

# AGENDA

## MANCHESTER SCHOOL DISTRICT SAU #37

### COMMITTEE ON FINANCE & FACILITIES

**February 12, 2025**  
**Committee Members Baines,**  
**O’Connell, Soule, Turner and Potter**  
**Student Representatives: Lucas Miller**  
**(MST) & Jaime Cenicerros (West)**

**6:00 p.m.**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Chairman Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Baines advises that the purpose of the public forum is to give the residents of Manchester the opportunity to address the committee on items of concerns affecting the community; that each person will be given only one opportunity to speak that comments shall be limited to three minutes to allow all participants the opportunity to speak and any comments must be directed to the Chair.  
  
Any resident wishing to speak will come forward to the nearest microphone, clearly state their name and address when recognized and give their comments.
4. Chairman Baines advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented.
5. Approval of minutes from the January 8, 2025 Finance & Facilities meeting.
6. Treasurer’s Report by Sarah Lescault, Deputy Treasurer 1 – 5  
**Ladies and Gentlemen, what is your pleasure?**
7. Presentations
  - A. Fiscal Year 2026 Budget Presentation 6 – 38  
**Ladies and Gentlemen, what is your pleasure?**

*The full Budget book can be found at: <https://www.mansd.org/o/msd/page/finance-budgets>*

8. Financial Reports by Karen DeFrancis, Executive Director of Finance **39 – 55**  
**Ladies and Gentlemen, what is your pleasure?**
  
9. City Services Invoices by Karen DeFrancis, Executive Director of Finance (\$2,311,066.94) **56 – 98**  
**Ladies and Gentlemen, what is your pleasure?**
  
10. Manifest of Authorized Expenditures (January 2025) by Karen DeFrancis, Executive Director of Finance (\$20,798,596.99) **99 – 100**  
**Ladies and Gentlemen, what is your pleasure?**
  
11. Grants, Gifts & Donations Report by Polly Golden, Grant Manager (\$60,000.00) **101 – 105**  
**Ladies and Gentlemen, what is your pleasure?**
  
12. Endowment Fund Spending Request for Annual Scholarships by Karen DeFrancis, Chief Financial Officer (\$145,500.00) **106 – 111**  
**Ladies and Gentlemen, what is your pleasure?**
  
13. RFP Results-Specialized Transportation by Kelly O’Brien-Hebert, Director of Transportation **112 – 114**  
**Ladies and Gentlemen, what is your pleasure?**
  
14. Facilities Monthly Update by Forrest Ransdell, Assistant Superintendent of Operations **115 – 117**  
*(Note: Provided for informational purposes; no action required.)*
  
15. Transportation Monthly Update by Forrest Ransdell, Assistant Superintendent of Operations **118 – 119**  
*(Note: Provided for informational purposes; no action required.)*

16. Informational Items by Karen DeFrancis, Executive Director of Finance 120 – 125  
*(Note: Provided for informational purposes; no action required.)*
- A. Professional Leave Requests Under \$2,000 (District Approved)
  - B. Expiring Contracts (see attached listing)  
(contracts available at Business Office upon request)
  - C. Anthem Weekly Claim Invoices (see attached report)
  - D. School Food and Nutrition Services Department Update (see attached)
17. Monthly Manifest Signing-Chairman Baines assigned volunteers for this date.  
**(Committee Members O’Connell and Soule have volunteered to sign the monthly manifest on Thursday, February 13, 2025.)**
18. New Business
19. A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II (*a, b, c, e, i, j and l*) for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely the reputation of any person; consideration or negotiation of pending claims or litigation RSA 91A:3; consideration of matters relating to the preparation for and the carrying out of emergency functions; consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A; and, consideration of legal advice provided by legal counsel.
20. If there is no further business, a motion is in order to adjourn.

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**Statement of nondiscrimination:** *It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Forrest Ransdell for staff and students.*

MANCHESTER SCHOOL DISTRICT

TITLE: Treasurer's Report

COMMITTEE ON FINANCE & FACILITIES MEETING OF: February 12, 2025

ACTION:  X       CONSENT:                 INFORMATION:           

**BACKGROUND:**

Sarah Lescault will be present at the meeting to review the Treasurer's Report.

See information attached.

**FISCAL IMPACT:**

N/A

(Fiscal Verification:       )

**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the Treasurer's Report and forward this item to the Board of School Committee for approval.

Presented by:

Prepared by:

*Sarah Lescault*

*Sarah Lescault*

Sarah Lescault  
Deputy Treasurer

Sarah Lescault  
Deputy Treasurer

Approval:

Approval:

*Jennifer Chmiel*

*Robert A. Baines*

Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Bob Baines, Chair  
Finance & Facilities Committee

<b>Manchester School District</b>							
<b>Treasurer's cash projection</b>							
<b>For the fiscal year ending June 30, 2025</b>							
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>
Beginning balance per treasurer cash flow	10,980,344.06	\$17,014,869.46	\$9,230,073.93	\$31,008,730.56	\$15,764,029.74	\$20,920,166.17	\$9,376,974.45
<b>Cash receipts</b>							
Adequacy grant			19,304,716.00		19,304,716.00		28,957,074.00
Taxes	30,109,809.00	11,000,000.00	19,109,809.00			10,000,000.00	20,109,809.00
Kindergarten							
Tuition						568,183.10	
Special Education Aid			311,035.41				1,409,041.16
Building aid				1,516,495.00			
Vocational							
Differential Aid for Charter Schools							
impact fees	200,000.00						
Grant reimbursments	6,567,983.18	2,086,110.43	11,490,309.69	6,722,421.14	7,417,985.99	445,730.91	2,944,607.50
Trust fund							
Bond Proceeds							
Other (SFNS, Medicaid etc.)	2,410,494.35	1,494,598.80	820,954.51	1,405,360.42	2,023,771.99	1,155,707.35	542,905.17
<b>Total cash receipts</b>	<b>39,288,286.53</b>	<b>14,580,709.23</b>	<b>51,036,824.61</b>	<b>9,644,276.56</b>	<b>28,746,473.98</b>	<b>12,169,621.36</b>	<b>53,963,436.83</b>
<b>Disbursements</b>							
Payroll	9,037,367.16	10,826,040.23	9,909,792.57	9,611,424.96	10,002,223.66	9,972,640.98	13,448,655.74
City services/transfer to City	227,860.98	773,896.37		739,008.89			732,054.85
Transfer to City for trust funds							
Bond payment	1,040,733.39				387,593.13	737,499.23	1,054,984.41
Phase I - Long-term facilities plan	11,341,264.32	5,579,292.25	3,489,740.82	2,349,286.19	949,355.41	524,241.03	670,258.12
Disbursements	11,606,535.28	5,186,275.91	15,858,634.59	12,189,257.34	12,251,165.35	12,478,431.84	10,072,352.58
<b>Total disbursements</b>	<b>33,253,761.13</b>	<b>22,365,504.76</b>	<b>29,258,167.98</b>	<b>24,888,977.38</b>	<b>23,590,337.55</b>	<b>23,712,813.08</b>	<b>25,978,305.70</b>
<b>Cash balance per Treasures cashbook</b>	<b>\$17,014,869.46</b>	<b>\$9,230,073.93</b>	<b>\$31,008,730.56</b>	<b>\$15,764,029.74</b>	<b>\$20,920,166.17</b>	<b>\$9,376,974.45</b>	<b>\$37,362,105.58</b>
<b>Balance per bank statement - Citizens</b>	<b>198,101.87</b>	<b>198,101.87</b>	<b>197,614.43</b>	<b>197,614.43</b>	<b>197,614.43</b>	<b>197,614.43</b>	
<b>Balance per bank statement - TD</b>	<b>13,887,905.47</b>	<b>6,267,254.87</b>	<b>28,171,942.54</b>	<b>12,986,241.57</b>	<b>18,484,742.25</b>	<b>2,202,526.75</b>	

<b>Manchester School District</b>					
<b>Treasurer's cash projection</b>					
<b>For the fiscal year ending June 30, 2025</b>					
	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Beginning balance per treasurer cash flow	\$37,362,105.58	\$18,316,841.01	\$29,084,680.79	\$35,807,914.26	\$14,697,941.28
<b>Cash receipts</b>					
Adequacy grant			27,001,879.80		
Taxes		30,109,810.00			
Kindergarten					
Tuition					
Special Education Aid					
Building aid					
Vocational			150,000.00		
Differential Aid for Charter Schools					
impact fees					
Grant reimbursements					
Trust fund					
Bond Proceeds					
Other (SFNS, Medicaid etc.)	745,330.43	741,163.77	767,967.27	741,163.77	1,167,967.27
<b>Total cash receipts</b>	<b>745,330.43</b>	<b>30,850,973.77</b>	<b>27,919,847.07</b>	<b>741,163.77</b>	<b>1,167,967.27</b>
<b>Disbursements</b>					
Payroll	9,302,504.76	9,302,504.76	9,302,504.76	10,077,713.49	9,302,504.76
City services/transfer to City	784,888.17	784,888.17	784,888.17	784,888.17	784,888.17
Transfer to City for trust funds					
Bond payment				5,412,593.13	2,581,748.08
Phase I - Long-term facilities plan	1,299,747.67	1,592,286.66	2,705,766.27	2,578,180.68	2,581,748.08
Disbursements	8,403,454.40	8,403,454.40	8,403,454.40	2,997,761.28	6,544,706.27
<b>Total disbursements</b>	<b>19,790,595.00</b>	<b>20,083,133.99</b>	<b>21,196,613.60</b>	<b>21,851,136.75</b>	<b>21,795,595.36</b>
<b>Cash balance per Treasures cashbook</b>	<b>\$18,316,841.01</b>	<b>\$29,084,680.79</b>	<b>\$35,807,914.26</b>	<b>\$14,697,941.28</b>	<b>(\$5,929,686.81)</b>
<b>Balance per bank statement - Citizens</b>					
<b>Balance per bank statement - TD</b>					

**Manchester School District  
Actual interest earned and estimated  
Fiscal year 2025**

	<b>Actual Interest Earned</b>	<b>Projected Interest Rate Post-Sept</b>	<b>Estimated Interest</b>	<b>Actual Interest Rate</b>	<b>Estimated Interest</b>	<b>Projected Interest Rate Prior to Sept</b>
July 2024	\$75,379.29			3.20%		
August 2024	38,971.26			3.20%	17,000.00	3.19%
September 2024	94,519.28			3.15%	80,000.00	3.19%
October 2024	48,157.45	2.85%	34,000.00	2.89%	35,000.00	2.94%
November 2024	54,150.97	2.85%	32,000.00	2.79%	33,000.00	2.94%
December 2024	22,681.93	2.64%	18,000.00	2.64%	0.00	2.94%
January 2025		2.64%	34,000.00		81,000.00	2.94%
February 2025		2.64%	46,000.00		38,000.00	2.94%
March 2025		2.64%	69,000.00		62,000.00	2.94%
April 2025		2.55%	83,000.00		79,000.00	2.94%
May 2025		2.55%	41,000.00		31,000.00	2.94%
June 2025		2.55%	0.00		0.00	2.94%
	<b>\$333,860.18</b>		<b>\$357,000.00</b>		<b>\$456,000.00</b>	
<b>Total estimated actual and estimated interest</b>			<b>\$606,860.18</b>			

Sept. 2024 - Fed rate drop - .50%

Nov. 2024 - Fed rate drop - .25%

Dec. 2024 - Fed rate drop - .25%

Two more rate cuts expected in 2025

**Manchester School District**  
**Schedule of requests for tax collections from City for fiscal year 2025**

July 1 2024	30,109,809.00	received
August 13, 2024	11,000,000.00	received
September 2, 2024	19,109,809.00	received
December 20, 2024	10,000,000.00	received
January 31, 2025	20,109,809.00	
March 3, 2025	<u>30,109,810.00</u>	
Total to be raised from property taxes	<u><u>120,439,237.00</u></u>	

**MANCHESTER SCHOOL DISTRICT**

**TITLE: Fiscal Year 2026 Budget Presentation**

**COMMITTEE ON FINANCE & FACILITIES MEETING OF: February 12, 2025**

**ACTION:  X       CONSENT:             INFORMATION:**

**BACKGROUND:**

Dr. Jennifer Chmiel, Superintendent of Schools, and Karen DeFrancis, Chief Financial Officer, will be present at the meeting to present the budget for Fiscal Year 2026.

**FISCAL IMPACT:**

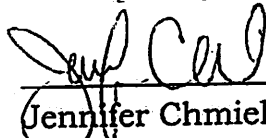
\$246,050,206.00 -General Fund  
\$6,300,000.00 -School Food and Nutrition Services

(Fiscal Verification: KD)


**RECOMMENDATION:**

The Committee on Finance & Facilities moves to approve the Fiscal Year 2026 Budget for General Fund of \$246,050,206.00 and School Food and Nutrition Services of \$6,300,000.00 and forward this item to the Board of School Committee for approval.

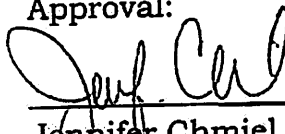
Presented by:

  
\_\_\_\_\_  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Prepared by:

  
\_\_\_\_\_  
Karen DeFrancis  
Chief Financial Officer

Approval:

  
\_\_\_\_\_  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

  
\_\_\_\_\_  
Bob Baines, Chair  
Finance & Facilities Committee



# Strengthening Our Schools Budget Overview 2025-2026



**MANCHESTER**  
SCHOOL DISTRICT

Presentation to the  
Finance & Facilities Committee  
February 12, 2025

**The projections in the attached presentation may change as we continue through the budget process**

# Vision and Mission

## Our Why: VISION

*Our vision captures the future we seek to create for our students.*

To provide a transformational learning experience and ensure that every MSD learner has high quality postsecondary options to attain a technical certificate, gainful employment, and/or a two-year or four-year degree.

## Our What: MISSION

*Our mission explains our fundamental purpose as an organization.*

MSD produces graduates who can demonstrate:

- communication and collaboration skills;
- critical thinking and problem solving;
- a growth mindset and resilience/adaptability;
- an **equity** mindset and **cultural competency**/empathy;
- the key work and life ready “basics” we need to succeed and thrive; and
- STEM/technology skills.

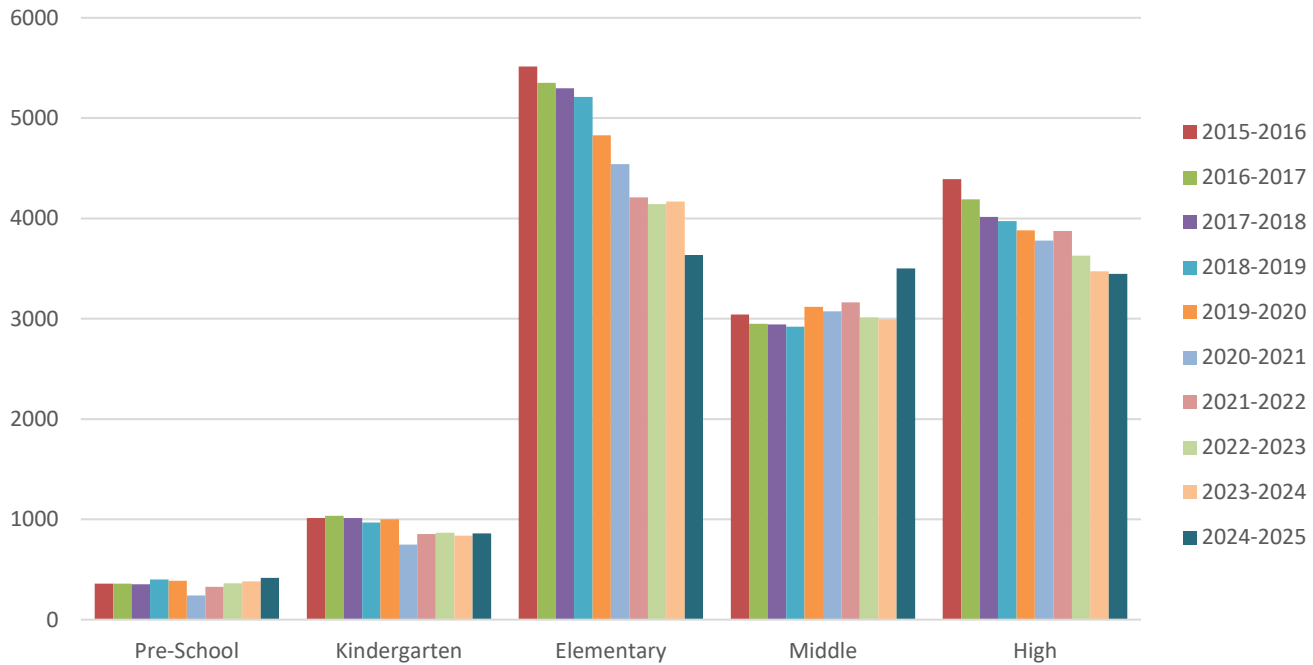
Through equitable access to high quality academic, social and applied learning, students are ready to excel in college, careers, and life.



# Number of Students

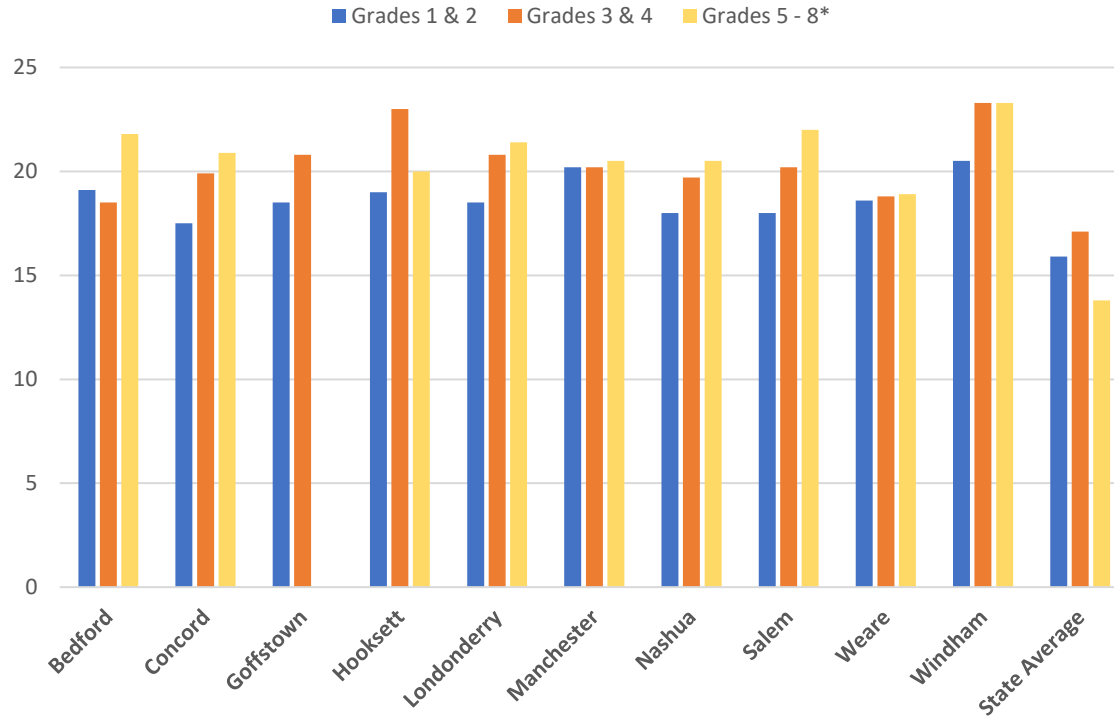
**This budget supports 11,865 Manchester School District students in addition to services at Charter and Parochial Schools**

## Manchester School District Enrollment by School Level and Year (October 01 - Official Numbers)



## Average Class Size by District in Public Elementary Schools \*

### As of October 01, 2024

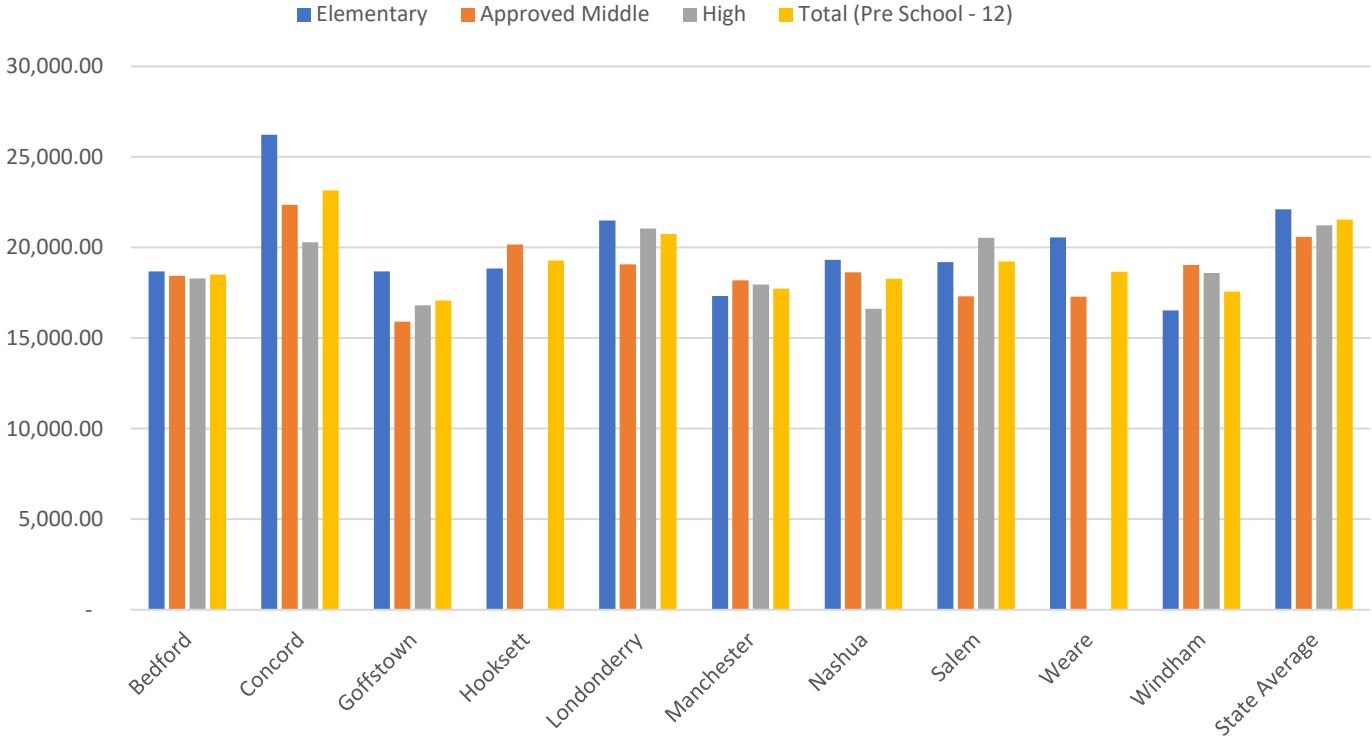


\*Not all districts operate all grades. Averages for each grade range are based on one or more grades within the range.

