Mileage Reimbursement
Mileage/expense reimbursement, please make sure all reimbursement requests are done in a timely manner. Per IRS Publication 15, in order for a business expense to be reimbursable without paying taxes, the business expense must be substantiated (turned in for reimbursement) within a reasonable period of time. IRS Publication 15 goes on to define a reasonable period of time as 60 days after the expense was originally paid or incurred. Please keep in mind that this is from the date of the expense, not from the time you submit your expenses. In other words, if you travel to a conference on April 1, you must submit your related expenses by May 31. We will still reimburse substantiated expenses that are not submitted within 60 days, however, we must run them through payroll and you will have to pay any applicable withholding or payroll taxes on the reimbursement. This change will take effect immediately.

Dependent Insurance Coverage
Dependents/children are eligible for coverage till the age of 26 for Medical/Rx and Dental. Dependents/children are covered till the age of 19 or age 25 as long as they are a full time student for Vision.

Professional Development and/or Tuition Reimbursement
Please complete the following steps for all professional development and/or tuition reimbursements

1. Complete the professional development form
2. Submit to building Principal for approval
3. Request day off in Renhill (once approved)
4. Enter requisition, attach all documentation for workshop/reimbursement to the requisition. Please enter full description of the reimbursement in the description boxes on the requisition.
5. Register yourself for the training once purchase order is created
6. Turn in all reimbursement forms to Treasurer's Office

Volunteers
All volunteers coming to the building must be Board approved and have a favorable background check completed. Staff members should complete the Classroom Volunteers form located on Sonya Overholt's shared google drive. Once the form is completed and the volunteer is Board approved along with the favorable background check complete, the volunteer may be used for school activities.

W2
As we approach the end of 2019, please log onto the ERC (Employee Resource Center) and review your demographic information for accuracy.

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 Frederickstown Schools home page.
http://www.fredericktowerschools.com/administrativeDepartment2.aspx?aid=2