Treasurer’s Office Newsletter

Heather Darnold, Treasurer
hdarnold@fredschools.com
Mon-Fri 8:00 am to 4:00 pm
740-694-2956 ext 4100

Dawn Campbell, Assistant Treasurer
dcoleman@fredschools.com
Mon-Fri 9:00 am to 3:00 pm
740-694-2956 ext 4110

Lynnea Clevenger, Fiscal Support
lclevenger@fredschools.com
Mon-Fri 8:00 am to 12:00 pm
740-694-2956 ext 4120

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.

eFinance
As of July 1st Fredericktown Local Schools switched fiscal software. Emails were sent out with log-in instructions on how to do requisitions and how to view paystubs. If you are unable to log-in please contact the Treasurer’s Office for assistance.

Board Meetings

September 8
Board Meeting, 6:00 pm

October 13
Board Meeting, 6:00 pm

November 10
Board Meeting, 6:00 pm
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.

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.

More Important News
Welcome New Staff Members
Jennifer Bouten – Bus Driver
Adam Brown – MS/HS Asst. Principal/Athletic Director
Kirsten Carpenter – MS/HS Guidance Counselor
Delaney Doup – 3rd Grade
Lillian Ellis – 5th Grade
Heidi Grundtisch – Intervention Specialist
Taylor Hill - Gifted
Mary Pound – MS Language Arts
Kathleen Snell – 2nd Grade
Matt Caputo – Elementary Principal
Brent Garee – MS/HS Principal

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 homepage.
http://www.fredericktownershools.com/administrativeDepartment2.aspx?aid=2

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.

**Estimated Cost to Reopen**

The School Superintendent Association (AASA) and The Association of School Business Officials (ASBO) recently released a study that reflects some of the costs associated with reopening schools in a COVID-19 world. The purpose of the information is to assist school districts in the interpretation, budgeting and monitoring of the cost. They identified four key areas of cost for an average school district. These cost categories may not pertain to each individual district but the school districts have a great deal of commonality with operations of the district.

The big question is what will it cost to reopen schools? The document they came out with provides an estimate of the expenses school districts may incur in response to COVID-19 pandemic and as the district’s plan to reopen for the 2020-2021 school year. These numbers are an estimate of an average school district and an estimate of what it will cost Fredericktown to reopen.

According to AASA and ASBO they are projecting that it will cost Fredericktown Local Schools $352,772 to reopen school for the 2020-2021 school year. This figure is based on 1,266 students, 1 building, 79 classrooms, 10 buses and 152 staff members. I believe there are areas that can be reduced as each individual district will have different needs and demographics, but there are costs that were not part of the estimated cost to reopen that should have been such as: on-line textbooks, digital school and loss of revenue for students choosing to be homeschooled.

On-line textbooks will cost approximately $50,000-$60,000 and on-line digital academy currently costs the district $70,000. These costs will be on top of the $352,772 for a total $482,772 to open the building for the 2020-2021 school year.

<table>
<thead>
<tr>
<th></th>
<th>ASBO/AASA Average District</th>
<th>Fredericktown Local School District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>3,659</td>
<td>1,266</td>
</tr>
<tr>
<td># of Buildings</td>
<td>81</td>
<td>1</td>
</tr>
<tr>
<td># of Classrooms</td>
<td>183</td>
<td>79</td>
</tr>
<tr>
<td># of Buses</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td># of Staff</td>
<td>329</td>
<td>152</td>
</tr>
<tr>
<td><strong>Health monitoring &amp; cleaning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand Sanitizer Classrooms</td>
<td>39,517.00</td>
<td>17,128.00</td>
</tr>
<tr>
<td>Disinfectant Wipes</td>
<td>16,833.00</td>
<td>7,296.00</td>
</tr>
<tr>
<td>No Touch Thermometers</td>
<td>640.00</td>
<td>80.00</td>
</tr>
<tr>
<td>Oximeter</td>
<td>360.00</td>
<td>45.00</td>
</tr>
<tr>
<td>Disinfectant Sprayers</td>
<td>33,600.00</td>
<td>4,200.00</td>
</tr>
<tr>
<td>Post COVID-19 Deep Cleaning</td>
<td>26,000.00</td>
<td>3,250.00</td>
</tr>
<tr>
<td><strong>Health Safety Protocols</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial/Cleaning</td>
<td>448,000.00</td>
<td>101,172.00</td>
</tr>
<tr>
<td>Nurse Services</td>
<td>400,000.00</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Health Aides</td>
<td>384,000.00</td>
<td>48,000.00</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodians</td>
<td>1,440.00</td>
<td>180.00</td>
</tr>
<tr>
<td>Staff</td>
<td>44,415.00</td>
<td>20,497.00</td>
</tr>
<tr>
<td>Students</td>
<td>148,100.00</td>
<td>51,273.00</td>
</tr>
<tr>
<td><strong>Transportation &amp; Child Care</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>After School Child Care Programs</td>
<td>168,750.00</td>
<td>21,094.00</td>
</tr>
<tr>
<td>Fog Machines, Bus Cleaning</td>
<td>55,860.00</td>
<td>13,741.00</td>
</tr>
<tr>
<td>Hand Sanitizer Buses</td>
<td>10,534.00</td>
<td>1,416.00</td>
</tr>
<tr>
<td><strong>Total Additional Expenses Districts May Incur to Reopen</strong></td>
<td>1,778,139.00</td>
<td>352,772.00</td>
</tr>
</tbody>
</table>
New Grants
Fredericktown was very fortunate to receive 3 new grants for the 2020-2021 school year.

- School Bus Purchase Grant $41,775
- ESSER (Elementary and Secondary Emergency Relief Funds) $216,895.51
- CRF (Coronavirus Relief Funds) $69,615.91

We were able to purchase a new school bus for the 2020-2021 school year with the help of the school bus purchase grant.

The ESSER grant made it possible for Neil Kirkpatrick, Custodial/Maintenance Supervisor to purchase the following items:

- 1,500 adult disposable masks
- 2,000 child disposable masks
- 200 adult face shields
- 5 disinfecting machines (1 handheld sprayer, 3 backpack sprayers and 1 large sprayer)
- 75 sanitizer dispensers with sanitizer
- 10 bottle fill stations
- 100 child face shields
- Plexiglas dividers for secretaries
- HVAC filters
- Floor stickers and signage for social distancing
- Latex gloves
- 100 N95 masks for school nurse
- 50 disposable gowns for school nurse
- 1,000 nitrile gloves for school nurse

We will also use the grant for connectivity and chromebooks for our students.

The CRF grant will be used to offset the cost of the on-line digital academy and PPE supplies.

We would like to thank everyone for being so understanding, patient and thoughtful during these unprecedented times. Please be safe, be kind and take care of yourself, family and friends.