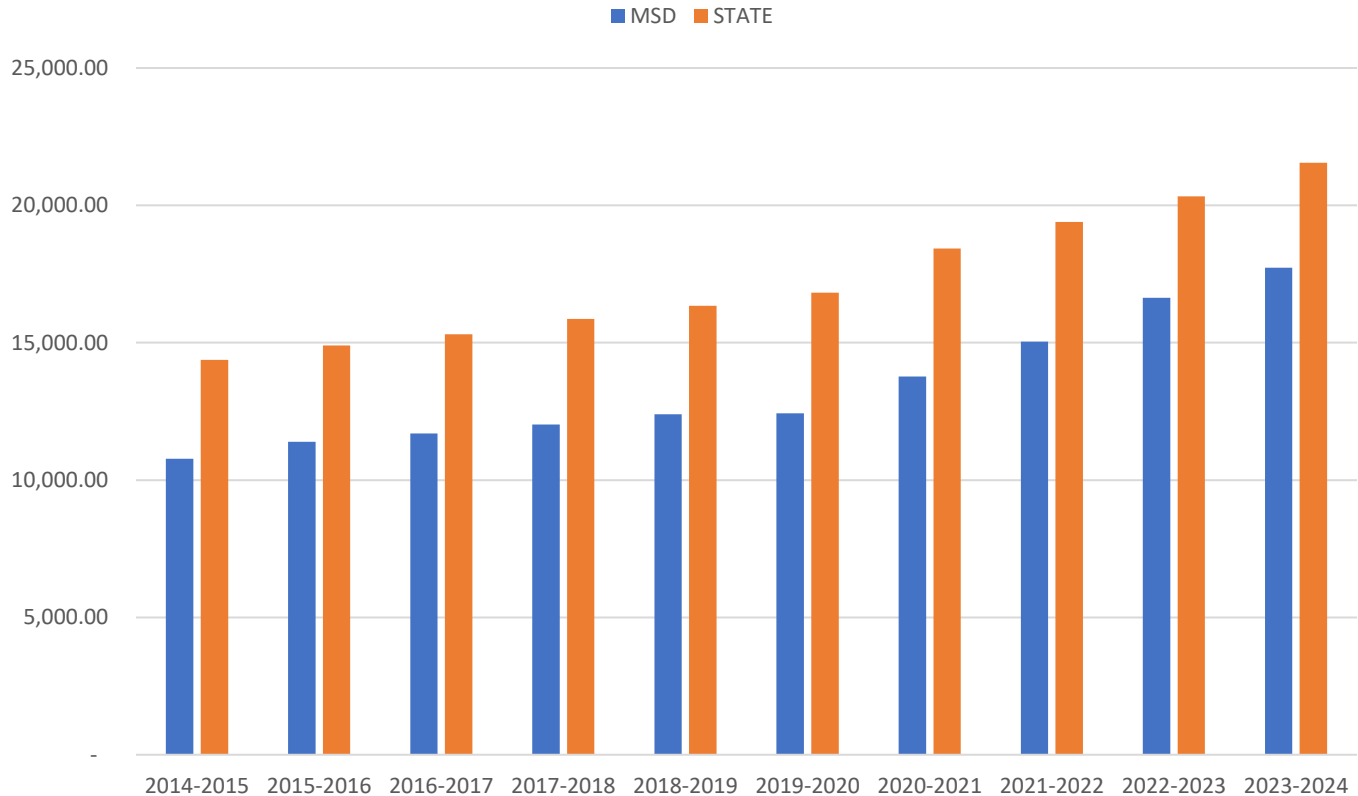
\*\*The size reported may not include all 5th-8th grades operated by the school. A grade has been excluded if course options available to the student result in classes of varying size throughout the day.

Information provided by the NH Department of Education at: <https://my.doe.nh.gov/iPlatform>

# Cost Per Pupil By District For School Year 2023-2024



## Cost Per Pupil Manchester School District vs NH State Average

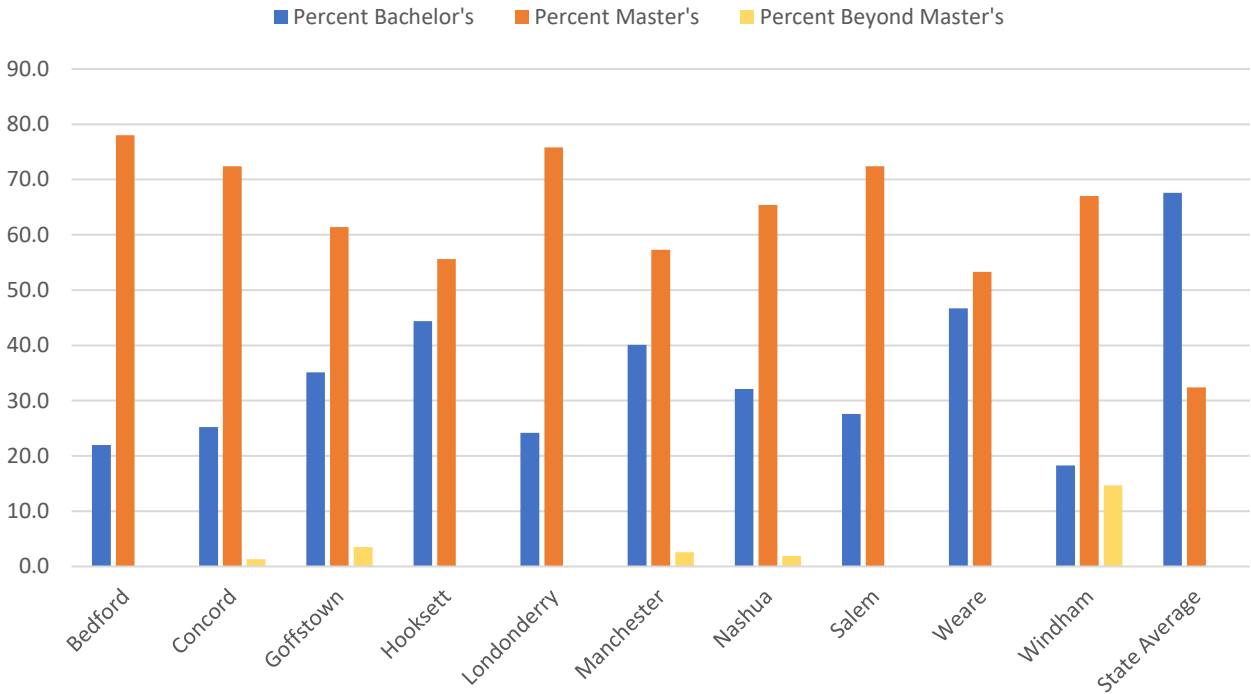


The Cost per Pupil represents, with certain adjustments, current expenditures from all funding sources (local, state and federal) associated with the daily operation of schools. Payments to other school districts and private schools have been subtracted. Revenues from the sales of lunches have also been excluded. Revenues from the sales of lunches have also been excluded.

2023-2024 excludes Newfound

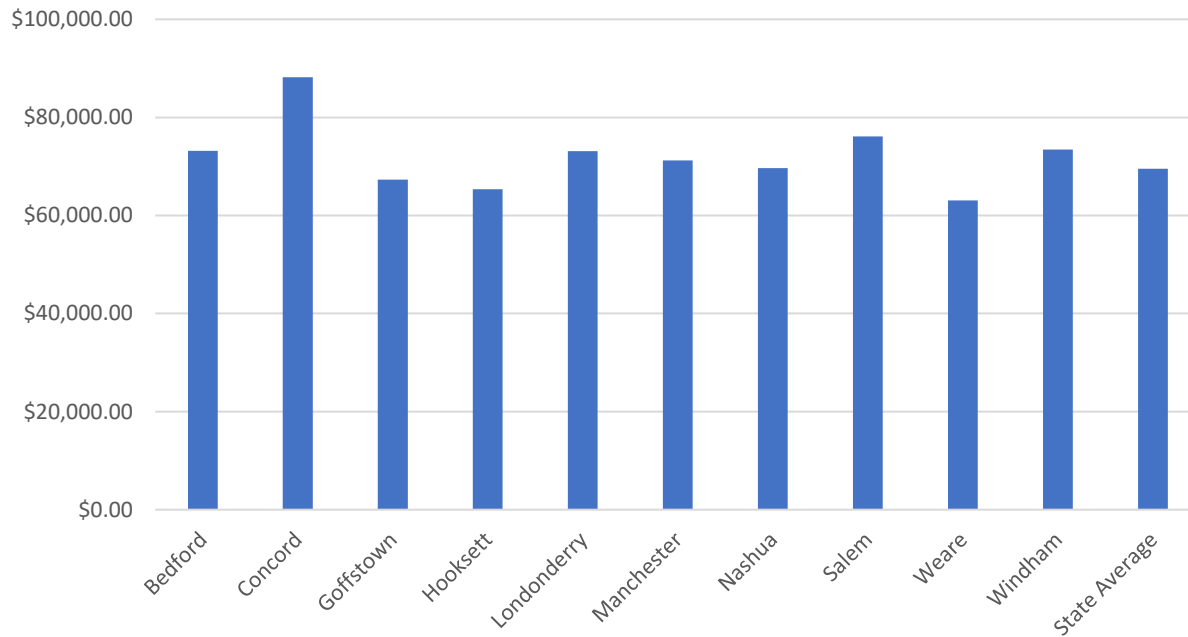
Information provided by the NH Department of Education at: <https://my.doe.nh.gov/iPlatform>

# Educational Attainment of Teachers in New Hampshire Public Schools For School Year 2024-2025



Londonderry did not report for 2023-2024 SY, 2022-2023 data in chart

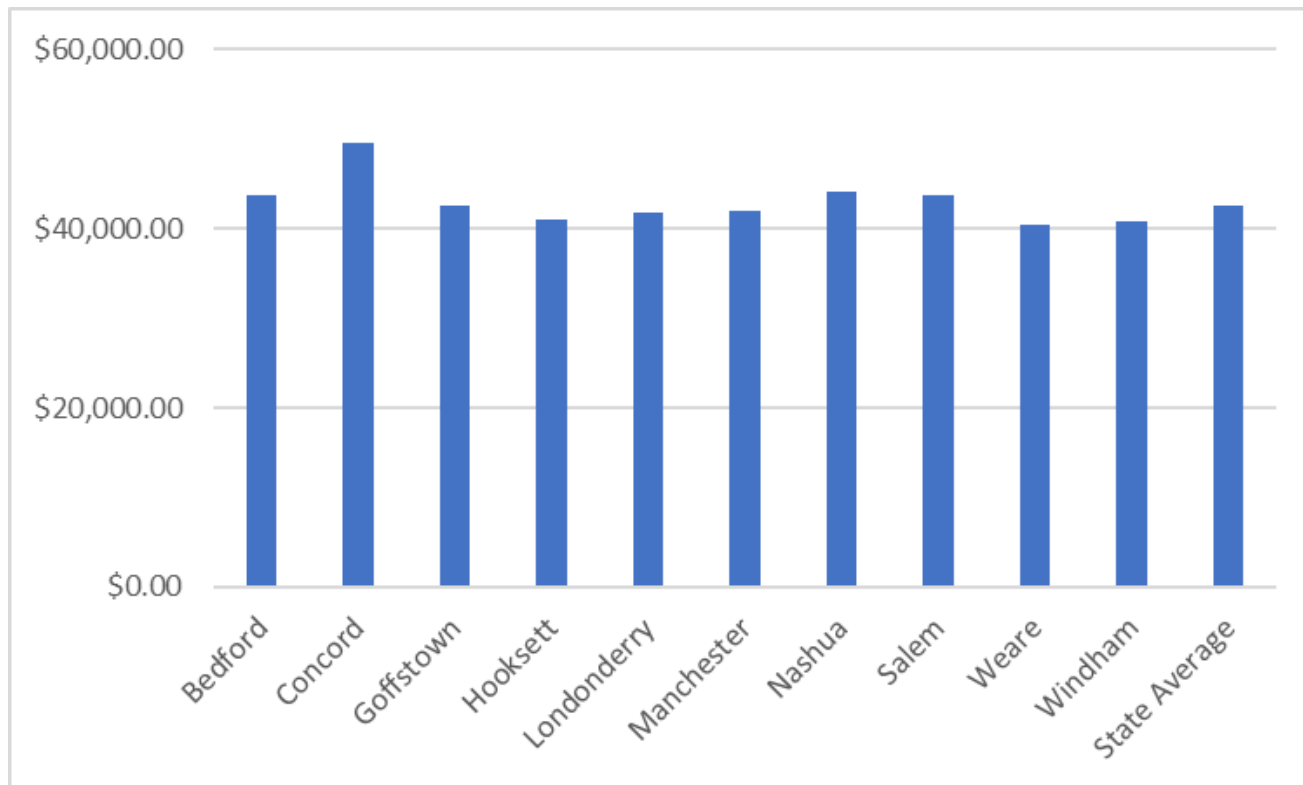
## Teacher Average Salary in Public School Districts \* For School Year 2024-2025



\*Average salaries are for teachers in public school districts, public academies, and joint maintenance agreement schools.

\*\*All Teachers is a summary of preschool teachers, kindergarten teachers, regular and special education elementary and secondary teachers in full time equivalents.

## Teacher Minimum Starting Salary in Public School Districts \* For School Year 2023-2024



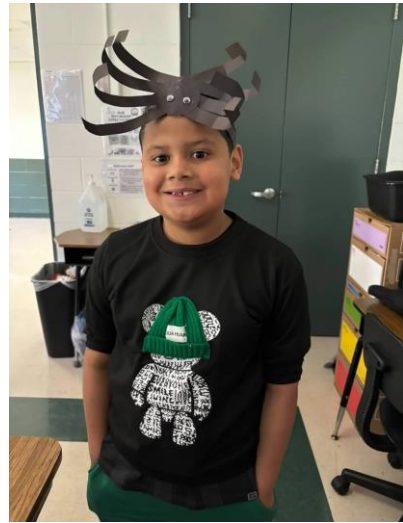
\*Minimum salaries are for teachers in public school districts, public academies, and joint maintenance agreement schools.  
NH ED has not updated the Teacher Minimum Starting Salary for the 2024-2025 SY.

Information provided by the NH Department of Education at: <https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/staffing-and-salary-reports>

# Together We Have Accomplished Much



# Committed to Supporting Schools and Students



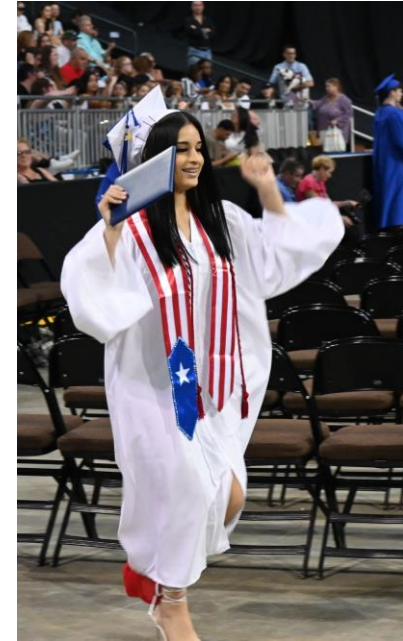
## Teaching and Learning

- Increased Graduation rate by implement strategies and support systems and will continue
- Increased college and career readiness skills by providing targeted programs and resources to build essential skills for post-graduation success and will continue
- Hosted an annual Industry Recognized Credentials Conference, allowing high school students to earn up to five industry certifications
- Required a standalone Financial Literacy class for graduation to ensure all students are equipped with essential life skills
- Closed the achievement gap, as a District students have made steady gains in English Language Arts and Mathematics on State Standardized Assessment
- Opened first Spanish Dual Immersion Program in the State at Bakersville Elementary School
- Offered ongoing, sustainable professional development opportunities through the staff PD committee to support inclusive and equitable practices, ensuring all students' needs are effectively met across the district
- Manchester Creates, a community partner, hosted a two-week professional development program last summer, where seven middle and high school teachers engaged in project-based learning activities focused on regenerative medicine and biofabrication
- Provided career-connected learning opportunities for students at the elementary and middle school level
- Increased Xello usage and expanded the program to Grade 8 for future preparedness planning
- Implemented a robust student supports model Multi-Tiered Systems of Support for Behavior (MTSS-B)
- Hosted the 2nd annual "Spring Into Summer" event, providing Manchester students and their families with a chance to explore local summer activity offerings, as well as opportunities for internships and employment
- Established a Core Committee focused on core instruction, grading, and assessment to collaboratively develop strategies that enhanced instructional quality, ensured consistent grading practices, and improved student learning outcomes across the district
- High School adoption of Math Learning Communities/alignment with 8th grade math
- Increased the number of musical performances engaging students and families with the music programs
- Created of Esports with the implementation of a gaming lab
- Increased student participation in fall, winter, and spring sports

# Committed to Supporting Schools and Students

## Community Support and Partnerships

- ARMI offered BioTrek programming at 3 of the high schools
- Manchester CREATES - 7 staff implemented regenerative medicine and biofabrication into science instruction
- The launch of free dance classes for second graders in partnership with the Palace Theatre
- Parent Orientation Series - Monthly sessions have been established to support students and families new to the district and community
- "Family Villages" - 5 part family engagement series designed to help families build connections and community
- Industry Recognized Credentialing Vacation Camps - provided the opportunity to all High School students to earn credentials that can help support their future career interests
- "ExcEL Leadership Academy," a partnership the district has with UCLA - 73 educators
- St. Anselm's College Fellowship program, 3 fellows at Parker Varney and McLaughlin
- 10 SNHU Clinical Teaching Assistants at our elementary school
- 16 AmeriCorps Member at the middle and high school
- UNH Isles of Shoals - Experiential Learning Opportunity - Robust Program Summer of 2024
- Southern New Hampshire University provided testing success kits for over 2000 students for State Testing.
- Spring into Summer - event for Manchester students and families to explore summer offerings including camps, summer internships and employment opportunities
- Gear UP 2.0 grant awarded to create a new cohort of students focusing on college and career readiness
- Awarded of Federal Community Schools Grant - implementation Year 1, Gossler and Beech
- Twenty-six City Year staff supported student learning in 4 Elementary Schools and 1 Middle School
- Ongoing embedded programming with multiple agencies in our schools - Boys and Girls Club, Granite YMCA, Girls Inc, YWCA, Makin it Happen, Gear Up, Access Academy
- Fidelity Investments provided new staff welcome bags yearly since 2022
- Fidelity Investments provided funding for "swag" closet and other staff recognition items
- Leader in Me with Granite United Way at Gossler Park and Northwest
- Compass Live - monthly online meeting led by Manchester Proud which focused on ongoing communication between community partners and the school district



# Committed to Supporting Schools and Students

## School Safety

- Completed Stronger Connections Grants (Video enhancement, secure vestibules, etc)
- Fully implemented entry Monitoring System for all doors in all schools (AWIX)
- Fully implemented AEGIX AIM (Emergency Alerting and communication application)
- Continued ALERRT training
- ShotSpotter and FUSUS systems with MPD
- 9th version of the EOP

## Support for Multilingual Learner Education

- Purchased & implemented new English Language Development (ELD) core curriculum K-12
- Successfully launched Dual Language Immersion program
- Increased collaboration to support both horizontal and vertical alignment of ELD curriculum and standards
- Ongoing professional development for all MSD educators focused on effective instruction for Multilingual Learners—helped to build capacity across all content areas
- Renewed language assistance contracts to ensure families have access translation/interpretation services.
- Coordinated enrichment and extracurricular opportunities through community partnerships
- Expanded district orientation sessions to support transition of newcomer families through the Welcome Center

## Communications

- Utilized communications tools to inform school community and celebrate staff and student achievements, including: monthly newsletters; regular posts on social media channels; news and feature stories on websites; and updated content on websites
- Provided communications support and training for district departments and schools to better utilize available tools and enhance internal and external communications
- Published live updates and recaps from Board of School Committee meetings as well as regular meeting calendars to support stronger engagement with the community
- Worked in support of key district events, presentations, celebrations and recognitions of students and staff



# Committed to Supporting Schools and Students

## Student Services: Special Education

- Professional Development: Continued focus on training to support MSD educators with 1) special education process as required by federal and state law, 2) leadership development, 3) state assessment, and 4) specialized topics. Ongoing targeted and responsive support provided to MSD school teams by the Student Services Admin Team through monthly, weekly & as needed meetings.
- Systems: Digital access of IEPs in ASPEN; monthly budget reconciliation activity; weekly collaboration with district departments to improve district practices (e.g. ML/EL/special education student teams and language accessibility, determination of staffing needs and recruitment, and working with teachers and paraprofessional associations).
- Community Partnerships: Continued collaboration to strengthen student and family engagement, wellness and behavioral health, and postsecondary exploration (e.g. Spring Into Summer March 2024 and Introduction of Welch Allyn Spot Vision Screeners for Comprehensive Vision Program via Community Schools Pillar #1).

## Student Services: Comprehensive School Counseling

- Social Emotional Development: Help seeking skills taught at all 3 levels (elementary, middle, & high school). Over 150 middle & high school students requested to meet with a counselor after the instruction. Multilingual Liaisons were trained and delivered instruction at Central.
- Professional Development: Training provided on Signs of Suicide, Postvention, Grief, Suicide Prevention for LGBTQ+, 504 process and forms, and Utilizing the Columbia Suicide Severity Rating Scale.
- Systems: Updated Suicide Prevention policy and created district protocol. Updated 504 process utilizing new forms and aligning with IEP delivery and alerts in ASPEN. Aligned Xello curriculum to ASCA standards to begin work on School Counseling framework. Imported PSAT scores into Xello.



# Committed to Supporting Schools and Students

## Technology

- Expanded IT Team for Enhanced Operations: Hired four new Information Technology specialists over the past year, significantly improving customer service, bolstering support for key software and IT systems, strengthening cybersecurity measures, and streamlining operations through automation for greater efficiency.
- Abnormal Email Security, deployed on July 20, 2024, has reduced malicious emails by 98%, effectively blocking phishing attacks, scams, malware, and spam, enhancing the district's cybersecurity posture.
- Successfully completed a Network Vulnerability Assessment in collaboration with the Cybersecurity and Infrastructure Security Agency (CISA) under the Department of Homeland Security, identifying and mitigating critical security risks.
- AEGIX Beacon Emergency Notification Software has been fully implemented district-wide, improving real-time emergency communication and response across all schools.
- Cisco WebEx Phone System deployed in nine schools, with Parkside and Hillside scheduled for implementation by February break, and full district-wide adoption targeted for December 2025, ensuring a modern, unified communication system.
- Strengthened wireless network security by implementing a RADIUS server, which will enforce certificate-based authentication, enhancing protection against unauthorized access and improving overall network security.
- Enforced Password Security through Group Policy strengthening network security
- Synchronized passwords between Google Workspace and Active Directory simplifying login process
- Electronic Course Selections Setup: Reviewed course selection guides for all schools
- IEP Access in Aspen: Processed 2,671 entries, created IEP icons in student files, and train staff through 30-minute sessions at 20 schools
- Coordinated with multiple district departments and schools to ensure the integration of new software programs. i.e Vista, School Status (Classtag), Discovery Education, American Reading Co., Xello, and Canva
- Supported Multilingual Learner Education Department with the implementation of handheld translation devices
- Worked with NH Department of Education to prepare for the upgrade to iNHdex
- Added new Firewall rules to allow E-Sports Gaming Activities and configured gaming computers to allow multi-user gaming



# Committed to Supporting Schools and Students

## Human Resources

- Successfully added three employees to the HR Team for an immediate focus on recruiting and hiring efforts. This will aid in lowering the number of job vacancies that the district has open and allow for HR to expand recruiting efforts that will cast a wider net and advertise positions more rigorously: NHES - virtual job fairs, Handshake - college recruiting recent graduates and alumni, School Spring, Ed Jobs, NH Ed Jobs, NH Center for Nonprofits, International Institute of New England, UNH-Franklin Pierce Law.
- Implemented new and improved applicant tracking system, Powerschool, which will allow for greater efficiency in hiring for HR and hiring managers. This will ultimately leave candidates with an improved hiring experience which could lead to a greater level of candidates applying to job vacancies and accepting job offers ultimately lowering our job vacancies as a whole.
- Leveraged the outreach power of LinkedIn and Indeed to reach candidates for open job vacancies. By utilizing campaigns we are able to target specific candidates who are qualified in areas of need.
- Worked on establishing new pathways to bring educators to New Hampshire to teach in the MSD. Developed relationships with organizations that can support a Cultural Exchange Fellowship with MSD. Worked with the NHDOE to bring forth such a program that will be sure to attract educators that would fill vacancies in the district.
- Identified and addressed areas of compliance.
  - Joint Loss Management Committee was launched in March 2024 and continues to meet and review data from Employee injuries to identify trends and areas where improvements need to be made to keep MSD staff safe and without injury.
  - (new hire letters for all new employees redesigned to comply with DOL requirements, updating employment law posters for the schools
  - Implemented new Family and Medical Leave software and tracking system (eFMLA).
- In process of designing HR training and toolbox for Principals, Directors, and other hiring managers at MSD.
- Implemented a new Benefits Administration platform, BenefitFocus. A soft go live is scheduled for February 28, 2025 with a complete transition to take place in May 2025.
- Revisited the process of updating the District Employee Handbook with Legal, current version is from 2017.



