Rate | - | \$25.65 | \$26.68 | \$27.75 |

*All Base Rates are based on the amount of hours listed under "Base Hours". Any time in excess of the corresponding Base Hours will be charged the Excess Hourly Rate. Time will be calculated from the beginning vehicle parking location to the final vehicle parking location.

**Rideshares routes with other districts (not part of SAU 15 – Auburn School District) will receive a \$100 discount from the applicable In-District/Out-Of-District Base Rate.

| Auburn Policy - SECOND READING/ADOPTION | | | X.A. |
|---|--|-------------------------|-------------|
| | | 2nd Board Reading Date: | 2/13/2024 |
| | | 1st Board Reading Date: | 1/9/2024 |
| | | Committee Meeting Date: | 12/11/2023 |
| CURRENT CODE | POLICY TITLE/CATEGORY | BOARD SUGGESTIONS | |
| JKAA | Use of Child Restraints and Seclusion | Board changes in BLUE | |
| JKAA-R | Use of Child Restraints-Procedure | Board changes in BLUE | |
| BEDG | Minutes | No Changes by Board | |
| EBCC | Bomb Threats False Alarms, Bomb, Active Shooter, and Other Such Threats | Board changes in BLUE | |
| GCCBC | FMLA | No Changes by Board | |
| GBGA | Staff Health | No Changes by Board | |

**AUBURN SCHOOL DISTRICT
USE OF CHILD RESTRAINT AND SECLUSION**

The Auburn School District hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint, **including prone restraint**, except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others.

Prone restraint is a method of intervention where a person's face and frontal part of his or her body is placed in a downward position touching any surface for any amount of time.

For purpose of this policy and any accompanying procedures, the term "seclusion" means the involuntary ~~confinement placement~~ of a child alone in a ~~any room or area~~ ~~place where no other person is present and~~ from which the child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier, ~~or from which the child reasonably believes they are not free to leave; or, the involuntary confinement of a child to a room or area, separate from their peers, with one or more adults who are using their physical presence to prevent egress.~~

Seclusion shall not include:

(1) The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.

(2) ~~The involuntary confinement of a child to a room or an area with an adult who is actively engaging in a therapeutic intervention; or~~ circumstances in which there is no physical barrier, ~~between the child and any other person or~~ the child is physically able to leave ~~the place.~~

A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

School staff shall not use seclusion except when a child's behavior poses a substantial and imminent risk of physical harm **to the child or others. Seclusion shall never be used explicitly or implicitly as punishment or discipline for the behavior of a child. If seclusion is used, school staff must designate a co-regulator to monitor the child and develop a plan to help the child manage their state of regulation and their return to a less restrictive setting.**

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student's past history.

After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes misconduct, shall report the conduct to the Superintendent or designee within 24 hours.

Any employee who has reason to believe that another employee has engaged in conduct that violates RSA 126-U (NH Restraint and Seclusion Law) and also believes or suspects that such violation constitutes abuse or neglect, shall report the conduct to the Superintendent or designee, as well as the Department of Human Services and the Department of Education's Bureau of Credentialing.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

Legal References:

RSA 126-U:1 to 1 **4 Ed 1200-1203 Ed 510**

Adopted: November 9, 2010

Revised: June 9, 2015

AUBURN SCHOOL DISTRICT
PROCEDURES ON USE OF CHILD RESTRAINT AND SECLUSION

The Auburn School District hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

Restraint. Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

Medication Restraint. When a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical Restraint. When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

Physical restraint. When a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

Dangerous Restraint Techniques.

- a. Any technique that:
 - (1) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - (3) Obstructs the circulation of blood;
 - (4) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (5) Endangers a child's life or significantly exacerbates a child's medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
- d. Any technique that subjects the child to ridicule, humiliation, or emotional trauma.

Seclusion. The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) **The involuntary confinement of a child to a room or an area with an adult who is actively engaging in a therapeutic intervention; or circumstances** in which there is no physical barrier **between the child** and any other person or the child is physically able to leave **the place**.

II. Use of Restraint

1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.

2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that ~~that~~ unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. *Authorization and Monitoring of Extended Restraint & Length of Restraint*

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;
3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. *Restriction of Use of Mechanical Restraints during Transport of Children.*

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. *Room Conditions for a Seclusion Area*

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.

(b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.

(c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.

(d) Are free of any object that poses a danger to the children being placed in the rooms.

(e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an “emergency” includes, but is not limited to:

(1) The need to provide direct and immediate medical attention to a child;

(2) Fire;

(3) The need to remove a child to a safe location during a building lockdown; or

(4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, which ever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal’s designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee’s supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;

- c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;
 - h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and
 - l. The anticipated date of the final report.
3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.
 4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. *Serious Injury or Death during Incidents of Restraint or Seclusion.*

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

X. *Team Meeting Requirements*

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.

2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted “if there have been multiple instances of restraint or seclusion since the last review.”

XI. Notice and Records of Intentional Physical Contact

1. If a school employee has intentional physical contact with a child which is in response to a child’s aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child’s parent or guardian.
2. Such notification shall be no later than the time of the child’s return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of “intentional physical contact with a child which is in response to a child’s aggression, misconduct, or disruptive behavior,” the school shall prepare a written description of the incident. This description shall include:
 - a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of “intentional physical contact.”
5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child is actively combative, assaultive, or self injurious while being escorted, and then these requirements do apply.
 - b) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - c) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child’s attention – except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

XII. Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

XIII. Civil or Criminal Liability

Nothing in the District's Policy or Procedures on the Use of Child Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school officials for the use of force against a minor, consistent with state law found at RSA 627:1, 4, and 6.

Adopted: June 9, 2015

Legal Reference:

RSA 126-U:1 to 13 (2014);
RSA 627:1, 4, 6

INCIDENT REPORT – INTENTIONAL PHYSICAL CONTACT

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Time: _____ Location: _____

Person Completing Report: _____ Title: _____

Individuals Involved:

_____ Title: _____

_____ Title: _____

_____ Title: _____

1. Description of the student's behavior before, during, and after the incident.

2. Description of the actions of the school staff before, during, and after the incident:

3. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others.

Signature of Person Completing Report: _____ Report Date: _____

INCIDENT REPORT – PHYSICAL RESTRAINT/SECLUSION

Student: _____ Date of Incident: _____

School/Program: _____ Grade: _____

Student has: _____ IEP _____ 504 Plan _____ Behavior Plan

Incident Involves: _____ Restraint(s) _____ Seclusion(s) _____ Both Restraint(s) and Seclusion(s)

Beginning Time of Each Restraint/Seclusion: _____

Ending Time of Each Restraint/Seclusion _____

Location: _____

Person Completing Report: _____ Title: _____

Staff Involved in Restraint/Seclusion:

_____ Title: _____

_____ Title: _____

_____ Title: _____

Others Involved/Observers:

_____ Title: _____

_____ Title: _____

1. Description of the activity the student was engaged in immediately preceding the restraint/seclusion:

2. Description of the student's behavior(s) that prompted the restraint/seclusion, including the justification for initiating the use of the restraint/seclusion:

3. Description of each restraint/seclusion used, including the restraint hold(s) used and the reason the hold was necessary:

4. Description of the student's behavior before, during, and after the restraint/seclusion:

5. Description of the actions of the school staff before, during, and after the restraint/seclusion:

6. Description of the interventions utilized prior to the restraint/seclusion and the student's response(s):

7. Description of any injuries to the student, staff, or others. Description of any medical care administered to the student or others. Attach any injury reports that were necessitated by the restraint/seclusion.

8. Description of any property damage associated with the incident:

9. Description of the actions taken to address the emotional needs of the student during and following the incident:

10. Description of any future actions to be taken with respect to the student's behaviors:

11. Anticipated Date of Final Report to Parents: _____

Signature of Person Completing Report: _____ **Report Date:** _____

**AUBURN SCHOOL DISTRICT
MINUTES**

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event a board member objects to the subject matter of discussion, that objection will be reflected in the minutes.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

~~Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will~~

also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Sealed Minutes List. For non-public meetings beginning January 1, 2022, the Superintendent is directed to maintain a list of all sealed minutes for non-public sessions. The list shall include:

- a. the name of the public body (e.g., School Board, Policy Committee, etc.);
- b. the date and time of the public meeting;
- c. the start and end times of the non-public session;
- d. the specific exemption in RSA 91-A:3 for the non-public session;
- e. the date the vote to seal the minutes occurred; and
- f. the date, if any, of a subsequent decision to unseal the minutes

The Sealed Minutes List shall be updated each time the public body seals non-public minutes, and the updated List shall be made as soon as practicable for public disclosure.

Sealed minutes related to discussions in non-public session under RSA 91-A:2, II (d) shall be made available to the public as soon as practicable after the transaction has closed or the School Board has decided not to proceed with the transaction.

Sealed minutes must either be reviewed within each ten year period or unsealed no later than the expiration of ten years following the date they were sealed or last reviewed. Minutes sealed prior to October 3, 2023 must be reviewed and/or unsealed by October 3, 2033.

The Board will review previously sealed non-public minutes within ten years of the date the minutes were first sealed, or within ten years of the last time those minutes were last reviewed by the Board. The minutes shall be unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply.

As used in this policy, "sealed" minutes in reference to minutes of non-public sessions, means that the Board determined by 2/3 majority vote in public session that "divulgence of the information" (i.e., information in the minutes of the non-public session):

- i. Would affect adversely the reputation of a person other than a Board member;
- ii. Would render ineffective the action/proposed action taken in non-public session; or
- iii. Pertains matters relating the preparation for and carrying out of all emergency functions intended to thwart a deliberate act intended to result in widespread or severe damage to property or widespread injury or loss of life (i.e., terrorism).

Minutes which are not reviewed after 10 years will be automatically unsealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public, RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions, RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available for Public Inspection, **RSA 189:29-a Records Retention and Disposition**

Adopted: October 12, 1999

Revised: June 9, 2009, January 9, 2018, December 11, 2018

AUBURN SCHOOL DISTRICT
BOMB THREATS
FALSE ALARMS, BOMB, ACTIVE SHOOTER, AND OTHER SUCH THREATS

The Board recognizes that **bomb threats** **false alarms, bomb, active shooter or other such violent threats** are a significant concern to the schools. **Threats**, whether the threat is real or a hoax, **a bomb threat** represents a potential danger to the safety and welfare of students, staff, and school property.

No person shall make or communicate, by any means, a threat that a bomb has been or will be placed on school premises. **Making such threats or false alarms will be deemed a violation of the applicable code of conduct, with potential disciplinary action, and will be referred to law enforcement for potential criminal prosecution.**

Any **bomb threat** will be regarded as a serious matter and will be treated accordingly. In the event a **bomb** threat is made, the following procedures shall be followed:

1. Law Enforcement authorities shall be notified immediately.
2. Simultaneously, the Superintendent shall be notified. **The Superintendent or his/her designee shall make a determination as to whether an immediate evacuation of school buildings is required in accordance with the District Crisis Prevention and Response Plan district's Emergency Operations Plan.**
3. The Principal, in consultation with law enforcement authorities and the Superintendent, will determine if a credible threat exists. If so, the Superintendent or his/her designee shall call for an immediate evacuation of all school buildings. **Any decision to re-enter the school or buildings after an evacuation will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.**
4. An investigation of the threat should be made by local law enforcement authorities or applicable state department.
5. **The Superintendent or her/his designee will communicate the occurrence of any threat under this policy to the parents of any students in the affected building, whether or not a full evacuation occurred EITHER in accordance with the District Crisis Prevention and Response Plan OR the District Communication Plan OR district's Emergency Operations Plan as soon as deemed appropriate under the circumstances.**

Any decision to re-enter the school or buildings will be made by the Superintendent, or designee, and only after such clearance has been given by the appropriate law enforcement agency.

Making a **bomb** threat is a crime. As such, any person found to have made a **bomb** threat will be subject to arrest and prosecution according to law. Any student suspected of making a **bomb** threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a **bomb** threat shall be subject to disciplinary action, in accordance with applicable Board policy.

Legal References:

RSA 158:9 Possession of Explosives, **RSA 644-a False Fire Alarms, RSA 644:3 False Public Alarms**

Adopted: April 11, 2000
Revised: March 10, 2009

**AUBURN SCHOOL DISTRICT
FAMILY AND MEDICAL LEAVE ACT**

Consistent with the federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks during any twelve (12) month period. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. Employees should consult regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional or different provisions than those specified in the Act and its implementing regulations.

~~To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a work site where at least 50 employees are employed by the District within a 75-mile radius of that work site.~~ **A school district employee who has been employed by the school district for at least 12 months and has worked at least 900 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993.**

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher consistent with the teacher's agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Legal Reference:
Title 29 B 2601 et. seq.

Adopted: May 24, 2005
Revised: December 10, 2019

**AUBURN SCHOOL DISTRICT
STAFF HEALTH**

I. Medical Examination of School Personnel

All school personnel shall be required to have a pre-employment medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

II. Additional Examinations

The Superintendent may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health may be inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the district.

III. Responsibility

The Superintendent and/or his/her designee is instructed to take such action as is required to implement this policy and to supervise the necessary recordkeeping to substantiate test results.

Adopted: December 14, 1971
Revised: November 9, 1976
Revised: September 14, 1989
Revised: August 23, 2000
Proposed Revision: January 12, 1994
Adopted: June 13, 2000

Statutory References:
RSA 200:20
RSA 200:36
RSA 200:37

| February First Reading - Auburn | | | X.B. |
|---------------------------------|---|---|---------------|
| | | 2nd Board Reading Date: | 3/12/2024 |
| | | 1st Board Reading Date: | 2/13/2024 |
| | | Committee Meeting Date: | 1/25/2024 |
| CURRENT CODE | POLICY TITLE/CATEGORY | SUGGESTIONS/REQUIREMENTS | Last reviewed |
| GBCD | Background Investigation and Criminal Records Check | | |
| IJOC | Volunteers | Language change to reflect practice | |
| DIE | Audits | Old/Review | 2000 |
| DJ | Purchasing | Old/Review | 2000 |
| DJB | Purchasing Procedures | Old/Review | 2000 |
| DJC | Petty Cash Accounts | Eliminate-Per Auditors, no schools should keep petty cash | 2000 |
| DGA | Authorized Signatures | Incorporate DK into this policy | |
| DK | Payment Procedures | Eliminate DK. Appropriate to add language to DGA. | 2000 |
| DM | Cashin School Buildings | Old/Review | 2000 |

AUBURN SCHOOL DISTRICT
BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Background Investigation

The Superintendent, or his/her designee, will conduct a thorough investigation into the past employment history, criminal history records, and other appropriate background of any applicant as defined in this policy. This investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the District.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done. For the purposes of this policy the term "applicant" shall include an applicant for employment by the District, an individual with whom the District may contract to provide services directly to students, any person identified by a contractor with the District whom the contractor proposes to assign to provide services directly to students, student teachers who are proposed to be placed in a District school, and designated volunteers. All applicants will be subject to a criminal records history check meeting the minimum requirements of law, however, the Superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position. The Superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation and an extended period of lawful behavior. For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the Superintendent shall consider all reliable information in assessing the applicant's suitability. The Superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime that has not been annulled and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions that have not been annulled or pending criminal charges, may be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for employment for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board. Fees or costs associated with a background check of a volunteer should be borne by the district.

