



January 16, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Time & Attendance System

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Ascentis Corporation 9680 Haven Avenue #200 Rancho Cucamonga, CA 91765	1/25/24– 1/24/25	\$57,191.20

DESCRIPTION: This contract is for software and maintenance of the Novatime employee time and attendance system.

BACKGROUND INFORMATION

This system includes on-line timesheet entry, automated leave accrual calculations, automated approvals routing, and leave balance reporting.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money I require the affirmative vote of four members."

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	55804	Computer Software	895720	Payroll

Respectfully Submitted,

Victoria L. Greer, PhD
 W Victoria L. Greer, PhD
 Superintendent of Schools