

Memorandum

To: All Staff

Date: August 18, 2016

From: Treasurer's Office



Certified/Classified Contract Changes

- **Salary Info**
 - FY 2017 – 1% increase on the base
 - FY 2018 – 0%
 - FY 2017 – 26 pays beginning on 09/02/2016 – ending on 08/18/2017
 - FY 2018 – 27 pays beginning on 09/01/2017 – ending on 08/31/2018
- **Catastrophic Leave Bank**
 - September 15th will be the deadline for contributions to this program
 - All employees are able to contribute
- **Insurance Rates**
 - We received a 16% increase in premiums for FY 2017.
 - The change in rates occurred with the 1st pay in July.
 - Next Year – FY 2018 – the change in rates will occur with the first pay in June 2017.
 - This is because the employee contributions that are collected in June are for the insurance premiums that are due July 1st.
 - Removed from the contract is the reimbursement for spousal coverage.
- **Opt-Out**
 - Opt-Out payments were paid with the payroll date of 08/19/2016.
 - FY2018 – these will not be paid until the 1st pay in October.
 - Reason for this is the Insurance Contract year is Oct-Sept. and the opt-out payments have been being made in August.
- **Insurance Enrollment**
 - **September !!!!**
 - If you know that you are going to want the insurance – please let me know asap because I will have to start the insurance deductions with the 1st pay in September. I do not want to have to take out a double deduction the 2nd pay of September.
 - If you are opting out of the insurance – I will need to have you complete the form requesting to do so.

Housekeeping Items – New Procedures

○ **Requisitions**

- We will be converting to an electronic requisition format throughout this year. I will be setting up training sessions in small groups as the school year progresses.
- I have already been receiving Invoices attached to Requisitions!!!
 - Please see the attached board resolution regarding purchasing procedures.
 - You CANNOT order anything or register for any workshop or event until you physically have a purchase order in your possession!
 - A requisition is not an approval for anything!
 - You will only get one free pass on these types of items. If it happens a 2nd time – you WILL be responsible for paying for the items.
- Professional Development Workshops
 - Required Items
 - Requisition for the Workshop
 - Requisition for the Hotel if applicable
 - Requisition for Mileage if applicable
 - A mileage reimbursement form will need to be completed upon return from the workshop
 - Please attach a MapQuest for the mileage

○ **Reimbursements**

- Supplies/Meals/Etc
 - Please use CASH – Not a Debit or Credit Card
 - If you use a debit or credit card we will need to receive the following:
 - A copy of the bank statement showing the debit or charge, the bank card number, and your name
 - A copy of the actual card if those items do not appear on the statement.
- Tuition Reimbursement
 - Invoice when you first register for the class
 - Receipt showing proof of payment
 - Actual Transcripts showing the class

○ **Field Trips**

- Requisition for the Field Trip Entry Fees
- Requisition for the Transportation (Bus)
 - The Bus request form is a separate form that is used by the Transportation Department

RECORD OF PROCEEDINGS

Minutes of Lisbon Exempted Village Board of Education Regular Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 101-98

Held

August 13, 2013

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The regular meeting of the Lisbon Exempted Village Board of Education was held in the Board Room of the Administration Office, 317 North Market Street, Lisbon, Ohio 44432 at 5:00 p.m. on Tuesday, August 13, 2013.

The meeting was called to order by the President, James Smith.

The Pledge of Allegiance was led by Mr. Smith.

The following members were present:

Mr. Jeffrey Elliott, Mr. Eugene Gallo, Mrs. Martina Grimm, Mr. Gary Peruchetti, and Mr. James Smith

The minutes of the Regular Meeting, Tuesday, July 9, 2013 were approved following a motion by Mr. Gallo and a second by Mrs. Grimm. On roll call the vote was: *Ayes* – Mr. Gallo, Mrs. Grimm, Mr. Elliott, Mr. Peruchetti, and Mr. Smith. *Nays* – none. A president declared the motion carried.

AGENDA ADDITIONS, DELETIONS, CORRECTIONS:

Deletion	ITEM X-I	Approve academic supplemental contracts.
Addition	ITEM X-T	Issue academic supplemental contracts.
	ITEM X-U	Issue a supplemental contract for the department chairs.
	ITEM X-V	Approve professional development stipend.

ACHIEVEMENT UPDATE – Ohio Teacher Evaluation System – Helen Otto

Updated the Board on a meeting that was held concerning the new Teacher Evaluation System. The District was a pilot district last year. Two sections of the process, 50% Performance and 50% Student Growth with four ratings which are sent electronically to ODE as required.

RECEPTION OF VISITORS

Tom Giambroni, Dan Kemats, Helen Otto, Joe Siefke,

CORRESPONDENCE

Capital Conference Material

TREASURER'S REPORT

APPROVAL OF TREASURER'S FINANCIAL REPORT

13-08-13

Following a motion by Mr. Elliott and a second by Mr. Gallo, the Lisbon Exempted Village Board of Education approved the financial report of the treasurer. On roll call the vote was: *Ayes* – Mr. Elliott, Mr. Gallo, Mrs. Grimm, Mr. Peruchetti, and Mr. Smith. *Nays* – none. The president declared the motion carried.

APPROVAL OF LISTED BILLS

13-08-13

Following a motion by Mr. Peruchetti and a second by Mr. Gallo, the Lisbon Exempted Village Board of Education approved payment of the listed bills. On roll call the vote was: *Ayes* – Mr. Peruchetti, Mr. Gallo, Mr. Elliott, Mrs. Grimm, and Mr. Smith. *Nays* – none. The president declared the motion carried.

PROCEDURES FOR IMPROPER PAPERWORK

13-08-13-0167

Following a motion by Mrs. Grimm and a second by Mr. Peruchetti, the Lisbon Exempted Village Board of Education approved and authorized the Treasurer to enforce the following procedures when a district employee has violated Ohio Revised Code 5705.41 and the proper paperwork is not on file for the purchase made:

1 st Offense	Written Warning
2 nd Offense	Employee Pays for Item

On roll call the vote was: *Ayes* – Mrs. Grimm, Mr. Peruchetti, Mr. Elliott, Mr. Gallo, and Mr. Smith. *Nays* – none. The president declared the motion carried.

ESTABLISHMENT OF DATE OF NEXT REGULAR MEETING

13-08-13

The date of the next regular meeting will be Tuesday, September 10, 2013, 5:00 p.m. in the Board Room located at 317 N. Market St., Lisbon, OH 44432.