Criminal History Records Check

Each applicant must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records as required by RSA 189:13-a and RSA 189:13-b. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy IJOC. Volunteers not categorized as "Designated Volunteers" per Policy IJOC will not be subject to a background investigation or criminal records check.

Bus Driver and Monitors

Bus drivers and bus monitors employed by contractors shall have their criminal history records checks processed by the New Hampshire Department of Education (NHED) as require by RSA 189:13-a and RSA 189:13-b. **Although NHED will conduct the criminal history records checks, the Superintendent or designee shall require a background investigation.**

Substitute Teachers in SAU

Substitute teachers working in other districts in SAU 15 who have undergone a criminal history records check within the last three years under RSA 189:123-a shall not be required to undergo an additional criminal history records check unless required by the Superintendent.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions.

No applicant selected for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her employment or approval to work within the District as a contractor or employee of a contractor is entirely conditioned upon the results of a criminal history records check and background check being satisfactory to the District.

Final Offer of Employment

A person who has been extended a conditional offer of employment or conditional approval to work within the District as a contractor or employee of a contractor may be extended a final offer of employment or final approval upon the completion of a criminal history records check and a background check which is satisfactory to the Superintendent.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the Superintendent in accordance with the established protocol and on a case-by-case basis. If the Superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the School Board shall be informed that a criminal history exists, or that charges are pending. **Pursuant to regulations of the United States Dept. of Justice, and RSA 189:13-a, the Superintendent may NOT share with the Board information directly gleaned from the criminal history records check regarding specific criminal charges, arrests or convictions, etc.**

The Superintendent, or designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the State Police. The State Police will then conduct the criminal history records check and will provide the Superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III the Superintendent or designee (Director of Curriculum, Instruction and Assessment, Human Resources Director, or Business Administrator) shall review the criminal history record form the State Police and shall destroy the document as required by RSA 189:13-a, III-a.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the Superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract to address the individual's ongoing relationship with the District. If the applicant's criminal history indicates that the applicant has been charged pending disposition for or has been convicted of a crime listed in RSA 189:13-a, V, the Superintendent shall notify the New Hampshire Department of Education.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Additional Criminal Records Checks

The Board may require a criminal history records check of any employee, an individual with whom the District has contracted to provide services directly to students, any person identified by a contractor with the District who has been assigned to provide services directly to students, student teachers who are placed in a District school, and designated volunteers at any time.

Child Sexual Abuse Prevention Education and Training

Any person required to have a criminal background check under this policy shall be provided informational materials, training, or other education, either online or in person, concerning child abuse, or reporting mandates. The training must be completed within thirty days of employment or commencement of services to the district and renewed every two years.

Revised: January 1998

Adopted: November 10, 1998

Revised: January 13, 2009, December 13, 2016, January 10, 2017, January 9, 2018, August 22, 2023

Legal References:

RSA 189:13-a, School Employee and Volunteer Background Investigations, RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

**AUBURN SCHOOL DISTRICT
VOLUNTEERS**

The Auburn School District welcomes and values contributions made to the school program by the volunteer efforts of parents and other citizens. The voluntary help of citizens should be requested by school staff using appropriate administrative procedures. The Superintendent/designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The assignment of volunteers will be consistent with those policies and procedures under the direction of the Principal/designee.

Volunteers assist the school in many roles, including, but not limited to, clerical assistance for teachers, field trip chaperones, presenters, assistant coaches, advisors to enrichment activities, and assisting in large group supervision. In whatever capacity, the Principal/designee will provide appropriate orientation to the volunteers. This orientation shall include a description of role expectations, information about safety, evacuation, confidentiality, and the expected relationship to staff and students. Whenever possible, volunteers should function under the supervision of a school employee.

"Designated Volunteers" – Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. ~~Comes in direct contact with pupils on a daily basis;~~
2. ~~Meets regularly with students;~~
- 1. Has unsupervised direct contact with pupils on a regular basis**
3. Meets with students on a one-on-one basis;
4. Has unsupervised access to the school building as a whole;
5. Any other volunteer so designated by the School Board or Superintendent.

Said Record Checks will be funded by the District and shall be required during the initial stages of volunteer service.

Registered sex offenders will not be allowed to be a school volunteer.

Adopted: November 10, 1998
Revised: June 10, 2008
Revised: May 12, 2011
Revised: January 9, 2018

Legal Reference: RSA 189:13-a, School Employee and Volunteer Criminal History Records Check

**AUBURN SCHOOL DISTRICT
AUDITS**

The books and accounts of the district shall be audited yearly. The audit to be performed will meet the basic audit procedures prescribed by CPA standards.

The School Board shall confirm the auditors after hearing the recommendation from the Superintendent or Business Administrator. Such audit will be made in accordance with RSA 197:25.

Adopted: July 10, 1979
Adopted: February 8, 2000

Statutory References:
RSA 197:25
RSA 671:5

**AUBURN SCHOOL DISTRICT
PURCHASING**

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent and/or designee the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The Superintendent and/or designee will be solely responsible for the final approval of all purchases. No purchase is final until the purchase order has been authorized by the Superintendent of Schools.

**AUBURN SCHOOL DISTRICT
PURCHASING PROCEDURES**

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his/her designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

**AUBURN SCHOOL DISTRICT
PETTY CASH ACCOUNTS**

ELIMINATE

Petty cash funds may be established for the school and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts and will be charged to the applicable budget code.

The custodian for such accounts at the school will be the Principal. The custodian is authorized to sign checks drawn against petty cash accounts.

**AUBURN SCHOOL DISTRICT
AUTHORIZED SIGNATURES**

Checks drawn on the general fund or any special fund (with the exception of the building activity fund) will require the signature of the Auburn School District Treasurer, who is authorized to sign only after approval of manifests by the Auburn School Board. Checks drawn on an activity fund will require one signature after approval by the advisor and school principal or assistant principal. Checks drawn on an activity fund shall require the signature of the school principal or assistant principal.

Electronic, ACH, and wire transfers of funds (electronic payments), for payment of accounts payable and all payroll manifests, may be approved by the School District Treasurer, or by the Business Administrator as delegated by the School District Treasurer, provided the School Board has approved a manifest authorizing the payment.

In keeping with the district's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

- 1. All manifests, supported by original invoices, will be approved and signed by the majority of the School Board.**
- 2. The School District Treasurer's signature will be on all checks from the central office.**

(Language formerly Policy DK)

Adopted: December 19, 2001

Revised: May 10, 2022

**AUBURN SCHOOL DISTRICT
PAYMENT PROCEDURES**

ELIMINATE (Incorporate into Policy DGA)

In keeping with the district's desire for efficient fiscal management, the following procedure for payment of its liabilities is in effect:

1. All manifests, supported by original invoices, will be approved and signed by the majority of the School Board.
2. The School District Treasurer's signature will be on all checks from the central office.

Adopted: February 8, 2000

**AUBURN SCHOOL DISTRICT
CASH IN THE SCHOOL BUILDING**

Monies collected by school employees and by student treasurers ~~shall be handled with good and prudent business procedures. All monies collected~~ shall be receipted and accounted for **by the Principal or his/her designee.** Prudent measures shall be taken for monies that are left in the school overnight. The Principal shall take measures to insure regular and routine deposits to avoid large sums of money from being stored in the building overnight.

| General Fund Balance Sheet - February 7, 2024 (Modified Accrual, Unaudited) | | | | | |
|---|--|--|--|--|------------|
| Assets: | | | | | |
| Cash | | | | | 1,154,019 |
| Receivables: | | | | | |
| Accounts | | | | | 1,800 |
| Intergovernmental | | | | | 5,886,453 |
| Interfund receivables | | | | | |
| Inventories | | | | | - |
| Total Assets | | | | | 7,042,272 |
| Liabilities: | | | | | |
| Accounts Payable | | | | | 10,945 |
| Open Purchase Orders and Contracts | | | | | 6,272,381 |
| Accrued Salaries and Benefits | | | | | 43,515 |
| Deferred Revenue | | | | | - |
| Interfund payable | | | | | 242,008 |
| Total Liabilities | | | | | 6,568,848 |
| Fund Balances: | | | | | |
| Unassigned Fund Balance | | | | | 473,424 |
| Total Fund Balance | | | | | 473,424 |
| Total Liabilities and Fund Balance | | | | | 7,042,272 |
| | | | | | - |
| | | | | | |
| Revenues, Expenditures and Change in Fund Balance | | | | | |
| Revenues: | | | | | |
| School District Assessment | | | | | 11,925,113 |
| Other Local | | | | | 49,543 |
| State | | | | | 4,291,358 |
| Federal | | | | | - |
| Transfer from other funds | | | | | |
| Total Revenues | | | | | 16,266,014 |
| Expenditures: | | | | | |
| Current: | | | | | |
| Instruction | | | | | 10,960,171 |
| Support Services: | | | | | |
| Student | | | | | 799,394 |
| Instructional staff | | | | | 243,553 |
| General Admin | | | | | 43,311 |
| Executive Admin | | | | | 413,738 |
| School Admin | | | | | 660,021 |
| Operations and Maintenance | | | | | 702,763 |
| Student Transportation | | | | | 1,102,759 |
| Other | | | | | 268,661 |
| Debt Service - Principal and Interest | | | | | 1,177,360 |
| Transfer to Other Funds | | | | | - |
| Charter School Expenditures | | | | | 6,120 |
| Total Expenditures | | | | | 16,377,851 |
| Excess of Revenues | | | | | (111,837) |
| Fund Balance, beginning (7/1/2023) | | | | | 585,261 |
| Fund Balance, ending (2/7/2024) | | | | | 473,424 |

AUBURN SCHOOL DISTRICT
SUMMARY REPORT OF YTD REVENUES AND EXPENDITURES
AS OF 2/7/2024

| AUBURN SCHOOL DISTRICT - YTD BUDGET VS. ACTUAL REVENUE REPORT | | | | | | | | | | | | |
|---|------|---|----|----|------|-----------------------------------|--------------------------|---|------------------------------------|--------------------------------------|------------------|----------------|
| TITLE | | | | | | BUDGET | ACCOUNTS RECEIVABLE | YEAR TO DATE REVENUE | YEAR TO DATE REVENUE / RECEIVABLE | (UNDER) / OVER COLLECTION OF REVENUE | | |
| 11 | 1111 | 0 | 00 | 00 | 4000 | CURRENT APPROPRIATION REVENUE | TOWN APPROPRIATION | \$ 11,924,313.00 | \$ 3,424,313.00 | \$ 8,500,000.00 | \$ 11,924,313.00 | \$ - |
| | | | | | | TOWN APPROPRIATION Total | | \$ 11,924,313.00 | \$ 3,424,313.00 | \$ 8,500,000.00 | \$ 11,924,313.00 | \$ - |
| 11 | 1510 | 0 | 00 | 00 | 4000 | INTEREST REVENUE | LOCAL | \$ 2,500.00 | \$ - | \$ 15,135.69 | \$ 15,135.69 | \$ 12,635.69 |
| 11 | 1910 | 0 | 00 | 00 | 4000 | RENTALS REVENUE | LOCAL | \$ - | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 |
| 11 | 1980 | 0 | 00 | 00 | 4000 | REFUND OF PY EXPENSE REVENUE | LOCAL | \$ - | \$ - | \$ 9,886.75 | \$ 9,886.75 | \$ 9,886.75 |
| 11 | 1990 | 0 | 00 | 00 | 4000 | OTHER LOCAL REVENUE REVENUE | LOCAL | \$ 2,000.00 | \$ - | \$ 23,520.91 | \$ 23,520.91 | \$ 21,520.91 |
| | | | | | | LOCAL Total | | \$ 4,500.00 | \$ - | \$ 49,543.35 | \$ 49,543.35 | \$ 45,043.35 |
| 11 | 3111 | 0 | 00 | 00 | 4000 | STATE ADEQUACY GRANT REVENUE | STATE | \$ 2,408,983.67 | \$ 722,694.67 | \$ 1,686,289.00 | \$ 2,408,983.67 | \$ - |
| 11 | 3112 | 0 | 00 | 00 | 4000 | STATE EDUCATION TAX REVENUE | STATE | \$ 1,697,281.00 | \$ 1,697,281.00 | \$ - | \$ 1,697,281.00 | \$ - |
| 11 | 3190 | 0 | 00 | 00 | 4000 | OTHER STATE AID REVENUE | STATE | \$ 2,050.00 | \$ - | \$ 4,087.11 | \$ 4,087.11 | \$ 2,037.11 |
| 11 | 3230 | 0 | 00 | 00 | 4000 | CATASTROPHIC AID REVENUE | STATE | \$ 152,500.00 | \$ - | \$ 181,006.00 | \$ 181,006.00 | \$ 28,506.00 |
| | | | | | | STATE Total | | \$ 4,260,814.67 | \$ 2,419,975.67 | \$ 1,871,382.11 | \$ 4,291,357.78 | \$ 30,543.11 |
| 11 | 4580 | 0 | 00 | 00 | 4000 | MEDICAID REIMBURSEMENT REVENUE | FEDERAL | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ (20,000.00) |
| | | | | | | FEDERAL Total | | \$ 20,000.00 | \$ - | \$ - | \$ - | \$ (20,000.00) |
| | | | | | | Grand Total | | \$ 16,209,627.67 | \$ 5,844,288.67 | \$ 10,420,925.46 | \$ 16,265,214.13 | \$ 55,586.46 |
| | | | | | | | | | | | | |
| AUBURN SCHOOL DISTRICT - YTD BUDGET VS. ACTUAL SUMMARY EXPENDITURE REPORT | | | | | | | | | | | | |
| REPORTING CATEGORY | | | | | | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | UNDER / (OVER) EXPENDITURE | | |
| | | | | | | INSTRUCTION Total | \$ 11,036,539.08 | \$ 4,815,560.34 | \$ 6,144,610.60 | \$ 10,960,170.94 | \$ 76,368.14 | |
| | | | | | | STUDENT SUPPORT SERVICES Total | \$ 796,684.37 | \$ 363,192.73 | \$ 436,201.60 | \$ 799,394.33 | \$ (2,709.96) | |
| | | | | | | INSTRUCTIONAL STAFF SUPPORT Total | \$ 186,891.00 | \$ 90,982.93 | \$ 152,569.60 | \$ 243,552.53 | \$ (56,661.53) | |
| | | | | | | GENERAL ADMINISTRATION Total | \$ 47,373.66 | \$ 15,214.36 | \$ 28,096.87 | \$ 43,311.23 | \$ 4,062.43 | |
| | | | | | | EXECUTIVE ADMINISTRATION Total | \$ 413,738.00 | \$ - | \$ 413,738.00 | \$ 413,738.00 | \$ - | |
| | | | | | | SCHOOL ADMINISTRATION Total | \$ 665,071.44 | \$ 249,150.45 | \$ 410,870.47 | \$ 660,020.92 | \$ 5,050.52 | |
| | | | | | | PLANT OPERATIONS Total | \$ 707,735.54 | \$ 266,415.79 | \$ 436,346.71 | \$ 702,762.50 | \$ 4,973.04 | |
| | | | | | | STUDENT TRANSPORTATION Total | \$ 1,212,498.40 | \$ 406,015.67 | \$ 696,743.73 | \$ 1,102,759.40 | \$ 109,739.00 | |
| | | | | | | OTHER Total | \$ 271,757.53 | \$ 61,073.47 | \$ 207,587.94 | \$ 268,661.41 | \$ 3,096.12 | |
| | | | | | | DEBT SERVICES Total | \$ 1,177,110.00 | \$ - | \$ 1,177,360.00 | \$ 1,177,360.00 | \$ (250.00) | |
| | | | | | | CHARTER SCHOOLS Total | \$ - | \$ 4,775.00 | \$ 1,345.00 | \$ 6,120.00 | \$ (6,120.00) | |
| | | | | | | | \$ 16,515,399.02 | \$ 6,272,380.74 | \$ 10,105,470.52 | \$ 16,377,851.26 | \$ 137,547.76 | |
| | | | | | | | | | | | | |
| CHANGE IN FUND BALANCE: | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | FUND BALANCE AS OF 7/1/2023: | | | \$ 585,260.82 | |
| | | | | | | | | | | | | |
| | | | | | | | | PLUS YTD REVENUES AS OF 2/7/2024: | \$ 16,265,214.13 | | | |
| | | | | | | | | LESS YTD EXPENDITURES AS OF 2/7/2024: | \$ (16,377,851.26) | | | |
| | | | | | | | | | | | | |
| | | | | | | | | DEFICIENCY OF REVENUE (CHANGE IN FUND BALANCE): | | | \$ (112,637.13) | |
| | | | | | | | | | | | | |
| | | | | | | | | FUND BALANCE AS OF 2/7/2024: | | | \$ 472,623.69 | |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE SUMMARY
AS OF FEBRUARY 7, 2024

