



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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BENJAMIN R. LUMMIS
 INTERIM SUPERINTENDENT OF SCHOOLS

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	
	HO	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

Simmons UNIVERSITY

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

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Description: Paid Intern Billing 2016 - 2017

Hannah Driscoll	Master of Arts in Teaching	Lawrence School	Brookline Public Schools	\$10,000.00
Catherine McDonough	Master of Arts in Teaching	Lincoln School	Brookline Public Schools	\$10,000.00
Hannah Oliphant	Master of Arts in Teaching	Runkle School	Brookline Public Schools	\$10,000.00

Total Due: \$30,000.00

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