
Treasurer's Office Newsletter

Heather Darnold, Treasurer
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Mon-Fri 8:00 am to 4:00 pm
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Dawn Campbell, Assistant Treasurer
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Mon-Fri 9:00 am to 3:00 pm
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Lynnea Clevenger, Fiscal Support
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Mon-Fri 8:00 am to 12:00 pm
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Board Meetings

September 11

Board Meeting, 6:00 pm

October 9

Board Meeting, 6:00 pm

November 13

Board Meeting, 6:00 pm

A graphic with the text "— WELCOME —" in red, outlined letters at the top. Below it, the words "BACK TO SCHOOL" are written in large, colorful, outlined letters: "BACK" in blue, "TO" in yellow, and "SCHOOL" in green.

Insurance Open Enrollment

Open enrollment for insurance is September 1st – October 15th, to be effective November 1st. Premiums are paid a month in advance; for example the October payment covers November. If you enroll during the open enrollment period and wait until October to submit your enrollment forms, your premium will be doubled to cover the respective months.

Enrollment form submitted in September: The first premium payment will be deducted October 5th to cover November.

Enrollment form submitted October 15th: The first premium payment will occur November 5th. Since premiums are paid one month in advance, the full premium amount will be deducted on the November 5th and November 20th pay. Those deductions will cover November and December coverage.

To enroll you will need to complete the enrollment which form is located on the ERC under Forms located on the right side of the page. You will need to provide a copy of your marriage certificate and birth certificates if you are adding family members to your policy.

ERC Refresher

If you would like a refresher on the ERC, please let us know. We can do one-on-one meetings or group trainings. We are more than happy to help with whatever we can.

Packing Slips

Please remember to submit all packing slips to Lynnea after you have verified all of your items have been received.

Changes over the summer break

If any changes occurred during summer break; married, divorce, birth of child, moved, degree change, etc., please inform the Treasurer's Office within 30 days to update your information. You will also have to notify School Employees Retirement System (SERS 1-800-878-5853) and State Teachers Retirement System (STRS 1-888-227-7877) of any changes. The following items will need to be turned into the Treasurer's Office.

- New Social Security Card
- Marriage Certificate
- Birth Certificate of Child
- Divorce Papers
- Official Transcripts

Purchasing

All purchases must have a purchase order in place before the purchase can be made. If the vendor you intend to use is not in the system, then the following steps need to be taken:

- Contact vendor to verify they accept purchase orders
- Send a W9 to the vendor for them to complete and return
- Submit the completed W9 to the Treasurer's Office

The District does not maintain a credit card, but we provide purchasing cards for the vendors listed below. Please contact the Treasurer's Office when you are ready to sign out a purchasing card. The purchasing card and the original receipt must be returned the next day. Remember, a purchase order must be in place.

Pat Catan's
Wal-Mart

Kroger
Lowes

Dollar General
Staples (store in Mount Vernon)

Online purchases

You can order items online if the vendor accepts purchase orders. If you choose to order online, please attach the card (screen shot or any kind of attachment) to your requisition so Lynnea can order your items for you. Places to order online include AMAZON, School Specialty and Ritter's.

Reimbursement for purchases

We do not reimburse an individual for purchases made. All purchases should be done through a vendor. The Auditor of State has issued Best Practices updates for school districts and one of the issues deals with purchases made by an individual and the district reimbursing them for a purchase. This can no longer take place within the District. If you make a purchase without a purchase order in place to a vendor, the Treasurer's Office will not reimburse for the purchase.

Meal and mileage reimbursement

Receipts for meals and mileage: meal receipts must be a detailed receipt showing date, restaurant name, items purchased, amount, etc. The Treasurer's Office cannot reimburse for tax or tip. If you choose to have an adult beverage, please ask your server to provide a separate slip for your drinks. Adult beverages cannot be present on the slip. When you submit your mileage reimbursement, please attach a copy of Map Quest or Google maps. We reimburse for the shortest distance, being from your home to the event or school to event.