| REPORTING CATEGORY | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE |
|-----------------------------------|-------------------------|-----------------------------|-------------------------|---------------------------------------|----------------------|
| INSTRUCTION Total | \$ 11,036,539.08 | \$ 4,815,560.34 | \$ 6,144,610.60 | \$ 10,960,170.94 | \$ 76,368.14 |
| STUDENT SUPPORT SERVICES Total | \$ 796,684.37 | \$ 363,192.73 | \$ 436,201.60 | \$ 799,394.33 | \$ (2,709.96) |
| INSTRUCTIONAL STAFF SUPPORT Total | \$ 186,891.00 | \$ 90,982.93 | \$ 152,569.60 | \$ 243,552.53 | \$ (56,661.53) |
| GENERAL ADMINISTRATION Total | \$ 47,373.66 | \$ 15,214.36 | \$ 28,096.87 | \$ 43,311.23 | \$ 4,062.43 |
| EXECUTIVE ADMINISTRATION Total | \$ 413,738.00 | \$ - | \$ 413,738.00 | \$ 413,738.00 | \$ - |
| SCHOOL ADMINISTRATION Total | \$ 665,071.44 | \$ 249,150.45 | \$ 410,870.47 | \$ 660,020.92 | \$ 5,050.52 |
| PLANT OPERATIONS Total | \$ 707,735.54 | \$ 266,415.79 | \$ 436,346.71 | \$ 702,762.50 | \$ 4,973.04 |
| STUDENT TRANSPORTATION Total | \$ 1,212,498.40 | \$ 406,015.67 | \$ 696,743.73 | \$ 1,102,759.40 | \$ 109,739.00 |
| OTHER Total | \$ 271,757.53 | \$ 61,073.47 | \$ 207,587.94 | \$ 268,661.41 | \$ 3,096.12 |
| DEBT SERVICES Total | \$ 1,177,110.00 | \$ - | \$ 1,177,360.00 | \$ 1,177,360.00 | \$ (250.00) |
| CHARTER SCHOOLS Total | \$ - | \$ 4,775.00 | \$ 1,345.00 | \$ 6,120.00 | \$ (6,120.00) |
| Grand Total | \$ 16,515,399.02 | \$ 6,272,380.74 | \$ 10,105,470.52 | \$ 16,377,851.26 | \$ 137,547.76 |

| | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | PCT OF ENCUMBERED / EXPENDED |
|---------------------|-----------------------------|-------------------------|---------------------------------------|---------------------------------|
| Salaries & Benefits | \$ 3,218,638.74 | \$ 4,208,518.54 | \$ 7,427,157.28 | 45.35% |
| Operations | \$ 3,053,742.00 | \$ 5,896,951.98 | \$ 8,950,693.98 | 54.65% |
| | \$ 6,272,380.74 | \$ 10,105,470.52 | \$ 16,377,851.26 | |

