To: Medfield School Committee
From: Michael La Francesca, Director of Finance & Operations
Date: August 21, 2025
Subject: Line Transfer – Custodial Services at Memorial School

Due to the continued lack of applicants for the three open custodian positions, the district is piloting the outsourcing of night custodial services at Memorial School. This approach will ensure that the building maintains the required standards of cleanliness and safety for our students and staff.

Cleaning Services Proposal – Memorial School

- Monthly Janitorial Services: $8,295.00
- Labor: Included in contract
- Supplies: Included in contract
- Products: Green Seal Certified cleaning products and flooring finishes
  Total Annual Contract: $107,100.00

Budget Transfer Request

- **Decrease:** Memorial Custodial Salary Line (01-300-305-13-1-4110-513303) by $95,000
- **Increase:** Custodial Contracted Services Line (01-300-305-451-40-4110-523401) by $95,000

This transfer will align the budget with the proposed outsourcing of night custodial services at Memorial School. Based on current projections, this pilot initiative is expected to save the district approximately $15,000 in labor costs and an additional $5,000 in supplies and materials, for a total estimated savings of $20,000.

Respectfully,
Michael La Francesca
Director of Finance & Operations