# Committed to Supporting Schools and Students

## Food and Nutrition Services

- Expanded culturally sensitive offerings
- Staff trained through partnership with UNH
- Increased breakfast participation

## Fiscal

- Updated Tyler Content Manager as first step in Employee Self Serve software implementation
- Continued budget awareness and working knowledge of budget with principals and department leaders

## Transportation

- Launched District Transportation Department
- Expanded bus fleet (15 additional buses, 2 with handicapped access)
- Completed RFP for Specialized Transportation identifying two bidders

## Law & Policy

- Updated Board policies as needed
- Supported the work of all other departments by reviewing and assisting with implementation of needed contracts or agreements for services with vendors and community partners
- Provided important training on changes in the law and compliance requirements for administrators

## Facilities

- Capital Improvement Planning
  - Identified and executed larger long-term needs (Gyms, Libraries, Auditoriums, etc)
  - Painting/shades/flooring schedule continued
- Coordinated between Facilities/Parks/Custodial Services to maximize efficiency
- Custodial Services - Strengthened collaborative Inspections - ARAMARK/City Custodial Supervisor/Site Administrators
- Open the Welcome Center as a central hub for student registration, streamlining the enrollment process and providing families with easy access to resources and support



# Committed to Supporting Schools and Students

## Long Term Facilities Plans

- 3-4-12 - Concept model approved in August 2022
- Priority One in progress
  - Closed Henry Wilson Elementary School
  - Additional renovations at all 4 middle schools
  - New Beech Stret Elementary School
  - Temporary modular classrooms at 6 locations

## Student Attendance

- Monthly summary of attendance data presented to the Conduct Committee
  - Yearly attendance goal setting through ABC plans at school sites
  - Monthly Attendance data review
  - Continued community Attendance Campaign (Show Up Manchester)
  - Monthly Truancy Review meetings are underway to assist with consistency as well as allow for family support and interventions across multiple schools
- These meetings include our community partners

## Climate and Culture

- Monthly summary of conduct data presented to conduct committee
- AWARE Grant (7.6 Million) awarded for MTSS-B Implementation
- MTSS-B Systems
  - Regular planning and implementation meetings are held
  - All schools are on target to have MTSS-B Tier II/III systems in place by the end of the year



# Committed to Supporting Schools and Students

## Office for Equity

- Great School Partnership supported the Manchester Equity Blueprint
- Equity Steering Committee established with 35 members
- Policy reviewed and revised to support equity
- Equity focus groups gathered data to inform the equity ecosystem
- Cultural Fluency training for all MSD staff and school board members
- Equity - Train the trainer part 2
- Four school-based equity teams
- Affinity space series for BIPOC teachers and staff throughout MSD
- Office for Civil Rights Updates and Resolution Agreement submitted
- Manchester Community College (MCC) Partnership for Early College onsite at MSD schools continued at Central and Memorial high schools

## Student Achievement

- Manchester's graduates are consistently accepted to prestigious colleges, universities, and military; Career and Technical Education (CTE) certifications
- Adult Education - increased the number of adults graduating
- Central High School Robotics team competed in World Championship
- 14 students were selected for All-State Music
- Forty-seven students represented four different schools have been selected for the 2025 New Hampshire Scholastic Art Awards
- Memorial and West football teams returned to playoffs after many years thanks to growth of programs
- Central student earned top honors in NH VFW Voice of Democracy scholarship program
- West and Memorial students organized mock elections ahead of November general elections
- Student performers shined on stage at major events, such as CelebratED, and before the Board of School Committee on a monthly basis
- Central students featured in new "Center City Love" mural unveiled in November





# 2025-2026 Budget Forecast and Suggested Actions



# Tax Cap Calculation

## TAX CAP BUDGET

FISCAL YEAR 2026 (FY26)

## TAX CAP CALCULATION

3-Year Average Consumer Price Index (CPI)-Urban:

2022	6.5%
2023	3.4%
2024	2.9%
	<u>12.8%</u>
	<u>3</u>

Fiscal Year 2026 Tax Cap 4.27%

## FY26 APPROPRIATION CALCULATION

### Tax Cap on School District Tax Revenue

Fiscal Year 2025 Appropriation \$ 234,499,925

4.27% Increase in Tax Revenue of \$120,439,237 5,142,755  
 Increase in Other Revenues 6,407,526

Total Increase to Revenues 11,550,281

Fiscal Year 2026 Tax Cap Revenue Budget \$ 246,050,206

### Tax Cap on Expenditures

Fiscal Year 2025 Appropriation \$ 234,499,925

4.27% Expenditure Tax Cap Increase 10,013,147

Fiscal Year 2026 Tax Cap Expenditure Budget \$ 244,513,072



# 2025-26 Key Financial Assumptions

Revenue (General Fund)	+\$11.5 mil	Expenses (General Fund)	+\$11.5 mil
<b><u>Adequacy Aid</u></b> +\$11.7 mil <ul style="list-style-type: none"> <li>Enrollment has leveled</li> <li>Per pupil rates have increased 2% for Base &amp; Differentiated Aid</li> <li>Per pupil amount increased for Extraordinary Needs grant</li> <li>Free &amp; Reduced (F&amp;R) is being calculated based on the Oct 1<sup>st</sup> counts. This impacts both the Differentiated Aid and the Extraordinary Needs Grant within the adequacy formula. The final Adequacy will be based on the final year end F&amp;R numbers, which may require a request for an Additional Appropriation as the grant is not finalized until September 2025</li> </ul>		<b><u>Salaries</u></b> +10.7 mil Includes Cost of Living Adjustments (COLA)'s, Steps & Longevity, Teacher retirements, vacant positions. New category in FY26 for Bus Drivers and Registered Behavior Technicians (RBT's)	
		<b><u>Benefits</u></b> <ul style="list-style-type: none"> <li>Health Insurance 7% rate increase +\$1.7 mil</li> <li>Retirement (rates decreased NHRS), increase in cost due to salaries +\$2.2 mil</li> <li>Federal Insurance Contributions Act (FICA), increase due to salaries +\$763k</li> </ul>	
<b><u>Interest Income</u></b> Reduction due to estimated rates - \$250k		<b><u>Professional &amp; Technical Services</u></b> Paraprofessionals, teachers & nurses to be hired vs. contracted - \$2 mil	
<b><u>Medicaid Revenue</u></b> Reduction due to changes in rules - \$250k		<b><u>Transportation</u></b> Decrease due to transition to in-house Home to School model (Drivers, insurance, fuel, etc. in other line items) - \$3.7 mil	
<b><u>Other Revenues</u></b> 50% decrease in use of one-time funds from Expendable Trust & Fund Balance - \$4.5 mil  All Other Revenues - \$262k		<b><u>Utilities</u></b> +\$400k <ul style="list-style-type: none"> <li>Natural Gas decrease 16%</li> <li>Electricity decrease 12%</li> <li>Addition of bus fuel \$500k</li> </ul>	
<b><u>Tax Revenue</u></b> 4.27% Tax Cap Increase (State & Local Taxes) +\$5.1mil		<b><u>City Services</u></b> +\$320k <ul style="list-style-type: none"> <li>3% Increase in Aramark contract + new sq footage in modulars</li> <li>3% Increase to Facilities &amp; P&amp;R</li> <li>5% Increase Police School Resource Officers</li> </ul>	
		<b><u>Debt Service</u></b> +\$328k Current Debt Service Schedule FY25 and FY26 CIP, no impact on FY26 Budget \$17.7 mil included for Phase I Facilities Plan	
		<b><u>All Other Increases &amp; Decreases</u></b> - \$200k	

# 2025-26 General Fund Revenue Changes

	<b>FY 2026 BUDGET</b>	<b>FY 2025 BUDGET</b>	<b>Change</b>
Tuition-Operating	\$ 700,000	\$ 825,000	\$ (125,000)
Student Activities	25,000	25,000	-
Interest Income Operations	300,000	550,000	(250,000)
Indirect Cost	250,000	250,000	-
Impact Fees	277,000	200,000	77,000
Other Local Sources	10,000	10,000	-
School Building Aid	2,958,418	3,032,991	(74,573)
Area Vocational School	650,000	750,000	(100,000)
Special Education Aid	1,500,000	1,563,515	(63,515)
ROTC	105,000	107,214	(2,214)
Medicaid	500,000	750,000	(250,000)
Differentiated Aid for Charter Schools	500,000	473,387	26,613
	<b>7,775,418</b>	<b>8,537,107</b>	<b>(761,689)</b>
One-Time Funding Source:			
Transfer from Expendable Trust	4,500,000	1,200,000	3,300,000
Fund Balance FY24	-	7,800,000	(7,800,000)
	<b>4,500,000</b>	<b>9,000,000</b>	<b>(4,500,000)</b>
Adequate Education Aid	108,192,796	96,523,581	11,669,215
State Tax (raised locally and retained locally)	19,626,112	19,591,182	34,930
Local Tax	105,955,880	100,848,055	5,107,825
Total Taxes	125,581,992	120,439,237	5,142,755
<b>Total Revenues</b>	<b>\$ 246,050,206</b>	<b>\$ 234,499,925</b>	<b>\$ 11,550,281</b>

# 2025-26 General Fund Adequate Education Aid

<b>State Adequate Education Aid</b>	<b>11/15/24 Estimate FY26</b>	<b>FY25</b>	<b>FY24</b>	<b>FY23</b>	<b>FY22</b>
Base Adequacy	\$ 49,191,702	\$ 48,389,856	\$ 47,771,679	\$ 45,532,421	\$ 48,151,814
Differentiated Aid:					
Free & Reduced	15,132,970	15,076,233	14,753,801	13,484,358	14,260,151
Special Education	5,630,988	5,520,578	5,228,603	5,072,365	5,038,189
English Learners	1,729,145	1,695,237	1,596,859	1,450,763	1,452,681
Grade 3 Reading	-	-	-	122,099	118,918
Home School Academic or other Adjustments	646	627	-	-	-
Total Differentiated Aid	22,493,748	22,292,675	21,579,262	20,129,585	69,021,754
Subtotal of Adequacy Grant	71,685,450	70,682,531	69,350,941	65,662,006	69,021,754
Less: SWEPT	19,626,112	19,591,182	19,682,274	15,458,857	20,862,186
Preliminary Adequacy Grant	52,059,338	51,091,349	49,668,667	50,203,149	48,159,568
F&R Additional Aid	-	-	-	-	-
Fiscal Capacity Disparity Aid	-	-	-	-	-
Extraordinary Needs Grant	56,133,458	45,432,232	48,097,304	3,880,995	-
Add: Stabilization Grant	-	-	-	12,454,439	12,454,439
Less: Stabilization Reduction	-	-	-	-	-
Add: Relief Aid	-	-	-	3,961,861	4,023,786
Total Adequacy	<u>\$ 108,192,796</u>	<u>\$ 96,523,581</u>	<u>\$ 97,765,971</u>	<u>\$ 70,500,444</u>	<u>\$ 64,637,793</u>
Summary:					
Total of all Components of Formula	127,818,908	116,114,763	117,448,245	85,959,301	85,499,979
Less SWEPT Grant (collected from taxpayers)	(19,626,112)	(19,591,182)	(19,682,274)	(15,458,857)	(20,862,186)
Amount Due from State	<u>108,192,796</u>	<u>96,523,581</u>	<u>97,765,971</u>	<u>70,500,444</u>	<u>64,637,793</u>

# 2025-26 General Fund Expenditure Changes

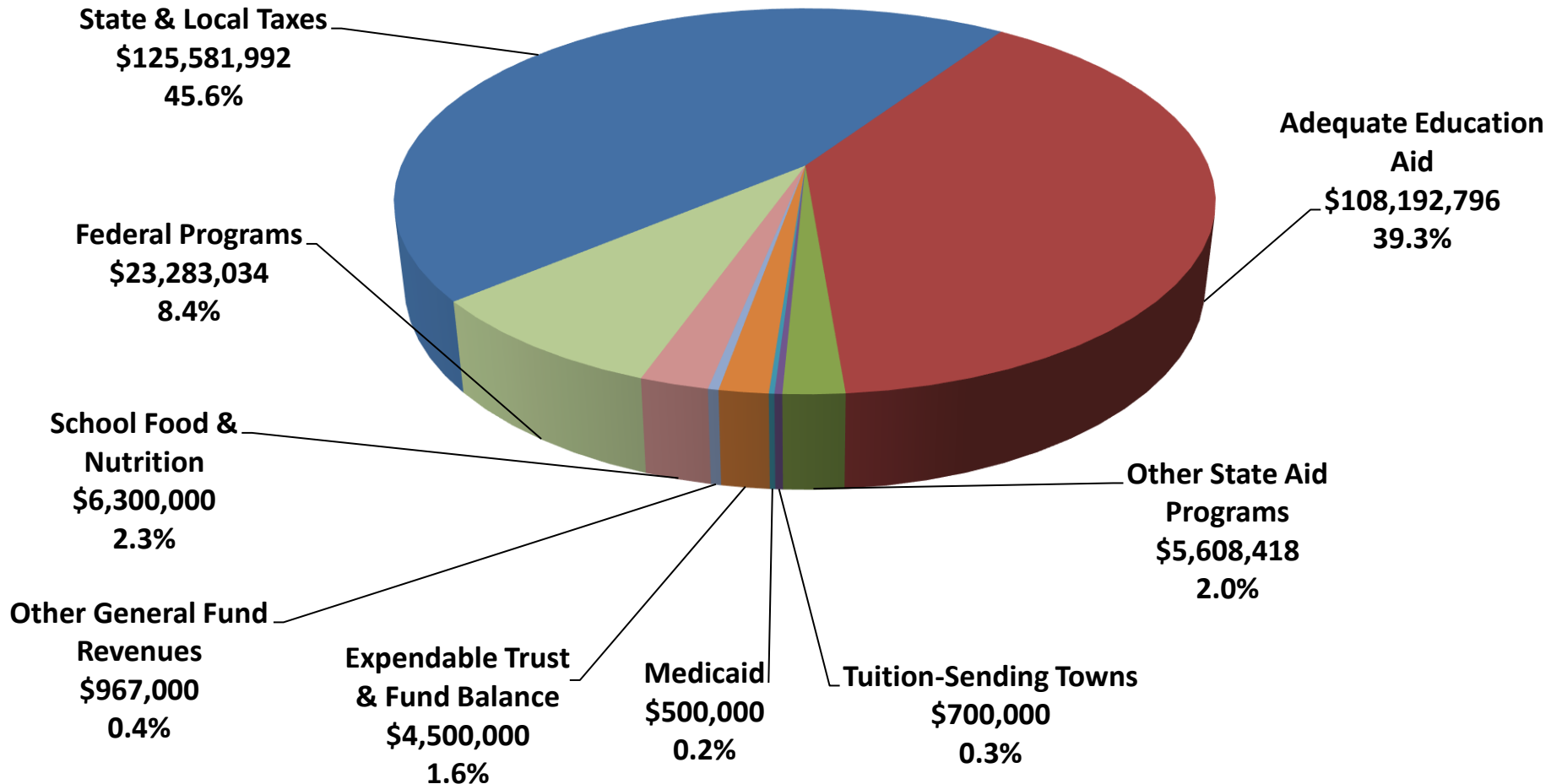
Object	Account Name	FY26 Budget	FY25 Budget	Increase (Decrease)
100	Salaries	\$ 112,136,883	\$101,437,135	\$ 10,699,748
200	Employee Benefits	56,240,516	51,867,660	4,372,856
240	Tuition and Staff Development	397,000	354,000	43,000
300	Professional and Technical Services	12,160,317	14,139,423	(1,979,106)
430	Repairs and Maintenance	1,190,307	798,808	391,499
440	Rental of Land, Buildings & Equipment	15,100	93,600	(78,500)
510	Transportation • Regular Education	703,000	4,433,103	(3,730,103)
513	Transportation • Student Services	11,318,976	10,921,074	397,902
520	Insurance	738,583	412,746	325,837
531	Telephone	98,743	101,000	(2,257)
534	Postage	50,000	50,000	-
540	Advertising	6,000	6,000	-
550	Printing & Binding	32,300	32,300	-
560	Tuition	6,200,000	6,000,000	200,000
580	Travel	24,000	24,000	-
610	General Supplies	1,104,045	889,493	214,552
620	Utilities	3,400,000	3,000,000	400,000
640	Books and Information Resources	586,298	514,064	72,234
730	Equipment	233,054	118,140	114,914
733	Furniture & Fixtures	10,000	25,000	(15,000)
810	Dues and Fees	96,670	89,670	7,000
850	City Services	9,738,357	9,418,658	319,699
892	Graduation	6,900	6,900	-
893	Community Partnerships	135,000	167,000	(32,000)
910	Debt Service	11,728,157	11,400,151	328,006
950	Athletics & Extra Curricular		500,000	(500,000)
990	Long-Term Facilities Plan	17,700,000	17,700,000	-
<b>Total Expenditures</b>		<b>\$ 246,050,206</b>	<b>\$234,499,925</b>	<b>\$ 11,550,281</b>

# Expenditures All Funds FY26

Object	Account Name	General Fund	School Food & Nutrition Fund	Special Revenue Funds	Total
100	Salaries	\$ 112,136,883	\$ 2,279,677	\$ 11,802,522	\$ 126,219,082
200	Employee Benefits	56,240,516	1,541,634	5,935,534	63,717,684
240	Tuition and Staff Development	397,000	-	15,579	412,579
300	Professional and Technical Services	12,160,317	34,189	2,193,862	14,388,368
430	Repairs and Maintenance	1,190,307	40,000	11,448	1,241,755
441	Rental of Land, Buildings & Equipment	15,100	-	12,225	27,325
510	Transportation • Regular Education	703,000	-	525,207	1,228,207
513	Transportation • Student Services	11,318,976	-	-	11,318,976
520	Insurance	738,583	-	-	738,583
531	Telephone	98,743	-	15,484	114,227
534	Postage	50,000	28,200	478	78,678
540	Advertising	6,000	300	14,462	20,762
550	Printing & Binding	32,300	1,000	-	33,300
560	Tuition	6,200,000	-	-	6,200,000
580	Travel	24,000	8,000	84,211	116,211
610	General Supplies	1,104,045	2,167,000	831,947	4,102,992
620	Utilities	3,400,000	50,000	1,999	3,451,999
640	Books and Information Resources	586,298	-	813,899	1,400,197
730	Equipment	233,054	100,000	536,564	869,618
733	Furniture & Fixtures	10,000	-	30,490	40,490
810	Dues and Fees	96,670	-	94,062	190,732
850	City Services	9,738,357	50,000	-	9,788,357
892	Graduation	6,900	-	-	6,900
893	Community Partnerships	135,000	-	-	135,000
910	Debt Service	11,728,157	-	-	11,728,157
990	Long-Term Facilities Plan	17,700,000	-	-	17,700,000
999	Indirect Costs	-	-	363,061	363,061
<b>Total</b>		<b>\$ 246,050,206</b>	<b>\$ 6,300,000</b>	<b>\$ 23,283,034</b>	<b>\$ 275,633,240</b>

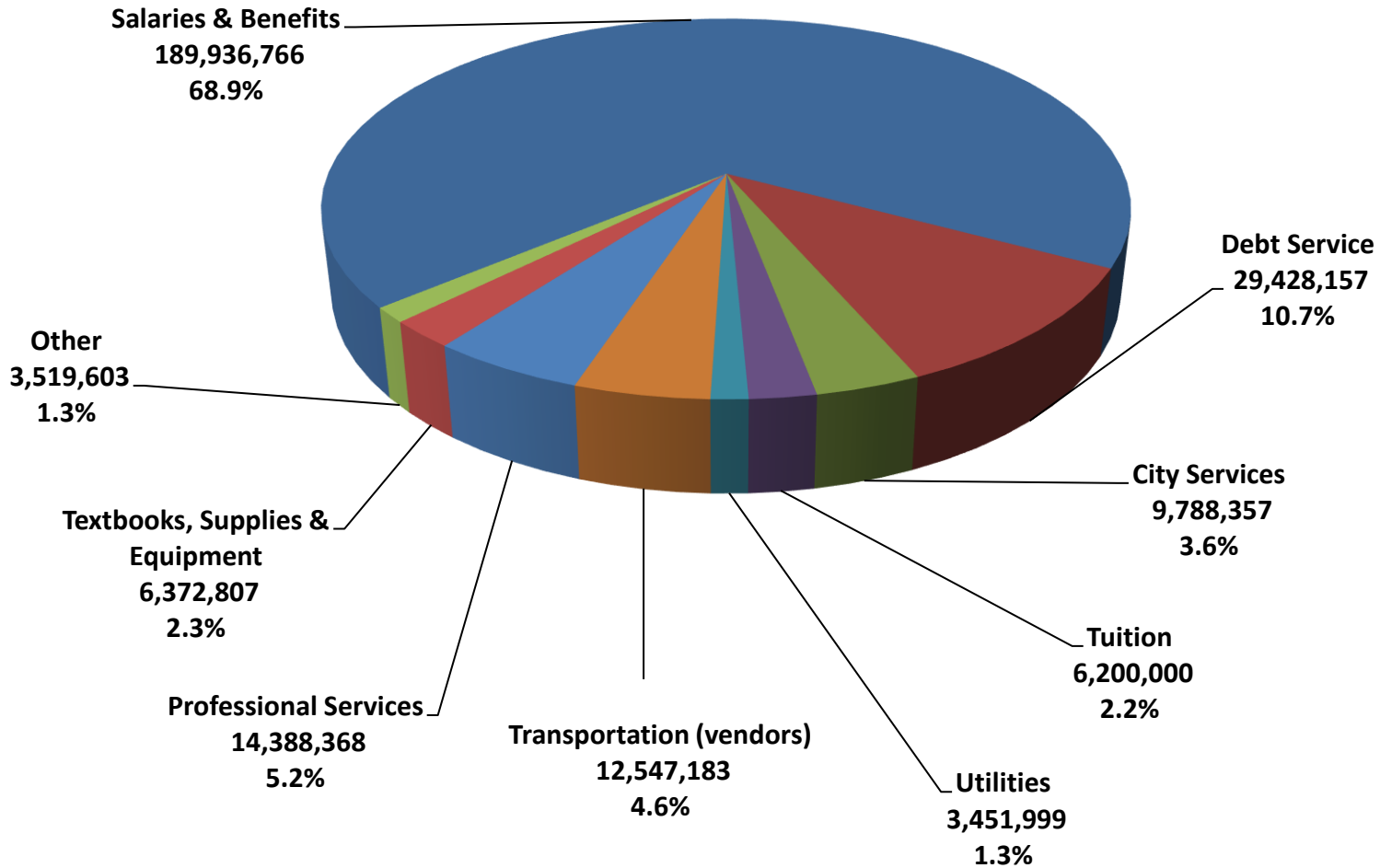
# 2025-26 Revenue Projections

**Total Revenue: \$275,633,240**



# 2025-26 Expenditure Projections

**Total Expenditures: \$275,633,240**



# Recommended FY26 CIP Projects

<u>Project</u>	<u>Department</u>	<u>Cost</u>	<u>Annual Debt Service</u>
FY26 Deferred Maintenance Program-Facilities	City Facilities	\$ 3,450,000	\$ 345,000
FY26 Deferred Maintenance Program-Parks & Recreation	City P&R	400,000	40,000
School parking Lot Rehabilitation	City P&R	1,000,000	100,000
Playground Replacement	City P&R	300,000	30,000
Purchase of 6 Buses (Fleet Replacement)	MSD Transportation	700,000	126,000
Purchase of 5 Buses (Fleet Expansion)	MSD Transportation	500,000	90,000
Information Technology Network Infrastructure	MSD IT Department	250,000	37,500
		<u>\$ 6,600,000</u>	<u>\$ 768,500</u>



# FY26 Budget Action Required

## Action for BOSC:

- **Tax Cap Compliant Budget** **\$246,050,206**
- **School Food & Nutrition Budget** **\$ 6,300,000**
- **Capital Improvement Plan Projects** **\$ 6,600,000**  
**(Approved by BOSC 1/13/25)**





# Budget Discussion

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Financial Reports

**COMMITTEE ON FINANCE & FACILITIES MEETING OF:** February 12, 2025

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the Financial Reports.

See information attached.

**FISCAL IMPACT:**

N/A

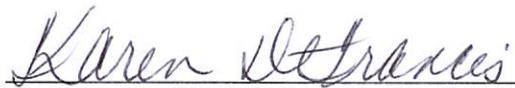
(Fiscal Verification: \_\_\_\_\_)

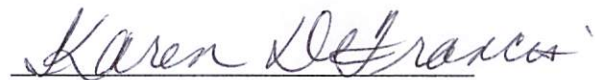
**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the Financial Reports and forward this item to the Board of School Committee for approval.

Presented by:

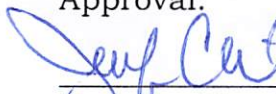
Prepared by:

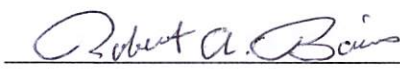
  
Karen DeFrancis  
Executive Director of Finance

  
Karen DeFrancis  
Executive Director of Finance

Approval:

Approval:

  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

  
Bob Baines, Chair  
Finance & Facilities Committee



To: Finance Committee  
From: Karen DeFrancis, Executive Director of Finance *Karen*  
Date: February 12, 2025  
Subject: Executive Summary FY25 - January 2025

**GENERAL FUND**

	<u>1/31/25</u>	<u>1/31/24</u>	<u>Inc</u>
	<u>FY25</u>	<u>FY24</u>	<u>(Dec)</u>
Salaries	\$ 59,853	\$ 49,573	\$ 10,280
Benefits	32,921	24,906	8,015
Professional & Tech	4,448	3,597	851
Debt Service	2,166	2,441	(275)
City Services	2,526	1,948	578
Tuition	3,453	2,958	495
Transportation	6,441	7,075	(634)
Utilities	1,480	1,380	100
Subtotal	<u>113,288</u>	<u>93,878</u>	<u>19,410</u>
Textbooks	1,790	364	1,426
Supplies	488	447	41
Equipment	51	193	(142)
Facilities Phase I	10,203	1,450	8,753
Other	1,603	-	1,603
Total Spent	<u>127,423</u>	<u>96,332</u>	<u>31,091</u>
Encumbrances	1,384	807	577
Total	<u>\$ 128,807</u>	<u>\$ 97,139</u>	<u>\$ 31,668</u>

**Statement of nondiscrimination:** It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Forrest Ransdell for staff and students.

