

Lexington

10 Years Ranked "Excellent"

Staff Update

Dec. 17, 2013

From the office of the Treasurer...

All Staff

- We wish the very best to Karen Wilson and thank her for 11 years of service on Lexington's Board of Education. Karen's dedication and commitment to students is exemplary!
- If you are conducting a fundraiser, please contact Nichole about project paperwork.
- Here is a quick and easy chart to guide you on purchasing:

Step	You	I *
1	Fill out a requisition	
2	Have supervisor approve	
3	Send to secretary or me	
4		Will generate a P.O.
5	Make your purchase	
6		Will email invoice to you
7	Approve to pay	
8		Will cut a check to pay vendor
9	Are happy	Am happy
10	Vendor is happy. Life is good...	

*really means Nichole ☺

Insurance Information:

- Reminder - The Board has approved a **premium holiday** for December. This means no medical or dental premiums will be deducted from your December pay checks! ☺
- Employees who wish to add, change, or terminate health coverage may do so by contacting Kathy by December 31st. If you have a child on the insurance that has obtained his/her own insurance coverage or reaches age 26, please contact Kathy.

\$\$\$ Financial Information:

Over the next 3-6 months, we are looking for ways to **improve the District's communication about financial issues**. Communication about finances is important to staff, parents, the community and Board of Education.

Your input can help us in this effort. Please let me know if you have ideas or suggestions we could implement to improve communications. Thanks in advance!

Levy News:

The Board of Education will take the first step at its December meeting to place a **renewal levy** on the ballot in May 2014.

This emergency levy was originally passed in 1999, so it has been collected for nearly 15 years. The Board is asking voters to renew the levy for the same amount of money for ten years. Passing the levy results in

NO INCREASE IN TAXES.

Why is it called an emergency levy? "Emergency" is merely a term for a specific dollar amount. This emergency levy collects about \$2,705,000 per year and is needed for general day-to-day operating expenses.

Facility News:

The Board has scheduled a special work session on January 11th to tour all the buildings in the District and discuss facility planning. Board members want to see first-hand the condition of our buildings and be proactive about facility needs.

Useful? Information:

Animal Crackers are not really crackers, but cookies that were imported to the United States from England in the late 1800s. Barnum's circus-like boxes were designed with a string handle so that they could be hung on a Christmas tree.



We wish you and your family a very Merry Christmas and Happy New Year!