



Sandusky City Schools

407 Decatur Street, Sandusky, OH 44870-2442 • 419-984-1005 • www.scs-k12.net

Treasurer's Office

EMPLOYEE INFORMATION FOR TEACHERS PARA-PROFESSIONALS



Sandusky City Schools

407 Decatur Street • Sandusky, Ohio 44870-2442 • 419-984-1005

Gina Deppert
Treasurer/CFO

July 21, 2015

In order to make a purchase of goods or services the following must be done:

- STEP 1 Complete a requisition form with all the required info (forms available in your building) Your building secretary can check for the vendors we currently do business with. If you wish to do business with a new vendor, you must find out if they will accept a Purchase Order from us. See attached sample of a completed requisition
- STEP 2 Obtain approval from your supervisor. They must approve your request by signing the Requisition.
- STEP 3 Send the completed requisition to the Treasurer's office. We will create the Purchase Order and send you the necessary copies-YELLOW and WHITE if you are placing the order or YELLOW if we are placing the order for you.
- STEP 4 Once the goods or services are received/complete, send the YELLOW copy with your OKAY TO PAY. We cannot pay the invoice until we get this YELLOW copy back with an OKAY TO PAY.

REMINDER-No goods or services can be purchased for the school district until you have a PURCHASE ORDER from the Treasurer's office. This includes PROFESSIONAL DEVELOPMENT.

WE REQUIRE TWO (2) WEEKS TO PROCESS REQUISITIONS INTO PURCHASE ORDERS.

(Please plan accordingly)

Thanks for your cooperation.



Sandusky City Schools REQUISITION FORM

School/Building: Sandusky High School

Department: ENGLISH

Budget Account: _____

} IF not known, ask
Supervisor

Vendor: ABC Company

Address: 111 Main Street

City: Sandusky State: OH Zip+4: 44870

Phone: (419) 984-1111 Fax: (419) 984-1112

Requisition Number _____
Purchase Order Number _____
<i>Forward to Business Office</i>

* IF known, please provide
Toll Free: _____

Quantity	Item Description	Unit Price	Cost
15	English Work books	10.00	150.00
<ul style="list-style-type: none"> • Estimates ARE allowed • ASK Vendor IF there are shipping Costs. • IF you want to place order, indicate this on Requisition. • FOR a purchased service, note date of service on requisition 		Shipping	\$ 10.00
		Total	\$ 160.00

Requested by: Jane Smith

Date: 8/19/15

Approved by: DR. Sam Jones, Principal

Date: 8/20/15

<i>Office Use:</i>
Requisition Not Entered:
<input type="checkbox"/> Exceeds budget/Available Cash/No budget account (Forward to Treasurer)
<input type="checkbox"/> No Vendor on File (Forward to Business Office)
<input type="checkbox"/> No Account Access (Forward to Business Office)



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Gina Deppert
Treasurer/CFO

To: Sandusky City Schools Employees

Please submit your expenses (mileage, meals, seminar/workshop fee, etc) for any Professional Development Workshop or Seminar on the green APPLICATION FOR ATTENDANCE AT PROFESSIONAL CONFERENCE/MEETING.

Prior to attending any workshop or seminar, complete STEP 1 of the APPLICATION FOR ATTENDANCE AT PROFESSIONAL CONFERENCE/MEETING. It must be signed by both you and your supervisor. Expenses can be estimated.

This form must be submitted at least a week in advance of your event so the necessary approvals can be obtained and a Purchase Order generated. If you do not have the purchase order prior to the event, contact the Treasurer's Department to make sure we have your request.

If SCS is paying the seminar/workshop fee, complete and send a requisition for the fee so a purchase order can be generated. Once you have the purchase order, you can register for the conference/workshop.

If a hotel stay is required, complete a requisition to US BANK VISA for the hotel cost and send to the treasurer's department for creation of a Purchase Order. Once you have the purchase order, you can make your reservations for lodging. Prior to your leaving for the conference/workshop, contact our office to make arrangements to pick up a VISA Card along with tax exempt forms to take with you.

You must still enter your Professional Days in KIOSK **but will not enter your estimated expenses.**

No expenses can be reimbursed/paid if a Purchase Order is not in place prior to the PD event.

Upon your return from the PD event, you will complete STEP 2 of the reimbursement form. This will be attached to the Purchase Order sent to you and should be completed and returned to the Treasurer's Department as soon as possible after the PD event along with detailed receipts for all of your expenses. A detailed receipt itemizes everything purchased. If you do not submit your expenses within 30 days of the event, the Purchase Order will be cancelled and we will not be able to reimburse you for your expenses.

Thanks for your cooperation.

