

# Lexington

11 Consecutive Years Ranked "Excellent" or "A"

## Staff Update

January 16, 2015

From the office of the Treasurer...

### All Staff

- A special welcome to our new employees, **Sherri Johnston** and **Valerie Hunter**, educational aides at Eastern Elementary. Welcome aboard and we look forward to working with you.
- As in past years, tuition reimbursement is available pursuant to the terms of the applicable contracts. The application and approval process should continue to be followed as in the past, including submission of documentation indicating completion of the class. One addition to this process will be to include documentation supporting payment for class for which reimbursement is sought. Such documentation may include a copy of check paid, billing statement, credit card statement, etc. Should you have any questions, please contact the Superintendent's Office or Treasurer's Office.
- **Just a reminder...** If you collect money for any school purpose or activity, please deposit with your building secretary OR bring to the Treasurer's office by the next business day following receipt.
- Also, as a reminder, for any projects or fundraisers, please complete a Fundraiser Report and submit this report to the Treasurer's Office. This report should be completed before and after the project/fundraiser.

### Health Assessment:

Just a reminder that an annual health risk appraisal is available for completion through Anthem, our third party administrator for insurance, at [www.anthem.com](http://www.anthem.com). The Board of Education has agreed to pay a \$50 incentive to every bargaining unit member who complete this appraisal within the first 60 days of each plan year.

The deadline for completion is February 28, 2015, and this incentive will be paid within 30 days of receipt of verification of the completion of the annual appraisal. Please submit verifications of completion to the Treasurer's Office.

### Professional Development Procedures:

- 1) Request P.D. leave in Kiosk – complete all information on form;
  - 2) Fill out requisition or check with Nichole to see if a purchase order is in place for expenses such as registration, mileage, etc.;
  - 3) Once your supervisor has approved your request, register for the seminar;
  - 4) Send any receipts to Nichole for reimbursement.
- (Note: Just as a reminder, the District will reimburse up to \$7 for breakfast; \$8 for lunch; and \$15 for dinner. The District does not reimburse for tips, gratuities, or alcohol. The maximum reimbursement for mileage is \$250 and the maximum reimbursement for overnight lodging is \$80 per night.)

### Financial Information:

#### W-2's and 1099's

All W-2's and 1099's have been printed sent either via mail or District courier. All District employees should receive this tax information prior to the end of January. If for some reason you do not receive this information, please contact the Treasurer's Office.

As a reminder, copies of W-2's can be obtained through Employee Kiosk.

#### Financial Reports

Each month, I prepare and present financial reports to the Board of Education for approval. These reports are also made available online at the District's website within the Treasurer's page.

These financial reports contain important information regarding the ongoing financial progress of the District.

### Communication:

We are continuously looking for ways to improve communication regarding the District's financial information. Consistent communication about District finances is important to parents, staff, the community, and the Board of Education.

Please let me know if you have any questions, ideas, or suggestions we could include within our staff update communications. Your input can definitely assist in this process.

### Useful? Information:

With the National Championship victory by Ohio State on Monday night, Urban Meyer now joins Nick Saban as the only two FBS head coaches to win national titles at two different schools. Meyer, however, is the only head coach to win national titles at different schools AND in two different conferences.