TOTAL EXPENDED / ENCUMBERED: \$ 16,377,851.26

% APPROPRIATION EXPENDED / ENCUMBERED: 99.17%

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | | BUDGET | ENCUMBRANCES | | ENCUMBRANCES PLUS | | |
|-------|------|---|----|----|------|---------------------------------------|-----------------|-----------------|------------------|-------------------|-------------------|--|
| | | | | | | | | OUTSTANDING | YEAR TO DATE EXP | YTD EXPENDITURES | AVAILABLE BALANCE | |
| 11 | 1100 | 1 | 01 | 00 | 5108 | REG ED MATH COORDINATOR | \$ 86,700.00 | \$ 34,615.36 | \$ 55,384.64 | \$ 90,000.00 | \$ (3,300.00) | |
| 11 | 1100 | 1 | 01 | 00 | 5109 | REG ED RETIREMENTS | \$ 30,000.00 | \$ - | \$ 30,000.00 | \$ 30,000.00 | \$ - | |
| 11 | 1100 | 1 | 01 | 00 | 5112 | REG ED TEACHER SALARIES | \$ 2,558,071.06 | \$ 1,282,546.37 | \$ 1,270,141.71 | \$ 2,552,688.08 | \$ 5,382.98 | |
| 11 | 1100 | 1 | 01 | 00 | 5114 | REG ED PARAPROFESSIONAL | \$ 111,941.70 | \$ 52,378.59 | \$ 61,343.01 | \$ 113,721.60 | \$ (1,779.90) | |
| 11 | 1100 | 1 | 01 | 00 | 5120 | REG ED SUBSTITUTE SALARIES | \$ 90,000.00 | \$ 10,602.90 | \$ 43,527.70 | \$ 54,130.60 | \$ 35,869.40 | |
| 11 | 1100 | 1 | 01 | 00 | 5122 | REG ED HEALTH INSURANCE BUYOUT | \$ 33,750.00 | \$ - | \$ 39,583.33 | \$ 39,583.33 | \$ (5,833.33) | |
| 11 | 1100 | 1 | 01 | 00 | 5211 | REG ED HEALTH INSURANCE | \$ 635,699.76 | \$ 212,537.70 | \$ 483,945.82 | \$ 696,483.52 | \$ (60,783.76) | |
| 11 | 1100 | 1 | 01 | 00 | 5212 | REG ED DENTAL INSURANCE | \$ 15,194.27 | \$ 1,721.41 | \$ 10,434.81 | \$ 12,156.22 | \$ 3,038.05 | |
| 11 | 1100 | 1 | 01 | 00 | 5213 | REG ED LIFE INSURANCE | \$ 3,453.58 | \$ 1,110.19 | \$ 2,481.58 | \$ 3,591.77 | \$ (138.19) | |
| 11 | 1100 | 1 | 01 | 00 | 5214 | REG ED DISABILITY INSURANCE | \$ 7,884.05 | \$ 2,106.90 | \$ 4,620.78 | \$ 6,727.68 | \$ 1,156.37 | |
| 11 | 1100 | 1 | 01 | 00 | 5220 | REG ED FICA | \$ 222,650.40 | \$ 105,186.65 | \$ 108,337.62 | \$ 213,524.27 | \$ 9,126.13 | |
| 11 | 1100 | 1 | 01 | 00 | 5232 | REG ED NHRS PROFESSIONAL | \$ 519,433.03 | \$ 256,378.01 | \$ 264,259.21 | \$ 520,637.22 | \$ (1,204.19) | |
| 11 | 1100 | 1 | 01 | 00 | 5240 | REG ED TUITION REIMBURSEMENT | \$ 30,000.00 | \$ 7,523.50 | \$ 21,781.50 | \$ 29,305.00 | \$ 695.00 | |
| 11 | 1100 | 1 | 01 | 00 | 5241 | REG ED WORKSHOP REIMB PROF | \$ 12,480.00 | \$ 449.00 | \$ 1,650.24 | \$ 2,099.24 | \$ 10,380.76 | |
| 11 | 1100 | 1 | 01 | 00 | 5242 | REG ED WORKSHOP REIMB SUPPORT | \$ 200.00 | \$ - | \$ 100.00 | \$ 100.00 | \$ 100.00 | |
| 11 | 1100 | 1 | 01 | 00 | 5250 | REG ED UNEMPLOYMENT INSURANCE | \$ 1,971.03 | \$ - | \$ - | \$ - | \$ 1,971.03 | |
| 11 | 1100 | 1 | 01 | 00 | 5260 | REG ED WORKER'S COMPENSATION | \$ 7,209.94 | \$ - | \$ 7,757.80 | \$ 7,757.80 | \$ (547.86) | |
| 11 | 1100 | 1 | 01 | 00 | 5335 | REG ED TUTORING | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 11 | 1100 | 1 | 01 | 00 | 5339 | REG ED STUDENT TEAM BUILDING | \$ 5,800.00 | \$ - | \$ 4,950.00 | \$ 4,950.00 | \$ 850.00 | |
| 11 | 1100 | 1 | 01 | 00 | 5430 | REG ED REPAIRS & MAINT SERVICES | \$ - | \$ 5,642.32 | \$ 1,921.64 | \$ 7,563.96 | \$ (7,563.96) | |
| 11 | 1100 | 1 | 01 | 00 | 5442 | REG ED RENTAL OF EQUIPMENT | \$ - | \$ 4,300.44 | \$ 5,409.38 | \$ 9,709.82 | \$ (9,709.82) | |
| 11 | 1100 | 1 | 01 | 00 | 5610 | REG ED SUPPLIES | \$ 33,698.51 | \$ 7,767.92 | \$ 19,910.87 | \$ 27,678.79 | \$ 6,019.72 | |
| 11 | 1100 | 1 | 01 | 00 | 5642 | REG ED ELECTRONIC INFORMATION | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 11 | 1100 | 1 | 01 | 00 | 5643 | REG ED INFORMATION ACCESS FEES | \$ 19,916.66 | \$ 1,080.00 | \$ 16,556.84 | \$ 17,636.84 | \$ 2,279.82 | |
| 11 | 1100 | 1 | 01 | 00 | 5737 | REG ED REPLACEMENT FURNITURE & F | \$ 16,334.15 | \$ - | \$ 16,200.52 | \$ 16,200.52 | \$ 133.63 | |
| 11 | 1100 | 1 | 01 | 06 | 5610 | FOREIGN LANGUAGE SUPPLIES | \$ 342.87 | \$ - | \$ 96.00 | \$ 96.00 | \$ 246.87 | |
| 11 | 1100 | 1 | 01 | 06 | 5641 | FOREIGN LANGUAGE TEXTBOOKS | \$ 131.00 | \$ - | \$ - | \$ - | \$ 131.00 | |
| 11 | 1100 | 1 | 01 | 08 | 5610 | ART SUPPLIES | \$ 5,538.50 | \$ - | \$ 4,549.06 | \$ 4,549.06 | \$ 989.44 | |
| 11 | 1100 | 1 | 01 | 08 | 5739 | ART OTHER EQUIPMENT | \$ 1,749.28 | \$ - | \$ 1,651.59 | \$ 1,651.59 | \$ 97.69 | |
| 11 | 1100 | 1 | 01 | 15 | 5610 | LANGUAGE ARTS SUPPLIES | \$ 3,093.67 | \$ - | \$ 4,675.42 | \$ 4,675.42 | \$ (1,581.75) | |
| 11 | 1100 | 1 | 01 | 15 | 5641 | LANGUAGE ARTS TEXTBOOKS | \$ 3,925.00 | \$ - | \$ 1,452.47 | \$ 1,452.47 | \$ 2,472.53 | |
| 11 | 1100 | 1 | 01 | 15 | 5643 | LANGUAGE ARTS INFORMATION ACCESS FEES | \$ 1,950.00 | \$ - | \$ 1,080.00 | \$ 1,080.00 | \$ 870.00 | |
| 11 | 1100 | 1 | 01 | 15 | 5645 | LANGUAGE ARTS PRACTICE BOOKS | \$ 1,063.20 | \$ - | \$ 1,049.05 | \$ 1,049.05 | \$ 14.15 | |
| 11 | 1100 | 1 | 01 | 18 | 5610 | HEALTH SUPPLIES | \$ 1,099.53 | \$ 97.91 | \$ 393.57 | \$ 491.48 | \$ 608.05 | |
| 11 | 1100 | 1 | 01 | 20 | 5610 | TECH ED SUPPLIES | \$ 1,482.50 | \$ 933.00 | \$ 524.44 | \$ 1,457.44 | \$ 25.06 | |
| 11 | 1100 | 1 | 01 | 20 | 5643 | TECH ED INFORMATION ACCESS FEES | \$ 308.00 | \$ - | \$ 299.00 | \$ 299.00 | \$ 9.00 | |
| 11 | 1100 | 1 | 01 | 20 | 5810 | TECH ED DUES & FEES | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 11 | 1100 | 1 | 01 | 23 | 5610 | MATH SUPPLIES | \$ 2,942.51 | \$ 8.11 | \$ 3,439.01 | \$ 3,447.12 | \$ (504.61) | |
| 11 | 1100 | 1 | 01 | 23 | 5641 | MATH TEXTBOOKS | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 11 | 1100 | 1 | 01 | 23 | 5643 | MATH INFORMATION ACCESS FEES | \$ 6,635.00 | \$ - | \$ 300.00 | \$ 300.00 | \$ 6,335.00 | |
| 11 | 1100 | 1 | 01 | 23 | 5645 | MATH PRACTICE BOOKS | \$ 23,221.24 | \$ - | \$ 21,014.08 | \$ 21,014.08 | \$ 2,207.16 | |
| 11 | 1100 | 1 | 01 | 24 | 5430 | MUSIC REPAIRS & MAINT SERVICES | \$ - | \$ 106.88 | \$ 893.12 | \$ 1,000.00 | \$ (1,000.00) | |
| 11 | 1100 | 1 | 01 | 24 | 5442 | MUSIC RENTAL OF EQUIPMENT | \$ - | \$ 788.05 | \$ 1,103.27 | \$ 1,891.32 | \$ (1,891.32) | |
| 11 | 1100 | 1 | 01 | 24 | 5610 | MUSIC SUPPLIES | \$ 1,815.75 | \$ 114.25 | \$ 2,380.25 | \$ 2,494.50 | \$ (678.75) | |
| 11 | 1100 | 1 | 01 | 24 | 5739 | MUSIC OTHER EQUIPMENT | \$ 1,469.99 | \$ - | \$ 522.26 | \$ 522.26 | \$ 947.73 | |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE |
|--|------|---|----|----|------|--|-----------------|-----------------------------|------------------|---------------------------------------|-------------------|
| 11 | 1100 | 1 | 01 | 24 | 5810 | MUSIC DUES & FEES | \$ 450.00 | \$ - | \$ 459.95 | \$ 459.95 | \$ (9.95) |
| 11 | 1100 | 1 | 01 | 25 | 5610 | PHYS ED SUPPLIES | \$ 2,349.75 | \$ - | \$ 2,188.93 | \$ 2,188.93 | \$ 160.82 |
| 11 | 1100 | 1 | 01 | 27 | 5610 | READING SUPPLIES | \$ - | \$ - | \$ 4,680.66 | \$ 4,680.66 | \$ (4,680.66) |
| 11 | 1100 | 1 | 01 | 27 | 5645 | READING PRACTICE BOOKS | \$ 10,860.88 | \$ 434.00 | \$ 4,537.68 | \$ 4,971.68 | \$ 5,889.20 |
| 11 | 1100 | 1 | 01 | 27 | 5737 | READING REPLACEMENT FURNITURE & F | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1100 | 1 | 01 | 29 | 5610 | SCIENCE SUPPLIES | \$ 6,600.00 | \$ 37.04 | \$ 3,324.26 | \$ 3,361.30 | \$ 3,238.70 |
| 11 | 1100 | 1 | 01 | 29 | 5643 | SCIENCE INFORMATION ACCESS FEES | \$ 5,690.75 | \$ - | \$ 5,637.75 | \$ 5,637.75 | \$ 53.00 |
| 11 | 1100 | 1 | 01 | 30 | 5610 | SOCIAL STUDIES SUPPLIES | \$ 511.93 | \$ - | \$ 45.77 | \$ 45.77 | \$ 466.16 |
| 11 | 1100 | 1 | 01 | 33 | 5610 | TECH INTEGRATION SUPPLIES | \$ 389.32 | \$ - | \$ 318.77 | \$ 318.77 | \$ 70.55 |
| 11 | 1100 | 1 | 01 | 33 | 5643 | TECH INTEGRATION INFORMATION ACCESS FEES | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1100 | 1 | 01 | 40 | 5610 | DRAMA SUPPLIES | \$ 2,461.00 | \$ - | \$ - | \$ - | \$ 2,461.00 |
| 1100 Total REGULAR EDUCATION | | | | | | | \$ 4,528,469.81 | \$ 1,988,466.50 | \$ 2,536,915.36 | \$ 4,525,381.86 | \$ 3,087.95 |
| 11 | 1105 | 3 | 01 | 00 | 5561 | REG ED HIGH SCHOOL TUITION OTHER LEA'S | \$ 15,408.00 | \$ 7,704.00 | \$ 7,704.00 | \$ 15,408.00 | \$ - |
| 11 | 1105 | 3 | 01 | 00 | 5563 | REG ED HIGH SCHOOL TUITION PUBLIC ACADEMIES | \$ 3,636,288.00 | \$ 1,831,349.73 | \$ 1,697,082.27 | \$ 3,528,432.00 | \$ 107,856.00 |
| 11 | 1105 | 3 | 01 | 00 | 5564 | REG ED HIGH SCHOOL TUITION TO PRIVATE SCHOOL | \$ - | \$ 4,650.00 | \$ 9,300.00 | \$ 13,950.00 | \$ (13,950.00) |
| 1105 Total REGULAR EDUCATION HIGH SCHOOL | | | | | | | \$ 3,651,696.00 | \$ 1,843,703.73 | \$ 1,714,086.27 | \$ 3,557,790.00 | \$ 93,906.00 |
| 11 | 1200 | 1 | 01 | 00 | 5111 | SPED ADMIN/OTHER SALARIES | \$ 98,940.00 | \$ 3,842.86 | \$ 61,483.04 | \$ 65,325.90 | \$ 33,614.10 |
| 11 | 1200 | 1 | 01 | 00 | 5112 | SPED TEACHER SALARIES | \$ 230,232.00 | \$ 121,580.10 | \$ 130,890.78 | \$ 252,470.88 | \$ (22,238.88) |
| 11 | 1200 | 1 | 01 | 00 | 5114 | SPED PARAPROFESSIONAL | \$ 330,019.31 | \$ 91,636.38 | \$ 105,440.46 | \$ 197,076.84 | \$ 132,942.47 |
| 11 | 1200 | 1 | 01 | 00 | 5115 | SPED SECRETARIAL SALARIES | \$ 43,469.81 | \$ 24,921.00 | \$ 21,779.55 | \$ 46,700.55 | \$ (3,230.74) |
| 11 | 1200 | 1 | 01 | 00 | 5122 | SPED HEALTH INSURANCE BUYOUT | \$ - | \$ - | \$ 5,000.00 | \$ 5,000.00 | \$ (5,000.00) |
| 11 | 1200 | 1 | 01 | 00 | 5211 | SPED HEALTH INSURANCE | \$ 235,384.32 | \$ 62,668.33 | \$ 162,560.27 | \$ 225,228.60 | \$ 10,155.72 |
| 11 | 1200 | 1 | 01 | 00 | 5212 | SPED DENTAL INSURANCE | \$ 3,188.63 | \$ 302.34 | \$ 1,559.39 | \$ 1,861.73 | \$ 1,326.90 |
| 11 | 1200 | 1 | 01 | 00 | 5213 | SPED LIFE INSURANCE | \$ 858.94 | \$ 336.51 | \$ 616.65 | \$ 953.16 | \$ (94.22) |
| 11 | 1200 | 1 | 01 | 00 | 5214 | SPED DISABILITY INSURANCE | \$ 1,121.99 | \$ 296.52 | \$ 876.24 | \$ 1,172.76 | \$ (50.77) |
| 11 | 1200 | 1 | 01 | 00 | 5220 | SPED FICA | \$ 42,859.23 | \$ 18,510.05 | \$ 22,484.13 | \$ 40,994.18 | \$ 1,865.05 |
| 11 | 1200 | 1 | 01 | 00 | 5231 | SPED NHRS SUPPORT | \$ 5,881.47 | \$ 3,371.81 | \$ 3,028.20 | \$ 6,400.01 | \$ (518.54) |
| 11 | 1200 | 1 | 01 | 00 | 5232 | SPED NHRS PROFESSIONAL | \$ 45,217.56 | \$ 24,633.12 | \$ 37,782.22 | \$ 62,415.34 | \$ (17,197.78) |
| 11 | 1200 | 1 | 01 | 00 | 5240 | SPED TUITION REIMBURSEMENT | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1200 | 1 | 01 | 00 | 5241 | SPED WORKSHOP REIMB PROF | \$ 3,200.00 | \$ 555.00 | \$ 555.00 | \$ 1,110.00 | \$ 2,090.00 |
| 11 | 1200 | 1 | 01 | 00 | 5250 | SPED UNEMPLOYMENT INSURANCE | \$ 881.57 | \$ - | \$ - | \$ - | \$ 881.57 |
| 11 | 1200 | 1 | 01 | 00 | 5260 | SPED WORKER'S COMPENSATION | \$ 1,633.40 | \$ - | \$ 1,757.52 | \$ 1,757.52 | \$ (124.12) |
| 11 | 1200 | 1 | 01 | 00 | 5320 | SPED PROFESSIONAL EDUCATIONAL | \$ - | \$ - | \$ 7,861.75 | \$ 7,861.75 | \$ (7,861.75) |
| 11 | 1200 | 1 | 01 | 00 | 5330 | SPED OTHER PROF SVCS | \$ 175,910.00 | \$ 3,936.90 | \$ 309,396.18 | \$ 313,333.08 | \$ (137,423.08) |
| 11 | 1200 | 1 | 01 | 00 | 5335 | SPED TUTORING | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1200 | 1 | 01 | 00 | 5336 | SPED MEDICAID SERVICE PROVIDER | \$ 10,000.00 | \$ - | \$ - | \$ - | \$ 10,000.00 |
| 11 | 1200 | 1 | 01 | 00 | 5430 | SPED REPAIRS & MAINT SERVICES | \$ - | \$ 135.49 | \$ 54.83 | \$ 190.32 | \$ (190.32) |
| 11 | 1200 | 1 | 01 | 00 | 5442 | SPED RENTAL OF EQUIPMENT | \$ - | \$ 175.20 | \$ 245.28 | \$ 420.48 | \$ (420.48) |
| 11 | 1200 | 1 | 01 | 00 | 5531 | SPED TELEPHONE | \$ 360.00 | \$ 720.00 | \$ - | \$ 720.00 | \$ (360.00) |
| 11 | 1200 | 1 | 01 | 00 | 5534 | SPED POSTAGE | \$ 200.00 | \$ - | \$ 47.90 | \$ 47.90 | \$ 152.10 |
| 11 | 1200 | 1 | 01 | 00 | 5564 | SPED TUITION TO PRIVATE SCHOOL | \$ 55,000.00 | \$ 48,635.23 | \$ 80,455.65 | \$ 129,090.88 | \$ (74,090.88) |
| 11 | 1200 | 1 | 01 | 00 | 5580 | SPED MILEAGE REIMBURSEMENT | \$ 4,000.00 | \$ - | \$ 871.83 | \$ 871.83 | \$ 3,128.17 |
| 11 | 1200 | 1 | 01 | 00 | 5610 | SPED SUPPLIES | \$ 1,500.00 | \$ - | \$ 1,648.76 | \$ 1,648.76 | \$ (148.76) |
| 11 | 1200 | 1 | 01 | 00 | 5641 | SPED TEXTBOOKS | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1200 | 1 | 01 | 00 | 5643 | SPED INFORMATION ACCESS FEES | \$ 1,728.00 | \$ - | \$ 1,199.24 | \$ 1,199.24 | \$ 528.76 |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE | |