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Sandusky City Schools

APPLICATION FOR ATTENDANCE AT PROFESSIONAL CONFERENCE/MEETING



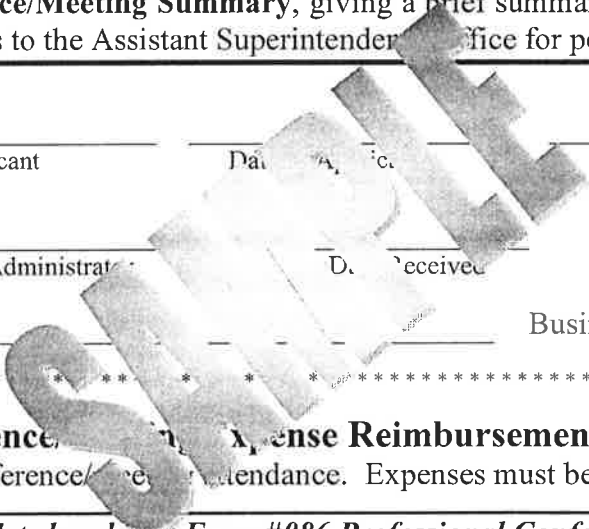
STEP 1: Please complete the upper portion of this form and return to the appropriate office for approval **BEFORE** you attend the conference/meeting. All estimated expenses must be itemized if reimbursement is requested. * *Please see instructions on the back of this form.*

Name _____ School _____
Name of Conference/Meeting _____
Location of Conference/Meeting _____ Dates of Conference _____
Is a substitute required? _____ No. of Days _____ Dates _____
Why are you interested in attending this conference/meeting? _____

* Estimated expenses to be reimburse by the Board of Education (itemized)*	Amount Recommended
_____ \$ _____	By
_____ \$ _____	Principal
_____ \$ _____	
Total Estimated Expenses \$ _____	\$ _____

READ--IMPORTANT . . . After attending, **it is required** that you forward a **completed Form #086 Professional Conference/Meeting Summary**, giving a brief summary of this professional opportunity and applicable handouts to the Assistant Superintendent _____ Office for possible district utilization.

Signature of Applicant _____ Date _____ Principal _____
Central Office Administrator _____ Date Received _____ \$ _____ Amount Approved _____
Account No. _____ Business Office _____



STEP 2: Conference Expense Reimbursement
Complete **AFTER** conference/meeting attendance. Expenses must be itemized and receipts attached.

Have you completed and sent Form #086 Professional Conference/Meeting Summary?

EXPENSE VOUCHER

Transportation: Amount to be reimbursed

Air fare, parking, tolls, transfer/taxi (attach receipts) \$ _____

Mileage- _____ miles @ _____ ¢ per mile \$ _____

Miscellaneous: (Please list expense and attach receipt(s) required)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Amount to be Reimbursed \$ _____

Signature _____ Date Submitted _____
Approved _____ Approved _____
Central Office Administrator Business Office

Please follow the steps below when filling out this form. If you have questions, see your building principal or call the Business Office. **Please submit Form #083 no later than 30 days prior to the conference/meeting for processing.**

STEP 1 (upper portion): Procedure before attending a conference/meeting:

1. *Completely* fill out the upper portion of the form. *Forms will be returned if they are incomplete.*
 2. Itemize and total *all* estimated expenses to be reimbursed by the Sandusky City Schools. See the following list of possible expenses:
 - a. Registration Fee:** *You must pay your registration fee up front. Attach a copy of the canceled check or receipt for reimbursement. If there are three or more people attending, send all registration forms together with a completed requisition signed by your supervisor, and a P.O. will be set up to pay the registration fees for the group; with the exception of summer conferences, which must be paid by each individual person due to the closing of the current fiscal year. Do not list the registration fee on the Form 083 if you are going with a group. If you do list registration on the form, we assume you are paying the fee up front, will register yourself, and be reimbursed after the conference.*
 - b. Hotel:** *If there are three or more people attending, the district may pay for the hotel with a separate requisition if pre-approved through your immediate supervisor. If not pre-approved, estimate your hotel expenses to be reimbursed. The district cannot reimburse additional items charged to a room or Ohio state tax.*
 - c. Airfare:** *For out-of-state conferences, each person must pay for his/her airfare up front, no exceptions. Attach receipt for reimbursement. Do not make airline reservations until a conference registration confirmation is received. If you choose to drive to an out-of-state conference, the district reimburses the total mileage amount that would equal the cost of an airline ticket.*
 - d. Mileage:** *Mileage will be reimbursed at the current IRS standard rate. Use MapQuest® to calculate mileage from your home and multiply by two for round trip. Keep MapQuest® printout as a receipt. If possible, try to ride with another who's attending.*
 - e. Parking, Tolls & Airport Transfer/Taxi:** *Estimate parking for in-state conferences, airport parking, tolls, and/or airport transfer/taxi round trip to and from hotel. You must have all of these receipts for reimbursement.*
 - f. Food:** *The district will not reimburse for meals that are provided at the conference; or for breakfasts/lunches that have been purchased while the conference is in session; and will not cover breakfast for a one-day conference; a breakfast, lunch or dinner in your home town while traveling to or from the conference; or a dinner that is after the last day of an in-state conference.*
 - One-Day Conferences:** *Per Federal law, NO reimbursement for lunch during a one-day conference.*
 - Two (or more) Day Conferences:** *Conferences not providing breakfast or lunch will be reimbursed. We do not reimburse for alcoholic beverages, Ohio sales tax or tip. Federal tax does not apply to two-day conferences.*
3. Total all expenses, sign, and date the Form 083, *and make a copy for your records.* If there are no expenses to be encumbered, write \$0.
 4. Hand in the completed Form 083 to the building principal for signature approving attendance; notification that a substitute may be needed; and approval of possible expenses. After signing, the principal/supervisor will send the form to the Administration Building for processing.
 5. The Form 083 will come back to you when it has been processed. **PLEASE MAKE SURE THERE IS A WHITE COPY OF THE P.O. ATTACHED TO FORM 083 WHEN IT IS RETURNED TO YOU.** *If there is no white copy of a P.O. attached, there may not be expenses to be reimbursed, or a step may have been missed in this process. If this is the case or you are not sure, call the Business Office for verification BEFORE you attend the conference. Please do not wait until after the conference because it will be too late to adjust expenses. Again, make sure you have the processed Form 083 in your possession before attending the conference.*

