

August 31, 2022

To: MERSD School Committee (SC)

From: Avi Urbas, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Financial Package for 9/6/22 School Committee Meeting

Hello, MERSD School Committee.

Attached please find financials for the 9/6/22 School Committee Meeting. A summary is below:

FY22 V1080: \$52K in Accounts Payable transactions for 17 invoices still outstanding for services delivered through 6/30/22. Including:

- \$18K to Axis Computer Networks for IT support personnel in May and June. The end date for the contract is 9/30/22 as we have a budgeted position in FY23 to bring one technician in-house at a cost savings.
- \$18K to National Grid for electricity services in February. Billing for the new building has been delayed due to clerical issues on the utility's end. As previewed earlier this year, we expect a significant FY23 budget overage for electricity and natural gas utilities, as rates have skyrocketed due to the worldwide energy crisis.
- \$9.5K to Justice Resources for one month of pre-paid, residential out-of-district tuition (\$114K annualized cost).

FY23 Voucher 1009: main AP voucher for FY23 expenses, totaling \$736K. Payments include:

- Curriculum & Technology
 - \$7.2K to Snowcap Technologies for 50% down-payment on districtwide upgrade to Microsoft Exchange 2019/2022 version, and migration to an off-site cloud-based server. We are still running Exchange 2013 for our Microsoft Outlook email system, which will no longer be supported later this year. This migration will also reduce the need for on-premises server hardware (which is due for replacement), and will also reduce our reliance on (and cost of) VMWare virtualization software licenses, which now primarily support administrative users and data, having migrated teachers to laptops and cloud storage through use of Google Classroom.
 - Instructional and administrative software, including:
 - \$4.2K for Formative license, used for interactive teaching and assessment at the HS
 - \$3.8K for Relias learning, used in special education instructional settings
 - \$5.2K to X2 for the Destiny card catalog system used in MERSD libraries
 - \$2.4K to PowerSchool for annual license of Naviance for guidance/college counseling department
 - \$5.6K to Scenario Learning for Teachpoint teacher evaluation software, including professional development tracking tools that keep track of progress toward certification, and a new module for special education professional development
- Administration & Facilities:

- \$11K to ACV Environmental Services for clean out of waste materials requiring special collection (e.g., paints, solvents, etc.). MERSD went through many cleanup efforts this summer, including Central Office document storage. Similarly, the facilities department has reduced on-site, rented storage container usage (which climbed during COVID as we made space in classrooms for distancing students) and has also gone through its chemical stocks with a licensed contractor. This invoice reflects a backlog of several years' stock of chemical materials; going forward we will plan for a more frequent collection at a significantly lower expense.
- \$7.8K to New England Sports Floors for annual refinishing of gym floors at MSHS (\$4.7K) and EES (\$3.1K). The Memorial School floor does not yet require this annual service.
- \$4.7K to Lefebvre Insurance for annual renewal on insurance policies to cover MERSD for athletics related injuries.
- \$8.2K to Project Adventure funded by Stabilization for installing equipment at EES to align the elementary program, including new equipment at MMES to be funded by the Building Project. EES has had a project adventure program and equipment for many years, but in updating and aligning the elementary program, we have learned that it was tailored to older students whereas the changes are now more aligned with a K-5 model.
- \$6.6K to RB Alan for annual, summer testing of fire alarms, sprinklers and kitchen fire projection (aka 'ansul') systems.

FY23 Voucher 1010: \$2,077.41 transfer requested from the High School Student Activity (SA) savings account to replenish their checking account for spending in July. A copy of checks written since the prior transfer is included in the excel documentation. With students gone, the July spending for Student Activities is down significantly from May and June.

Payroll Vouchers for July and August:

Bi-weekly payroll vouchers for July and August are included, and range from \$121K to \$156K reflecting the departure of school year staff. Twelve-month staff include Central Office employees and principals' offices, and we also budget \$60K in staffing costs for the special education summer program. By contrast, during the school year, bi-weekly payroll is typically in the \$700-850K range.

The bi-weekly payroll for 8/4 is slightly higher because it includes MERSD's \$30K annual contribution for sick leave buy back. Per the terms of the Manchester Essex Teachers Association (META) contract, teachers are eligible to collect \$50 per unused sick day at retirement, but MERSD's contribution is capped for budget purposes at \$30K annually, so there is typically a 5-year delay before a retiree's turn in line arrives. Teachers earn 15 sick days per year and can roll unused days into the subsequent year, up to a maximum of 200 total days. The \$50 value on a sick day is equivalent to approximately 10% of the average daily salary for senior (Step 15) META members.

Please let me know if you have any questions.

Best regards,

Avi Urbas