

Lexington

Staff Update

February 22, 2018

From the office of the Treasurer...

All Staff

- **Required Background Checks...** Ohio Revised Code requires all school district employees to have a new FBI background check completed every 5 years.

If you have received an e-mail regarding the need to complete a new background check, please contact Kathy at ext. 1909 to set up a time to be fingerprinted. If you have any questions, please contact the Treasurer's Office.

- **Updated I-9 Forms...** Please be sure to complete updated I-9 Forms recently sent through e-mail to help ensure we remain in compliance with IRS requirements. We were recently informed that audits of such documentation would be increasing, and we want to ensure all required documentation is up to date and properly on file.

Wellness Information:

As we begin the 2018 calendar year, just a reminder to all employees of the wellness incentive available to District employees.

If an employee who elects to purchase our group medical coverage with Anthem, has an annual wellness exam and has the certification form completed by their physician, they will receive an incentive payment from the Board of \$100.00.

This is an annual incentive that is available each calendar year to any employees covered under our group medical coverage.

Please send the signed form to the Treasurer's Office and payment will be made on the following payroll. If you have any questions, please contact the Treasurer's Office.

1095-C Forms:

Employees should now be receiving 1095-C Forms in the mail as required by the IRS under the Affordable Care Act. As a reminder, these forms are not required to file your taxes and are not sent in with tax returns but simply maintained on file with your tax records.

Some employees may receive duplicate copies as it appears our service provider inadvertently sent duplicate copies to some employees. These duplicate copies can be disregarded.

Facilities Communications:

Facilities Meetings

On **March 12, 2018 at 6:30 pm**, the **Facilities Finance Committee** will be meeting in the high school library to discuss financial related items pertaining to school facilities planning.

Also, on **March 12, 2018, at 6:30 pm**, the **Facilities Planning Committee** will be meeting in the high school auditorium to discuss a variety of facility related topics.

Additionally, a District newsletter was recently mailed out to the community describing various ongoing activities within the District as well as facilities information. We will continue to distribute additional information as we proceed through the facilities process.

Financial Information:

Five Year Forecast

The District's five-year forecast is required to be updated in October and May of each year. This forecast shows actual financial activity for the District over the prior three years as well as provides a projection of District operations over the next five years. ODE provides the ability to search for five-year forecasts for any Ohio school districts at the following link:

<http://fyf.oecn.k12.oh.us/ViewForecast/SelectDistrict>.

Useful? Information:

- Email has a long history with **Ray Tomlinson** credited with inventing email in 1971. Tomlinson worked for Bolt Beranek and Newman as an ARPANET contractor.
- Tomlinson selected the **@ symbol** to identify email addresses.
- The first **major commercial Internet Service Providers** began in the early 1990s. In 1995, AOL, Prodigy, and CompuServe were created and gave users email addresses automatically.
- Popular **webmail services** (such as Hotmail) started popping up in 1996.
- A popular feature of email service providers is the **reply all feature**, which allows a user to reply to the sender as well as all recipients, when deemed appropriate.



GO LEX!!!!