

August 3, 2023

To: MERSD School Committee (SC)

From: Avi Urbas, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Accounts Payable Financials for 8/8/23

Hello, MERSD School Committee. Attached please find attached Accounts Payable (AP) warrants 1006-7 (FY24) and 1082-3 (FY23) for your approval.

FY24:

V1006 – main AP voucher for FY24 expenditures totaling \$226,926.64, of which \$168K comes from the General Fund budget, \$6.3K from the athletics revolving fund, \$3.9K from facilities rental and the remaining \$49K from the employee-funded payroll withholding account (fund 903) for staff's share of benefits (e.g., health, dental). Of note:

- Curriculum & Instructional Technology:
 - \$3.6K each to Patric Barbieri and Sally Smith for final payments associated with MERSD's Special Education program review
 - \$2.4K to Power School for annual license of Naviance software used by guidance department as part of the college advising process.
- Facilities:
 - \$9.6K to Sports Tek for repairs (crack filling) to MERSD's tennis courts in front of Memorial School. This project is funded by the annual small capital account in the operating budget.
 - \$5.6K to Brightly Software for annual licenses to facilities rental scheduling software (\$3.4K – funded by rental fees in the facility rental revolving fund) and MERSD's emergency safety plan mobile app platform for staff (\$2.2K).
- Athletics:
 - \$8.9K annual Cape Ann League dues for FY24.
- All costs are within budget

V1007: \$330 monthly payment for August to Medicare for small number legacy retirees who were migrated after their initial eligibility. On a separate voucher because it is transmitted electronically.

FY23:

V1082 – main AP voucher for FY23, totaling \$232,574.15 with \$187K charged to the General Fund budget. Of note:

- Out-of-District (OOD) Tuition: \$137K for OOD services for May and June (\$91K) and prepayments of FY24 OOD (\$46K) as approved in June during MERSD's end-of-year budget-to-actual review
- Facilities:
 - \$6.6K to New England School Services for replacement of exterior doors by Essex Elementary (EES) gym funded by the small capital budget account. This was noted in the Habeeb Report and required immediate attention.
 - \$33.9K to RAD Corp, for capital repairs conducted on the turf fields back in Spring of 2022. This was the work that MERSD commissioned to replace sections of both turf fields in order to have them functional for the 2022-2023 school year and ensure GMAX

(impact) safety, while design and bidding for new fields was underway. The work was previewed with School Committee at the time to be funded by Stabilization, and was invoiced last summer, but the bill was never paid. The source of this error was reviewed internally between the business office and facilities department in order to prevent recurrence.

V1083 - \$371,422 of invoices approved on 7/19/23 by the Memorial School Building Committee, including:

- \$367K to Construction Manager WT Rich (WTR) for services billed through May 2023. With the project essentially completed, we have not needed to be invoiced since August 2022. Work since then primarily consists of Conservation Commission compliance activities related to grading of landscaping which had to occur this spring, and release of retainage.
- 3 invoices from JCJ Architects totaling \$4.2K for work through June 2023, primarily related to ensuring that landscaping gradings match the Conservation Commission permitted plans.

Please let me know if you have any questions.

Best regards,

Avi Urbas