**SCHOOL FOOD & NUTRITION SERVICES  
FINANCIAL COMPARISON**

	<u>YTD</u> <u>FY25</u>	<u>YTD</u> <u>FY24</u>	<u>INC</u> <u>(DEC)</u>
<b>REVENUES</b>			
Federal/State Reimb	\$ 1,935	\$ 2,317	\$ (382)
Lunch Sales	561	456	105
A La Carte	181	159	22
Other-net	113	10	103
Total Revenues	<u>2,790</u>	<u>2,942</u>	<u>(152)</u>
<b>EXPENSES</b>			
Salaries & Benefits	1,956	1,987	(31)
Food	1,113	1,081	32
Supplies	65	84	(19)
Other-net	244	68	176
Total Expenses	<u>3,378</u>	<u>3,220</u>	<u>158</u>
<b>OVERAGE (SHORTFALL) TO DATE</b>	<u>\$ (588)</u>	<u>\$ (278)</u>	<u>\$ (310)</u>

### **General Fund Expenditures**

We have adjusted the report to reflect the change in transportation to our in-house model.

- This is one of the reasons why our salary and benefit lines are reflecting a shortfall of \$1.8 mil. Since our bus drivers and management staff are now employees of the district, all costs associated with staff are now recorded in Salaries and Benefits vs. the Regular Transportation line where we budgeted the costs.
- Our Repairs & Maintenance is over budget for the same reason. The \$265k shortfall represents the \$100k management fee to the MTA and \$165k expected in repairs and maintenance of the buses.
- The overage in insurance is due to the policies we purchased for the busing fleet.
- The utility overage represents the fuel for the buses.
- The specialized transportation line is expected to go over budget by \$2mil based on the latest projections from our transportation department.
- We will request a budget line-item transfer from the regular transportation line later in the year to eliminate these shortfalls.

A portion of the salary shortfall is due to hiring RBT's (Registered Behavior Technician) as employees vs. paying for the contracted service. For that same reason, we are reflecting a balance in the Professional Services line.

Our Books and Information Resources line is reflecting an over-expenditure of \$1.4mil. This represents the curriculum purchases that the Board of School Committee (BOSC) approved through the expendable trust fund for Teaching and Learning.

All other line items are close to our budgeted projections.

### **Transportation Expenditures**

As noted on the previous report, our Specialized Transportation is estimated to go over budget due to the increasing needs of our students. All other line items within our in-house regular transportation are within budget.

### **General Fund Revenues**

The latest interest projection from our Treasurer shows the potential for additional revenue of approximately \$60k by year end. Our Special Education Aid from the State was \$154k lower than our projection. We expect to collect the balance of our other revenues.

### **Food Service**

Our revenues are expected to come in close to budget. We are projecting our food costs to go over budget due to the continued increase in prices. We may need to transfer funds to cover the overage, but will continue to monitor all spending and bring a recommendation later in the year. The January Free and Reduced numbers are a bit lower than where we were last year. Total percentage of eligible students is 50.75% (6,220 students) as of 1/2025 as compared to 51.52% (6,303 students) at 1/2024. We continue to work with our schools to collect more applications.

### **Athletics**

We expect to fully spend the appropriation.

### **Grant Report**

The budget for our federal and state sources for FY25 is \$37mil, which includes \$7.5mil in ESSER funds, most of which covered the summer pays for staff. Of the \$37mil, we expect to spend \$32.2mil in FY25 and carry over the balance to FY26. We have also included a final ESSER report which includes the summary of spending for the initial CARES grant and ESSER II and ESSER III grants. The grants were fully spent and final close-out reports submitted to the State.

### **Expendable Trust Funds**

We ended FY24 with \$28.7mil in our six trusts. As approved during the budget process, we will utilize \$1.2mil of the trust funds to support our revenues. In addition, the BOSC approved utilizing the Teaching and Learning Trust in the amount of \$1.4mil to purchase curriculum. Trust balances are expected to be \$26mil at year end plus any interest earnings.



TRANSPORTATION OPERATING STATEMENT - FY2025							(Over)
	Budget	Total Paid	Encumbrances	Projection	Total	Under	
						Budget	
<b>Transportation Supervision</b>							
Salaries & Benefits	595,361	386,625	-	247,100	633,725	(38,365)	
Professional Services & Employee Training	14,000	14,247	5,107	-	19,354	(5,354)	
Telephone	-	92	-	66	157	(157)	
Mileage	-	136	-	-	136	(136)	
General Supplies	10,000	64,516	3,571	-	68,087	(58,087)	
Dues & Fees	-	2,091	47	-	2,138	(2,138)	
<b>Vehicle Service &amp; Maintenance</b>							
Fleet Management Contract	100,000	50,000	50,000	-	100,000	0	
Repair & Maintenance	90,000	118,883	46,117	-	165,000	(75,000)	
Fuel	520,000	79,160	440,840	-	520,000	-	
Insurance	365,170	321,472	-	-	321,472	43,698	
Supplies	-	1,269	-	-	1,269	(1,269)	
Registration and Fees	800	-	-	-	-	800	
<b>Regular Transportation</b>							
Salaries & Benefits	2,534,773	1,172,932	-	1,236,090	2,409,022	125,750	
Regular Home to School	-	204,250	308,539	-	-	-	
Specialized Transportation	-	27,900	-	-	-	-	
<b>Athletics</b>	190,000	68,797	27,791	93,412	190,000	-	
<b>Music, ALF &amp; Field Trips</b>	13,000	3,503	2,806	6,691	13,000	-	
<b>Specialized Transportation</b>							
Specialized Transportation	12,451,973	6,314,938	5,214,878	3,014,928	14,544,744	(2,092,771)	
<b>ESSER Transfer</b>	(360,784)	(360,784)	-	-	(360,784)	-	
<b>Pre-School, Homeless, Foster Billings to Grants</b>	(460,115)	-	-	(460,115)	(460,115)	-	
<b>Foster Billings for Cost Share</b>	(710,000)	(153,033)	-	(556,967)	(710,000)	-	
<b>Total General Fund Budget</b>	<b>15,354,177</b>	<b>8,316,995</b>	<b>6,099,696</b>	<b>3,581,205</b>	<b>17,457,206</b>	<b>(2,103,029)</b>	

TRANSPORTATION OPERATING STATEMENT - FY2025													
		Paid											
	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Transportation Supervision</b>													
Salaries & Benefits	595,361	46,827	73,331	45,795	53,265	52,884	40,392	74,130					
Professional Services & Employee Training	14,000	-	10,694	2,848	-	603	1,625	(1,522)					
Telephone	-	13	13	13	13	13	-	26					
Mileage	-	-	-	-	89	47	-	-					
General Supplies	10,000	-	7,532	1,859	475	5,895	1,225	47,531					
Dues & Fees	-	-	-	1,118	-	973	-	-					
<b>Vehicle Service &amp; Maintenance</b>													
Fleet Management Contract	100,000	-	-	8,333	8,333	16,667	8,333	8,333					
Repair & Maintenance	90,000	-	-	14,635	24,472	45,719	23,417	10,640					
Fuel	520,000	-	-	5,362	-	37,993	17,552	18,252					
Insurance	365,170	-	253,120	-	41,316	-	-	27,036					
Supplies	-	-	-	-	-	1,269	-	-					
Registration and Fees	800	-	-	-	-	-	-	-					
<b>Regular Transportation</b>													
Salaries & Benefits	2,534,773	14,374	53,512	152,524	280,736	220,796	212,200	238,790					
Regular Home to School	-	-	30,216	1,476	35,387	53,658	41,456	42,057					
Specialized Transportation	-	-	-	27,900	-	-	-	-					
<b>Athletics</b>													
	190,000	-	1,459	38,292	-	27,029	2,016	-					
<b>Music, ALF &amp; Field Trips</b>													
	13,000	-	-	-	-	2,473	-	1,030					
<b>Specialized Transportation</b>													
Specialized Transportation	12,451,973	-	905	872,772	1,060,289	1,472,630	1,547,475	1,360,866					
<b>ESSER Transfer</b>													
	(360,784)	-	-	(360,784)	-	-	-	-					
<b>Pre-School, Homeless, Foster Billings to Grants</b>													
	(460,115)	-	-	-	-	-	-	-					
<b>Foster Billings for Cost Share</b>													
	(710,000)	-	(123,600)	(844)	(9,795)	-	-	(18,794)					
<b>Total General Fund Budget</b>	<b>15,354,177</b>	<b>61,214</b>	<b>307,182</b>	<b>811,299</b>	<b>1,494,581</b>	<b>1,938,650</b>	<b>1,895,692</b>	<b>1,808,377</b>	-	-	-	-	-

**Manchester School District  
General Fund Revenue Report FY2025  
January 31, 2025**

Revenues	Budget	Received	Anticipated	Total	Budget Variance
School Building Aid	3,032,991	1,516,495	1,516,496	3,032,991	-
Area Vocational School	750,000	568,183	181,817	750,000	-
Special Education Aid	1,563,515	1,409,041	-	1,409,041	(154,474)
Other State Aid	473,387	311,035	162,352	473,387	-
Total State Revenues	<u>5,819,893</u>	<u>3,804,755</u>	<u>1,860,664</u>	<u>5,665,419</u>	<u>(154,474)</u>
ROTC	107,214	29,032	78,182	107,214	-
Medicaid	750,000	282,880	467,120	750,000	-
Total Federal Revenues	<u>857,214</u>	<u>311,912</u>	<u>545,302</u>	<u>857,214</u>	<u>-</u>
Tuition	825,000	-	825,000	825,000	-
Impact Fees	200,000	200,000	-	200,000	-
Pupil Activities (Athletics)	25,000	4,687	20,313	25,000	-
Interest Income	550,000	333,860	273,000	606,860	56,860
Indirect Cost	250,000	52,279	197,721	250,000	-
Misc. Other Sources	10,000	6,038	3,962	10,000	-
Transfer from Expendable Trust	1,200,000	-	1,200,000	1,200,000	-
Fund Balance	7,800,000	7,800,000	-	7,800,000	-
Total Local Revenues	<u>10,860,000</u>	<u>8,396,864</u>	<u>2,519,996</u>	<u>10,916,860</u>	<u>56,860</u>
Subtotal	17,537,107	12,513,531	4,925,963	17,439,493	(97,614)
Adequate Education Grant	96,523,581	67,566,506	28,957,075	96,523,581	-
District Assessment	100,848,055	70,219,618	30,628,437	100,848,055	-
Statewide Education Property Tax (SWEPT)	19,591,182	-	19,591,182	19,591,182	-
Total Taxes	<u>120,439,237</u>	<u>70,219,618</u>	<u>50,219,619</u>	<u>120,439,237</u>	<u>-</u>
Total General Fund Revenues	<u>234,499,925</u>	<u>150,299,655</u>	<u>84,102,657</u>	<u>234,402,311</u>	<u>(97,614)</u>

**Manchester School District  
SFNS Expense Report  
January 31, 2025**

Object	Expenses	FY25 Budget	FY25 Expended
50110	Salaries	1,916,938	1,188,107
50200	Employee Benefits	1,226,839	768,182
50322	Professional and Technical Services	70,000	732
50430	Repairs and Maint	146,306	92,200
50531	Telephone	5,600	-
50534	Postage	3,000	-
50535	Freight	27,200	15,470
50540	Advertising	1,300	62
50550	Printing	6,597	2,646
50610	General Supplies	335,500	64,931
50616	Food	1,500,000	1,113,371
50622	Electricity	50,000	-
50626	Gasoline	8,000	2,366
50630	USDA Commodities-Food	330,000	110,016
50731	Equipment	142,691	19,836
50850	City Services	50,000	-
	<b>Total Expenses</b>	<b>\$ 5,819,971</b>	<b>\$ 3,377,919</b>

% of Budget
-------------

62.0%
62.6%
1.0%
63.0%
0.0%
0.0%
56.9%
4.8%
40.1%
19.4%
74.2%
0.0%
29.6%
33.3%
13.9%
0.0%
58.0%

FY25 Encumbered	FY25 Projection	Total Costs	Balance
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-	728,831	1,916,938	-
-	458,657	1,226,839	-
-	69,268	70,000	-
68,335	-	160,535	(14,229)
-	5,600	5,600	-
-	3,000	3,000	-
11,024	706	27,200	-
888	350	1,300	-
-	3,951	6,597	-
62,012	-	126,944	208,556
965,623	-	2,078,994	(578,994)
-	-	-	50,000
7,795	-	10,161	(2,161)
-	219,984	330,000	-
8,111	-	27,947	114,744
-	-	-	50,000
<b>\$ 1,123,789</b>	<b>\$ 1,490,347</b>	<b>\$ 5,992,054</b>	<b>(172,083)</b>

CERA balance	1,012,304
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Inventory balance	104,350
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Manchester School District  
SFNS Revenue Report  
January 31, 2025

Object	Revenues	FY25 Budget	Received to Date	Accounts Receivable	% of Budget	FY25 Anticipated	Total Projection	Budget Variance
43260	State Reimbursement	92,825	93,923	3,393	104.8%	-	97,316	4,491
44560	Federal Reimbursement	4,005,154	1,169,753	667,529	45.9%	2,167,872	4,005,154	-
44910	USDA Commodities	330,000	110,016		33.3%	219,984	330,000	-
	Total Federal Revenues	4,335,154	1,279,769	667,529	44.9%	2,387,856	4,335,154	-
41611-13	Lunch, Breakfast, Milk Sales	995,640	560,919		56.3%	434,721	995,640	-
41620	Snack Bars & Misc Revenues	396,352	175,466	5,736	45.7%	215,150	396,352	-
41512	Interest Income	-	2,585		0.0%	25,000	27,585	27,585
	Total Local Revenues	1,391,992	738,970	5,736	53.5%	674,871	1,419,577	27,585
	Total Revenues	5,819,971	2,112,662	676,658	47.9%	3,062,728	5,852,047	32,076

**Manchester School District  
Athletics Operating Statement  
As of January 27, 2025**

Object	Account Name	Budget	District	Central	Memorial	West	McLaughlin	Hillside	Parkside	Southside	Total	Encumb	Projection	Balance
<b>Expenses</b>														
50100	Salaries	901,041	117,164	103,377	115,557	95,836	16,524	15,952	14,424	14,444	493,278	-	343,582	64,181
50141	Athletic Int Official	4,000	-	-	375	-	75	600	225	75	1,350	-	2,650	-
50143	Athletic Int Worker	20,000	-	1,645	2,135	3,265	1,600	1,080	780	680	11,185	-	8,815	-
50200	Benefits	232,423	42,237	17,830	17,459	38,645	3,265	3,523	3,411	3,471	129,840	-	102,583	(0)
50340	Contracted Services	41,100	7,512	-	101	-	-	-	-	-	7,613	-	33,487	0
50341	Officials	166,079	-	19,075	22,204	13,086	5,411	5,031	3,900	4,344	73,051	-	93,028	(0)
50342	Police	20,907	960	1,280	960	960	-	-	-	-	4,160	-	16,747	-
50430	Mach/Equip Maint & Repair	38,000	380	1,500	1,500	1,500	-	-	-	-	4,880	-	33,120	(0)
50441	Rental Expense	12,600	-	-	3,110	-	-	-	-	-	3,110	1,890	7,600	-
50515	Transportation	190,000	350	16,321	21,089	12,114	4,954	7,038	3,680	3,251	68,797	27,791	93,412	(0)
50520	Insurance (Other than Emp Benefits)	13,000	12,394	-	-	-	-	-	-	-	12,394	-	606	0
50531	Telephone	400	-	-	-	-	-	-	-	-	-	-	400	-
50540	Advertising	200	-	-	-	-	-	-	-	-	-	-	200	-
50585	Gas/Mileage Allowance	1,000	327	-	-	-	-	-	-	-	327	-	673	0
50610	Supplies	171,993	18,709	5,087	4,576	11,866	-	-	-	-	40,238	1,156	130,600	(0)
50615	Uniforms	170,990	-	3,904	12,360	10,282	1,204	1,074	481	1,793	31,096	17,271	122,623	(0)
50621	Natural Gas	36,000	-	-	2,328	904	-	-	-	-	3,232	-	32,768	0
50622	Electricity	60,000	-	3,150	15,447	13,077	-	-	-	-	31,674	-	28,326	(0)
50623	Bottled Gas	4,000	-	289	-	-	-	-	-	-	289	-	3,711	(0)
50731	Equipment	131,094	4,784	9,719	1,228	-	131	131	-	-	15,994	3,973	111,127	(0)
50810	Due/Membership	45,760	6,141	17,686	11,385	6,605	1,720	1,580	1,480	1,480	48,077	-	-	(2,317)
50851	Interdepartmental Chg Backs	215,661	-	-	-	-	-	-	-	-	-	24,602	191,059	(0)
50911	Debt Services	495,979	-	-	-	-	-	-	-	-	-	495,979	-	-
		<b>2,972,227</b>	<b>210,957</b>	<b>200,864</b>	<b>231,814</b>	<b>208,140</b>	<b>34,885</b>	<b>36,009</b>	<b>28,381</b>	<b>29,537</b>	<b>980,586</b>	<b>572,662</b>	<b>1,357,117</b>	<b>61,862</b>
<b>Revenue Received</b>														
41710	Admissions - Revenue	<b>25,000</b>	<b>-</b>	<b>3,485</b>	<b>1,202</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,667</b>	<b>-</b>	<b>20,313</b>	<b>-</b>

Manchester School District  
Grant Expenditure Analysis  
As of January 27, 2025

Grant Name	Project	Total Allocation	Expended at 6/30/2024	Remaining Allocation	Fiscal Year 2025			FY26 Projections	Total Expenditures	Projected Balance
					Expended	Encumbered	Projection			
ESSER III (ARP)	21142	58,490,540.59	50,998,017	7,492,523	7,492,523			58,490,541	-	
ARP Competitive Homeless FY22	22143	194,137.00	179,336	14,801	8,400			187,737	6,400.40	
ARP Homeless FY22	22144	317,226.63	302,123	15,103	15,078			317,201	25.57	
CSI - Wilson FY23	23002	176,847.29	147,045	29,802	3,989			151,034	25,813.09	
CSI - Beech Street FY23	23010	190,340.01	104,022	86,318	76,854			180,876	9,464.02	
IDEA FY23	23100	4,382,610.58	4,375,519	7,092	7,092			4,382,611	-	
Title IIA FY23	23102	1,375,104.54	1,260,228	114,877	60,413			1,320,641	54,463.50	
Title III FY23	23103	375,842.33	308,076	67,767	57,219			365,295	10,547.56	
Title IVA FY23	23104	741,337.90	547,578	193,760	174,007			721,585	19,753.27	
Title III Immigrant Youth - FY23	23113	17,687.65	12,622	5,066	3,926			16,548	1,139.72	
Stronger Connections	23114	1,944,915.72	69,591	1,875,324	830,774		1,044,550	1,944,916	-	
CSI - West High FY23	23133	185,228.58	161,044	24,185	14,425			175,469	9,759.24	
Innovative Schools	23144	500,000.00	203,546	296,454	281,108			484,654	15,346.02	
Community Oriented Policing (DOI)	23800	2,401,000.00	258,685	2,142,315	2,058,899			83,416	2,401,000	
CSI Beech FY24	24010	771,766.88	-	771,767	201,946	39,153	430,668	100,000	771,767	
CSI McDonough FY24	24017	229,396.23	-	229,396	89,492		39,904	100,000	229,396	
CSI Parker Varney FY24	24018	231,842.64	-	231,843	53,684	14,592	63,567	100,000	231,843	
IDEA - FY24	24100	4,612,401.96	3,102,021	1,510,381	1,510,381			4,612,402	-	
Title I - FY24	24101	10,354,521.27	7,843,585	2,510,936	1,834,031			9,677,616	676,905	
Title IIA - FY24	24102	1,311,067.47	698,152	612,915	276,140	29,067	207,708	100,000	1,311,067	
Title III - FY24	24103	418,563.32	60,339	358,224	182,908	953	74,363	100,000	418,563	
Title IV - FY24	24104	765,435.40	113,905	651,531	99,893	71,122	180,516	300,000	765,435	
McKinney Homeless FY24	24110	69,785.09	51,718	18,068	5,378			57,095	12,689.89	
Preschool - FY24	24119	129,757.52	95,095	34,662	20,119		14,543		129,758	
Perkins V FY24	24120	808,881.12	472,879	336,002	207,528				680,407	
21st Century - 8 Site FY24	24130	682,259.10	643,085	39,175	(7,861)				635,223	
21st Century - 6 Site FY24	24131	1,089,000.00	922,179	166,821	6,086				928,265	
Leaning into Lit - Gossler	24148	3,630.00	-	3,630	3,630				3,630	
Leaning Into Lit - Weston	24149	5,188.95	-	5,189	5,071				5,071	
Leaning Into Lit - HGF	24150	2,745.00	-	2,745	2,745				2,745	
Project AWARE - FY24	24200	1,290,600.42	311,592	979,008	688,901				1,000,493	
Community Schools - Year 1	24201	447,544.00	106,701	340,843	316,000			24,843	447,544	
SSIP Literacy	24211	45,000.00	42,711	2,289	2,289				45,000	
SAFE Grants	23801-23835	482,184.00	203,961	278,223	-		278,223		482,184	
Title I FY25	25101	8,307,844.05	-	8,307,844	2,662,006	213,906	4,431,932	1,000,000	8,307,844	
Title II FY25	25102	1,223,795.06	-	1,223,795	348,909	13,727	361,159	500,000	1,223,795	
Title III FY25	25103	390,041.09	-	390,041	55,800	8,685	225,556	100,000	390,041	
Title IV FY25	25104	1,129,046.40	-	1,129,046	527,746	224,941	76,359	300,000	1,129,046	
McKinney Homeless FY25	25110	61,914.20	-	61,914	17,050	6,797	38,067		61,914	
Adult Diploma	25111	69,202.89	-	69,203	28,937	16,726	23,540		69,203	
Congressionally Funded Comm	25112	105,000.00	-	105,000	56,000		49,000		105,000	
Perkins VocEd FY25	25120	677,791.04	-	677,791	165,871	33,191	478,729		677,791	

Manchester School District  
Grant Expenditure Analysis  
As of January 27, 2025

Grant Name	Project	Total Allocation	Expended at 6/30/2024	Remaining Allocation	Fiscal Year 2025			FY26 Projections	Total Expenditures	Projected Balance
					Expended	Encumbered	Projection			
Perkins Redistribution	25121	76,017.93	-	76,018	72,928			72,928	3,090.02	
21st Century - 5 Site	25131	966,260.00	-	966,260	459,109	21,391	485,760	966,260	-	
Project AWARE - FY25	25200	1,587,820.74	-	1,587,821	276,389	727,159	84,273	500,000	1,587,821	-
SSIP Literacy FY25	25211	35,800.00	-	35,800	19,496	1,654	14,650		35,800	-
McLaughlin Robotics	25325	13,500.00	-	13,500	6,926	2,516	4,059		13,500	-
Hillside Robotics	25326	4,032.00	-	4,032	1,560	934	1,538		4,032	-
Southside Robotics	25328	14,400.00	-	14,400	2,045	374	11,981		14,400	-
Central Robotics	25331	13,500.00	-	13,500	7,770	5,731	(2)		13,500	-
West Robotics	25333	13,970.00	-	13,970	3,700		10,270		13,970	-
21st C - Bakersville	25432	120,345.00	-	120,345	52,726	1,784	65,835		120,345	-
21c - Gossler	25433	104,576.00	-	104,576	49,900	1,489	53,188		104,576	-
21c - McLaughlin	25434	95,270.00	-	95,270	50,755		44,515		95,270	-
21c - Hillside	25435	83,326.00	-	83,326	18,301	1,794	63,231		83,326	-
21c - McDonough	25436	118,938.00	-	118,938	59,869	1,663	57,406		118,938	-
21c - Parkside	25437	98,391.00	-	98,391	47,606	1,716	49,068		98,391	-
21c - Parker Varney	25438	122,866.70	-	122,867	41,923	1,783	79,161		122,867	-
21c - Southside	25439	103,404.00	-	103,404	59,503	1,663	42,238		103,404	-
<b>TOTAL GRANTS</b>		<b>\$136,599,708.89</b>	<b>\$99,613,623.63</b>	<b>\$36,986,085.26</b>	<b>\$21,675,891.93</b>	<b>\$1,444,510.87</b>	<b>\$9,085,556.19</b>	<b>\$3,308,259.25</b>	<b>\$135,127,841.87</b>	<b>\$1,471,867.02</b>