|-------------------------------------|------|---|----|----|------|--|-----------------------------|------------------|---------------------------------------|-------------------|---------------|
| 11 | 1200 | 1 | 01 | 00 | 5645 | SPED PRACTICE BOOKS | \$ 2,000.00 | \$ 901.15 | \$ 1,098.85 | \$ 2,000.00 | \$ - |
| 11 | 1200 | 1 | 01 | 00 | 5650 | SPED SOFTWARE | \$ - | \$ - | \$ 4,636.80 | \$ 4,636.80 | \$ (4,636.80) |
| 11 | 1200 | 1 | 01 | 00 | 5733 | SPED NEW FURNITURE | \$ 1,822.65 | \$ - | \$ 633.99 | \$ 633.99 | \$ 1,188.66 |
| 11 | 1200 | 1 | 01 | 00 | 5739 | SPED OTHER EQUIPMENT | \$ 896.00 | \$ - | \$ - | \$ - | \$ 896.00 |
| 11 | 1200 | 1 | 01 | 00 | 5810 | SPED DUES & FEES | \$ 995.00 | \$ - | \$ - | \$ - | \$ 995.00 |
| 11 | 1200 | 2 | 01 | 00 | 5330 | SPED MIDDLE OTHER PROF SVCS | \$ - | \$ 1,360.00 | \$ 1,840.00 | \$ 3,200.00 | \$ (3,200.00) |
| 11 | 1200 | 2 | 01 | 00 | 5564 | SPED MIDDLE TUITION TO PRIVATE SCHOOL | \$ 58,556.00 | \$ - | \$ 63,416.85 | \$ 63,416.85 | \$ (4,860.85) |
| 11 | 1200 | 3 | 01 | 00 | 5320 | SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL | \$ 60,087.44 | \$ 60,087.00 | \$ - | \$ 60,087.00 | \$ 0.44 |
| 11 | 1200 | 3 | 01 | 00 | 5330 | SPED HIGH SCHOOL OTHER PROF SVCS | \$ - | \$ - | \$ 1,424.00 | \$ 1,424.00 | \$ (1,424.00) |
| 11 | 1200 | 3 | 01 | 00 | 5563 | SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES | \$ 933,084.00 | \$ 393,871.08 | \$ 539,225.12 | \$ 933,096.20 | \$ (12.20) |
| 11 | 1200 | 3 | 01 | 00 | 5564 | SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL | \$ 301,475.00 | \$ 59,318.86 | \$ 198,979.05 | \$ 258,297.91 | \$ 43,177.09 |
| 1200 Total SPECIAL EDUCATION | | | | | | \$ 2,650,502.32 | \$ 921,794.93 | \$ 1,768,849.53 | \$ 2,690,644.46 | \$ (40,142.14) | |
| 11 | 1230 | 1 | 01 | 00 | 5112 | ESY ELEMENTARY TEACHER SALARIES | \$ 22,000.00 | \$ - | \$ 15,600.00 | \$ 15,600.00 | \$ 6,400.00 |
| 11 | 1230 | 1 | 01 | 00 | 5114 | ESY ELEMENTARY PARAPROFESSIONAL | \$ 6,000.00 | \$ - | \$ 4,756.25 | \$ 4,756.25 | \$ 1,243.75 |
| 11 | 1230 | 1 | 01 | 00 | 5115 | ESY ELEMENTARY SECRETARIAL SALARIES | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1230 | 1 | 01 | 00 | 5220 | ESY ELEMENTARY FICA | \$ 2,142.00 | \$ - | \$ 1,557.26 | \$ 1,557.26 | \$ 584.74 |
| 11 | 1230 | 1 | 01 | 00 | 5231 | ESY ELEMENTARY NHRS SUPPORT | \$ 811.80 | \$ - | \$ - | \$ - | \$ 811.80 |
| 11 | 1230 | 1 | 01 | 00 | 5232 | ESY ELEMENTARY NHRS PROFESSIONAL | \$ 4,329.60 | \$ - | \$ 2,356.80 | \$ 2,356.80 | \$ 1,972.80 |
| 11 | 1230 | 1 | 01 | 00 | 5330 | ESY ELEMENTARY OTHER PROF SVCS | \$ 5,500.00 | \$ 1,696.00 | \$ 6,972.00 | \$ 8,668.00 | \$ (3,168.00) |
| 11 | 1230 | 1 | 01 | 00 | 5563 | ESY ELEMENTARY TUITION PUBLIC ACADEMIES | \$ 19,600.00 | \$ - | \$ 19,030.00 | \$ 19,030.00 | \$ 570.00 |
| 11 | 1230 | 2 | 01 | 00 | 5330 | ESY MIDDLE OTHER PROF SVCS | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1230 | 2 | 01 | 00 | 5563 | ESY MIDDLE TUITION PUBLIC ACADEMIES | \$ 3,298.00 | \$ - | \$ - | \$ - | \$ 3,298.00 |
| 11 | 1230 | 3 | 01 | 00 | 5320 | ESY HIGH SCHOOL PROFESSIONAL EDUCATIONAL | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1230 | 3 | 01 | 00 | 5330 | ESY HIGH SCHOOL OTHER PROF SVCS | \$ 2,000.00 | \$ - | \$ 2,000.00 | \$ 2,000.00 | \$ - |
| 11 | 1230 | 3 | 01 | 00 | 5564 | ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL | \$ 9,500.00 | \$ - | \$ 4,559.52 | \$ 4,559.52 | \$ 4,940.48 |
| 1230 Total EXTENDED SCHOOL YEAR | | | | | | \$ 75,181.40 | \$ 1,696.00 | \$ 56,831.83 | \$ 58,527.83 | \$ 16,653.57 | |
| 11 | 1260 | 1 | 01 | 00 | 5112 | ELL TEACHER SALARIES | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1260 | 1 | 01 | 00 | 5114 | ELL PARAPROFESSIONAL | \$ 33,929.54 | \$ 21,975.83 | \$ 12,973.10 | \$ 34,948.93 | \$ (1,019.39) |
| 11 | 1260 | 1 | 01 | 00 | 5220 | ELL FICA | \$ 2,595.61 | \$ 1,681.15 | \$ 992.46 | \$ 2,673.61 | \$ (78.00) |
| 11 | 1260 | 1 | 01 | 00 | 5232 | ELL NHRS PROFESSIONAL | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1260 | 1 | 01 | 00 | 5250 | ELL UNEMPLOYMENT INSURANCE | \$ 40.07 | \$ - | \$ - | \$ - | \$ 40.07 |
| 11 | 1260 | 1 | 01 | 00 | 5260 | ELL WORKER'S COMPENSATION | \$ 33.66 | \$ - | \$ 36.22 | \$ 36.22 | \$ (2.56) |
| 11 | 1260 | 1 | 01 | 00 | 5330 | ELL OTHER PROF SVCS | \$ - | \$ - | \$ - | \$ - | \$ - |
| 1260 Total ENGLISH LANGUAGE LEARNER | | | | | | \$ 36,598.88 | \$ 23,656.98 | \$ 14,001.78 | \$ 37,658.76 | \$ (1,059.88) | |
| 11 | 1270 | 1 | 01 | 00 | 5561 | ADV LEARNER TUITION OTHER LEA'S | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1270 | 1 | 01 | 00 | 5563 | ADV LEARNER TUITION PUBLIC ACADEMIES | \$ 12,000.00 | \$ 8,216.60 | \$ 6,161.40 | \$ 14,378.00 | \$ (2,378.00) |
| 1270 Total ADV LEARNER | | | | | | \$ 12,000.00 | \$ 8,216.60 | \$ 6,161.40 | \$ 14,378.00 | \$ (2,378.00) | |
| 11 | 1410 | 1 | 01 | 00 | 5117 | COCURRICULAR CO-CURRICULAR SALARIES | \$ 22,000.00 | \$ 12,299.48 | \$ 10,900.50 | \$ 23,199.98 | \$ (1,199.98) |
| 11 | 1410 | 1 | 01 | 00 | 5220 | COCURRICULAR FICA | \$ 1,683.00 | \$ 938.49 | \$ 798.09 | \$ 1,736.58 | \$ (53.58) |
| 11 | 1410 | 1 | 01 | 00 | 5232 | COCURRICULAR NHRS PROFESSIONAL | \$ 4,328.76 | \$ 2,095.46 | \$ 1,820.29 | \$ 3,915.75 | \$ 413.01 |
| 11 | 1410 | 1 | 01 | 00 | 5610 | COCURRICULAR SUPPLIES | \$ 920.00 | \$ - | \$ 1,045.00 | \$ 1,045.00 | \$ (125.00) |
| 11 | 1410 | 1 | 01 | 00 | 5616 | COCURRICULAR DI SUPPLIES | \$ 1,850.00 | \$ - | \$ - | \$ - | \$ 1,850.00 |
| 1410 Total COCURRICULAR | | | | | | \$ 30,781.76 | \$ 15,333.43 | \$ 14,563.88 | \$ 29,897.31 | \$ 884.45 | |
| 11 | 1420 | 1 | 01 | 00 | 5117 | ATHLETICS CO-CURRICULAR SALARIES | \$ 20,500.00 | \$ 10,081.95 | \$ 10,306.04 | \$ 20,387.99 | \$ 112.01 |
| 11 | 1420 | 1 | 01 | 00 | 5220 | ATHLETICS FICA | \$ 1,568.25 | \$ 771.16 | \$ 778.20 | \$ 1,549.36 | \$ 18.89 |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| | | | | | | ENCUMBRANCES | | | ENCUMBRANCES PLUS | | |
|--------------------------|------|---|----|----|------|----------------------------------|---------------|------------------|-------------------|-------------------|---------------|
| TITLE | | | | | | BUDGET | OUTSTANDING | YEAR TO DATE EXP | YTD EXPENDITURES | AVAILABLE BALANCE | |
| 11 | 1420 | 1 | 01 | 00 | 5232 | ATHLETICS NHRS PROFESSIONAL | \$ 4,033.52 | \$ 605.06 | \$ 1,089.04 | \$ 1,694.10 | \$ 2,339.42 |
| 11 | 1420 | 1 | 01 | 00 | 5330 | ATHLETICS OTHER PROF SVCS | \$ 7,000.00 | \$ - | \$ 7,000.00 | \$ 7,000.00 | \$ - |
| 11 | 1420 | 1 | 01 | 00 | 5610 | ATHLETICS SUPPLIES | \$ 1,622.34 | \$ - | \$ 1,725.36 | \$ 1,725.36 | \$ (103.02) |
| 11 | 1420 | 1 | 01 | 00 | 5735 | ATHLETICS REPLACEMENT EQUIPMENT | \$ 2,197.30 | \$ - | \$ - | \$ - | \$ 2,197.30 |
| 11 | 1420 | 1 | 01 | 00 | 5739 | ATHLETICS OTHER EQUIPMENT | \$ 3,022.75 | \$ 1,234.00 | \$ 1,179.87 | \$ 2,413.87 | \$ 608.88 |
| 11 | 1420 | 1 | 01 | 00 | 5810 | ATHLETICS DUES & FEES | \$ 1,615.00 | \$ - | \$ 2,345.00 | \$ 2,345.00 | \$ (730.00) |
| 1420 Total ATHLETICS | | | | | | \$ 41,559.16 | \$ 12,692.17 | \$ 24,423.51 | \$ 37,115.68 | \$ 4,443.48 | |
| 11 | 1430 | 1 | 01 | 00 | 5112 | SUMMER SCHOOL TEACHER SALARIES | \$ 7,500.00 | \$ - | \$ 6,925.00 | \$ 6,925.00 | \$ 575.00 |
| 11 | 1430 | 1 | 01 | 00 | 5114 | SUMMER SCHOOL PARAPROFESSIONAL | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 1430 | 1 | 01 | 00 | 5220 | SUMMER SCHOOL FICA | \$ 573.75 | \$ - | \$ 529.77 | \$ 529.77 | \$ 43.98 |
| 11 | 1430 | 1 | 01 | 00 | 5232 | SUMMER SCHOOL NHRS PROFESSIONAL | \$ 1,476.00 | \$ - | \$ 1,139.12 | \$ 1,139.12 | \$ 336.88 |
| 11 | 1430 | 1 | 01 | 00 | 5610 | SUMMER SCHOOL SUPPLIES | \$ 200.00 | \$ - | \$ 183.15 | \$ 183.15 | \$ 16.85 |
| 1430 Total SUMMER SCHOOL | | | | | | \$ 9,749.75 | \$ - | \$ 8,777.04 | \$ 8,777.04 | \$ 972.71 | |
| 11 | 2120 | 1 | 01 | 00 | 5112 | GUIDANCE TEACHER SALARIES | \$ 111,808.00 | \$ 59,550.47 | \$ 59,550.53 | \$ 119,101.00 | \$ (7,293.00) |
| 11 | 2120 | 1 | 01 | 00 | 5122 | GUIDANCE HEALTH INSURANCE BUYOUT | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 2120 | 1 | 01 | 00 | 5211 | GUIDANCE HEALTH INSURANCE | \$ 41,988.48 | \$ 12,198.16 | \$ 28,808.14 | \$ 41,006.30 | \$ 982.18 |
| 11 | 2120 | 1 | 01 | 00 | 5212 | GUIDANCE DENTAL INSURANCE | \$ 1,022.01 | \$ 160.80 | \$ 278.10 | \$ 438.90 | \$ 583.11 |
| 11 | 2120 | 1 | 01 | 00 | 5213 | GUIDANCE LIFE INSURANCE | \$ 139.76 | \$ 53.52 | \$ 116.04 | \$ 169.56 | \$ (29.80) |
| 11 | 2120 | 1 | 01 | 00 | 5214 | GUIDANCE DISABILITY INSURANCE | \$ 329.83 | \$ 103.62 | \$ 226.14 | \$ 329.76 | \$ 0.07 |
| 11 | 2120 | 1 | 01 | 00 | 5220 | GUIDANCE FICA | \$ 8,553.31 | \$ 4,554.76 | \$ 4,262.93 | \$ 8,817.69 | \$ (264.38) |
| 11 | 2120 | 1 | 01 | 00 | 5232 | GUIDANCE NHRS PROFESSIONAL | \$ 21,959.09 | \$ 11,695.71 | \$ 11,695.71 | \$ 23,391.42 | \$ (1,432.33) |
| 11 | 2120 | 1 | 01 | 00 | 5250 | GUIDANCE UNEMPLOYMENT INSURANCE | \$ 80.14 | \$ - | \$ - | \$ - | \$ 80.14 |
| 11 | 2120 | 1 | 01 | 00 | 5260 | GUIDANCE WORKER'S COMPENSATION | \$ 295.83 | \$ - | \$ 318.31 | \$ 318.31 | \$ (22.48) |
| 11 | 2120 | 1 | 01 | 00 | 5330 | GUIDANCE OTHER PROF SVCS | \$ 2,500.00 | \$ 1,050.00 | \$ 200.00 | \$ 1,250.00 | \$ 1,250.00 |
| 11 | 2120 | 1 | 01 | 00 | 5610 | GUIDANCE SUPPLIES | \$ 250.00 | \$ - | \$ 61.47 | \$ 61.47 | \$ 188.53 |
| 11 | 2120 | 1 | 01 | 00 | 5617 | GUIDANCE ASSESSMENT SUPPLIES | \$ 12,360.20 | \$ - | \$ 8,802.00 | \$ 8,802.00 | \$ 3,558.20 |
| 11 | 2120 | 1 | 01 | 00 | 5643 | GUIDANCE INFORMATION ACCESS FEES | \$ 450.00 | \$ - | \$ 500.00 | \$ 500.00 | \$ (50.00) |
| 11 | 2120 | 1 | 01 | 00 | 5810 | GUIDANCE DUES & FEES | \$ 358.00 | \$ - | \$ 150.00 | \$ 150.00 | \$ 208.00 |
| 2120 Total GUIDANCE | | | | | | \$ 202,094.65 | \$ 89,367.04 | \$ 114,969.37 | \$ 204,336.41 | \$ (2,241.76) | |
| 11 | 2130 | 1 | 01 | 00 | 5112 | NURSE TEACHER SALARIES | \$ 72,100.00 | \$ 36,049.96 | \$ 36,492.94 | \$ 72,542.90 | \$ (442.90) |
| 11 | 2130 | 1 | 01 | 00 | 5120 | NURSE SUBSTITUTE SALARIES | \$ 3,000.00 | \$ - | \$ 643.40 | \$ 643.40 | \$ 2,356.60 |
| 11 | 2130 | 1 | 01 | 00 | 5211 | NURSE HEALTH INSURANCE | \$ 29,872.08 | \$ 8,487.24 | \$ 20,667.29 | \$ 29,154.53 | \$ 717.55 |
| 11 | 2130 | 1 | 01 | 00 | 5212 | NURSE DENTAL INSURANCE | \$ 524.76 | \$ - | \$ 380.31 | \$ 380.31 | \$ 144.45 |
| 11 | 2130 | 1 | 01 | 00 | 5213 | NURSE LIFE INSURANCE | \$ 73.68 | \$ 32.72 | \$ 72.28 | \$ 105.00 | \$ (31.32) |
| 11 | 2130 | 1 | 01 | 00 | 5214 | NURSE DISABILITY INSURANCE | \$ 173.88 | \$ 65.78 | \$ 140.74 | \$ 206.52 | \$ (32.64) |
| 11 | 2130 | 1 | 01 | 00 | 5220 | NURSE FICA | \$ 5,745.15 | \$ 2,720.78 | \$ 2,554.85 | \$ 5,275.63 | \$ 469.52 |
| 11 | 2130 | 1 | 01 | 00 | 5232 | NURSE NHRS PROFESSIONAL | \$ 14,160.44 | \$ 7,080.21 | \$ 7,080.19 | \$ 14,160.40 | \$ 0.04 |
| 11 | 2130 | 1 | 01 | 00 | 5240 | NURSE TUITION REIMBURSEMENT | \$ 1,350.00 | \$ - | \$ - | \$ - | \$ 1,350.00 |
| 11 | 2130 | 1 | 01 | 00 | 5241 | NURSE WORKSHOP REIMB PROF | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 2130 | 1 | 01 | 00 | 5250 | NURSE UNEMPLOYMENT INSURANCE | \$ 40.07 | \$ - | \$ - | \$ - | \$ 40.07 |
| 11 | 2130 | 1 | 01 | 00 | 5260 | NURSE WORKER'S COMPENSATION | \$ 155.94 | \$ - | \$ 167.79 | \$ 167.79 | \$ (11.85) |
| 11 | 2130 | 1 | 01 | 00 | 5330 | NURSE OTHER PROF SVCS | \$ 3,000.00 | \$ 1,382.00 | \$ - | \$ 1,382.00 | \$ 1,618.00 |
| 11 | 2130 | 1 | 01 | 00 | 5610 | NURSE SUPPLIES | \$ 4,944.83 | \$ 11.52 | \$ 1,443.58 | \$ 1,455.10 | \$ 3,489.73 |
| 11 | 2130 | 1 | 01 | 00 | 5650 | NURSE SOFTWARE | \$ 565.50 | \$ - | \$ - | \$ - | \$ 565.50 |
| 11 | 2130 | 1 | 01 | 00 | 5735 | NURSE REPLACEMENT EQUIPMENT | \$ - | \$ - | \$ - | \$ - | \$ - |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | | | | | | ENCUMBRANCES | | ENCUMBRANCES PLUS | | | | | |
|------------|------|---|----|----|------|--|----|------------|----|------------|--------------|------------|-------------------|------------|------------------|-------------|-------------------|--|