Prepay checks

If you are staying overnight for a conference/workshop, please contact Lynnea or myself at least 5 days prior to the event so a check will be ready for your stay

Tuition Voucher

We offer tuition vouchers ranging from \$100 to \$400 for the Mount Vernon Nazarene University. This transferable voucher entitles the bearer a specific amount towards a workshop or class taken at MVNU main campus or one of the satellite campuses. The graduate programs include: Master of Arts in Education, Intervention Specialist Mild/Moderate and a variety of professional workshops. If you are interest in the voucher please contact Lynnea or myself.

Bus driver physicals

The Knox County ESC has provided an updated list and information regarding bus driver physicals. The physicians, clinics, or hospitals in **BOLD** print are the only providers who have informed the ESC they will do the bus physicals for \$55.00. Before you schedule an appointment, Carla Douglas recommends that you check with the provider's office to determine what they will charge for a bus driver physical. The ESC will pay \$55.00 for bus driver physicals. If you choose to go to a provider who charges more than \$55.00, the additional cost will be the responsibility of the driver.

American Health Network (AHN)

Avita Health Systems - \$55

Dr. Dana Andrews

Dr. Melissa Becker

Dr. David Bowman (AHN)

Dr. John S. Nirmalnatha

Dr. Brent Ogle

Dr. Jennifer Ogle

Ohio Health – Work Able

Dr. Tom Pappas

Dr. Anil Paul

Dr. William Elder (AHN) - \$55

Galion Community Hospital Work Well - \$55

Dr. Robert Secor

Holmes Family Practice

Dr. Hillman Humm

Knox County Health Department

Madison Family Practice

Mid-Ohio Corporate Care - \$55

Millersburg Clinic

Simona Moore, CNP - \$55

Dr. Mary Beth Mudd

Dr. Christopher Boyd

Dr. David Boyd

Dr. Timothy Bright

Dr. Scott Brown

Dr. Daniel Burwell

Dr. Vincent Chu

Dr. Janet Dailey

Dr. Hernando Posado

Dr. James Goudy

Dr. Dick Hobowsky

Dr. Brent Smith

Dr. Steven Smith

Dr. Aaron Wilson (ACH) - \$55

Dr. Bruce Miller

Field Trips

When requesting a field trip for your class, please follow these steps:

- Fill out the field trip request form which is located on the ERC under forms and submit to your building Principal.
- Contact Cale Grubb, Transportation Coordinator regarding availability of buses
- Enter requisition if payment is required
- Deposit all field trip fees within 24 hours
- No requisition is required for the bus

Fund Raisers

Before any fund raiser can begin you must complete the fund raiser request form. Before the fundraiser begins, you must secure the approval of the building principal and Superintendent.

The purpose of the project must be stated along with the expected revenue and expenditures that will be incurred. Purchase orders must be in place and align with the fundraiser form.

When the fundraiser is complete, all monies collected and expenditures should balance to the fundraiser form.

More Important News

Insurance Premiums

Insurance premiums for the 2018-2019 school year will remain the same.

District Goals

Educational Excellence

At Fredericktown Local Schools, each of us is invested in and supportive of opportunities that maximize the educational experience and growth of every student.

Fiscal Accountability

Fiscal Accountability and the utilization of all resources are a priority of Fredericktown Local Schools, and all transactions are accurate, transparent and supportive of district goals and objectives.

District and Community Connections

All stakeholders of Fredericktown Local Schools are actively engaged in collaborative relationships built on a high-level of trust to support strong district and community connections.

Governance and Operations

At all levels, Fredericktown Local Schools engage in responsible governance and operational practices that are efficient, effective and student-centered.

All financial records, including the 5 Year Forecast, Tax Budget and Annual Audits may be viewed on the Fredericktown Schools home page.

<http://www.fredericktownschools.com/administrativeDepartment2.aspx?aid=2>