<b>Esser Subtotal</b>	
Group	Amount
<b>Payroll &amp; Bonus Subtotal</b>	<b>\$17,571,323.86</b>
<b>Benefits Subtotal</b>	<b>\$2,729,335.80</b>
<b>Payroll Tax Subtotal</b>	<b>\$1,297,471.61</b>
<b>Retirement Subtotal</b>	<b>\$3,795,471.48</b>
<b>Prof Services Subtotal</b>	<b>\$10,151,928.03</b>
<b>Contracts/Repairs Subtotal</b>	<b>\$107,583.56</b>
<b>Rent Subtotal</b>	<b>\$20,061.00</b>
<b>Construction Services(HVAC) Subtotal</b>	<b>\$33,998,263.00</b>
<b>Transportation &amp; Travel Subtotal</b>	<b>\$7,880,470.19</b>
<b>Insurance Subtotal</b>	<b>\$178,785.72</b>
<b>Data Communications Subtotal</b>	<b>\$10,065.00</b>
<b>Print, Post, and Advertise Subtotal</b>	<b>\$37,791.56</b>
<b>Supplies Subtotal</b>	<b>\$824,283.31</b>
<b>Textbooks/Workbook/Subscription Sub.</b>	<b>\$1,118,514.81</b>
<b>Software &amp; Internet Fee Subtotal</b>	<b>\$4,986,777.96</b>
<b>Equipment &amp; Furniture Subtotal</b>	<b>\$4,082,657.94</b>
<b>Computer Subtotal</b>	<b>\$2,285,506.26</b>
<b>Registration Subtotal</b>	<b>\$6,700.00</b>
<b>Total Expenses</b>	<b>\$91,082,991.09</b>

Esser Breakdown & Total Spending

21140 Cares Act		21141 Esser II		21142 Esser III		Esser Total Spending	
50110 Regular Salaries	\$46,161.78	50110 Regular Salaries	\$3,811,989.90	50110 Regular Salaries	\$6,839,887.63	50110 Regular Salaries	\$10,698,039.31
		50112 Principals Salaries	\$349,228.38	50112 Principals Salaries	\$206,028.42	50112 Principals Salaries	\$555,256.80
50114 Aides Salaries	\$54,728.18					50114 Aides Salaries	\$54,728.18
		50120 Substitutes	\$148,360.00	50120 Substitutes	\$105,990.95	50120 Substitutes	\$254,350.95
50121 Part-time Salaries	\$3,214.25	50121 Part-time Salaries	\$995.31			50121 Part-time Salaries	\$4,209.56
50122 Stipends	\$234,018.18	50122 Stipends	\$3,549,791.87	50122 Stipends	\$1,845,527.28	50122 Stipends	\$5,629,337.33
		50132 Bonus Days	\$368,401.73	50132 Bonus Days	\$7,000.00	50132 Bonus Days	\$375,401.73
50211 Health Insurance	\$36,491.08	50211 Health Insurance	\$1,097,007.69	50211 Health Insurance	\$1,192,945.58	50211 Health Insurance	\$2,326,444.35
50212 Dental Insurance	\$2,173.44	50212 Dental Insurance	\$64,196.76	50212 Dental Insurance	\$62,309.56	50212 Dental Insurance	\$128,679.76
50213 Life Insurance	\$32.70	50213 Life Insurance	\$2,983.35	50213 Life Insurance	\$3,117.72	50213 Life Insurance	\$6,133.77
50214 LTD Insurance	\$1,075.54	50214 LTD Insurance	\$3,916.12	50214 LTD Insurance	\$4,706.32	50214 LTD Insurance	\$9,697.98
50221 FICA	\$20,372.69	50221 FICA	\$492,905.28	50221 FICA	\$538,625.09	50221 FICA	\$1,051,903.06
50222 Medicare	\$4,764.91	50222 Medicare	\$115,002.90	50222 Medicare	\$125,800.74	50222 Medicare	\$245,568.55
50231 State Retirement/Non-Teac	\$825.08	50231 State Retirement/Non-Teachers	\$4,972.28	50231 State Retirement/Non-Teac	\$26,354.23	50231 State Retirement/Non-Teac	\$32,151.59
50232 State Retirement/Teachers	\$30,087.72	50232 State Retirement/Teachers	\$1,457,613.12	50232 State Retirement/Teachers	\$1,552,014.33	50232 State Retirement/Teachers	\$3,039,715.17
50239 City Retirement	\$40,192.17	50239 City Retirement	\$373,428.09	50239 City Retirement	\$309,984.46	50239 City Retirement	\$723,604.72
50260 Workers Compensation	\$5,023.65	50260 Workers Compensation	\$121,595.19	50260 Workers Compensation	\$131,761.10	50260 Workers Compensation	\$258,379.94
50321 Professional Services-Instr	\$146,802.22			50321 Professional Services-Instr	\$5,171,915.60	50321 Professional Services-Instr	\$5,318,717.82
50322 Prof Svcs-Instl Prgrm Imprv	\$411,223.12	50322 Prof Svcs-Instl Prgrm Imprvmt	\$2,318,110.85	50322 Prof Svcs-Instl Prgrm Imprv	\$1,062,554.51	50322 Prof Svcs-Instl Prgrm Imprv	\$3,791,888.48
				50323 Professional Serv-Pupils	\$30,000.00	50323 Professional Serv-Pupils	\$30,000.00
		50329 Oth Professional Education Ser	\$250.00			50329 Oth Professional Education Ser	\$250.00
50330 Employee Training and Deve	\$66,234.00			50330 Employee Training and Deve	\$1,052.73	50330 Employee Training and Deve	\$67,286.73
		50331 Other Professional Services	\$8,450.00	50331 Other Professional Services	\$935,335.00	50331 Other Professional Services	\$943,785.00
50332 Legal	\$50.00					50332 Legal	\$50.00
50340 Contract Manpower	\$88,710.52					50340 Contract Manpower	\$88,710.52
50430 Repair & Maint Contractor	\$18,823.04					50430 Repair & Maint Contractor	\$18,823.04
50442 Rent/Lease Equipment	\$4,061.00					50442 Rent/Lease Equipment	\$4,061.00
50447 Rental of Equipment	\$16,000.00					50447 Rental of Equipment	\$16,000.00
		50450 Construction Services	\$6,611,635.86	50450 Construction Services	\$27,386,627.14	50450 Construction Services	\$33,998,263.00
50510 Regular Transportation	\$555,271.36	50510 Regular Transportation	\$255,262.19	50510 Regular Transportation	\$4,088,406.26	50510 Regular Transportation	\$4,898,939.81
50513 SPED Transportation	\$400,180.67			50513 SPED Transportation	\$2,577,386.04	50513 SPED Transportation	\$2,977,566.71
		50520 Insurance-not employee related	\$178,785.72			50520 Insurance-not employee rel	\$178,785.72
50532 Data Communications	\$10,065.00					50532 Data Communications	\$10,065.00
50534 Postage	\$2,997.96					50534 Postage	\$2,997.96
				50540 Advertising	\$26,040.00	50540 Advertising	\$26,040.00
50550 Printing	\$1,295.00	50550 Printing	\$7,458.60			50550 Printing	\$8,753.60
50580 Travel	\$2,492.00	50580 Travel	\$1,471.67			50580 Travel	\$3,963.67
50610 General Supplies	\$465,989.68	50610 General Supplies	\$215,179.70	50610 General Supplies	\$143,187.84	50610 General Supplies	\$824,357.22
50613 Technology Supplies	(\$73.91)					50613 Technology Supplies	(\$73.91)
50641 Textbooks	\$822,847.74	50641 Textbooks	\$286,151.27	50641 Textbooks	\$3,396.80	50641 Textbooks	\$1,112,395.81
50642 Electronic Info/Software	\$405,515.19	50642 Electronic Info/Software	\$750,823.48	50642 Electronic Info/Software	\$3,810,439.29	50642 Electronic Info/Software	\$4,966,777.96
				50643 Info Access/Internet Fees	\$20,000.00	50643 Info Access/Internet Fees	\$20,000.00
50645 Periodicals / Subscriptions	\$300.00					50645 Periodicals / Subscriptions	\$300.00
50649 Workbooks	\$5,819.00					50649 Workbooks	\$5,819.00
50731 New Machinery/Equipment	\$548,839.00	50731 New Machinery/Equipment	\$3,240,925.29	50731 New Machinery/Equipment	\$275,445.97	50731 New Machinery/Equipment	\$4,065,210.26
50733 New Furniture and Fixtures	\$17,447.68					50733 New Furniture and Fixtures	\$17,447.68
50734 New Computers & Network	\$2,104,131.26	50734 New Computers & Network Equip	\$181,375.00			50734 New Computers & Network	\$2,285,506.26
				50810 Dues and Fees	\$6,700.00	50810 Dues and Fees	\$6,700.00
<b>TOTAL EXPENSES</b>	<b>\$6,574,182.90</b>	<b>TOTAL EXPENSES</b>	<b>\$26,018,267.60</b>	<b>TOTAL EXPENSES</b>	<b>\$58,490,540.59</b>	<b>TOTAL EXPENSES</b>	<b>\$91,082,991.09</b>

**MANCHESTER SCHOOL DISTRICT  
EXPENDABLE TRUST FUNDS**

	FY24	FY25 Estimated		Balance
		<u>Transfer to</u>	<u>Transfer to/from</u>	
	<u>Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	
Health Care	6,766,696	(1,200,000)		5,566,696
Special Education	5,169,891	-		5,169,891
Maintenance & Repairs	508,601	-		508,601
Capital Projects	5,176	-		5,176
Athletics	176,051	-		176,051
Teaching & Learning	16,058,694	-	(1,433,933)	14,624,761
	<u>28,685,109</u>	<u>(1,200,000)</u>	<u>(1,433,933)</u>	<u>26,051,176</u>

\*\*

\*\* Does not include any interest that may be earned in FY25

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** City Service Invoices

**COMMITTEE ON FINANCE & FACILITIES MEETING OF:** February 12, 2025

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the city service invoices as of this date which are shown on the attached spreadsheet.

**FISCAL IMPACT:**

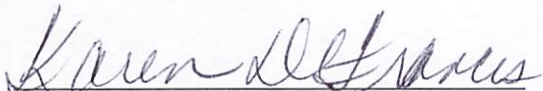
\$2,311,066.94 (Expenditure)

(Fiscal Verification: AD)

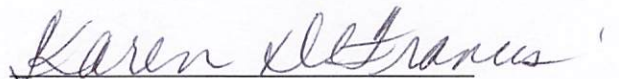
**RECOMMENDATION:**

The Committee on Finance & Facilities moves to approve these City Service Invoices and forward this item to the Board of School Committee for approval.

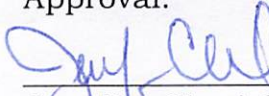
Presented by:

  
Karen DeFrancis  
Executive Director of Finance

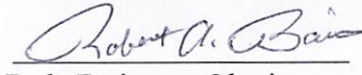
Prepared by:

  
Karen DeFrancis  
Executive Director of Finance

Approval:

  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

  
Bob Baines, Chair  
Finance & Facilities Committee

**CITY SERVICES SPREADSHEET - February 12, 2025**

<b>DEPARTMENT</b>	<b>DESCRIPTION</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
City Solicitor	Claim-McLaughlin-Pipe Leak Water Damages (DOL 11-29-24)	1089660	\$ 2,894.35
Facilities Department	Facilities Maintenance (12/01/24 thru 12/31/24)	1089738	\$ 150,708.85
Facilities Department	Custodial Maintenance (10/1/24 thru 10/31/24)	1085716	\$ 404,089.40
Facilities Department	Custodial Maintenance (11/1/24 thru 11/30/24)	1089646	\$ 404,089.40
Facilities Department	Custodial Maintenance (12/1/24 thru 12/31/24)	1089647	\$ 404,089.40
Facilities Department	Custodial Maintenance (1/1/25 thru 1/31/25)	1089648	\$ 404,089.40
Facilities Department	Custodial Maintenance (2/1/25 thru 2/28/25)	1089649	\$ 404,089.40
Fire Department	Fire Alarm User & Assembly Permit Fees	1088253	\$ 14,520.00
Parks & Recreation	Beech Street Electric (November 2024)	1089650	\$ 7,395.69
Parks & Recreation	Beech Street Electric (December 2024)	1089651	\$ 5,297.15
Parks & Recreation	School Grounds Maintenance (December 2024)	1089654	\$ 8,939.04
Parks & Recreation	Athletics (December 2024)	1089653	\$ 1,403.22
Police Department	Chargeback-Resource Officers (January 2025)	1089744	\$ 94,981.64
Police Department	Chargeback-Athletics Details (Memorial & West)	1089109	\$ 640.00
Police Department	Chargeback-Athletics Details (Central, Memoria & West)	1089558	\$ 1,280.00
Police Department	Chargeback-Athletics Details (Central, Memoria & West)	1089605	\$ 1,280.00
Police Department	Chargeback-Athletics Details (Memorial)	1089487	\$ 640.00
Police Department	Chargeback-Athletics Details (Central & Memorial)	1089669	\$ 640.00
<b>Total Amount Due:</b>			<b>\$ 2,311,066.94</b>



# INVOICE

Servpro of Manchester  
187 Londonderry Tpke  
Hooksett, NH 03106

rouleaum@servpromanchester.com  
603-669-7733  
www.servpromanchester.com



## Bill to

MCLAUGHLIN MIDDLE SCHOOL  
201 JACK LOVERING DR  
MANCHESTER, NH 03109  
UNITED STATES

## Ship to

MCLAUGHLIN MIDDLE SCHOOL  
201 JACK LOVERING DR  
MANCHESTER, NH 03109  
UNITED STATES

## Invoice details

Invoice no.: 5150567  
Terms: Due on receipt  
Invoice date: 12/03/2024  
Due date: 12/03/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Water Remed</b>	Water Restoration - DWELLING	1	\$2,848.85	\$2,848.85
2.		<b>Water Contents</b>	Water Remediation - CONTENTS	1	\$45.50	\$45.50

**Total** **\$2,894.35**

## Note to customer

Please remit to:  
SERVPRO of Manchester  
187 Londonderry Turnpike  
Hooksett, NH 03106  
FEIN: 02-0367033



**Transaction Details for Manchester School District - McLaughlin  
(24N38M482098) Transaction Number - 429721737**

<b>Claimant:</b>	Manchester School District - McLaughlin	<b>Transact Key:</b>	429721737
<b>Claim Number:</b>	24N38M482098	<b>Transact Date:</b>	12/4/2024
<b>Account:</b>	86666226421721	<b>Type:</b>	PROPERTY DAMAGE PAYMENT
<b>Check Printed Date:</b>	12/5/2024	<b>Invoice #:</b>	
<b>Check Number:</b>	172102026	<b>Comment:</b>	Invoice 5150567
		<b>Date Received:</b>	
<b>Payee:</b>	SERVPRO OF MANCHESTER 187 LONDONDERRY TPKE HOOKSETT,NH 03106	<b>Discounter:</b>	

<b>Diagnosis:</b>	<b>Trans Amt:</b>	<b>Charged Amt:</b>	<b>Discount Amt:</b>
	\$2894.35	\$2894.35	\$0.00

**Details:**

Item #	Date of Service	Subclass	CPI Item Comment	Charged	Discount
1	12/4/2024	BUILDING	Invoice 5150567	\$2894.35	\$0.00
<b>Totals:</b>				<b>\$2894.35</b>	<b>\$0.00</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6555

INVOICE NO. 1089738

INVOICE DATE: December 31, 2024

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4684 21-BUILDINGMAINTENANCEDEPT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	FACILITIES MAINTENANCE DECEMBER 2024	150,708.85	150,708.85

**TOTAL DUE: \$ 150,708.85**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089738  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/4684  
 Customer Type: 21-BUILDINGMAINTENANCEDEPT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 150,708.85**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089738) on your check.
- ⇒ Detach and include this stub with your payment.

**Work Order Cost Over \$2,500**

LOCATION	DESCRIPTION	WONUM	DESCRIPTION	TYPE	DATE	LABOR		MATERIAL/SERVICE				TOTAL	
20	Schools	292655	check all bleachers and backboards ( tri state Partitions )	CM	1/15/25	LABOR	COST	TYPE	COMPANY	PO#	POLINECOST		
								SERVICE	TRI-STATE FOLDING PARTITIONS	H592065	\$9,990.00		
												<b>\$9,990.00</b>	
	Schools	295606	SCHOOLS - SECURITY DOOR LOCKING (FY25-Q2)	CM	1/23/25	LABOR	COST	TYPE	COMPANY	PO#	POLINECOST		
						BPS	\$5,131.05					<b>\$5,131.05</b>	
20206.5	Central HS - Burns Building; Electrical System	292362	lights flashing	CM	1/15/25	LABOR	COST	TYPE	COMPANY	PO#	POLINECOST		
						ELEC	\$1,073.04	MATERIAL	STANDARD ELECTRIC	H589865	\$1,483.93		
												<b>\$2,556.97</b>	
20301.3	Memorial High School - Old Building; Building Components	295684	MEMORIAL HS - SEE IF DOOR CLOSER CAN BE WORKED ON SO IT HOLDS DOOR OPEN	CM	12/20/24	LABOR	COST	TYPE	COMPANY	PO#	POLINECOST		
						BMTECH	\$457.44	MATERIAL	K L JACK & CO INC	H593988	\$63.15		
						ELEC	\$357.68	MATERIAL	KAMCO SUPPLY CORP OF BOSTON	H592108	\$1,978.00		
												<b>\$2,856.27</b>	
22901.1	Northwest Elementary; HVAC System	291987	Replace Gym & RTU Controllers (Viking Controls)	CM	12/20/24	LABOR	COST	TYPE	COMPANY	PO#	POLINECOST		
								SERVICE	VIKING CONTROLS INC	H589449	\$9,976.00		
												<b>\$9,976.00</b>	





TO:

Joslin Gagne  
475 Valley Street  
Manchester, NH 03103

**INVOICE**

Please Remit Payment to:  
**Aramark Facilities**  
**275 Clay Street**  
**Manchester, NH 03103**

**Profit Center:** 000002555 - Manchester City School - Custodial

**Invoice Number:** 001613

**Invoice Date:** 8/19/2024

For additional information on this Invoice, please contact:

Lori Pelletier 6036479525,  
pelletier-lori@aramark.com

**PLEASE PAY THIS AMOUNT**

**444,497.74**

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
8/19/2024	<b>Pre-Pay October Contract</b>			
	Contract - 400.203020			
	Custodial, Grounds and Preventative Maintenance	\$444,497.74	\$0.00	\$444,497.74
		<b>\$444,497.74</b>	<b>\$0.00</b>	<b>\$444,497.74</b>

**Financial Details: Monthly**

Custodial & Grounds:	\$404,666.91
Preventive Maintenance:	\$39,830.84
	<b>\$444,497.74</b>
City Custodial:	\$ 24,668.47
*School Custodial:	\$ 388,331.77
	<b>\$ 413,000.24</b>
	<u>- (\$8,333.33)</u>
<b>Retainage =</b>	<b>\$ 404,666.91</b>
School District Preventive Maintenance:	\$24,090.96
City Preventive Maintenance:	\$15,739.87
	<b>\$39,830.83</b>

Net Amount:	\$444,497.74
Tax:	\$0.00
<b>Total Amount:</b>	<b>\$444,497.74</b>

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

Invoice#	001613	Invoice Date	08/19/24
Vendor #	26342	Pay Date	09/18/24
PO #	589265		
Invoice Amount - Retainage	452,831.07	(8,333.33)	444,497.74
Custodial Acct 2101C10591	413,733.24	(8,333.33)	405,399.91
PM Acct 2102C10591	39,097.83		39,097.83
<b>Total Paid</b>	<b>452,831.07</b>	<b>(8,333.33)</b>	<b>444,497.74</b>
<b>MSD CB</b>			
Custodial	388,331.77	(8,333.33)	379,998.44
PM	24,090.96	-	24,090.96
<b>Total CB - Oct 2024</b>			<b>404,089.40</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6555

**INVOICE NO. 1089646**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4684 21-BUILDINGMAINTENANCEDEPT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	CUSTODIAL & PM NOVEMBER 2024	404,089.40	404,089.40

**TOTAL DUE: \$ 404,089.40**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089646**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/4684  
 Customer Type: 21-BUILDINGMAINTENANCEDEPT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 404,089.40**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089646) on your check.
- ⇒ Detach and include this stub with your payment.



TO:

Joëlin Gagne  
475 Valley Street  
Manchester, NH 03103

**INVOICE**

Please Remit Payment to:  
Aramark Facilities  
275 Clay Street  
Manchester, NH 03103

Profit Center: 000002555 - Manchester City School - Custodial

Invoice Number: 001636

Invoice Date: 9/18/2024

For additional information on this invoice, please contact:

Lori Pelletier 6036479525,  
pelletier-lori@aramark.com

<b>PLEASE PAY THIS AMOUNT</b>
<b>444,497.73</b>

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
9/18/2024	Pre-Pay November Contract			
	Contract - 406.203020			
	Custodial, Grounds and Preventative Maintenance	\$444,497.73	\$0.00	\$444,497.73
		<b>\$444,497.73</b>	<b>\$0.00</b>	<b>\$444,497.73</b>

<u>Financial Details: Monthly</u>	
Custodial & Grounds:	\$404,666.90
Preventive Maintenance:	<u>\$39,830.84</u>
	<b>\$444,497.73</b>
City Custodial:	\$ 24,666.47✓
*School Custodial:	\$ 388,331.77
	\$ 413,000.24
	<u>-\$ (8,333.33)</u>
Retainage =	<b>\$ 404,666.92</b>
School District Preventive Maintenance:	\$24,090.96✓
City Preventive Maintenance:	<u>\$15,739.87✓</u>
	<b>\$39,830.83</b>

Net Amount:	\$444,497.73
Tax:	\$0.00
Total Amount:	\$444,497.73

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

Invoice #	001636	Invoice Date	9/18/2024
Vendor #	26342	Pay Date	10/1/2024
PO #	589265		

Document Total (Retainage)	452,831.07	(8,333.33)	444,497.74
Custodial Acct 2101C10591	413,000.24	(8,333.33)	404,666.91
PM Acct 2102C10591	39,830.83		39,830.83
Total Paid			444,497.74
MSD CB			
Custodial	388,331.77	(8,333.33)	379,998.44
PM	24,090.96		24,090.96
Total CB - Nov 2024			404,089.40



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6555

**INVOICE NO. 1089647**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4684 21-BUILDINGMAINTENANCEDEPT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	CUSTODIAL & PM DECEMBER 2024	404,089.40	404,089.40

**TOTAL DUE: \$ 404,089.40**

*\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \**

**INVOICE NO. 1089647**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/4684  
 Customer Type: 21-BUILDINGMAINTENANCEDEPT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 404,089.40**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089647) on your check.
- ⇒ Detach and include this stub with your payment.

*OK*



TO:

Joslin Gagne  
475 Valley Street  
Manchester, NH 03103

**INVOICE**

Please Remit Payment to:  
**Aramark Facilities**  
**275 Clay Street**  
**Manchester, NH 03103**

**Profit Center:** 00002555 - Manchester City School - Custodial

**Invoice Number:** 001654

**Invoice Date:** 10/18/2024

For additional information on this invoice, please contact:

Lori Pelletier 8036479525,  
pelletier-lori@aramark.com

<b>PLEASE PAY THIS AMOUNT</b>
<b>444,497.73</b>

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
10/18/2024	Pre-Pay December Contract			
	Contract - 400.203020			
	Custodial, Grounds and Preventative Maintenance	\$444,497.73	\$0.00	\$444,497.73
		<b>\$444,497.73</b>	<b>\$0.00</b>	<b>\$444,497.73</b>

Net Amount:	\$444,497.73
Tax:	\$0.00
<b>Total Amount:</b>	<b>\$444,497.73</b>

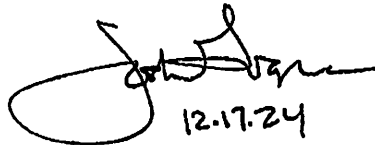
<b>Financial Details: Monthly</b>	
Custodial & Grounds:	\$404,666.90 (+8333.34) = 413,000.24
Preventive Maintenance:	<u>\$39,830.84</u>
	<b>\$444,497.73</b> 452,831.08
City Custodial:	\$ 24,668.47
*School Custodial:	\$ 388,331.77
	\$ 413,000.24
	<u>- (\$6,333.34)</u>
<b>Retainage =</b>	<b>\$ 404,666.92</b>
School District Preventive Maintenance:	\$24,090.86
City Preventive Maintenance:	<u>\$15,739.87</u>
	<b>\$39,830.83</b>

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

  
12.17.24



**CITY OF MANCHESTER, NH**  
**DEPARTMENTAL INVOICE**  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 476 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6555

**INVOICE NO. 1089648**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4684 21-BUILDINGMAINTENANCEDEPT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	CUSTODIAL & PM JANUARY 2025	404,089.40	404,089.40

**TOTAL DUE: \$ 404,089.40**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089648**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/4684  
 Customer Type: 21-BUILDINGMAINTENANCEDEPT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 404,089.40**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089648) on your check.
- ⇒ Detach and include this stub with your payment.