| BUDGET | | | | | | | | | | | OUTSTANDING | | YEAR TO DATE EXP | | YTD EXPENDITURES | | AVAILABLE BALANCE | |
| 11 | 2130 | 1 | 01 | 00 | 5737 | NURSE REPLACEMENT FURNITURE & F | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | | |
| 11 | 2130 | 3 | 01 | 00 | 5330 | NURSE SVCS HIGH SCHOOL OTHER PROF SVCS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | | |
| 2130 Total | | | | | | | \$ | 135,706.33 | \$ | 55,830.21 | \$ | 69,643.37 | \$ | 125,473.58 | \$ | 10,232.75 | | |
| 11 | 2140 | 1 | 01 | 00 | 5112 | PSYCH SERVICES TEACHER SALARIES | \$ | 47,732.00 | \$ | 38,077.00 | \$ | 38,077.00 | \$ | 76,154.00 | \$ | (28,422.00) | | |
| 11 | 2140 | 1 | 01 | 00 | 5122 | PSYCH SERVICES HEALTH INSURANCE BUYOUT | \$ | 1,500.00 | \$ | - | \$ | - | \$ | - | \$ | 1,500.00 | | |
| 11 | 2140 | 1 | 01 | 00 | 5211 | PSYCH SERVICES HEALTH INSURANCE | \$ | - | \$ | 8,487.24 | \$ | 14,946.60 | \$ | 23,433.84 | \$ | (23,433.84) | | |
| 11 | 2140 | 1 | 01 | 00 | 5212 | PSYCH SERVICES DENTAL INSURANCE | \$ | - | \$ | - | \$ | 293.16 | \$ | 293.16 | \$ | (293.16) | | |
| 11 | 2140 | 1 | 01 | 00 | 5213 | PSYCH SERVICES LIFE INSURANCE | \$ | 59.67 | \$ | 23.85 | \$ | 48.15 | \$ | 72.00 | \$ | (12.33) | | |
| 11 | 2140 | 1 | 01 | 00 | 5214 | PSYCH SERVICES DISABILITY INSURANCE | \$ | 282.96 | \$ | 47.28 | \$ | 93.60 | \$ | 140.88 | \$ | 142.08 | | |
| 11 | 2140 | 1 | 01 | 00 | 5220 | PSYCH SERVICES FICA | \$ | 3,766.25 | \$ | 2,890.85 | \$ | 2,598.86 | \$ | 5,489.71 | \$ | (1,723.46) | | |
| 11 | 2140 | 1 | 01 | 00 | 5232 | PSYCH SERVICES NHRS PROFESSIONAL | \$ | 9,669.16 | \$ | 7,478.32 | \$ | 7,478.38 | \$ | 14,956.70 | \$ | (5,287.54) | | |
| 11 | 2140 | 1 | 01 | 00 | 5250 | PSYCH SERVICES UNEMPLOYMENT INSURANCE | \$ | 38.85 | \$ | - | \$ | - | \$ | - | \$ | 38.85 | | |
| 11 | 2140 | 1 | 01 | 00 | 5260 | PSYCH SERVICES WORKER'S COMPENSATION | \$ | 126.29 | \$ | - | \$ | 135.88 | \$ | 135.88 | \$ | (9.59) | | |
| 11 | 2140 | 1 | 01 | 00 | 5330 | PSYCH SERVICES OTHER PROF SVCS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | | |
| 11 | 2140 | 1 | 01 | 00 | 5337 | PSYCH SERVICES DIAGNOSTIC TESTING | \$ | 5,000.00 | \$ | - | \$ | 4,375.00 | \$ | 4,375.00 | \$ | 625.00 | | |
| 11 | 2140 | 1 | 01 | 00 | 5610 | PSYCH SERVICES SUPPLIES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | | |
| 2140 Total | | | | | | | \$ | 68,175.18 | \$ | 57,004.54 | \$ | 68,046.63 | \$ | 125,051.17 | \$ | (56,875.99) | | |
| 11 | 2150 | 1 | 01 | 00 | 5112 | SPEECH SVCS TEACHER SALARIES | \$ | 151,332.00 | \$ | 77,935.48 | \$ | 77,935.52 | \$ | 155,871.00 | \$ | (4,539.00) | | |
| 11 | 2150 | 1 | 01 | 00 | 5122 | SPEECH SVCS HEALTH INSURANCE BUYOUT | \$ | 2,500.00 | \$ | - | \$ | - | \$ | - | \$ | 2,500.00 | | |
| 11 | 2150 | 1 | 01 | 00 | 5211 | SPEECH SVCS HEALTH INSURANCE | \$ | 22,915.80 | \$ | 6,712.64 | \$ | 15,673.91 | \$ | 22,386.55 | \$ | 529.25 | | |
| 11 | 2150 | 1 | 01 | 00 | 5212 | SPEECH SVCS DENTAL INSURANCE | \$ | 1,022.01 | \$ | 226.92 | \$ | 598.40 | \$ | 825.32 | \$ | 196.69 | | |
| 11 | 2150 | 1 | 01 | 00 | 5213 | SPEECH SVCS LIFE INSURANCE | \$ | 189.17 | \$ | 72.32 | \$ | 155.80 | \$ | 228.12 | \$ | (38.95) | | |
| 11 | 2150 | 1 | 01 | 00 | 5214 | SPEECH SVCS DISABILITY INSURANCE | \$ | 446.43 | \$ | 142.08 | \$ | 304.32 | \$ | 446.40 | \$ | 0.03 | | |
| 11 | 2150 | 1 | 01 | 00 | 5220 | SPEECH SVCS FICA | \$ | 11,768.15 | \$ | 5,960.51 | \$ | 5,792.87 | \$ | 11,753.38 | \$ | 14.77 | | |
| 11 | 2150 | 1 | 01 | 00 | 5232 | SPEECH SVCS NHRS PROFESSIONAL | \$ | 30,212.60 | \$ | 15,306.24 | \$ | 15,306.46 | \$ | 30,612.70 | \$ | (400.10) | | |
| 11 | 2150 | 1 | 01 | 00 | 5250 | SPEECH SVCS UNEMPLOYMENT INSURANCE | \$ | 78.84 | \$ | - | \$ | - | \$ | - | \$ | 78.84 | | |
| 11 | 2150 | 1 | 01 | 00 | 5260 | SPEECH SVCS WORKER'S COMPENSATION | \$ | 400.39 | \$ | - | \$ | 430.81 | \$ | 430.81 | \$ | (30.42) | | |
| 11 | 2150 | 1 | 01 | 00 | 5330 | SPEECH SVCS OTHER PROF SVCS | \$ | 28,340.00 | \$ | 12,600.71 | \$ | 9,461.19 | \$ | 22,061.90 | \$ | 6,278.10 | | |
| 11 | 2150 | 1 | 01 | 00 | 5610 | SPEECH SVCS SUPPLIES | \$ | 300.00 | \$ | - | \$ | - | \$ | - | \$ | 300.00 | | |
| 11 | 2150 | 2 | 01 | 00 | 5330 | SPEECH SVCS - MIDDLE OTHER PROF SVCS | \$ | - | \$ | 4,209.59 | \$ | 4,772.41 | \$ | 8,982.00 | \$ | (8,982.00) | | |
| 11 | 2150 | 3 | 01 | 00 | 5330 | SPEECH SVCS - HIGH OTHER PROF SVCS | \$ | 1,800.00 | \$ | - | \$ | 481.15 | \$ | 481.15 | \$ | 1,318.85 | | |
| 2150 Total | | | | | | | \$ | 251,305.39 | \$ | 123,166.49 | \$ | 130,912.84 | \$ | 254,079.33 | \$ | (2,773.94) | | |
| 11 | 2160 | 1 | 01 | 00 | 5111 | THERAPY SVCS ADMIN/OTHER SALARIES | \$ | 75,108.00 | \$ | 24,063.84 | \$ | 5,553.18 | \$ | 29,617.02 | \$ | 45,490.98 | | |
| 11 | 2160 | 1 | 01 | 00 | 5211 | THERAPY SVCS HEALTH INSURANCE | \$ | 12,116.40 | \$ | - | \$ | 2,118.77 | \$ | 2,118.77 | \$ | 9,997.63 | | |
| 11 | 2160 | 1 | 01 | 00 | 5212 | THERAPY SVCS DENTAL INSURANCE | \$ | 498.52 | \$ | - | \$ | 71.57 | \$ | 71.57 | \$ | 426.95 | | |
| 11 | 2160 | 1 | 01 | 00 | 5213 | THERAPY SVCS LIFE INSURANCE | \$ | 93.89 | \$ | - | \$ | - | \$ | - | \$ | 93.89 | | |
| 11 | 2160 | 1 | 01 | 00 | 5214 | THERAPY SVCS DISABILITY INSURANCE | \$ | 221.57 | \$ | 159.08 | \$ | 61.00 | \$ | 220.08 | \$ | 1.49 | | |
| 11 | 2160 | 1 | 01 | 00 | 5220 | THERAPY SVCS FICA | \$ | 5,745.76 | \$ | 1,840.89 | \$ | 432.33 | \$ | 2,273.22 | \$ | 3,472.54 | | |
| 11 | 2160 | 1 | 01 | 00 | 5232 | THERAPY SVCS NHRS PROFESSIONAL | \$ | 14,751.21 | \$ | 4,726.14 | \$ | 1,090.65 | \$ | 5,816.79 | \$ | 8,934.42 | | |
| 11 | 2160 | 1 | 01 | 00 | 5250 | THERAPY SVCS UNEMPLOYMENT INSURANCE | \$ | 40.07 | \$ | - | \$ | - | \$ | - | \$ | 40.07 | | |
| 11 | 2160 | 1 | 01 | 00 | 5260 | THERAPY SVCS WORKER'S COMPENSATION | \$ | 197.40 | \$ | - | \$ | 212.40 | \$ | 212.40 | \$ | (15.00) | | |
| 11 | 2160 | 1 | 01 | 00 | 5331 | THERAPY SVCS OT CONTRACTED SVCS | \$ | 6,270.00 | \$ | - | \$ | 30,740.94 | \$ | 30,740.94 | \$ | (24,470.94) | | |
| 11 | 2160 | 1 | 01 | 00 | 5333 | THERAPY SVCS VISION CONTRACTED SVCS | \$ | 2,205.00 | \$ | 1,344.50 | \$ | 1,655.50 | \$ | 3,000.00 | \$ | (795.00) | | |
| 11 | 2160 | 1 | 01 | 00 | 5334 | THERAPY SVCS PT CONTRACTED SVCS | \$ | 10,800.00 | \$ | 5,690.00 | \$ | 9,660.00 | \$ | 15,350.00 | \$ | (4,550.00) | | |
| 11 | 2160 | 1 | 01 | 00 | 5610 | THERAPY SVCS SUPPLIES | \$ | 1,200.00 | \$ | - | \$ | - | \$ | - | \$ | 1,200.00 | | |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| | | | | | TITLE | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE |
|-------------------|------|---|----|----|-------|--|-----------------------------|---------------------|---------------------------------------|---------------------|
| 11 | 2160 | 2 | 01 | 00 | 5330 | OTHER PROF SVCS | \$ - | \$ - | \$ - | \$ - |
| 11 | 2160 | 2 | 01 | 00 | 5331 | OTHER OT CONTRACTED SVCS | \$ 1,500.00 | \$ - | \$ - | \$ 1,500.00 |
| 11 | 2160 | 2 | 01 | 00 | 5333 | MIDDLE VISION CONTRACTED SVCS | \$ - | \$ - | \$ - | \$ - |
| 11 | 2160 | 2 | 01 | 00 | 5334 | MIDDLE PT CONTRACTED SVCS | \$ - | \$ - | \$ - | \$ - |
| 11 | 2160 | 3 | 01 | 00 | 5330 | HS OTHER PROF SVCS | \$ - | \$ - | \$ 596.25 | \$ (596.25) |
| 11 | 2160 | 3 | 01 | 00 | 5331 | HS OT CONTRACTED SVCS | \$ 5,250.00 | \$ - | \$ - | \$ 5,250.00 |
| 11 | 2160 | 3 | 01 | 00 | 5333 | HS VISION CONTRACTED SVCS | \$ 2,205.00 | \$ - | \$ - | \$ 2,205.00 |
| 11 | 2160 | 3 | 01 | 00 | 5334 | HS PT CONTRACTED SVCS | \$ 1,200.00 | \$ - | \$ - | \$ 1,200.00 |
| 2160 Total | | | | | | OT SERVICES | \$ 139,402.82 | \$ 37,824.45 | \$ 52,192.59 | \$ 90,017.04 |
| 11 | 2162 | 3 | 01 | 00 | 5330 | PHYSICAL THERAPY-HS OTHER PROF SVCS | \$ - | \$ - | \$ 436.80 | \$ (436.80) |
| 2162 Total | | | | | | PT SERVICES | \$ - | \$ - | \$ 436.80 | \$ (436.80) |
| 11 | 2190 | 1 | 01 | 00 | 5610 | OTHER SUPPORT SERVICES SUPPLIES | \$ - | \$ - | \$ - | \$ - |
| 11 | 2190 | 1 | 01 | 00 | 5810 | OTHER SUPPORT SERVICES DUES & FEES | \$ - | \$ - | \$ - | \$ - |
| 2190 Total | | | | | | OTHER SUPPORT SERVICES | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5111 | STAFF DEVELOPMENT ADMIN/OTHER SALARIES | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5112 | STAFF DEVELOPMENT TEACHER SALARIES | \$ 1,200.00 | \$ 11,000.00 | \$ 38,718.73 | \$ 49,718.73 |
| 11 | 2210 | 1 | 01 | 00 | 5211 | STAFF DEVELOPMENT HEALTH INSURANCE | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5212 | STAFF DEVELOPMENT DENTAL INSURANCE | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5213 | STAFF DEVELOPMENT LIFE INSURANCE | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5214 | STAFF DEVELOPMENT DISABILITY INSURANCE | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5220 | STAFF DEVELOPMENT FICA | \$ 91.80 | \$ 839.49 | \$ 2,812.70 | \$ 3,652.19 |
| 11 | 2210 | 1 | 01 | 00 | 5232 | STAFF DEVELOPMENT NHRS PROFESSIONAL | \$ 236.16 | \$ 1,768.63 | \$ 7,161.79 | \$ 8,930.42 |
| 11 | 2210 | 1 | 01 | 00 | 5241 | STAFF DEVELOPMENT WORKSHOP REIMB PROF | \$ 4,598.69 | \$ - | \$ - | \$ 4,598.69 |
| 11 | 2210 | 1 | 01 | 00 | 5250 | STAFF DEVELOPMENT UNEMPLOYMENT INSURANCE | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5260 | STAFF DEVELOPMENT WORKER'S COMPENSATION | \$ - | \$ - | \$ - | \$ - |
| 11 | 2210 | 1 | 01 | 00 | 5322 | STAFF DEVELOPMENT ORIENTATION | \$ 500.00 | \$ - | \$ 500.00 | \$ 500.00 |
| 11 | 2210 | 1 | 01 | 00 | 5330 | STAFF DEVELOPMENT OTHER PROF SVCS | \$ - | \$ - | \$ 150.00 | \$ (150.00) |
| 11 | 2210 | 1 | 01 | 00 | 5641 | STAFF DEVELOPMENT TEXTBOOKS | \$ 80.00 | \$ - | \$ - | \$ 80.00 |
| 2210 Total | | | | | | STAFF DEVELOPMENT | \$ 6,706.65 | \$ 13,608.12 | \$ 49,343.22 | \$ 62,951.34 |
| 11 | 2220 | 1 | 01 | 00 | 5111 | MEDIA ADMIN/OTHER SALARIES | \$ 74,613.28 | \$ 39,749.26 | \$ 39,249.34 | \$ 78,998.60 |
| 11 | 2220 | 1 | 01 | 00 | 5114 | MEDIA PARAPROFESSIONAL | \$ 26,783.12 | \$ 13,339.04 | \$ 15,079.04 | \$ 28,418.08 |
| 11 | 2220 | 1 | 01 | 00 | 5211 | MEDIA HEALTH INSURANCE | \$ 35,032.20 | \$ 11,132.64 | \$ 24,419.68 | \$ 35,552.32 |
| 11 | 2220 | 1 | 01 | 00 | 5212 | MEDIA DENTAL INSURANCE | \$ 1,048.25 | \$ 174.92 | \$ 290.22 | \$ 465.14 |
| 11 | 2220 | 1 | 01 | 00 | 5213 | MEDIA LIFE INSURANCE | \$ 115.20 | \$ 46.04 | \$ 92.08 | \$ 138.12 |
| 11 | 2220 | 1 | 01 | 00 | 5214 | MEDIA DISABILITY INSURANCE | \$ 218.63 | \$ 74.96 | \$ 149.92 | \$ 224.88 |
| 11 | 2220 | 1 | 01 | 00 | 5220 | MEDIA FICA | \$ 7,717.00 | \$ 4,060.46 | \$ 3,988.46 | \$ 8,048.92 |
| 11 | 2220 | 1 | 01 | 00 | 5232 | MEDIA NHRS PROFESSIONAL | \$ 14,654.05 | \$ 7,806.75 | \$ 7,708.61 | \$ 15,515.36 |
| 11 | 2220 | 1 | 01 | 00 | 5241 | MEDIA WORKSHOP REIMB PROF | \$ - | \$ - | \$ - | \$ - |
| 11 | 2220 | 1 | 01 | 00 | 5250 | MEDIA UNEMPLOYMENT INSURANCE | \$ 80.14 | \$ - | \$ - | \$ 80.14 |
| 11 | 2220 | 1 | 01 | 00 | 5260 | MEDIA WORKER'S COMPENSATION | \$ 257.03 | \$ - | \$ 276.56 | \$ 276.56 |
| 11 | 2220 | 1 | 01 | 00 | 5430 | MEDIA REPAIRS & MAINT SERVICES | \$ 1,136.22 | \$ - | \$ 2,696.21 | \$ 2,696.21 |
| 11 | 2220 | 1 | 01 | 00 | 5442 | MEDIA RENTAL OF EQUIPMENT | \$ - | \$ 896.26 | \$ 1,358.98 | \$ 2,255.24 |
| 11 | 2220 | 1 | 01 | 00 | 5610 | MEDIA SUPPLIES | \$ 1,273.52 | \$ 94.48 | \$ 581.13 | \$ 675.61 |
| 11 | 2220 | 1 | 01 | 00 | 5641 | MEDIA TEXTBOOKS | \$ 5,785.43 | \$ - | \$ 601.27 | \$ 601.27 |
| 11 | 2220 | 1 | 01 | 00 | 5642 | MEDIA ELECTRONIC INFORMATION | \$ - | \$ - | \$ - | \$ - |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| | | | | | TITLE | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE |
|---|------|---|----|----|-------|---|-----------------------------|----------------------|---------------------------------------|--------------------|
| 11 | 2220 | 1 | 01 | 00 | 5643 | MEDIA INFORMATION ACCESS FEES | \$ 9,289.13 | \$ - | \$ 6,320.00 | \$ 2,969.13 |
| 11 | 2220 | 1 | 01 | 00 | 5644 | MEDIA PERIODICALS | \$ 669.49 | \$ - | \$ 344.94 | \$ 324.55 |
