September 11, 2026

To: MERSD School Committee

From: Michelle Cresta, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Financial Memo for 9/15/26 SC Meeting

This financial memo summarizes a request to authorize payments at the School Committee Meeting of September 15, 2026. I am requesting your approval for payment of the following:

- Accounts Payable Voucher 1017
- Payroll Warrant of 9/10/2026 (amount still to be finalized)

This packet includes:

- Accounts Payable (AP) voucher 1017
- Payroll Voucher for September 10, 2026

AP Vouchers

- V1017 $346,612.26 - Accounts payable voucher consisting mostly of routine purchases, contract payments, and start-of-year costs.
    - Payments to note on voucher 1017:
        - HTS Engineering Inc. $14,630.00 - Exhaust fan replacement motors and installation for Essex Elementary
        - Sports Tek, Inc. $36,000.00 – Tennis Court Resurfacing of 3 courts managed by the High School at Memorial Elementary
        - Univest Capital $53,713.71 – Annual lease payment for staff laptops/desktops districtwide

Payroll Voucher

- Summary of the bi-weekly payroll paid on September 10, 2026 in the amount of $(TBD). This payroll includes the regular 12-month employee pay, a full teacher's pay, half of the Teaching assistants pay and hourly pay monitors.

If you have any questions about anything included in this packet, please feel free to reach out to me or to Pam Beaudoin.