*OMN*



TO:

Joslin Gagne  
478 Valley Street  
Manchester, NH 03103

**INVOICE**

Please Remit Payment to:  
Aramark Facilities  
275 Clay Street  
Manchester, NH 03103

Profit Center: 00002866 - Manchester City School - Custodial  
Invoice Number: 001668  
Invoice Date: 11/18/2024

For additional information on this invoice, please contact:

Lori Pelletier 6036479525,  
pelletier-lori@aramark.com

**PLEASE PAY THIS AMOUNT**  
  
444,497.73

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
11/18/2024	Pre-Pay January Contract			
	Contract - 400.203020			
	Custodial, Grounds and Preventative Maintenance	\$444,497.73	\$0.00	\$444,497.73
		<b>\$444,497.73</b>	<b>\$0.00</b>	<b>\$444,497.73</b>

**Financial Details: Monthly**

Custodial & Grounds:	\$404,666.90
Preventive Maintenance:	\$39,830.83
	\$444,497.73

City Custodial:	\$ 24,886.47	Line 2
*School Custodial:	\$ 388,331.77	Line 1
	\$ 413,000.24	
	- (\$8,333.33)	
Retainage =	\$ 404,666.90	404,666.90

School District Preventive Maintenance:	\$24,090.96	Invoice #	001668	Invoice Date	11/18/2024
City Preventive Maintenance:	\$15,739.87	Vendor #	26342	Pay Date	1/8/2025
	\$39,830.83	PO #	589265		

Net Amount:	\$444,497.73
Tax:	\$0.00
Total Amount:	\$444,497.73

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

**Important**

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

Document Total (Retainage)	452,831.06	(8,333.33)	444,497.73
Custodial Acct	2101C10591	400,901.55	(8,333.33) 404,666.90
PM Acct	2102C10591	39,830.83	39,830.83
Total Paid			444,497.73
MSD CB			
Custodial		388,331.77	(8,333.33) 379,998.44
PM		24,090.96	- 24,090.96
Total CB - Jan 2025			404,089.40



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6555

**INVOICE NO. 1089649**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4684 21-BUILDINGMAINTENANCEDEPT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	CUSTODIAL & PM FEBRUARY 2025	404,089.40	404,089.40

**TOTAL DUE: \$ 404,089.40**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089649**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/4684  
 Customer Type: 21-BUILDINGMAINTENANCEDEPT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 DPT OF PUBLIC WORKS - FACILITIES DIV  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 404,089.40**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089649) on your check.
- ⇒ Detach and include this stub with your payment.



TO:

Joslin Gagne  
475 Valley Street  
Manchester, NH 03103

INVOICE

Please Remit Payment to:  
Aramark Facilities  
275 Clay Street  
Manchester, NH 03103

Profit Center: 00002555 - Manchester City  
School - Custodial

Invoice Number: 001688

Invoice Date: 12/18/2024

For additional information on this invoice, please contact:

Lori Pelletier 6036479525,  
pelletier-lori@aramark.com

PLEASE PAY THIS AMOUNT  
444,497.73

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
12/18/2024	Pre-Pay February Contract Contract - 400.203020 Custodial, Grounds and Preventative Maintenance	\$444,497.73	\$0.00	\$444,497.73
		<b>\$444,497.73</b>	<b>\$0.00</b>	<b>\$444,497.73</b>

Financial Details: Monthly	
Custodial & Grounds:	\$404,666.90
Preventive Maintenance:	\$39,830.84
	<b>\$444,497.73</b>
City Custodial:	\$ 24,668.47
*School Custodial:	\$ 388,331.77
	\$ 413,000.24
	- (\$8,333.34)
Retainage =	\$ 404,666.92
School District Preventive Maintenance:	\$24,090.96
City Preventive Maintenance:	\$15,739.87
	\$39,830.83

Net Amount:	\$444,497.73
Tax:	\$0.00
Total Amount:	<b>\$444,497.73</b>

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

*act to pay*  
*Joslin Gagne*  
1.15.25



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101  
 (603) 669-2256

INVOICE NO. 1088253

INVOICE DATE: January 1, 2025

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/6447 30-FIREDEPARTMENT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
<b>TOTAL DUE: \$ 14,520.00</b>			

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1088253  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 1, 2025

Customer No. 64/6447  
 Customer Type: 30-FIREDEPARTMENT

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101

**TOTAL DUE: \$ 14,520.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1088253) on your check.
- ⇒ Detach and include this stub with your payment.



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101  
 (603) 669-2256

**INVOICE NO: 1088253**

Invoice is due by  
 January 31, 2025

Customer 64/6447 30-FIREDEPARTMENT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

*Please view the final page of this notice  
 for payment instructions.*

Invoice No.: **1088253**

Invoice Date: January 1, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	Place of Assembly Permit HIGHLAND GOFFS FALLS	100.00	100.00
1.00	Place of Assembly Permit HILLSIDE JR. HIGH	100.00	100.00
1.00	Place of Assembly Permit JEWETT STREET SCHOOL	100.00	100.00
1.00	Place of Assembly Permit MCDONOUGH SCHOOL	100.00	100.00
1.00	Place of Assembly Permit NORTHWEST SCHOOL	100.00	100.00
1.00	Place of Assembly Permit PARKER VARNEY SCHOOL	100.00	100.00
1.00	Place of Assembly Permit SMYTH RD. SCHOOL	100.00	100.00
1.00	Place of Assembly Permit SOUTHSIDE JR. HIGH	100.00	100.00
1.00	Place of Assembly Permit WEBSTER SCHOOL	100.00	100.00
1.00	Place of Assembly Permit WESTON SCHOOL	100.00	100.00
1.00	Place of Assembly Permit MST	100.00	100.00



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101  
 (603) 669-2256

**INVOICE NO: 1088253**

Invoice is due by  
 January 31, 2025

Customer 64/6447 30-FIREDEPARTMENT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

*Please view the final page of this notice  
 for payment instructions.*

Invoice No.: 1088253

Invoice Date: January 1, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	AES Box Fee MK1836	540.00	540.00
1.00	9 NOTRE DAME AVE Place of Assembly Permit	100.00	100.00
1.00	MEMORIAL HS Place of Assembly Permit	100.00	100.00
1.00	PARKSIDE JH Place of Assembly Permit	100.00	100.00
1.00	WEST HS Place of Assembly Permit	100.00	100.00
1.00	CENTRAL HS GYM Place of Assembly Permit	100.00	100.00
1.00	BAKERSVILLE SCHOOL Place of Assembly Permit	100.00	100.00
1.00	BEECH ST.SCHOOL Place of Assembly Permit	100.00	100.00
1.00	GOSSLER SCHOOL Place of Assembly Permit	100.00	100.00
1.00	GREEN ACRES SCHOOL Place of Assembly Permit	100.00	100.00
1.00	MCLAUGHLIN MIDDLE Place of Assembly Permit	100.00	100.00
1.00	HENRY WILSON SCHOOL Place of Assembly Permit	100.00	100.00

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CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101  
 (603) 669-2256

**INVOICE NO: 1088253**

Invoice is due by  
 January 31, 2025

Customer 64/6447 30-FIREDEPARTMENT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

*Please view the final page of this notice  
 for payment instructions.*

Invoice No.: **1088253**

Invoice Date: January 1, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	AES Box Fee MK1833	540.00	540.00
1.00	535 BEECH ST JAMES BLDG	540.00	540.00
1.00	AES Box Fee MK1834	540.00	540.00
1.00	535 BEECH ST PA/TECH	540.00	540.00
1.00	AES Box Fee MK1835	540.00	540.00
1.00	550 LOWELL ST	540.00	540.00
1.00	AES Box Fee MK1837	540.00	540.00
1.00	75 PARKSIDE AVE	540.00	540.00
1.00	AES Box Fee MK1838	540.00	540.00
1.00	145 RESERVOIR AVE	540.00	540.00
1.00	AES Box Fee MK1839	540.00	540.00
1.00	112 RESERVOIR AVE	540.00	540.00
1.00	AES Box Fee MK1840	540.00	540.00
1.00	130 S JEWETT ST	540.00	540.00
1.00	AES Box Fee MK1841	540.00	540.00
1.00	300 S JEWETT ST	540.00	540.00
1.00	AES Box Fee MK1842	540.00	540.00
1.00	100 GERALD CONNORS CIRCLE	540.00	540.00
1.00	AES Box Fee MK1843	540.00	540.00
1.00	401 WILSON ST	540.00	540.00
1.00	AES Box Fee MK1844	540.00	540.00
1.00	300 YOVILLE ST	540.00	540.00

CONTINUED ON NEXT PAGE...



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 FIRE DEPARTMENT  
 100 MERRIMACK STREET  
 MANCHESTER NH 03101  
 (603) 669-2256

**INVOICE NO: 1088253**

Invoice is due by  
 January 31, 2025

Customer 64/6447 30-FIREDEPARTMENT

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

*Please view the final page of this notice  
 for payment instructions.*

Invoice No.: **1088253**

Invoice Date: January 1, 2025

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	AES Box Fee MK1803 333 BEECH ST	540.00	540.00
1.00	AES Box Fee MK1822 100 JACK LOVERING DR	540.00	540.00
1.00	AES Box Fee MK1823 201 JACK LOVERING DR	540.00	540.00
1.00	AES Box Fee MK1824 245 BRUCE RD	540.00	540.00
1.00	AES Box Fee MK1825 1 CRUSADER WAY	540.00	540.00
1.00	AES Box Fee MK1827 2519 ELM ST	540.00	540.00
1.00	AES Box Fee MK1826 20 ELM ST	540.00	540.00
1.00	AES Box Fee MK1828 1 BEATRICE LAWRENCE DR	540.00	540.00
1.00	AES Box Fee MK1829 7 MICHIGAN AVE	540.00	540.00
1.00	AES Box Fee MK1830 223 JAMES POLLOCK DR	540.00	540.00
1.00	AES Box Fee MK1832 525 BEECH ST-CLASSICAL	540.00	540.00

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**CITY OF MANCHESTER, NH**  
**DEPARTMENTAL INVOICE**  
 -DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6444

**INVOICE NO. 1089650**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/5378 65-PARKSREC&CEMETERY

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	JFK Electric Reimbursemt OCT 18 TO NOV 18 2024	7,395.69	7,395.69

**TOTAL DUE: \$ 7,395.69**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089650**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/5378  
 Customer Type: 65-PARKSREC&CEMETERY

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER-DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 7,395.69**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089650) on your check.
- ⇒ Detach and include this stub with your payment.



**CITY OF MANCHESTER, NH**  
**DEPARTMENTAL INVOICE**  
 -DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6444

**INVOICE NO. 1089651**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/5378 65-PARKSREC&CEMETERY

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	JFK Electric Reimbursemt NOV 18 TO DEC 18 2024	5,297.15	5,297.15

**TOTAL DUE: \$ 5,297.15**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089651**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/5378  
 Customer Type: 65-PARKSREC&CEMETERY

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER-DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 5,297.15**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089651) on your check.
- ⇒ Detach and include this stub with your payment.



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 -DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6444

**INVOICE NO. 1089654**

**INVOICE DATE: December 31, 2024**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/5378 65-PARKSREC&CEMETERY

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	GROUNDS MAINTENANCE DECEMBER 2024	8,939.04	8,939.04

**TOTAL DUE: \$ 8,939.04**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089654**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 64/5378  
 Customer Type: 65-PARKSREC&CEMETERY

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER-DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 8,939.04**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089654) on your check.
- ⇒ Detach and include this stub with your payment.

**City of Manchester, Parks, Recreation, Cemetery Division  
Manchester School District-Chargeback Report**

**Period Covered:** December 2024

190518 School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
120	Winter Inspection	126:00	4292.15	0.00	0.00	1770.29	
			4292.15	0.00	0.00	1770.29	<b>Total Cost \$ 6,062.44</b>
190531 Bakersville School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	02:00	120.49	0.00	0.00	35.00	
			120.49	0.00	0.00	35.00	<b>Total Cost \$ 155.49</b>
190544 Beech Street School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	04:00	240.98	0.00	0.00	80.50	
			240.98	0.00	0.00	80.50	<b>Total Cost \$ 321.48</b>
190557 Central High School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	01:00	55.78	0.00	0.00	13.00	
			55.78	0.00	0.00	13.00	<b>Total Cost \$ 68.78</b>
190583 Gossler School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	03:00	167.70	0.00	0.00	40.12	
			167.70	0.00	0.00	40.12	<b>Total Cost \$ 207.82</b>
190596 Green Acres School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	02:00	120.49	0.00	0.00	16.60	
			120.49	0.00	0.00	16.60	<b>Total Cost \$ 137.09</b>
190621 Highland Goffs Falls School Grounds		Hours	Labor	Materials	Services	Tools	Total Cost
ID	Description						
10	Mowing and Trimming	02:00	120.49	0.00	0.00	16.60	

DECEMBER 2024

			120.49	0.00	0.00	16.60	<b>Total Cost \$ 137.09</b>
190646	Hillside School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
10	Mowing and Trimming	02:00	111.56	0.00	0.00	26.00	
			111.56	0.00	0.00	26.00	<b>Total Cost \$ 137.56</b>
190659	Jewett Street School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
							<b>Total Cost</b>
190684	McDonough School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
10	Mowing and Trimming	02:00	111.56	0.00	0.00	26.00	
			111.56	0.00	0.00	26.00	<b>Total Cost \$ 137.56</b>
190697	McLaughlin School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
							<b>Total Cost</b>
190734	Memorial High School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
10	Mowing and Trimming	02:00	80.27	0.00	0.00	21.85	
			80.27	0.00	0.00	21.85	<b>Total Cost \$ 102.12</b>
190747	MST School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
10	Mowing and Trimming	08:00	321.08	0.00	0.00	87.41	
			321.08	0.00	0.00	87.41	<b>Total Cost \$ 408.49</b>
190760	NorthWest School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
10	Mowing and Trimming	02:00	120.49	0.00	0.00	45.50	
			120.49	0.00	0.00	45.50	<b>Total Cost \$ 165.99</b>
190785	Parker Varney School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours</b>	<b>Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>

DECEMBER 2024

10	Mowing and Trimming	01:00	55.90	0.00	0.00	13.38	
			55.90	0.00	0.00	13.38	<b>Total Cost \$ 69.28</b>
190798	Parkside School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
10	Mowing and Trimming	03:00	167.70	0.00	0.00	40.12	
			167.70	0.00	0.00	40.12	<b>Total Cost \$ 207.82</b>
190886	Smyth Road School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
10	Mowing and Trimming	02:00	111.56	0.00	0.00	26.00	
			111.56	0.00	0.00	26.00	<b>Total Cost \$ 137.56</b>
190899	Southside School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>		<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
							<b>Total Cost</b>
190936	Webster Street School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
10	Mowing and Trimming	02:00	111.56	0.00	0.00	26.00	
			111.56	0.00	0.00	26.00	<b>Total Cost \$ 137.56</b>
190961	West High School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
10	Mowing and Trimming	03:00	167.70	0.00	0.00	40.12	
			167.70	0.00	0.00	40.12	<b>Total Cost \$ 207.82</b>
190986	Weston School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
10	Mowing and Trimming	02:00	120.49	0.00	0.00	16.60	
			120.49	0.00	0.00	16.60	<b>Total Cost \$ 137.09</b>
190999	Wilson Street School Grounds						
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>		<b>Services</b>	<b>Tools</b>		<b>Total Cost</b>
							<b>Total Cost</b>
<b>Manchester School District--Total Cost:</b>							<b>\$ 8,939.04</b>

DECEMBER 2024



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 -DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103  
 (603) 624-6444

INVOICE NO. 1089653

INVOICE DATE: December 31, 2024

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 946/4495 65-PARKSREC&CEMETERY

To: MANCHESTER SCHOOL ATHLETICS  
 20 HECKER ST  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1.00	ATHLETICS MAINTENANCE DECEMBER 2024	1,403.22	1,403.22

*VCPT*

**TOTAL DUE: \$ 1,403.22**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089653  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 31, 2024

Customer No. 946/4495  
 Customer Type: 65-PARKSREC&CEMETERY

MANCHESTER SCHOOL ATHLETICS  
 20 HECKER ST  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER-DPT OF PUBLIC WORKS  
 PARKS, RECREATION & CEMETERY DIVISION  
 475 VALLEY STREET  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 1,403.22**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089653) on your check.
- ⇒ Detach and include this stub with your payment.

**City of Manchester, Parks, Recreation, Cemetery Division  
Manchester School District-Chargeback Report**

**Period Covered:** December 2024

190506 School Athletics - Materials							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
60	School Field Equipment	20:00	1160.25	0.00	0.00	242.97	
			1160.25	0.00	0.00	242.97	<b>Total Cost \$ 1,403.22</b>
190570 Derryfield Park Cross Country School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190609 Green Acres Field School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190634 Hillside Field School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190672 Livingston Park School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190710 McLaughlin School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190722 Memorial Clem/Lemire School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190773 Padden Field School Athletics							
ID	Description	Hours	Labor	Materials	Services	Tools	Total Cost
							<b>Total Cost</b>
190811	Piscataquog Field School Athletics						

DECEMBER 2024

<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190823	Prout Park School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190850	Rock Rimmon Fields School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190862	School Equipment Maintenance					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190874	Smyth Road Field School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190912	St. Anthony Fields School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190924	Thibault Field / Douglas St. School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190949	West Memorial Field School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
190974	West Jr. Deb School Athletics					
<b>ID</b>	<b>Description</b>	<b>Hours Labor</b>	<b>Materials</b>	<b>Services</b>	<b>Tools</b>	<b>Total Cost</b>
						<b>Total Cost</b>
<b>Manchester School District--Total Cost:</b>						<b>\$ 1,403.22</b>

DECEMBER 2024



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 POLICE BUSINESS OFFICE  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 668-8711

**INVOICE NO. 1089744**

**INVOICE DATE: January 29, 2025**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4235 33-POLICEBUSINESSOFFICE

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
7.00	School Charge Backs January 2026	13,568.81	94,981.64

**TOTAL DUE: \$ 94,981.64**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089744**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 29, 2025

Customer No. 64/4235  
 Customer Type: 33-POLICEBUSINESSOFFICE

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 POLICE BUSINESS OFFICE  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 94,981.64**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089744) on your check.
- ⇒ Detach and include this stub with your payment.

**Budget School - FY 2025**  
**Starting Week Ending Approximately September 4, 2024**  
**Ending Week Ending Approximately June 20, 2025**

<b>Position</b>	<b>Weeks</b>	<b>Rate</b>	<b>Salary</b>	<b>Retire</b>	<b>Medicare</b>	<b>Health</b>	<b>Dental</b>	<b>Total</b>	<b>January Total Reimbursed</b>
ABRUZESE-SRO (southside)	4	43.78	7,004.80	2,191.10	101.57	2,093.07	118.40	11,508.94	11,508.94
BURCHILL-SRO (central)	4	33.51	5,361.60	1,677.11	77.74	4,000.00	0.00	11,116.45	11,116.45
VIGNAULT-ENTRY LEVEL (central)	4	29.76	4,761.60	1,489.43	69.04	702.83	31.80	7,054.70	7,054.70
CUTLER-ENTRY LEVEL (memorial)	4	29.76	4,761.60	1,489.43	69.04	702.83	31.80	7,054.70	7,054.70
STANZEL-SRO (memorial)	4	34.55	5,528.00	1,729.16	80.16	1,812.68	302.10	9,452.10	9,452.10
SCHMIDT-SRO (west)	4	37.92	6,067.20	1,897.82	87.97	4,000.00	0.00	12,052.99	12,052.99
STEVENSON-SRO (mclaughlin)	4	33.51	5,361.60	1,677.11	77.74	702.83	31.80	7,851.08	7,851.08
COSBY-ENTRY LEVEL (parkside)	4	29.76	4,761.60	1,489.43	69.04	4,000.00	0.00	10,320.07	10,320.07
STONE-ENTRY LEVEL (hillside)	4	29.76	4,761.60	1,489.43	69.04	1,993.40	118.40	8,431.87	8,431.87
ORR-RESERVE (MST)	4	46.66	5,972.48	1,868.19	86.60	2,093.07	118.40	10,138.74	10,138.74
<b>Total Resource Officers</b>			<b>54,342.08</b>	<b>16,998.21</b>	<b>787.94</b>	<b>22,100.71</b>	<b>752.70</b>	<b>94,981.64</b>	<b>94,981.64</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>			<b>54,342.08</b>	<b>16,998.21</b>	<b>787.94</b>	<b>22,100.71</b>	<b>752.70</b>	<b>94,981.64</b>	<b>94,981.64</b>

January Total

94,981.64



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 628-6255

INVOICE NO. 1089109

INVOICE DATE: December 26, 2024

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

**RECEIVED**  
 DEC 30 2024  
 BY: \_\_\_\_\_

Customer 64/4975 34-POLICE-EXTRADETAIL

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
.800	Regular Rate Police - Extra Detail	80.00	640.00

*VCPT*

**TOTAL DUE: \$ 640.00**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089109  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: December 26, 2024

Customer No. 64/4975  
 Customer Type: 34-POLICE-EXTRADETAIL

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 640.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089109) on your check.
- ⇒ Detach and include this stub with your payment.

**Manchester School Dept.**

**Week Ending: 12/21/2024**

<i>DATE</i>	<i>CASH</i>	<i>RATE</i>	<i>EMPLOYEE</i>	<i>REG HRS</i>	<i>DETAIL RATE/HR</i>	<i>OT HRS</i>	<i>CRUISER RENTAL HOURS</i>	<i>TOTAL BILL</i>
12/16/2024		NXDET	Stanzel C	4	\$80.00	0	0	\$320.00
12/20/2024		NXDET	Schmidt M	4	\$80.00	0	0	\$320.00
<b>Total for Manchester School Dept.</b>				<b>8</b>		<b>0</b>	<b>0</b>	<b>\$640.00</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 628-6255

INVOICE NO. 1089558

INVOICE DATE: January 9, 2025

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4975 34-POLICE-EXTRADETAIL

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**RECEIVED**  
 JAN 13 2025  
 BY: *[Signature]*

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
16.00	Regular Rate Police - Extra Detail	80.00	1,280.00

**TOTAL DUE: \$ 1,280.00**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089558  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 9, 2025

Customer No. 64/4975  
 Customer Type: 34-POLICE-EXTRADETAIL

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 1,280.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089558) on your check.
- ⇒ Detach and include this stub with your payment.

**Manchester School Dept.**

**Week Ending: 1/4/2025**

<i>DATE</i>	<i>CASH</i>	<i>RATE</i>	<i>EMPLOYEE</i>	<i>REG HRS</i>	<i>DETAIL RATE/HR</i>	<i>OT HRS</i>	<i>CRUISER RENTAL HOURS</i>	<i>TOTAL BILL</i>
12/28/2024		NXDET	Castricone C	4	\$80.00	0	0	\$320.00
1/3/2025		NXDET	Mara M	4	\$80.00	0	0	\$320.00
1/3/2025		NXDET	Schmidt M	4	\$80.00	0	0	\$320.00
1/3/2025		NXDET	Stevenson K	4	\$80.00	0	0	\$320.00
<b>Total for Manchester School Dept.</b>				<b>16</b>		<b>0</b>	<b>0</b>	<b>\$1,280.00</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 628-6255

INVOICE NO. 1089605

INVOICE DATE: January 13, 2025

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4975 34-POLICE-EXTRADETAIL

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

RECEIVED  
 JAN 16 2025  
 BY: *VCP*

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
16.00	Regular Rate Police - Extra Detail	80.00	1,280.00

**TOTAL DUE: \$ 1,280.00**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089605  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 13, 2025

Customer No. 64/4975  
 Customer Type: 34-POLICE-EXTRADETAIL

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 1,280.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089605) on your check.
- ⇒ Detach and include this stub with your payment.

