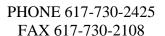
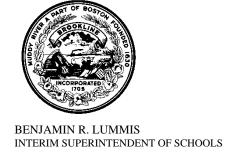
THE PUBLIC SCHOOLS OF BROOKLINE







MARY ELLEN NORMEN DEPUTY SUPERINTENDENT FOR ADMINISTRATION & FINANCE

To: School Committee Finance Sub Committee

School Committee

Ben Lummis, Interim Superintendent

From: Mary Ellen Normen, Deputy Superintendent for Administration & Finance

CC: Melissa Goff, Deputy Town Administrator Jean Franconi, Town Finance Director Michael DiPietro, Town Comptroller

Date: April 21, 2020

RE: UnPaid Bill WA-5, Annual Town Meeting 2020: Simmons College - \$51,250

The Public Schools of Brookline has up to four (4) interns from Simmons College annually. The interns are paid directly by Simmons College and the district pays Simmons based on received invoices. This situation highlights one of the internal control issues being resolved within the school department whereby purchase orders being generated post invoice rather than at the time of contract authorization for the full value of the contract. Signed contracts with Simmons College and the corresponding purchase orders were not generated in order to safeguard and secure funds for payment in each of the fiscal years of FY 17 and FY 18. The employees who were receiving the invoices moved from their roles beginning in FY 17 for which proper transfer of institutional procedures did not occur. In addition, Simmons College did not follow up on past due balances until fall of 2019. They also could not produce properly executed contract agreements with the district by an authorized administrator.

	Intern	Simmons Program	School	Total Stipend	Unpaid Balance	Notes
2016-2017	HD	Master of Arts in Teaching	Lawrence School	\$10,000	\$10,000	
	CM	Master of Arts in Teaching	Lincoln School	\$10,000	\$10,000	
	но	Master of Arts in Teaching	Runkle School	\$10,000	\$10,000	
2017-2018	SF	Master of Arts in Teaching	Lawrence School	\$10,000	\$10,000	
	JS	Master of Arts in Teaching	Lincoln School	\$10,000	\$10,000	
	SV	Master of Arts in Teaching	Driscoll School	\$1,250	\$1,250	Worked 9/7/17 - 10/3/17 (pro-rated for 100 hours spent in district)
					\$51,250	

Attachment: Simmons College Outstanding Invoice



February 4, 2020

Simmons Tax ID: 04-2103629

Bill To:

Remit To:

Brookline Public Schools Attn: Donna Chisholm 333 Washington Street Brookline MA 02445

Simmons University Attn: Comptroller's Office, Cashier 300 The Fenway Boston MA 02115-5898

Description: Paid Intern Billing 2017 - 2018

Samantha Fudge

Master of Arts in Teaching

Lawrence School

Brookline Public Schools

\$10,000.00

Janyne Sierra

Master of Arts in Teaching

Lincoln School

Brookline Public Schools

\$10,000.00

Samantha Van Leer (9/7/17-10/3/17) Master of Arts in Teaching Driscoll School Brookline Public Schools \$1,250.00

(pro-rated for 100

hours spent in district)

Total Due:

\$21,250.00

Method of Payment:

Check: Make check payable to Simmons University/ Return payment to the Cashier in the Comptroller's

Office in Room W207 ACH: # 011-000-138

Wire (USA): ABA Routing # 026-009-593 Wire (International): Swift # BOFAUS3N Credit to Account of: Simmons University

Account Number: 4605294123



INVOICE

February 4, 2020

Simmons Tax ID: 04-2103629

Bill To:

Remit To:

Brookline Public Schools Attn: Donna Chisholm 333 Washington Street Brookline MA 02445

Simmons University Attn: Comptroller's Office, Cashier 300 The Fenway Boston MA 02115-5898

Description: Paid Intern Billing 2016 - 2017

Hannah Driscoll Catherine McDonough Hannah Oliphant

Master of Arts in Teaching Master of Arts in Teaching Lawrence School Lincoln School

Brookline Public Schools Brookline Public Schools \$10,000.00 \$10,000.00 \$10,000.00

Brookline Public Schools Master of Arts in Teaching Runkle School

\$30,000.00

Total Due:

Classic Method of Payments (1997) is the contemporary of the Classic Broken and the Survey of Security (1997).

Check: Make check payable to Simmons University/Return payment to the Cashier in the Comptroller's

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