

Pay Voucher Announcements

Respect

Students want respect. In many ways, respect is all they want. And the quickest way to disrespect them is to be inconsistent or to do something they are not allowed to do. Some feel our students must earn our respect. I disagree. I believe respect should be given to our students first and always. Great quote: "Students work hardest for teachers they like and respect. When I am asked "How do I get the students to like and respect me?" my immediate response is "Like and respect them first."

Instruction vs Assessment

Time is our most precious instructional resource. When instruction is interrupted for the purpose of assessment, we need to ensure the interruption is worth it.

The Keeping of the Books (District Office)

1. The board approves bills each month at the regularly scheduled board meeting. Bills are mailed out the day after the board approves them. In order for the board to approve the bills, the district office must have all bills no later than the Wednesday (3:30 p.m.) before the board meeting. Why? We post our board packets the Friday before the board meeting at noon.
2. All purchases must receive prior approval from administration. This includes district credit card purchases. In most situations, approval will be the completion of a "Request to Purchase" form. However, it could be verbal approval from your administrator. Your administrator will determine what type of approval is necessary.
3. Administrators: All purchase orders must be approved and signed by you. Please do not rubber stamp. Questions you need to answer before approving a purchase: Is there money in the account in which the purchase will come from? Is the purchase necessary? Are there potential future purchases that might be of a higher priority?
4. All staff members (including administration) need to check their budgeted line items. You are responsible for those line items and it is your responsibility to stay within your spending limits. If for some reason you need to overspend, I need to know the reason why and approve your request to spend more money than budgeted. You do not have the authority to do this.

IRS Warns of Scams

The IRS continues to warn consumers to guard against scam phone calls from thieves intent on stealing their money or their identity. Criminals pose as the IRS to trick victims out of their money or personal information. Here are several tips to help you avoid being a victim of these scams: Scammers make unsolicited calls.

Thieves call taxpayers claiming to be IRS officials. They demand that the victim pay a bogus tax bill. They con the victim into sending cash, usually through a prepaid debit card or wire transfer. They may also leave "urgent" callback requests through phone "robo-calls," or via [phishing email](#). Callers try to scare their victims.

Many phone scams use threats to intimidate and bully a victim into paying. They may even threaten to arrest, deport or revoke the license of their victim if they don't get the money. Scams use caller ID spoofing.

Scammers often alter caller ID to make it look like the IRS or another agency is calling. The callers use IRS titles and fake badge numbers to appear legitimate. They may use the victim's name, address, and other

personal information to make the call sound official. Cons try new tricks all the time. Some schemes provide an actual IRS address where they tell the victim to mail a receipt for the payment they make. Others use emails that contain a fake IRS document with a phone number or an email address for a reply. These scams often use official IRS letterhead in emails or regular mail that they send to their victims. They try these ploys to make the ruse look official.

Federal Mileage Rate

2014 = 56.0 cents

2015 = 57.5 cents

2016 = 54.0 cents

Due to budgeting purposes, please turn your mileage sheets after each and every month. Please do not wait and turn in mileage at the end of the year or accumulate several before turning them in.

Open Positions for 2016-2017

Southeastern Community Unit School District # 337 has the following open positions for the 2016-2017 school year:

- Elementary Teacher (K-6)
- Music Director (5-12)

If interested, please e-mail the following to bcorrigan@southeastern337.com no later than Friday, January 29, 2016:

1. Completed employment application (www.southeastern337.com).
2. Resume.
3. Educator License.

Tuition Reimbursement

1. Must have 2 full years of contractual service.
2. Maximum of 3 credit hours not to exceed \$150 per credit hour (\$450).
3. Per calendar year.
4. "A" or "B" from an accredited educational institution.
5. Must present receipt for tuition paid and the grade transcript.

Board Meeting Dates

- Monday, January 25, 2016 at 6:30 p.m. (District Office)
- Monday, February 22, 2016 at 6:30 p.m. (District Office)
- Monday, March 14, 2016 at 6:30 p.m. (District Office)
- Tuesday, March 29, 2016 at 6:30 p.m. (District Office)
- Monday, April 25, 2016 at 6:30 p.m. (District Office)
- Monday, May 23, 2016 at 6:30 p.m. (District Office)
- Monday, June 27, 2016 at 6:30 p.m. (District Office)