**Manchester School Dept.****Week Ending: 1/11/2025**

<b>DATE</b>	<b>CASH</b>	<b>RATE</b>	<b>EMPLOYEE</b>	<b>REG HRS</b>	<b>DETAIL RATE/HR</b>	<b>OT HRS</b>	<b>CRUISER RENTAL HOURS</b>	<b>TOTAL BILL</b>
1/7/2025		NXDET	Stanzel C	4	\$80.00	0	0	\$320.00
1/10/2025		NXDET	Cosby M	4	\$80.00	0	0	\$320.00
1/10/2025		NXDET	Schmidt M	4	\$80.00	0	0	\$320.00
1/10/2025		NXDET	Stevenson K	4	\$80.00	0	0	\$320.00
<b>Total for Manchester School Dept.</b>				<b>16</b>		<b>0</b>	<b>0</b>	<b>\$1,280.00</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 628-6255

**INVOICE NO. 1089487**

**INVOICE DATE: January 2, 2025**

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4975 34-POLICE-EXTRADETAIL

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**RECEIVED**  
 JAN 06 2025  
 BY: *VLpt*

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
8.00	Regular Rate Police - Extra Detail	80.00	640.00

**TOTAL DUE: \$ 640.00**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

**INVOICE NO. 1089487**  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 2, 2025

Customer No. 64/4975  
 Customer Type: 34-POLICE-EXTRADETAIL

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**Remit Payment To:**

CITY OF MANCHESTER  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 640.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089487) on your check.
- ⇒ Detach and include this stub with your payment.

**Manchester School Dept.**

**Week Ending: 12/28/2024**

<i>DATE</i>	<i>CASH</i>	<i>RATE</i>	<i>EMPLOYEE</i>	<i>REG HRS</i>	<i>DETAIL RATE/HR</i>	<i>OT HRS</i>	<i>CRUISER RENTAL HOURS</i>	<i>TOTAL BILL</i>
12/27/2024		NXDET	Castricone M	4	\$80.00	0	0	\$320.00
12/28/2024		NXDET	Castricone M	4	\$80.00	0	0	\$320.00
<b>Total for Manchester School Dept.</b>				<b>8</b>		<b>0</b>	<b>0</b>	<b>\$640.00</b>



CITY OF MANCHESTER, NH  
 DEPARTMENTAL INVOICE  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103  
 (603) 628-6255

INVOICE NO. 1089669

INVOICE DATE: January 23, 2025

*\*A finance charge of 18% annual percentage rate will be added to any amount on this invoice remaining unpaid thirty (30) days after this date.*

Customer 64/4975 34-POLICE-EXTRADETAIL

To: SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

**RECEIVED**  
 JAN 27 2025  
 BY: *VCpt*

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
8.00	Regular Rate Police - Extra Detail	80.00	640.00

**TOTAL DUE: \$ 640.00**

\* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT \*

INVOICE NO. 1089669  
 CITY OF MANCHESTER, NH  
 INVOICE DATE: January 23, 2025

Customer No. 64/4975  
 Customer Type: 34-POLICE-EXTRADETAIL

SCHOOL ADMINISTRATIVE UNIT #37  
 20 HECKER STREET  
 MANCHESTER, NH 03102

Remit Payment To:

CITY OF MANCHESTER  
 MANCHESTER POLICE DEPARTMENT-DETAILS  
 405 VALLEY ST  
 MANCHESTER NH 03103

**TOTAL DUE: \$ 640.00**

- ⇒ Make checks payable to "City of Manchester, NH".
- ⇒ Write the Invoice Number (1089669) on your check.
- ⇒ Detach and include this stub with your payment.

**Manchester School Dept.**

**Week Ending: 1/18/2025**

<i>DATE</i>	<i>CASH</i>	<i>RATE</i>	<i>EMPLOYEE</i>	<i>REG HRS</i>	<i>DETAIL RATE/HR</i>	<i>OT HRS</i>	<i>CRUISER RENTAL HOURS</i>	<i>TOTAL BILL</i>
1/14/2025		XDET	Bernard B	4	\$80.00	0	0	\$320.00
1/17/2025		NXDET	Duquette T	4	\$80.00	0	0	\$320.00
<b>Total for Manchester School Dept.</b>				<b>8</b>		<b>0</b>	<b>0</b>	<b>\$640.00</b>

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Manifest of Authorized Expenditures (January 2025)

**COMMITTEE ON FINANCE & FACILITIES MEETING OF:** February 12, 2025

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the Manifest of Authorized Expenditures.

See information attached.

**FISCAL IMPLICATIONS:**

\$20,798,596.99 (Expenditure)

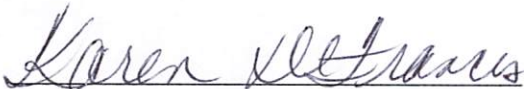
(Fiscal Verification: KS)

**RECOMMENDATION:**

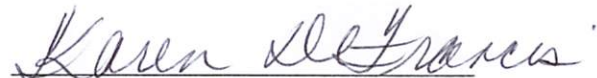
That the Committee on Finance & Facilities moves to approve the Manifest of Authorized Expenditures and forward this item to the Board of School Committee for approval.

Presented by:

Prepared by:



Karen DeFrancis  
Executive Director of Finance



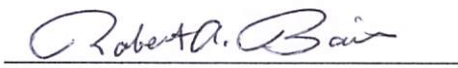
Karen DeFrancis  
Executive Director of Finance

Approval:

Approval:



Jennifer Chmiel, Ed.D.  
Superintendent of Schools



Bob Baines, Chair  
Finance & Facilities Committee

**Manchester School District  
Warrant Log  
January 2025**

<b>Warrant</b>	<b>Date</b>	<b>Check Number</b>	<b>Amount</b>
122324	12/23/2024	ACH Funds Transfer	2,043,311.51
122424	12/27/2024	8347-8351	9,004.75
122424	12/27/2024	ACH Funds Transfer	832,987.20
123024	1/3/2025	8352-8418	198,274.58
123024	1/3/2025	ACH Funds Transfer	50,815.58
010625	1/10/2025	8419-8428	80,997.28
010625	1/10/2025	ACH Funds Transfer	5,281.60
011625CP	1/17/2025	8429-8434	670,258.12
011625FF	1/17/2025	8435-8482	301,315.05
011625FF	1/17/2025	ACH Funds Transfer	3,595.57
011625SF	1/17/2025	8483-8498	126,402.73
011625SF	1/17/2025	ACH Funds Transfer	22,554.21
011625GF	1/17/2025	8499-8678	2,349,791.95
011625GF	1/17/2025	ACH Funds Transfer	660,812.05
<b>Total Accounts Payable</b>			<b>\$ 7,355,402.18</b>
<b>January Payroll (estimated 1/30)</b>			<b>13,443,194.81</b>
<b>Grand Total</b>			<b>\$ 20,798,596.99</b>

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Grants, Gifts, and Donations Report

**COMMITTEE ON FINANCE & FACILITIES MEETING OF: February 12, 2025**

**ACTION:**   X        **CONSENT:**                 **INFORMATION:**           

**BACKGROUND:**

Polly Golden will be at the meeting to review the Grants, Gits, and Donations Report.

**FISCAL IMPACT:**

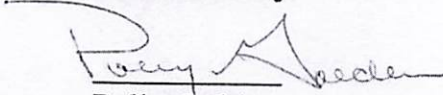
\$60,000 (Revenue)

(Fiscal Verification:   KD  )

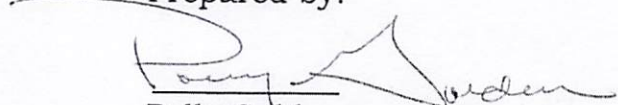
**RECOMMENDATION:**

The Committee on Finance & Facilities moves to approve The Grants, Gifts, and Donations Report and forward this item to the Board of School Committee for approval and to hold a public hearing for the \$10,000 anonymous donation to support the Dallas Brass Band work with Memorial High School students and the \$50,000 donation from the NH Statewide Family Engagement Center

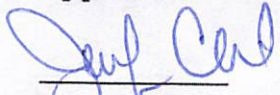
Presented by:

  
Polly Golden  
Grant Manager

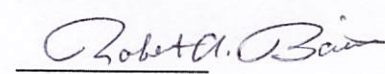
Prepared by:

  
Polly Golden  
Grant Manager

Approval:

  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

  
Bob Baines, Chair  
Finance & Facilities Committee

**Manchester School District  
Finance Committee Meeting - February 12, 2025  
Grants, Gifts and Donations**

**NH Statewide Family Engagement Center (Donation)**

**Amount Awarded: \$50,000**

**Purpose:** To support family engagement work at all 20 schools across the district. This includes purchasing devices for families to access resources, additional VASCO devices for schools and taking home educational resources for distribution to students. The Statewide Family Engagement Center is working in collaboration with Manchester Proud.

**Anonymous (Donation)**

**Amount Awarded: \$10,000**

**Purpose:** A Manchester School District alum is making this donation to support the Dallas Brass band concert and work with band students at Memorial High School



Polly Golden <pgolden@mansd.org>

---

## Donation

---

Aimee Kereage <aimeek@manchesterproud.org>

Thu, Jan 23, 2025 at 10:37 AM

To: Polly Golden <pgolden@mansd.org>

Cc: Nicole Doherty <ndoherty@mansd.org>

Hi Polly!

Hope all is well with you :). I need to make a little donation for your next report to BOSCO.

**NH Statewide Family Engagement Center**

**Amount: \$50,000**

**Purpose: Support of Family Engagement Work at all 20 schools across the district. This includes purchasing devices for families to access resources, additional VASCO devices for schools and taking home educational resources for distribution to students. The Statewide Family Engagement Center is working in collaboration with Manchester Proud.**

Do you need anything else?

Thanks,  
Aimee

--  
Aimee Kereage  
Interim Executive Director  
Manchester Proud  
aimeek@manchesterproud.org





Now that we're back in the swing of things, we are forwarding the contract for the Dallas Brass appearance at Manchester Memorial High School on April 16, 2025

Thank you for making this happen.

This email contains your contract, invoice, W9, and the Dallas Brass Tech Rider. Please look over this information carefully and let us know if you have any questions.

**1) Dallas Brass Contract -**

This contract should be signed electronically by 2/6/2025.

Dallas Brass Contract

**2) Dallas Brass Invoice -**

We request 20% as our down payment, due by 2/6/2025. The remainder will be due the day of your concert. Let us know if you need an extension.

Invoice #330

**3) Dallas Brass W9 -**

This is for your accounting department.

Dallas Brass W9 - 2023.pdf

**4) Dallas Brass Tech Rider -**

We will go through this well in advance of the concert, but please look it over.

DB TECH RIDER w students.2023-24.pdf

Once we receive your signed contract and down payment, I will send you pdfs of the student music, along with photos and media content to use for promotion of the concert. I'll also include useful planning information to help you prepare for our time with you.

I will be your main contact for all questions regarding the concert. Please feel free to contact me at any time.

Many thanks!

Pamela Smitter  
Business Manager,  
Dallas Brass  
pam@dallasbrass.com  
616-581-3380



**Edward Doyle**  
Manchester School District  
Director of Fine Arts  
Family Welcome Center at French Hall  
148 Concord St, Manchester, NH 03104  
Email: edoyle@mansd.org  
Phone: 603.624.6300 x 6001  
Fine Arts Website

**MANCHESTER SCHOOL DISTRICT**

TITLE Endowment Fund Spending Request for Annual Scholarships

COMMITTEE ON FINANCE & FACILITIES MEETING OF: February 12, 2025

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the Endowment Fund Spending Request for Annual Scholarships.

The attached letter from the City Finance Department details the amount available for annual scholarships funded through trusts; the Finance & Facilities Committee approves the expenditure, not the recipients.

**FISCAL IMPACT:**

\$145,500.00

(Fiscal verification: AD)

**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the expenditure of the Endowment Fund Spending Request for Annual Scholarships and forward this item to the Board of School Committee for approval.

Presented by:

Karen DeFrancis  
Karen DeFrancis  
Chief Financial Officer

Prepared by:

Karen DeFrancis  
Karen DeFrancis  
Chief Financial Officer

Approval:

Jennifer Chmiel  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

Bob Baines  
Bob Baines, Chair  
Finance & Facilities Committee



*Sharon Y. Wickens  
Finance Officer*

*Michele A. Bogardus  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

January 13, 2025

Karen DeFrancis, Business Administrator  
Manchester School District  
20 Hecker Street  
Manchester, NH 03102

***RE: Annual Scholarship Awards from Trust Funds***

Dear Karen:

This letter is to notify you about the availability of funds for annual scholarship awards for students graduating from Manchester's Public High Schools in June, 2025.

In accordance with the recommended policy, the income earned in the previous fiscal year is available to be distributed. Though the funds have appreciated in value through capital gains, it is the principal that benefits from those credits and the principal is "unexpendable." The following amounts are available to be awarded:

Clinton Scovell Scholarship Fund	\$ 48,000.00
Margaret J. Wallace Scholarship Fund	\$ 1,000.00
Angela J. McCullough Scholarship Fund	\$ 2,500.00
Patricia Stips Scholarship Fund	\$ 46,000.00
Carolyn L. Chase Scholarship Fund	\$ 8,000.00
Etta Berman Scholarship Fund	\$ 1,000.00
Carolyn & Daniel Chase Scholarship Fund	\$ 6,000.00
John G. Bolos Scholarship Fund	\$ 19,500.00
Bruce I. Coggins Scholarship Fund	\$ 10,000.00
John Sullivan Scholarship Fund	\$ 500.00
Edith Quimby Shand Scholarship Fund	\$ 500.00
Alice E. Gorham Scholarship Fund	\$ 500.00
Eunice Weed Scholarship Fund	\$ 500.00
Eunice Weed/Ruth Anderson Scholarship Fund	\$ 500.00
Louise G. Williams Scholarship Fund	\$ 500.00
Elizabeth Koorkanian Scholarship Fund	\$ 500.00

It is my recommendation that scholarships awarded from each of the aforementioned Trust Funds should not exceed the amounts listed.

It is requested that minutes of the Board of School Committee approving said awards be provided to the Trustees of Trust Funds. Additionally, a listing of the scholarship recipients should also be forward to the Trustees of Trust Funds, to insure proper substantiation for the requisition of funds from the individual trusts.

There was not a last will and testament received when the Margaret J. Wallace bequest was made. Ms. Wallace was a business teacher at Central High School who retired in 1961 and all scholarships that have been awarded from this fund in past years have gone to a business student at Central High School. Please keep that in mind when you look to administer these funds.

There was not a last will and testament received when the Edith Quimby Shand bequest was made. The only notation I have is that it should be given to a member(s) of the Future Teachers of America (FTA). If the FTA is no longer an active club within the high schools, it would be appropriate for this scholarship to be awarded to a student who is pursuing a teaching career.

It is important to honor the specific terms of the bequests that were made to the City. Acceptance of these bequests by the Board of School Committee, the BMA and the Trustees of Trust Funds signifies that the funds will be specifically administered in accordance with the intent and purpose of the bequest. Consequently, I am enclosing the excerpts of the last will and testament that state the specific terms for these newer scholarships, to further assist you.

\*\*\*\*\*

The Etta Berman Scholarship Fund

The Etta Berman Scholarship Fund was accepted in 1985. The excerpts from the will of this individual include the following state parameters:

*"...Central High Scholarship Fund which I am setting up at Merchants Bank ... Etta Berman in Trust for Etta Berman Scholarship Fund, Central H.S."*

\*\*\*\*\*

The Angela J. McCullough Scholarship Fund

The Angela J. McCullough Scholarship Fund was accepted in the latter part of 1997, in the total amount of \$41,412.72. The excerpts from the will of this individual include the following stated parameters:

*"... I do hereby direct that the entire residue of my estate aforesaid shall be divided into five (5) equal shares with: ... One (1) share to Manchester West High School. This bequest shall be set up as a scholarship fund, in trust, to be known as the Angela J. McCullough Scholarship Fund, and the same shall be administered by such person or persons as the principal of said high school shall, from time to time, designate.*

*Said trustees shall use all of the income from this trust fund in furnishing assistance to a needy student from West Manchester High School, in the form of either partial or full college tuition, depending upon the existing circumstances."*

\*\*\*\*\*

The Carolyn L. Chase Scholarship Fund

The Carolyn L. Chase Scholarship Fund was accepted in 2000, in the amount of \$132,483.96 and the bequest was made by Daniel D. Chase, Jr. in the name of his mother and the excerpts from his will state the following:

*"The income from the fund shall be annually and conditionally awarded to a graduating student or students of Central High School. The condition precedent to receiving the scholarship shall be that the named recipient graduate from an institution of higher learning within six years of the award. Failing that the award to said recipient shall lapse. The recipient or recipients shall be determined by the faculty or a Committee of faculty members of Manchester Central High School. Any unused income or lapsed awards shall be applied to the principal."*

\*\*\*\*\*

The Patricia Stips Scholarship Fund

The Patricia Stips Scholarship Fund was accepted in 2007, in the amount of \$693,812.41. The excerpts from the will of this individual include the following stated parameters:

*"...Forty percent (40%) to Memorial High School Scholarship Fund. This bequest shall be segregated in a separate fund entitled the Patricia Stips Scholarship Fund and memorialized in the name of Patricia Stips."*

\*\*\*\*\*

The Carolyn (Livingston) Chase & Daniel Downs Chase Scholarship Fund

The Carolyn (Livingston) Chase & Daniel Downs Chase Scholarship Fund was accepted in 2008, in the amount of \$80,267.23 and the bequest was made by Livingston Chase in the name of his mother and father. The excerpts from his will state the following:

*"...The income from the fund shall be annually and conditionally awarded to a graduating student or students of Manchester Central High School, with the condition that the named recipient or recipients attend an institution of higher learning. The recipient or recipients shall be determined by the faculty or a committee of faculty members of Manchester Central High School."*

\*\*\*\*\*

The John G. Bolos Scholarship Fund

The John G. Bolos Scholarship Fund was accepted into the Trustee of Trust Funds in 2017, in the amount of \$494,004.00. The excerpts from the terms and conditions state the following:

*"...to provide scholarships for such students who shall have financial need, as determined by MANCHESTER CENTRAL HIGH SCHOOL, and shall maintain a grade point average of B or better."*

\*\*\*\*\*

The Bruce I. Coggins Scholarship Fund

The Bruce I. Coggins Scholarship Fund was accepted into the Trustee of Trust Fund in 2017, in the amount of \$268,123.00. The excerpts from his will state the following:

*"It is my sincere desire and intent that any and all recipients of 'The COGGINS' MANCHESTER, NH CENTRAL HIGH SCHOOL SCHOLARSHIP FUND be an Individual(s) with financial need and of good moral character."*

\*\*\*\*\*

The John Sullivan Scholarship Fund

The John Sullivan Scholarship Fund was accepted into the Trustees of Trust Funds in 2014, in the amount of \$9,124.79. The original bequest of \$6,400.00 was held by Central High School in a certificate of deposit from 1985 - 2014. The excerpts from the terms and conditions state the following:

*"The scholarship is to be awarded annually to a member of the graduating class of Manchester Central High School who has been accepted at a four-year college..."*

\*\*\*\*\*

The Alice E. Gorham Scholarship Fund

The Alice E. Gorham Scholarship fund was accepted into the Trustee of Trust Fund in 2014, in the amount of \$10,000.00. The excerpts from the sending Trust state the following:

*"...the Trustee shall pay to Central High School, Manchester, New Hampshire, the sum of Ten Thousand Dollars...designated as the Alice E. Gorham Scholarship Fund. ...granted to the highest ranking student in the Business Education Department of said Central High School..."*

\*\*\*\*\*

The Eunice Weed Scholarship Fund

The Eunice Weed Scholarship Fund was accepted into the Trustee of Trust Fund in 2017, in the amount of \$11,030.22. The last will and testament state these funds are to be used for Manchester High School Central.

\*\*\*\*\*

The Eunice Weed/Ruth Anderson Scholarship Fund

The Eunice Weed/Ruth Anderson Scholarship Fund was accepted into the Trustee of Trust Fund in 2017, in the amount of \$11,030.22. The last will and testament state these funds are to be used for Manchester High School Central.

\*\*\*\*\*

The Louise G. Williams Scholarship Fund

The Louise G. Williams Scholarship Fund was accepted into the Trustees of Trust Funds in 2017, in the amount of \$10,000.00. The excerpts from the terms and conditions state the following:

*"To Manchester Memorial High School Faculty Scholarship Fund..."*

\*\*\*\*\*

The Elizabeth Koorkanian Scholarship Fund

The Elizabeth Koorkanian Scholarship Fund was accepted into the Trustee of Trust Fund in 2019, in the amount of \$10,000.00. Ms. Koorkanian was chairman of the Department of Business Education at Memorial High School. Her wishes were that this bequest would help in some way continue her work toward that end.

\*\*\*\*\*

Through these bequests, the City is proud to honor and remember, in perpetuity, the individuals and/or their families who chose to be the benefactors for future generations.

If there are any questions pertinent to the administration of any of these funds, the Finance Department would be happy to further discuss any outstanding issues that there may be.

Upon notification from the Board of School Committee listing the candidates chosen for the scholarship awards and the disbursement of same to the qualified individuals, the City will requisition the Trustee of Trust Funds for the reimbursement of the applicable amounts as stated. The Trustees will then approve the release of funds once they have determined that the funds have been "expended for the intended purpose".

Sincerely,



Sharon Y. Wickens  
Finance Officer

CC:  
Trustees of Trust Funds  
Michele Bogardus  
Tammy Hanna

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Specialized Transportation RFP

**COMMITTEE ON FINANCE & FACILITIES MEETING OF:** 02/12/25

**ACTION:**   X              **CONSENT:**                       **INFORMATION:**           

**BACKGROUND:**

The Manchester School District provides Specialized Transportation services to approximately 1060 students (as of December 2024). Our only currently contracted provider is Easter Seals. This contract will remain in effect through the 2024/2025 school year. The contract renewal/extension process has begun for this vendor. Easter Seals is our first choice for transportation services in this area as they represent the most cost effective option for in-district transportation. They currently provide transportation for 679 students. At the current time the remainder of the students in need of transportation (376) receive transportation services from 10 different providers. The MSD also provides transportation for students in this category and is working to grow this capacity.

The Manchester School District issued an RFP calling for proposals to provide specialized transportation services. The goal of the RFP was to establish a contracted relationship with additional providers which set fixed costs for services provided.

The District received two responses to the RFP. Each of these responses met the requirements of the RFP and provided services for an established number of riders/routes at a proposed fixed cost.

Both proposals have been deemed worthy of establishing the proposed contracted relationship.

Proposal 1 was submitted by Safe Wheels in conjunction with Mr. C's.

Proposal 2 was submitted by Anukem's Transportation as a single entity.

**The following information applies to the two proposals.**

**Proposal 1: Safe Wheels/Mr. C's**

- Number of students to be served: 300
- Fleet Size: 56 vehicles (vehicles ranging in size from minivan to 30 passenger buses)
- Cost proposal: Flat charge per route/vehicle per day
- Proposed Cost: \$975.00 per day per route/vehicle used
- Estimated Route/vehicle use: 25 - 40
- Current Cost per student: \$169.00 per day
- Estimated proposed cost per student \$81.00 - \$130.00 per day (Determined by number of Routes/vehicles in use)

**Proposal 2: Anukem's Transportation**

- Number of students to be served: 16
- Fleet Size: 15 vehicles (14 minivans and 1-10 passenger van)
- Cost proposal: Flat charge per vehicle per hour
- Current cost: \$136.44 per hour
- Proposed Cost: \$94.10 per hour
- Estimated vehicle use: 15
- Current cost per student: \$312.78 per student per day
- Estimated proposed cost per student: \$215.80 per student per day.

The current average daily cost per student served by the 10 specialized providers: \$171.25 (All students)

**Projecting FY 26 costs with no change to current agreements:**

Students: 316

Per Student, Per Day: \$171.25

Daily Cost: \$54,115.00

**Yearly Cost: \$9,470,125.00**

**Projecting FY 26 costs utilizing the current proposals**

Students: 316

Per Student, Per Day: \$87.83 - \$134.34

Daily Cost: \$27,754.28 - \$42,541.44

**Yearly Cost: \$4,856,999.00 - \$7,444,752.00**

**Overall Projected Reduction: 21% - 51%**

**FISCAL IMPLICATIONS:**

The transportation budget will see a reduction of between \$2,025,373.00 and \$4,613,126.00 or between 21% - 51%.

(Fiscal verification: KA)

**RECOMMENDATION:**

Approval of the following motion is requested.

The Finance and Facilities Committee accepts the proposals submitted and authorizes the negotiation of the required contracts with Safe Wheels/Mr C's and Anukem's Transportation and forward this item to the full Board of School Committee for approval.

Presented by:

Kelly O'Brien-Hebert  
Kelly O'Brien-Hebert  
Director of Transportation

Prepared by:

Kelly O'Brien-Hebert  
Kelly O'Brien-Hebert  
Director of Transportation

Approval:

Jennifer Chmiel  
Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

Robert A. Baines  
Bob Baines, Chair  
Finance & Facilities Committee

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Facilities Monthly Update

**COMMITTEE ON FINANCE AND FACILITIES MEETING OF:** 2/12/25

**ACTION:** \_\_\_\_\_ **CONSENT:** \_\_\_\_\_ **INFORMATION:**  X

**BACKGROUND:**

Mr. Ransdell will provide an overview of the projects currently underway.

