

TO: School Committee

FROM: Don Sawyer, Business Manager

DATE: October 31, 2007

**RE: October 2007 – Business Manager’s Report**

### **Finance**

- The YTD FY08 Budget Report is provided to the Committee and includes the Business Manager’s commentary under separate cover.
- Medicaid Update Memo from Ginette Goodwin, Medicaid Billing Coordinator, has been included for review. Ginette has done an outstanding job in Medicaid Collections. As you can see in the update, “Parent Consents” drive collection reimbursements. According to MS Billing, Inc., the average parent consent ratio is approximately 72%. Through Ginette’s tenacity, the Uxbridge Public School District is now at 99%.
- Several NEASC Visiting Team meetings were held September 30<sup>th</sup> – October 3<sup>rd</sup> involving the Business Office.
- The Business Office Staff’s priority for October was preparing, processing and submission of the “Student Identification Management System” (SIMS) data for DOE filing along with the DOE “FY07 End of Year Pupil & Financial Report” (EOYR).

### **Technology**

- The School Committee meeting documents are now available to the public online. In addition to the School Committee meeting documents delivered to Committee Members electronically, the archived meeting documents and presentations will be accessible through the School Committee section of the district website.
- Steve McGrath joined the Uxbridge Public School District filling the support technician position vacated by Jay Ayotte. Steve spent nine years in the Franklin School District providing support to both the school department and municipal departments. Along with Steve, an additional technician has been hired and is scheduled to start on November 22<sup>nd</sup>. This position had been open awaiting the outcome of a potential Town offering to provide technology support that did not materialize.

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**FROM:** Don Sawyer, Business Manager  
**DATE:** September 28, 2007  
**RE:** September 2007 – Business Manager’s Report

## **Food Service**

- The Food Service Department was very busy catering for the many events in October – NEASC Visiting Team, Professional Development Day, Childcare’s “Lights on After School” event, and Whitin’s “Halloween Ice Cream Social”. made many cuts this year to the program and currently analyzing costs in all areas of the food service operation and upon completion, will submit a full report to the Business Manager and Superintendent for review.
- As indicated in the September 2007 Monthly Report, the Taft kitchen steamer, installed in the 1989 renovations, has failed and is not repairable (corroded boiler which cannot be replaced – obsolete and no longer manufactured parts for 18 year old model). These steamers are the single most-used piece of equipment in our kitchens, and are necessary for volume cooking. The replacement cost for the High School unit installation last month totaled \$11,106; however, the unit was a floor model with full manufacturer’s warranty. The replacement cost for the Taft unit will total \$16,000.
- Janice Watt, Food Service Director, acted as a resource at the School Nutrition Association of Massachusetts Fall Conference to promote and provide information on the Johnson & Wales Intern program. Janice also serves on the SNA Board and Exhibit Committee, which coordinates the annual food show and auction.