

The Bottom Line

A monthly newsletter brought to you by the Business Office.

VOL. 2, ISSUE 10

4.1.18

Quick Links to Important Information



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Benefit Open Enrollment (April 4th—May 2nd)



The Town will host two benefit fairs (2:30 PM and 4:30 PM):

- > Tuesday, April 10th at the Middle School Library
- > Thursday, April 12th at Town Hall

The following vendors will be in attendance at each fair:

Dental: *Delta Dental*

Life: *Boston Mutual Life Insurance*

Disability: *Mutual of Omaha*

Deferred Compensation: *Great West*

(Mandatory OBRA and Voluntary 457b)

Employee Assistance Program (EAP): *AllOne Health*

Flexible Spending Account (FSA): *Cafeteria Plan Advisors*

(Only available on the 12th)

Human Resources: Health Insurance, Direct Deposit, and Tax Forms

Please refer to Susan Conzo's 3/16/18 e-mail with more specific information. If you have any questions, please contact Molly Fitzpatrick, Benefits Coordinator, at 781-786-5090.

Purchasing Deadline is April 13th



The purchase order deadline for the General Fund spending is April 13th. Please plan accordingly. General fund includes all spending in accounts that begin with:

- 130: Central Office / District Wide
- 131: Elementary Schools
- 132: Middle School
- 133: High School
- 134: Facilities Department
- 135: Information Technology
- 136: Special Education
- 138: Transportation

Please check supply cabinets and planned curriculum for needed instructional materials, paper, toner, and other end of year needs prior to the deadline.

Upcoming Events



Here are some important dates to keep in mind:

- April 9th: School Committee meeting in Boston (7 PM)
- April 13th: Purchase order deadline for General Fund spending
- April 30th: Town-wide Budget Hearing (7:30 PM)
- May 4th: WEA 24 pay "No Change" letters due to Payroll
- May 5th: Town Election
- May 7th: Town Meeting
- May 25th: Purchase order deadline for Grant Funds, Revolving Funds and WEEFC Grants

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