

TO: School Committee

FROM: Don Sawyer, Business Manager

DATE: November 30, 2007

RE: November 2007 – Business Manager’s Report

Finance

- The FY07 End Of Year Pupil and Financial Report (EOYR), required by the Department of Education, was submitted and accepted on November 1, 2007. The annual audit has been scheduled for January.
- The October 1st Student Information Management System (SIMS) report was submitted as required by the Department of Education on November 1, 2007.
- The Business Office Staff’s priority for November was initiating the FY09 School Budget process with the new format outlined and approved by the Committee at the November 13th SC Meeting.
- VADAR was off-line starting November 19th for a new server transfer and new terminal service connection from remote sites (i.e. school buildings). This project took longer than the Municipal Finance Offices anticipated. Subsequently, no orders or invoices could be processed. In conjunction, financial reporting was not available during this period.

Technology

- On behalf of the Uxbridge Public School District, Margie DePasquale accepted the “Webbie Award” at the MassCue Annual Awards Dinner held in Sturbridge on November 14th.
- David Giles joined the Uxbridge Public School District filling the vacant support technician. David comes from Charter Communications and with extensive expertise in technology.

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Plant Operations

- Preparations have been made for the disposal of the retired pick-up truck in accordance with MGL Chapter 30B Section 15 (2g) once the Committee takes appropriate action.
- The required annual screening and resealing of the Uxbridge High School and Whitin Middle School gymnasium floors in accordance with the District’s Facilities Maintenance Plan was completed on November 21, 2007.