**FISCAL IMPACT:**

NONE

**FISCAL VERIFICATION:** \_\_\_\_\_

**RECOMMENDATION:**

This item is for information only. No action is required.

Prepared by:

Forrest Ransdell

Forrest Ransdell

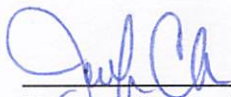
Assistant Superintendent, Operations

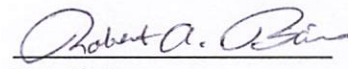
Presented by:

Forrest Ransdell

Forrest Ransdell

Assistant Superintendent, Operations

  
\_\_\_\_\_  
Dr. Jennifer Chmiel, E.d.D.  
Superintendent of Schools

  
\_\_\_\_\_  
Bob Baines  
Chair  
Finance & Facilities Committee

- **CIP -**
  - Work has begun on the renovation of the West High School Auditorium. The anticipated completion will be late April / early May 2025
  - The renewal of the sound and lighting systems in the Central High School Auditorium
    - Materials are arriving. Installation will begin when all materials are on site.
  - Procuring new roofs at Webster & Green Acres
  - Design for a new roof at Weston
  - Boilers at McDonough and Jewett.
  - Scheduled: Concrete plaza repair at Webster.
  - Procuring new flooring of Central HS Counseling Office.
  - Procuring new gym floors at: Webster, PV and HGF
  - Designing new secure courtyard for Central to enhance campus security
  - Continue to prioritize deferred maintenance items.
- **CIP FY 26**
  - An extensive list of CIP projects have been projected to be completed during FY 26. This draft list is contingent upon continued CIP funding and availability of contractors to complete projects.

MSD-PARKS Project Updates

**MEMORANDUM**  
**Date: January 27, 2025**  
**To: Forrest Ransdell**  
**From: Kate Waldo, Park Projects Manager**  
**Topic: Manchester School District Parks Project Updates**

The following are active projects within the Division.		Project Phases	Initiating	Planning	Executing	Monitoring	Closing	Closed
Project	Completed Task	Phase	Note		Next Task			
FY25 School Fencing	Highland-Goffe's gate and fence completed to secure playground. Meeting completed regarding securing Central's	Planning	Fully enclose playground areas to increase safety and limit egress area.		Schedule site review the Gossler's principal to discuss fencing design.			
Memorial and Wests HS Grand Stands Repair	Invoices paid.	Closed			Received quote for annual inspection and repair contract.			
School Playground Replacements	Finalized Gossler's surfacing award (full poured-in-place rubber and additional curbing). Cost shared between grant and CIP.	Executing	CMF Kids Grant funded surface and inclusive equipment.		Resurface small area at Bakersville. Surfacing of Gossler scheduled for completion between 6/17 and 6/30.			
West HS Tennis Court Steps Repair	Received quote. Asst. Super and Chief approved scope and costs.	Planning	50/50 partnership - Parks and School Deferred, may have to do poured-in-place concrete verses precast.		Initial estimate is over \$25,000. Put out to bid.			
West HS Sports Lighting Bulb Replacement	Contractor reviewed the scope of work and contacted Musco for warranty information.	Executing			Complete diagnosis and repair as determined.			
West HS Track Drainage	Walked site with track installation company. They do not work on the existing type of drainage.	Planning	New project for ACO drainage issues.		Prepare Bid			

## MANCHESTER SCHOOL DISTRICT

**TITLE:** Transportation Monthly Update

**COMMITTEE ON FINANCE AND FACILITIES MEETING OF:** 2/12/25

**ACTION:** \_\_\_\_\_ **CONSENT:** \_\_\_\_\_ **INFORMATION:**  X

### **BACKGROUND:**

Ms. O'Brien-Hebert will provide an overview of the status of the Transportation Department. The information below was current as of 1/24/25.

**Drivers-** The total driver pool is presently at forty nine (54). Four (4) are on leave of absence, making our current total of available drivers forty five (50). Of the fifty(50) drivers, forty one (41) are considered full-time and nine (9) are part-time. Fifty one (51) are licensed with the proper endorsements, and clear to drive Commercial Motor Vehicles (CDL), and three (3) are non-commercial operators with all necessary endorsements to operate a small school bus.

**Training -** There are currently two (2) drivers in training to obtain their CDL; both drivers are currently operating fourteen (14) passenger buses. The goal is to have these drivers fully licensed by the end of February. .

**New Hires -** As of this writing there are no drivers in the hiring pool. We are currently onboarding two (2) drivers to add to the above totals.

**School Buses\* (Fleet) -** The District owns a total of sixty three (63) school buses.

Four (4) are thirty (30) passenger school buses

Five (7) are fourteen (14) passenger school buses ( 4 additional vehicles are on order)

Six (6) are eighty nine (89) passenger school buses

Forty Six (46) are seventy seven (77) passenger school buses

The district anticipates the replacement of 6 full size buses during the FY 26 fiscal year.

The Transportation Team is currently working on an MOU with the Amalgamated Transit Union concerning the addition of Non-CDL drivers to our roster to facilitate provision of specialized transportation services.

**FISCAL IMPACT:**

NONE

FISCAL VERIFICATION: \_\_\_\_\_

**RECOMMENDATION:**

This item is for informational purposes only. No action is required.

Prepared by:

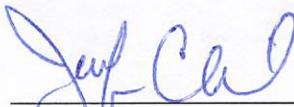
Forrest Ransdell

Forrest Ransdell  
Assistant Superintendent, Operations

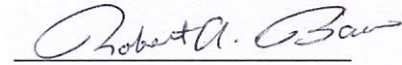
Presented by:

Kelly O'Brien-Hebert

Kelly O'Brien-Hebert  
Director of Transportation



Dr. Jennifer Chmiel, E.d.D.  
Superintendent of Schools



Bob Baines  
Chair  
Finance & Facilities Committee

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Informational Items

**COMMITTEE ON FINANCE & FACILITIES MEETING OF:** February 12, 2025

ACTION \_\_\_\_\_ CONSENT \_\_\_\_\_ INFORMATION  X

**BACKGROUND:**

- Professional Leave Requests Under \$2,000 (District Approved)
- Expiring Contracts (see attached listing)  
(contracts available at Business Office upon request)
- Anthem Weekly Claim Invoices (see attached report)
- School Food and Nutrition Services Department Update (see attached)

**FISCAL IMPACT:**

N/A

**(Fiscal Verification: \_\_\_\_\_)**

**RECOMMENDATION:**

This item is for discussion and informational purposes and no action is required.

Presented by:

Karen DeFrancis

Karen DeFrancis  
Executive Director of Finance

Prepared by:

Karen DeFrancis

Karen DeFrancis  
Executive Director of Finance

Approval:

Jennifer Chmiel

Jennifer Chmiel, Ed.D.  
Superintendent of Schools

Approval:

Robert A. Baines

Bob Baines, Chair  
Finance & Facilities Committee

**Professional Leave Requests  
Under \$2,000 (District Approved)**

**Event:** MABE Dual Language Bilingual Education

**Location:** Springfield, MA

**Dates:** March 07-08, 2025

**Attendee:** Pamela Alberici, ML Teacher - Bakersville; Kerry Powek, ML Teacher - Bakersville; Lynn Gamache, ML Teacher - Bakersville

**General Objective:** Annual Conference for Dual Language Bilingual Education and advocating for learners.

**Post-Conference:** Disseminate the current research to school and district leadership. Share best practices in instructional methods that promote bilingualism and multiculturalism. Use new learning to reach out to families and community partners.

**Total Event Costs:** \$1,816.28 (no substitutes required)

**Funding Source:** Title II

**Not Required**

**Expiring Contracts  
February 12, 2025**

In accordance with Fiscal Policy 125, we are notifying the committee that the following contracts are expiring:

<u>Contract:</u>	<u>Vendor:</u>	<u>Contract Expiration Date:</u>	<u>10 Month Notification:</u>	<u>Anticipated RFP Post Date:</u>	<u>Anticipated RFP Due Date:</u>	<u>Anticipated Finance Agenda Date:</u>	<u>Contract Managed by:</u>
Behavioral Therapy Services	Birch Behavioral/ABC/Applied	6/30/2024**	8/30/2023**	Awaiting Contract	Awaiting Contract	Awaiting Contract	Salina Millora
Nursing Services	Career Staff	6/30/2024**	8/30/2023**	Awaiting Contract	Awaiting Contract	Awaiting Contract	Salina Millora
Speech/Language Services	Career Staff	6/30/2024**	8/30/2023**	Awaiting Contract	Awaiting Contract	Awaiting Contract	Salina Millora
Translation Services	Lionsbridge	7/31/2024	9/30/2023	Awaiting Revised Contract	Awaiting Revised Contract	Awaiting Revised Contract	Wendy Perron
65 and over Retiree Medical Plan	Anthem	12/31/2024	2/28/2024	Awaiting Revised Contract	Awaiting Revised Contract	Awaiting Revised Contract	Karen DeFrancis
MUNIS Software*	Tyler Technologies	12/31/2024	2/28/2024	A	A	A	Karen DeFrancis
Consultant for Diversity, Equity, Inclusion & Justice Services	Great Schools Partnership	6/30/2025	8/30/2024	3/10/2025	3/31/2025	5/14/2025	Nicole Doherty
Copy Paper	WB Mason	6/30/2025	8/30/2024	3/10/2025	3/31/2025	5/14/2025	Karen DeFrancis
Dental Insurance	Delta Dental	6/30/2025	8/30/2024	TBD	TBD	5/14/2025	Karen DeFrancis
Health Insurance Stop Loss	Anthem	6/30/2025	8/30/2024	TBD	TBD	5/14/2025	Karen DeFrancis
Healthcare Cost Savings Services	Sapphire Digital	6/30/2025	8/30/2024	TBD	TBD	5/14/2025	Karen DeFrancis
IReady Diagnostic Assessment-Reading & Math and Math Program*	Curriculum & Associates	6/30/2025	8/30/2024	A	A	A	Nicole Doherty
Language Arts Curriculum*	Amplify	6/30/2025	8/30/2024	C	C	C	Nicole Doherty
Life & Long Term Disability	Lincoln Financial	6/30/2025	8/30/2024	TBD	TBD	5/14/2025	Karen DeFrancis
School & Office Supplies	WB Mason	6/30/2025	8/30/2024	3/10/2025	3/31/2025	5/14/2025	Karen DeFrancis
Specialized Student Transportation Services	Easter Seals (STS)	6/30/2025	8/30/2024	2/3/2025	3/3/2025	4/9/2025	Forrest Ransdell
Student Information Services*	X2	6/30/2025	8/30/2024	A	A	A	Steve Cross
Rental Space for Pre-School Program*	Manchester Housing	6/30/2025	8/30/2024	D	D	D	Polly Golden
Auditing Services	Plodzick	6/30/2025	8/30/2024	4/4/2025	4/25/2025	5/14/2025	Karen DeFrancis

**Expiring Contracts  
February 12, 2025**

<u>Contract:</u>	<u>Vendor:</u>	<u>Contract Expiration Date:</u>	<u>10 Month Notification:</u>	<u>Anticipated RFP Post Date:</u>	<u>Anticipated RFP Due Date:</u>	<u>Anticipated Finance Agenda Date:</u>	<u>Contract Managed by:</u>
Beech Elementary-Mental Health Support Program*	Manchester Community Health Center/Amoskeag Health	6/30/2025	8/30/2024	B	B	B	Polly Golden
Youth Development & Education Support Services	City Year	6/30/2025	8/30/2024	TBD	TBD	8/13/2025	Nicole Doherty
Maintenance Fee-Food Service Software*	Heartland	7/31/2025	9/30/2024	A	A	A	Jim Connors
Credit Recovery (Bridges, SPED and High Schools)*	Edmentum	8/23/2025	10/23/2024	A	A	A	Nicole Doherty
Dietitian Consultant	Sue Sheehy	8/31/2025	10/31/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Fresh Bread Products/School Food	Bimbo Bakery & Fantini Bakery	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Equipment Repair/School Food	GKS Services	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Grocery/Meat/Snack/School Food	Various	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Paper Products & Supplies/School Food	Various	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Produce/School Food	Various Local Vendors	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Refrigeration Repair/School Food	NH Refrigeration	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Milk/School Food	HP Hood	8/30/2025	10/30/2024	5/1/2025	5/15/2025	6/11/2025	Jim Connors
Transportation Services	CTS Transportation	8/31/2025	10/31/2024	3/10/2025	3/31/2025	5/14/2025	Kelly Hebert O'Brien
SIP Telephone Service	FirstLight	8/31/2025	10/31/2024	3/10/2025	3/31/2025	5/14/2025	Steve Cross
EL Software*	Ellevation	9/30/2025	11/30/2024	A	A	A	Wendy Perron
Solid Waste & Recycling Services	Waste Management	9/30/2025	11/30/2024	3/10/2025	3/31/2025	5/14/2025	Karen DeFrancis
Traversa Software for Transportation*	Tyler Technologies	10/12/2025	12/31/2024	A	A	A	Kelly O'Brien Hebert
Website & Communications Platform	Appetgy	10/31/2025	12/31/2024	A	A	A	Andrew Toland

**A:** This is an annual maintenance contract. If we continue to utilize this vendor's software within the district we are required to subscribe to their software.

**B:** This contract is a continuation of service and is part of the mental health support program at Beech Elementary. It is paid with Title I funds.

**C:** The contract with Amplify is for the district's language arts curriculum. Should we continue using this curriculum, we are required to purchase their workbooks and other curriculum materials annually.

**D:** The contract with the Manchester Housing Authority concerning the rental space at the Bishop O'Neil Youth Center would need to be renewed on an annual basis in order to continue to utilize the space for the district's

**\*\*:** Services went out to bid. Still awaiting copy of final contract.

MANCHESTER SCHOOL DISTRICT  
ANTHEM WEEKLY CLAIMS INVOICES

FY25					FY24					FY23					FY22					FY21									
Week #	Mth	Employees on Plan	Claims Paid	# of Days	Week #	Mth	Employees on Plan	Claims Paid	# of Days	Week #	Mth	Employees on Plan	Claims Paid	# of Days	Week #	Mth	Employees on Plan	Claims Paid	# of Days	Week #	Mth	Employees on Plan	Claims Paid	# of Days	Week #	Mth	Employees on Plan	Claims Paid	# of Days
1	Jul	1387		-	1	Jul	1373	247,425.34	2	1	Jul	1341	325,618.34	3	1	Jul	1380	343,858.50	4	1	Jul	1438				1	Jul	1438	304,856.70
2					2			549,906.69	5	2			481,959.84	5	2			454,170.63	5	2					2			435,071.38	
3			1,280,937.91	12	3			515,535.22	5	3			496,540.54	5	3			513,500.15	5	3					3			241,169.49	
4			539,556.00	5	4			484,280.63	5	4			425,260.48	5	4			394,376.65	5	4					4			505,776.01	
5			671,511.59	5	5			506,013.69	5	5			348,949.27	5	5			422,423.51	5	5					5			396,079.87	
6	Aug	1390	380,210.32	5	6	Aug	1369	373,841.52	5	6	Aug	1340	497,178.18	5	6	Aug	1374	490,933.48	5	6	Aug	1422			6	Aug	1422	370,893.25	
7			558,897.40	5	7			601,875.75	5	7			424,251.17	5	7			360,897.08	5	7					7			354,245.57	
8			478,736.70	5	8			458,250.64	5	8			343,867.24	5	8			956,808.80	5	8					8			290,179.20	
9			567,946.83	5	9			394,761.67	5	9			380,198.58	5	9			493,594.42	5	9					9			592,774.11	
10	Sep	1370	578,204.02	5	10	Sep	1397	745,353.33	5	10	Sep	1414	519,022.62	5	10	Sep	1414	421,994.43	5	10	Sep	1434			10	Sep	1434	320,326.87	
11			542,602.17	5	11			421,939.05	5	11			388,988.65	5	11			467,709.66	5	11					11			655,317.17	
12			958,022.96	5	12			462,446.60	5	12			461,474.91	5	12			390,249.95	5	12					12			515,110.54	
13			360,588.48	5	13			514,456.35	5	13			390,783.69	5	13			404,099.32	5	13					13			412,801.11	
14	Oct	1410	448,320.50	5	14	Oct	1375	581,394.15	5	14	Oct	1388	435,649.14	5	14	Oct	1358	402,603.31	5	14	Oct	1402			14	Oct	1402	415,156.18	
15			532,594.01	5	15			486,332.98	5	15			545,201.63	5	15			474,869.34	5	15					15			396,973.60	
16			509,926.01	5	16			483,834.14	5	16			507,103.71	5	16			463,102.05	5	16					16			376,234.25	
17			525,323.25	5	17			648,973.80	5	17			399,608.60	5	17			341,639.91	5	17					17			388,189.36	
18			513,387.14	5	18			581,735.12	5	18			394,969.96	5	18			482,443.90	5	18					18			349,714.44	
19	Nov	1429	597,619.49	5	19	Nov	1381	570,807.44	5	19	Nov	1368	445,901.82	5	19	Nov	1361	581,353.32	5	19	Nov	1406			19	Nov	1406	507,171.20	
20			589,645.82	5	20			680,793.67	5	20			487,179.80	5	20			520,264.84	5	20					20			393,467.01	
21			509,333.92	5	21			506,754.71	4	21			426,972.95	4	21			493,959.93	4	21					21			520,915.01	
22			696,805.70	4	22			659,468.16	6	22			489,130.83	6	22			461,340.53	6	22					22			391,103.42	
23	Dec	1433	725,906.19	6	23	Dec	1379	511,065.35	5	23	Dec	1375	362,629.22	5	23	Dec	1366	388,895.20	5	23	Dec	1392			23	Dec	1392	370,085.54	
24			596,517.38	5	24			671,343.23	5	24			649,545.89	5	24			850,096.31	5	24					24			425,995.58	
25			639,748.96	5	25			601,019.27	5	25			523,441.80	5	25			522,011.22	5	25					25			408,026.52	
26			785,039.53	5	26			560,661.85	5	26			485,244.89	5	26			560,361.08	5	26					26			586,372.15	
27	Jan	1443	555,969.74	5	27	Jan	1379	508,739.55	5	27	Jan	1381	351,129.70	5	27	Jan	1306	318,642.09	5	27	Jan	1396			27	Jan	1396	691,564.85	
28			536,166.48	5	28			424,682.86	5	28			415,016.34	5	28			533,679.76	5	28					28			290,983.68	
29			674,301.31	5	29			640,694.25	5	29			509,482.27	5	29			533,718.11	5	29					29			477,628.47	
30			447,750.82	5	30			561,142.57	5	30			616,093.92	5	30			633,681.37	5	30					30			405,736.05	
31				5	31			529,282.21	5	31			791,547.62	5	31			665,596.76	5	31					31			616,176.67	
32	Feb			5	32	Feb	1367	477,551.85	5	32	Feb	1352	564,036.97	5	32	Feb	1340	363,921.72	5	32	Feb	1393			32	Feb	1393	440,240.25	
33				5	33			697,523.45	5	33			453,849.27	5	33			495,637.40	5	33					33			594,247.52	
34				5	34			550,451.22	5	34			555,380.65	5	34			402,376.66	5	34					34			414,704.88	
35				5	35			570,788.96	5	35			497,507.09	5	35			880,155.37	5	35					35			601,634.28	
36	Mar			5	36	Mar	1351	720,432.11	5	36	Mar	1334	535,495.03	5	36	Mar	1342	399,234.31	5	36	Mar	1388			36	Mar	1388	465,365.72	
37				5	37			525,719.73	5	37			621,053.80	5	37			421,708.84	5	37					37			507,531.45	
38				5	38			606,626.81	5	38			517,779.95	5	38			485,963.20	5	38					38			567,747.57	
39				5	39			693,129.73	5	39			547,481.88	5	39			702,747.78	5	39					39			565,753.99	
40	Apr			5	40	Apr	1357	732,253.95	5	40	Apr	1359	542,915.00	5	40	Apr	1336	396,133.15	5	40	Apr	1383			40	Apr	1383	427,951.29	
41				5	41			635,987.85	5	41			581,836.40	5	41			618,129.83	5	41					41			497,912.48	
42				5	42			921,089.01	5	42			455,608.64	5	42			732,123.66	5	42					42			503,502.64	
43				5	43			647,584.80	5	43			642,969.91	5	43			596,049.38	5	43					43			586,492.38	
44				5	44			529,584.19	5	44			549,610.19	5	44			418,534.71	5	44					44			645,857.41	
45	May			5	45	May	1373	676,378.93	5	45	May	1358	605,017.67	5	45	May	1331	497,722.26	5	45	May	1378			45	May	1378	444,337.53	
46				5	46			737,169.59	5	46			822,673.95	5	46			598,783.40	5	46					46			661,614.87	
47				5	47			670,907.35	5	47			525,623.38	5	47			670,306.22	5	47					47			379,844.32	
48				5	48			587,272.96	5	48			584,353.40	5	48			546,152.10	5	48					48			422,402.50	
49	Jun			5	49	Jun	1371	606,841.16	5	49	Jun	1357	465,339.75	5	49	Jun	1333	504,681.26	5	49	Jun	1379			49	Jun	1379	425,508.24	
50				5	50			590,640.30	5	50			633,363.00	5	50			459,793.14	5	50					50			489,095.97	
51				5	51			755,039.27	5	51			546,477.01	5	51			657,230.50	5	51					51			350,911.06	
52				5	52			667,298.86	5	52			605,408.96	5	52			532,552.98	5	52					52			391,124.94	
53				4	53			320,234.48	3	53			371,138.02	3	53			217,078.90	2	53					53			85,964.63	
Total Claims			16,801,570.63		Total Claims		30,405,318.35		Total Claims		26,544,863.52		Total Claims		26,939,892.38		Total Claims		23,875,841.17		Total Claims				Total Claims				17,043.01
# of Weeks			29.4		# of Weeks		52.0		# of Weeks		52.2		# of Weeks		52.2		# of Weeks		52.2		# of Weeks				# of Weeks				52.2
Avg. Weekly			571,481.99		Avg. Weekly		584,717.66		Avg. Weekly		508,522.29		Avg. Weekly		516,089.89		Avg. Weekly		457,391.59		Avg. Weekly				Avg. Weekly				457,391.59
Avg. # of EE's on plan			1,409		Avg. # of EE's on plan		1,373		Avg. # of EE's on plan		1,364		Avg. # of EE's on plan		1,353		Avg. # of EE's on plan		1,401		Avg. # of EE's on plan				Avg. # of EE's on plan				1,401
Total Claims / EE's on plan			21,174.16		Total Claims / EE's on plan		22,150.55		Total Claims / EE's on plan		19,462.23		Total Claims / EE's on plan		19,905.10		Total Claims / EE's on plan		17,043.01		Total Claims / EE's on plan				Total Claims / EE's on plan				17,043.01

**To:** Karen DeFrancis, Executive Director of Finance

**From:** Jim Connors, Director of School Food and Nutrition Services

**Date:** January 24, 2025

**RE:** School Food and Nutrition Services (SFNS) department update

We have successfully added some new members to our team and have several more candidates in the hiring process.

With increased staffing at the commissary, we will now be able to implement some culturally appropriate menu choices at the elementary schools in the coming weeks. We will utilize some of the recipes obtained from our online recipe campaign and some recipes for our very diverse Food Service Staff. We will also be introducing some Halal food items to the menus at all school levels occasionally as product availability permits.

Through an upcoming partnership with UNH we will be offering training for our staff that will enable us to utilize funds from the Local Food For Schools Program.

The window for the online processing of free and reduced-price meal eligibility applications is now open. Online applications can be accessed on our website. Application packets were mailed to each family in the School District in mid-August. Additional application packets are available at all schools, the administrative office, and the Welcome Center. We can accept and process applications for the school year 2024-2025 up to the last day of the school year.

Free and Reduced Eligibility Percentage Comparisons

<b>September</b>			<b>October</b>			<b>November</b>			<b>December</b>		
2021	6611	51.88%	2021	5685	44.87%	2021	5771	45.59%	2021	5795	45.96%
2022	6606	53.36%	2022	6167	50.01%	2022	6240	50.65%	2022	6286	51.04%
2023	6795	55.63%	2023	5955	48.78%	2023	6108	49.99%	2023	6182	50.57%
2024	6643	54.39%	2024	5540	45.25%	2024	5859	47.89%	2024	6024	49.17%

<b>January</b>		
2022	5802	46.06%
2023	6328	51.46%
2024	6303	51.52%
2025	6220	50.75%