

Treasurer's Office Newsletter



Heather Darnold, Treasurer
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Mon-Fri 8:00 am to 4:00 pm
740-694-2956 ext 4100

Dawn Campbell, Assistant Treasurer
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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



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 form located on the ERC under Forms at 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.

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.

Kroger
Wal-Mart

Dollar General
Lowe's

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 cart (screen shot or any kind of attachment) to your requisition so Lynnea can order the 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

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.

Forms on the ERC

Accident Form - BWC

Account Inquiry

Bronze Insurance

Dental Booklet

Direct Deposit Form

Drug Coverage

Faculty Handbook

Field Trip Request

FMLA Request

Fund Raiser Request

HIPAA Notice of Privacy Practices

HIPAA Privacy Policy

How to do requisitions

Insurance Change Form

Insurance Claim Form

Insurance Enrollment Form

Insurance Rates

Life Insurance Booklet

Life Insurance Enrollment

Medical Booklet

Mileage Reimbursement Form 2019

Accident Reporting Procedure

Accident Screen Shot Log On

Online Accident Reporting

Pay Date Schedule

Preventative Coverage

Preventative Medication

Professional Development

Request for Reimbursement

Schedule of Benefits

Services Rendered

Summary of Benefit

Timesheet Hourly

Tuition Reimbursement

Vision Benefit Summary

Vision Online Registration

Yearly Information Update

More Important News

Welcome New Staff Members

Christopher Au – High School English
Sierra Blasé – 3rd Grade
Samantha Boone – 4th Grade
Brent Garee – High School Principal
Alex Goricki - Kindergarten
Kristy Grimwood – Special Education Coordinator
Susan Hayward - Superintendent
Theodora Roush – Middle School English
Alexandra Rutherford - Kindergarten
Emily Sheriff – Nurse
Ashley Warner – Bus Driver
Jazmin Yadav – Speech Therapist

Fitness Center

The fitness center located in the administration building will be available to all staff members for a yearly fee of \$100 for family and \$70 for single. This membership fee will be used to maintain and replace equipment as deemed necessary. Staff members purchasing the membership will be able to enter the fitness center with a key card. Enrollment/Waiver form will be forthcoming along with hours of operations.

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>