| 11 | 2220 | 1 | 01 | 00 | 5735 | MEDIA REPLACEMENT EQUIPMENT | \$ 1,362.66 | \$ - | \$ 69.94 | \$ 1,292.72 |
| 11 | 2220 | 1 | 01 | 00 | 5810 | MEDIA DUES & FEES | \$ 149.00 | \$ - | \$ - | \$ 149.00 |
| 2220 Total MEDIA SERVICES | | | | | | \$ 180,184.35 | \$ 77,374.81 | \$ 103,226.38 | \$ 180,601.19 | \$ (416.84) |
| 11 | 2310 | 1 | 01 | 00 | 5111 | SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES | \$ 9,100.00 | \$ 4,550.00 | \$ 4,550.00 | \$ - |
| 11 | 2310 | 1 | 01 | 00 | 5113 | SCHOOL BOARD SERVICES TREASURER SALARY | \$ 2,300.00 | \$ 1,150.00 | \$ 1,150.00 | \$ - |
| 11 | 2310 | 1 | 01 | 00 | 5115 | SCHOOL BOARD SERVICES SECRETARIAL SALARIES | \$ 2,250.00 | \$ - | \$ 900.00 | \$ 1,350.00 |
| 11 | 2310 | 1 | 01 | 00 | 5220 | SCHOOL BOARD SERVICES FICA | \$ 1,044.23 | \$ 436.06 | \$ 504.94 | \$ 103.23 |
| 11 | 2310 | 1 | 01 | 00 | 5231 | SCHOOL BOARD SERVICES NHRS SUPPORT | \$ 304.43 | \$ - | \$ 121.80 | \$ 182.63 |
| 11 | 2310 | 1 | 01 | 00 | 5330 | SCHOOL BOARD SERVICES OTHER PROF SVCS | \$ - | \$ - | \$ - | \$ - |
| 11 | 2310 | 1 | 01 | 00 | 5332 | SCHOOL BOARD SERVICES AUDIT EXPENSES | \$ 7,600.00 | \$ 1,600.00 | \$ 6,000.00 | \$ - |
| 11 | 2310 | 1 | 01 | 00 | 5338 | SCHOOL BOARD SERVICES CRIMINAL RECORD CHECK | \$ 1,500.00 | \$ 152.49 | \$ 944.01 | \$ 403.50 |
| 11 | 2310 | 1 | 01 | 00 | 5341 | SCHOOL BOARD SERVICES LEGAL & CONSULTING | \$ 20,000.00 | \$ 1,352.00 | \$ 11,702.08 | \$ 6,945.92 |
| 11 | 2310 | 1 | 01 | 00 | 5342 | SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES | \$ 750.00 | \$ 800.00 | \$ - | \$ (50.00) |
| 11 | 2310 | 1 | 01 | 00 | 5613 | SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES | \$ 275.00 | \$ - | \$ 274.43 | \$ 0.57 |
| 11 | 2310 | 1 | 01 | 00 | 5614 | SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES | \$ 1,750.00 | \$ 1,394.50 | \$ - | \$ 355.50 |
| 11 | 2310 | 1 | 01 | 00 | 5618 | SCHOOL BOARD SERVICES TREASURER SUPPLIES | \$ 500.00 | \$ - | \$ - | \$ 500.00 |
| 11 | 2310 | 1 | 01 | 00 | 5810 | SCHOOL BOARD SERVICES DUES & FEES | \$ - | \$ 3,779.31 | \$ 1,949.61 | \$ (5,728.92) |
| 2310 Total SCHOOL BOARD SERVICES | | | | | | \$ 47,373.66 | \$ 15,214.36 | \$ 28,096.87 | \$ 43,311.23 | \$ 4,062.43 |
| 11 | 2320 | 0 | 01 | 00 | 5590 | SAU SERVICES SAU SERVICES | \$ 413,738.00 | \$ - | \$ 413,738.00 | \$ - |
| 2320 Total SAU SERVICES | | | | | | \$ 413,738.00 | \$ - | \$ 413,738.00 | \$ 413,738.00 | \$ - |
| 11 | 2410 | 1 | 01 | 00 | 5111 | PRINCIPAL SERVICES ADMIN/OTHER SALARIES | \$ 119,850.00 | \$ 46,548.04 | \$ 74,476.96 | \$ (1,175.00) |
| 11 | 2410 | 1 | 01 | 00 | 5115 | PRINCIPAL SERVICES SECRETARIAL SALARIES | \$ 81,457.33 | \$ 37,137.69 | \$ 46,709.51 | \$ (2,389.87) |
| 11 | 2410 | 1 | 01 | 00 | 5118 | PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR | \$ 187,170.00 | \$ 75,386.60 | \$ 120,618.40 | \$ (8,835.00) |
| 11 | 2410 | 1 | 01 | 00 | 5122 | PRINCIPAL SERVICES HEALTH INSURANCE BUYOUT | \$ 750.00 | \$ - | \$ - | \$ 750.00 |
| 11 | 2410 | 1 | 01 | 00 | 5211 | PRINCIPAL SERVICES HEALTH INSURANCE | \$ 77,020.68 | \$ 30,142.34 | \$ 66,090.89 | \$ (19,212.55) |
| 11 | 2410 | 1 | 01 | 00 | 5212 | PRINCIPAL SERVICES DENTAL INSURANCE | \$ 2,857.32 | \$ 615.85 | \$ 1,313.80 | \$ 927.67 |
| 11 | 2410 | 1 | 01 | 00 | 5213 | PRINCIPAL SERVICES LIFE INSURANCE | \$ 424.42 | \$ 102.59 | \$ 349.09 | \$ (27.26) |
| 11 | 2410 | 1 | 01 | 00 | 5214 | PRINCIPAL SERVICES DISABILITY INSURANCE | \$ 948.40 | \$ 131.85 | \$ 686.79 | \$ 129.76 |
| 11 | 2410 | 1 | 01 | 00 | 5220 | PRINCIPAL SERVICES FICA | \$ 29,718.51 | \$ 12,161.72 | \$ 17,475.06 | \$ 81.73 |
| 11 | 2410 | 1 | 01 | 00 | 5231 | PRINCIPAL SERVICES NHRS SUPPORT | \$ 6,197.91 | \$ 5,024.73 | \$ 6,519.69 | \$ (5,346.51) |
| 11 | 2410 | 1 | 01 | 00 | 5232 | PRINCIPAL SERVICES NHRS PROFESSIONAL | \$ 60,298.73 | \$ 23,947.82 | \$ 38,316.81 | \$ (1,965.90) |
| 11 | 2410 | 1 | 01 | 00 | 5240 | PRINCIPAL SERVICES TUITION REIMBURSEMENT | \$ 5,000.00 | \$ - | \$ 2,654.00 | \$ 2,346.00 |
| 11 | 2410 | 1 | 01 | 00 | 5241 | PRINCIPAL SERVICES WORKSHOP REIMB PROF | \$ 1,350.00 | \$ 150.00 | \$ - | \$ 1,200.00 |
| 11 | 2410 | 1 | 01 | 00 | 5244 | PRINCIPAL SERVICES SECRETARIAL WORKSHOP | \$ 600.00 | \$ - | \$ 190.00 | \$ 410.00 |
| 11 | 2410 | 1 | 01 | 00 | 5250 | PRINCIPAL SERVICES UNEMPLOYMENT INSURANCE | \$ 200.36 | \$ - | \$ - | \$ 200.36 |
| 11 | 2410 | 1 | 01 | 00 | 5260 | PRINCIPAL SERVICES WORKER'S COMPENSATION | \$ 925.90 | \$ - | \$ 996.26 | \$ (70.36) |
| 11 | 2410 | 1 | 01 | 00 | 5430 | PRINCIPAL SERVICES REPAIRS & MAINT SERVICES | \$ 31,474.02 | \$ 1,586.96 | \$ 11,865.44 | \$ 18,021.62 |
| 11 | 2410 | 1 | 01 | 00 | 5442 | PRINCIPAL SERVICES RENTAL OF EQUIPMENT | \$ 22,524.00 | \$ 5,022.35 | \$ 3,431.29 | \$ 14,070.36 |
| 11 | 2410 | 1 | 01 | 00 | 5531 | PRINCIPAL SERVICES TELEPHONE | \$ 22,320.00 | \$ 11,191.91 | \$ 15,252.09 | \$ (4,124.00) |
| 11 | 2410 | 1 | 01 | 00 | 5534 | PRINCIPAL SERVICES POSTAGE | \$ 3,000.00 | \$ - | \$ 98.43 | \$ 2,901.57 |
| 11 | 2410 | 1 | 01 | 00 | 5540 | PRINCIPAL SERVICES ADVERTISING | \$ 750.00 | \$ - | \$ 77.60 | \$ 672.40 |
| 11 | 2410 | 1 | 01 | 00 | 5550 | PRINCIPAL SERVICES PRINTING | \$ 500.00 | \$ - | \$ - | \$ 500.00 |
| 11 | 2410 | 1 | 01 | 00 | 5580 | PRINCIPAL SERVICES MILEAGE REIMBURSEMENT | \$ 800.00 | \$ - | \$ 560.16 | \$ 239.84 |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | | BUDGET | ENCUMBRANCES | | ENCUMBRANCES PLUS | | | | | | |
|------------|------|---|----|----|------|--|--------|--------------|------------------|-------------------|-------------------|------------|----|--------------|----|-------------|
| | | | | | | | | OUTSTANDING | YEAR TO DATE EXP | YTD EXPENDITURES | AVAILABLE BALANCE | | | | | |
| 11 | 2410 | 1 | 01 | 00 | 5610 | PRINCIPAL SERVICES SUPPLIES | \$ | 1,800.00 | \$ | - | \$ | 950.20 | \$ | 950.20 | \$ | 849.80 |
| 11 | 2410 | 1 | 01 | 00 | 5735 | PRINCIPAL SERVICES REPLACEMENT EQUIPMENT | \$ | 4,400.00 | \$ | - | \$ | - | \$ | - | \$ | 4,400.00 |
| 11 | 2410 | 1 | 01 | 00 | 5737 | PRINCIPAL SERVICES REPLACEMENT FURNITURE & F | \$ | 1,208.86 | \$ | - | \$ | 499.00 | \$ | 499.00 | \$ | 709.86 |
| 11 | 2410 | 1 | 01 | 00 | 5810 | PRINCIPAL SERVICES DUES & FEES | \$ | 1,525.00 | \$ | - | \$ | 1,739.00 | \$ | 1,739.00 | \$ | (214.00) |
| 2410 Total | | | | | | | \$ | 665,071.44 | \$ | 249,150.45 | \$ | 410,870.47 | \$ | 660,020.92 | \$ | 5,050.52 |
| 11 | 2600 | 1 | 01 | 00 | 5111 | MAINTENANCE ADMIN/OTHER SALARIES | \$ | 89,250.00 | \$ | 34,663.40 | \$ | 55,461.60 | \$ | 90,125.00 | \$ | (875.00) |
| 11 | 2600 | 1 | 01 | 00 | 5116 | MAINTENANCE CUSTODIAL SALARIES | \$ | 175,976.64 | \$ | 57,689.78 | \$ | 71,875.91 | \$ | 129,565.69 | \$ | 46,410.95 |
| 11 | 2600 | 1 | 01 | 00 | 5211 | MAINTENANCE HEALTH INSURANCE | \$ | 47,148.60 | \$ | 15,117.10 | \$ | 31,499.80 | \$ | 46,616.90 | \$ | 531.70 |
| 11 | 2600 | 1 | 01 | 00 | 5212 | MAINTENANCE DENTAL INSURANCE | \$ | 1,789.50 | \$ | 563.32 | \$ | 1,137.90 | \$ | 1,701.22 | \$ | 88.28 |
| 11 | 2600 | 1 | 01 | 00 | 5213 | MAINTENANCE LIFE INSURANCE | \$ | 303.29 | \$ | 93.94 | \$ | 180.62 | \$ | 274.56 | \$ | 28.73 |
| 11 | 2600 | 1 | 01 | 00 | 5214 | MAINTENANCE DISABILITY INSURANCE | \$ | 761.89 | \$ | 216.46 | \$ | 363.26 | \$ | 579.72 | \$ | 182.17 |
| 11 | 2600 | 1 | 01 | 00 | 5220 | MAINTENANCE FICA | \$ | 20,559.07 | \$ | 7,061.28 | \$ | 9,434.06 | \$ | 16,495.34 | \$ | 4,063.73 |
| 11 | 2600 | 1 | 01 | 00 | 5231 | MAINTENANCE NHRS SUPPORT | \$ | 36,361.36 | \$ | 9,235.82 | \$ | 15,523.01 | \$ | 24,758.83 | \$ | 11,602.53 |
| 11 | 2600 | 1 | 01 | 00 | 5232 | MAINTENANCE NHRS PROFESSIONAL | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 11 | 2600 | 1 | 01 | 00 | 5241 | MAINTENANCE WORKSHOP REIMB PROF | \$ | 450.00 | \$ | - | \$ | - | \$ | - | \$ | 450.00 |
| 11 | 2600 | 1 | 01 | 00 | 5250 | MAINTENANCE UNEMPLOYMENT INSURANCE | \$ | 240.43 | \$ | - | \$ | - | \$ | - | \$ | 240.43 |
| 11 | 2600 | 1 | 01 | 00 | 5260 | MAINTENANCE WORKER'S COMPENSATION | \$ | 3,979.76 | \$ | - | \$ | 4,282.17 | \$ | 4,282.17 | \$ | (302.41) |
| 11 | 2600 | 1 | 01 | 00 | 5360 | MAINTENANCE CONTRACTED SERVICES | \$ | 3,900.00 | \$ | 6,560.00 | \$ | 50,680.00 | \$ | 57,240.00 | \$ | (53,340.00) |
| 11 | 2600 | 1 | 01 | 00 | 5430 | MAINTENANCE REPAIRS & MAINT SERVICES | \$ | 19,650.00 | \$ | 5,078.00 | \$ | 5,962.00 | \$ | 11,040.00 | \$ | 8,610.00 |
| 11 | 2600 | 1 | 01 | 00 | 5431 | MAINTENANCE REPAIRS EQUIPMENT | \$ | 560.00 | \$ | - | \$ | 740.00 | \$ | 740.00 | \$ | (180.00) |
| 11 | 2600 | 1 | 01 | 00 | 5432 | MAINTENANCE REPAIRS BUILDINGS | \$ | 14,850.00 | \$ | - | \$ | 30,029.66 | \$ | 30,029.66 | \$ | (15,179.66) |
| 11 | 2600 | 1 | 01 | 00 | 5433 | MAINTENANCE REPAIRS GROUNDS | \$ | 12,675.00 | \$ | 4,039.44 | \$ | 7,059.03 | \$ | 11,098.47 | \$ | 1,576.53 |
| 11 | 2600 | 1 | 01 | 00 | 5434 | MAINTENANCE BUILDING IMPROVEMENTS | \$ | - | \$ | 3,495.00 | \$ | 18,358.00 | \$ | 21,853.00 | \$ | (21,853.00) |
| 11 | 2600 | 1 | 01 | 00 | 5435 | MAINTENANCE SEC & SAFETY EQUIP REPAIR | \$ | 1,875.00 | \$ | - | \$ | 258.00 | \$ | 258.00 | \$ | 1,617.00 |
| 11 | 2600 | 1 | 01 | 00 | 5437 | MAINTENANCE GARBAGE REMOVAL | \$ | 11,220.00 | \$ | 3,310.03 | \$ | 8,885.97 | \$ | 12,196.00 | \$ | (976.00) |
| 11 | 2600 | 1 | 01 | 00 | 5438 | MAINTENANCE GROUNDS MAINTENANCE CONTR | \$ | 14,820.00 | \$ | 890.00 | \$ | 13,460.00 | \$ | 14,350.00 | \$ | 470.00 |
| 11 | 2600 | 1 | 01 | 00 | 5439 | MAINTENANCE LIFE SAFETY REPAIRS | \$ | 5,750.00 | \$ | - | \$ | 11,000.47 | \$ | 11,000.47 | \$ | (5,250.47) |
| 11 | 2600 | 1 | 01 | 00 | 5521 | MAINTENANCE PROPERTY/LIABILITY INS | \$ | 32,750.00 | \$ | - | \$ | 32,750.00 | \$ | 32,750.00 | \$ | - |
| 11 | 2600 | 1 | 01 | 00 | 5531 | MAINTENANCE TELEPHONE | \$ | - | \$ | 720.00 | \$ | 720.00 | \$ | 1,440.00 | \$ | (1,440.00) |
| 11 | 2600 | 1 | 01 | 00 | 5580 | MAINTENANCE MILEAGE REIMBURSEMENT | \$ | 750.00 | \$ | - | \$ | 274.45 | \$ | 274.45 | \$ | 475.55 |
| 11 | 2600 | 1 | 01 | 00 | 5610 | MAINTENANCE SUPPLIES | \$ | 20,515.00 | \$ | 1,250.00 | \$ | 11,065.83 | \$ | 12,315.83 | \$ | 8,199.17 |
| 11 | 2600 | 1 | 01 | 00 | 5612 | MAINTENANCE MAINTENANCE SUPPLIES | \$ | 9,000.00 | \$ | - | \$ | 7,142.57 | \$ | 7,142.57 | \$ | 1,857.43 |
| 11 | 2600 | 1 | 01 | 00 | 5621 | MAINTENANCE PROPANE | \$ | 55,000.00 | \$ | 21,598.69 | \$ | 16,901.31 | \$ | 38,500.00 | \$ | 16,500.00 |
| 11 | 2600 | 1 | 01 | 00 | 5622 | MAINTENANCE ELECTRICITY | \$ | 125,000.00 | \$ | 94,833.53 | \$ | 30,166.47 | \$ | 125,000.00 | \$ | - |
| 11 | 2600 | 1 | 01 | 00 | 5731 | MAINTENANCE NEW EQUIPMENT | \$ | 1,100.00 | \$ | - | \$ | - | \$ | - | \$ | 1,100.00 |
| 11 | 2600 | 1 | 01 | 00 | 5735 | MAINTENANCE REPLACEMENT EQUIPMENT | \$ | 1,500.00 | \$ | - | \$ | 1,134.62 | \$ | 1,134.62 | \$ | 365.38 |
| 2600 Total | | | | | | | \$ | 707,735.54 | \$ | 266,415.79 | \$ | 436,346.71 | \$ | 702,762.50 | \$ | 4,973.04 |
| 11 | 2700 | 0 | 01 | 00 | 5517 | REG ED TRANSPORTATION ATHLETIC TRANS | \$ | 15,000.00 | \$ | 1,657.87 | \$ | 7,842.23 | \$ | 9,500.10 | \$ | 5,499.90 |
| 11 | 2700 | 0 | 01 | 00 | 5518 | REG ED TRANSPORTATION FIELD TRIP TRANS | \$ | 7,500.00 | \$ | - | \$ | 2,972.10 | \$ | 2,972.10 | \$ | 4,527.90 |
| 11 | 2700 | 0 | 01 | 00 | 5519 | REG ED TRANSPORTATION TRANSPORTATION | \$ | 789,998.40 | \$ | 367,912.80 | \$ | 364,762.80 | \$ | 732,675.60 | \$ | 57,322.80 |
| 11 | 2700 | 0 | 01 | 61 | 5519 | SPED TRANSPORTATION TRANSPORTATION | \$ | 400,000.00 | \$ | 36,445.00 | \$ | 321,166.60 | \$ | 357,611.60 | \$ | 42,388.40 |
| 2700 Total | | | | | | | \$ | 1,212,498.40 | \$ | 406,015.67 | \$ | 696,743.73 | \$ | 1,102,759.40 | \$ | 109,739.00 |
| 11 | 2840 | 1 | 01 | 00 | 5111 | IT ADMIN/OTHER SALARIES | \$ | 91,800.00 | \$ | 35,653.92 | \$ | 57,046.08 | \$ | 92,700.00 | \$ | (900.00) |
| 11 | 2840 | 1 | 01 | 00 | 5114 | IT PARAPROFESSIONAL | \$ | 16,000.00 | \$ | 8,123.00 | \$ | 12,377.00 | \$ | 20,500.00 | \$ | (4,500.00) |
| 11 | 2840 | 1 | 01 | 00 | 5121 | IT STAFFING TIME SALARIES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |

