

# Houston County Board of Education

December 2009

Volume 3, Issue 4

## Business Operations Briefs

**Asst. Supt. for Finance & Business Operations;**

Stephen J. Thublin

[stephen.thublin@hcbe.net](mailto:stephen.thublin@hcbe.net)

**Accountant::**

Michelle Morris

[Michelle.morris@hcbe.net](mailto:Michelle.morris@hcbe.net)

**Accounting;**

Jane Raines

[jane.raines@hcbe.net](mailto:jane.raines@hcbe.net)

**Facilities;**

Dave McMahan

[david.mcmahan@hcbe.net](mailto:david.mcmahan@hcbe.net)

**Internal Auditor;**

Paula Nash

[Paula.nash@hcbe.net](mailto:Paula.nash@hcbe.net)

**Maintenance;**

Cecil Parker

[cecil.parker@hcbe.net](mailto:cecil.parker@hcbe.net)

**Purchasing;**

Gary Copa

[gary.copa@hcbe.net](mailto:gary.copa@hcbe.net)

**School Nutrition;**

Jeannine Hill

[jeannine.hill@hcbe.net](mailto:jeannine.hill@hcbe.net)

**Tech Services;**

Wally Reeves

[wallace.reeves@hcbe.net](mailto:wallace.reeves@hcbe.net)

**Transportation;**

Frank Scott

[frank.scott@hcbe.net](mailto:frank.scott@hcbe.net)

### FY 10 MONTHLY LEAVE / PAYROLL CUTOFF SCHEDULE

#### PAY PERIODS

FROM	CUT-OFF	PAYDAY
11/04/09	12/02/09	12/18/09
12/03/09	01/06/10	01/29/10

REMINDER: PERSONAL LEAVE REQUEST FOR THE CURRENT PERIOD—FINAL APPROVAL MUST BE RECEIVED BY JAN 6, 2010.

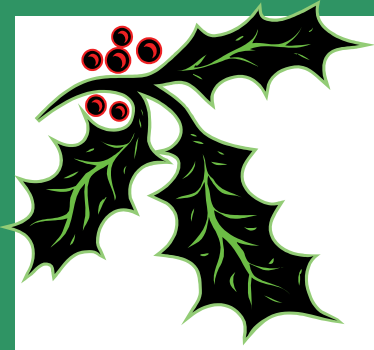
01/07/10	02/04/10	02/26/10
----------	----------	----------

DATES SUBJECT TO CHANGE; NOTIFICATION WILL BE SENT BY EMAIL WHEN THIS IS NECESSARY. ALL TIME SHEETS AND/OR DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (8004) THE NEXT BUSINESS DAY AFTER CUTOFF.



**School Allotments** have been revised based on the October FTE count and will be distributed to principals at the Superintendent's Meeting on December 9th. Budget amendments have been entered into the AS400 based on the new allocations.

Please contact Jane Raines if you have any questions concerning the new allotments.



## Christmas

### Dressing & Casserole Sale

Please have orders in by

**Dec. 10th**

Cornbread Dressing

\$10.00

Broccoli Casserole

Squash Casserole

Sweet Potato Soufflé

\$14.00 each



### Nutrition Topic for December:

The average American gains 10 pounds between Thanksgiving and New Years! Over the years we have watched sugar consumption rise, partially in response to the growing popularity of soft drinks. Each 12 ounce can contain the equivalent of about 10 teaspoons of refined sugar! Additionally, if the soft drink contains 3 servings of soda, the sugar quickly escalates to 30 teaspoons of sugar consumption! Do not drink your calories this holiday season.

Instead enjoy foods that will be nutrient dense and provide vitamins and minerals for your body.

**Christmas Lunch**  
**system wide**  
**Thursday, December 17, 2009**

## Who loves SPAM!?

No not the SPAM you eat, because I actually like that kind of SPAM. I am speaking of the SPAM that plagues our inbox's every day. The kind that seems to keep coming and clogging up our work day!

Well in an effort to correct this problem and fight the ongoing battle with the dark side of the internet we here at Technology Services will be doing a complete SPAM filtering upgrade to our Barracuda servers over the holidays. This new upgrade has a much stronger filtering method for catching unwanted e-mails before they reach your inbox.

The login for the Barracuda system will also change. The good news is that the new login will be the same login you use every day to sign into your computer and your existing e-mail account.

As always you can check out your Barracuda account at the following address:  
<https://exchange.hcbe.net>

Thank You, and Merry Christmas.  
The Technology Service Department.

**BOE Work Session**  
**6:30 pm**  
**Perry Primary**

**BOE Meeting**  
**1:00 pm**  
**Perry Board Office**

**Superintendent's Meeting**  
**9:00 am**  
**Ragin Center**

*Happy Holidays!!!*