AUBURN SCHOOL DISTRICT
YTD EXPENDITURE DETAIL
AS OF FEBRUARY 7, 2024

| TITLE | | | | | | | BUDGET | ENCUMBRANCES OUTSTANDING | YEAR TO DATE EXP | ENCUMBRANCES PLUS YTD EXPENDITURES | AVAILABLE BALANCE |
|-----------------------------------|------|---|----|----|------|--|------------------|-----------------------------|------------------|---------------------------------------|-------------------|
| 11 | 2840 | 1 | 01 | 00 | 5122 | IT HEALTH INSURANCE BUYOUT | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 2840 | 1 | 01 | 00 | 5211 | IT HEALTH INSURANCE | \$ 12,116.40 | \$ 7,168.55 | \$ 15,218.00 | \$ 22,386.55 | \$ (10,270.15) |
| 11 | 2840 | 1 | 01 | 00 | 5212 | IT DENTAL INSURANCE | \$ 524.76 | \$ 122.30 | \$ 277.95 | \$ 400.25 | \$ 124.51 |
| 11 | 2840 | 1 | 01 | 00 | 5213 | IT LIFE INSURANCE | \$ 97.41 | \$ 42.72 | \$ 92.28 | \$ 135.00 | \$ (37.59) |
| 11 | 2840 | 1 | 01 | 00 | 5214 | IT DISABILITY INSURANCE | \$ 229.89 | \$ 84.56 | \$ 181.00 | \$ 265.56 | \$ (35.67) |
| 11 | 2840 | 1 | 01 | 00 | 5220 | IT FICA | \$ 8,246.70 | \$ 3,337.54 | \$ 5,102.44 | \$ 8,439.98 | \$ (193.28) |
| 11 | 2840 | 1 | 01 | 00 | 5231 | IT NHRS SUPPORT | \$ 12,420.54 | \$ 4,823.98 | \$ 7,718.40 | \$ 12,542.38 | \$ (121.84) |
| 11 | 2840 | 1 | 01 | 00 | 5241 | IT WORKSHOP REIMB PROF | \$ 750.00 | \$ - | \$ - | \$ - | \$ 750.00 |
| 11 | 2840 | 1 | 01 | 00 | 5250 | IT UNEMPLOYMENT INSURANCE | \$ 40.07 | \$ - | \$ - | \$ - | \$ 40.07 |
| 11 | 2840 | 1 | 01 | 00 | 5260 | IT WORKER'S COMPENSATION | \$ 547.66 | \$ - | \$ 589.28 | \$ 589.28 | \$ (41.62) |
| 11 | 2840 | 1 | 01 | 00 | 5330 | IT OTHER PROF SVCS | \$ 29,523.66 | \$ - | \$ 19,950.70 | \$ 19,950.70 | \$ 9,572.96 |
| 11 | 2840 | 1 | 01 | 00 | 5431 | IT REPAIRS EQUIPMENT | \$ 2,600.00 | \$ - | \$ 43.16 | \$ 43.16 | \$ 2,556.84 |
| 11 | 2840 | 1 | 01 | 00 | 5531 | IT TELEPHONE | \$ - | \$ 420.00 | \$ 300.00 | \$ 720.00 | \$ (720.00) |
| 11 | 2840 | 1 | 01 | 00 | 5610 | IT SUPPLIES | \$ 3,250.00 | \$ 92.70 | \$ 1,521.60 | \$ 1,614.30 | \$ 1,635.70 |
| 11 | 2840 | 1 | 01 | 00 | 5641 | IT TEXTBOOKS | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 2840 | 1 | 01 | 00 | 5643 | IT INFORMATION ACCESS FEES | \$ - | \$ - | \$ - | \$ - | \$ - |
| 11 | 2840 | 1 | 01 | 00 | 5650 | IT SOFTWARE | \$ 28,923.00 | \$ 1,204.20 | \$ 25,762.13 | \$ 26,966.33 | \$ 1,956.67 |
| 11 | 2840 | 1 | 01 | 00 | 5733 | IT NEW FURNITURE | \$ 75.00 | \$ - | \$ - | \$ - | \$ 75.00 |
| 11 | 2840 | 1 | 01 | 00 | 5734 | IT NEW COMPUTER EQUIP | \$ 4,242.44 | \$ - | \$ 5,094.43 | \$ 5,094.43 | \$ (851.99) |
| 11 | 2840 | 1 | 01 | 00 | 5738 | IT REPLACE COMPUTERS | \$ 59,400.00 | \$ - | \$ 55,212.80 | \$ 55,212.80 | \$ 4,187.20 |
| 11 | 2840 | 1 | 01 | 00 | 5810 | IT DUES & FEES | \$ 970.00 | \$ - | \$ 1,100.69 | \$ 1,100.69 | \$ (130.69) |
| 2840 Total IT SERVICES | | | | | | | \$ 271,757.53 | \$ 61,073.47 | \$ 207,587.94 | \$ 268,661.41 | \$ 3,096.12 |
| 11 | 5110 | 1 | 01 | 00 | 5910 | PRINCIPAL OF DEBT PRINCIPAL OF DEBT | \$ 745,000.00 | \$ - | \$ 745,250.00 | \$ 745,250.00 | \$ (250.00) |
| 5110 Total DEBT SERVICE PRINCIPAL | | | | | | | \$ 745,000.00 | \$ - | \$ 745,250.00 | \$ 745,250.00 | \$ (250.00) |
| 11 | 5120 | 1 | 01 | 00 | 5830 | DEBT SERVICE INTEREST | \$ 432,110.00 | \$ - | \$ 432,110.00 | \$ 432,110.00 | \$ - |
| 5120 Total DEBT SERVICE INTEREST | | | | | | | \$ 432,110.00 | \$ - | \$ 432,110.00 | \$ 432,110.00 | \$ - |
| 11 | 5310 | 1 | 01 | 00 | 5564 | CHARTER SCHOOL TUITION TO PRIVATE SCHOOL | \$ - | \$ 4,775.00 | \$ 1,345.00 | \$ 6,120.00 | \$ (6,120.00) |
| 5310 Total CHARTER SCHOOL | | | | | | | \$ - | \$ 4,775.00 | \$ 1,345.00 | \$ 6,120.00 | \$ (6,120.00) |
| Grand Total | | | | | | | \$ 16,515,399.02 | \$ 6,272,380.74 | \$ 10,105,470.52 | \$ 16,377,851.26 | \$ 137,547.76 |

XII.A.

AUBURN SCHOOL BOARD

February 13, 2024

Resignations

Britini Shields (effective 6-30-24)
Special Education Teacher

Tracy Griffenhagen
Director of Student Services

XIV.

**School Administrative Unit #15
Auburn Pupil Accounting
Monthly Enrollment**

DATE: February 1, 2024

| GRADE | SECTION | TOTAL 2023-2024 | TOTAL 2022-2023 | TOTAL 2021-2022 | TOTAL 2020-2021 |
|--------------|----------------|----------------------------|----------------------------|----------------------------|----------------------------|
| K | 4 | 63 | 62 | 70 | 50 |
| 1 | 4 | 70 | 83 | 61 | 59 |
| 2 | 4 | 84 | 63 | 63 | 79 |
| 3 | 3 | 70 | 63 | 84 | 68 |
| 4 | 3 | 62 | 86 | 76 | 74 |
| 5 | 4 | 83 | 74 | 77 | 67 |
| 6 | 4 | 75 | 78 | 70 | 78 |
| 7 | 4 | 80 | 73 | 75 | 59 |
| 8 | 4 | 70 | 75 | 55 | 68 |
| TOTAL | 34 | 657 | 657 | 631 | 602 |

**School Administrative Unit #15
Auburn Pupil Accounting
High School Monthly Enrollment**

DATE: February 1, 2024

| School | Grade 9 | Grade 10 | Grade 11 | Grade 12 | TOTAL |
|-------------------------------------|----------------|-----------------|-----------------|-----------------|--------------|
| Pinkerton Academy | 73 | 51 | 62 | 70 | 256 |
| Memorial High School | 0 | 0 | 0 | 1 | 1 |
| Private | 3 | 8 | 10 | 5 | 26 |
| TOTALS by Grade | 76 | 59 | 72 | 76 | 283 |
| Special Education Placements | 0 | 2 | 2 | 0 | 4 |
| GRAND TOTAL | | | | | 287 |