STEP 2 (lower portion): Procedure after attending a conference/meeting:

1. **Transportation Section:** *Fill out for reimbursement of airfare, parking fees, tolls, and/or airfare transfers/taxi here. Attach all applicable receipts since we cannot reimburse without proof of listed expenditure(s). If there are no expenses to be listed on this line, write \$0.*
2. *Fill out the mileage to be reimbursed with the MapQuest® printout attached.*
3. **Miscellaneous Section:** *List all other expenses to be reimbursed with receipts attached here (registration fee, hotel, breakfasts, lunches, and/or dinners). We do not reimburse for Ohio state tax, alcoholic beverages, or tips. We do reimburse out-of-state sales tax.*
4. *Double check your receipts, sign, and date. Forward completed form with all receipts attached to the Business Office for processing.*

FOR CANCELED CONFERENCES, write "CANCEL" across the Form 083 and send to the Business Office, for processing. *Please do not hold on to this paperwork or throw it out for this is considered an open P.O. and must be canceled.*



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Gina Deppert
Treasurer/CFO

To: Sandusky City Schools Employees

Please submit any occasional mileage expense for NON-PROFESSIONAL DEVELOPMENT travel on the REQUEST FOR TRAVEL REIMBURSEMENT form.

If you anticipate lots of travel within the district during the school year, please contact the Treasurer's Department and we will create a PURCHASE ORDER for the entire school year for you and provide a supply of reimbursement forms to use when requesting reimbursement throughout the year.

Thanks for your cooperation.



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Gina Deppert
Treasurer/CFO

To: Sandusky City Schools Employees

Effective July 1, 2015 Amazon will start charging tax on all purchases. In order to stay within our purchasing guidelines as set forth by the State of Ohio revised code we have set up a business account with Amazon. This account is a tax exempt account and all Amazon.com purchases will be placed through the Treasurer's Office. Please follow the steps listed below. We are trying to make this transition as easy and painless as possible. As always if you have any questions or concerns please feel free to contact me.

- Find the item that you want to purchase
- Add it to a wish list (the wish list option is right below "add to cart")
- Do not use AMAZON PRIME
- When your wish list is complete, click the option "view your wish list"
- The top right hand corner you have the option to share, Click the letter.
- Include your purchase order number or requisition number in the email and send it to ap@scs-k12.net
- We will process your order, here in the Treasurer's office and have it shipped directly to you.

Thanks for your cooperation

Yvonne Anderson, Assistant Treasurer
yanderson@scs-k12.net
(419) 984-1006



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Gina Deppert
Treasurer/CFO

August 10, 2017

MISCELLANEOUS

EMPLOYEE KIOSK

Employee Kiosk is now available through NOECA. This is where you will record your absences-sick, personal, professional development and vacation (if applicable).
You can also obtain copies of W-2's and paystubs on this site.

The Treasurer's department will register you initially and an email will be sent to you with your temporary password.

Go to EMPLOYEE KIOSK which will be listed on the Sandusky City Schools website (right hand side).

Your user name is your SCS email address

You then enter your temporary password sent to you via email.

Once you log in with your temporary password, you can create your own password.

If you later forget your password, sent an email to AP@scs-k12.net to request a re-set.

ACCIDENT REPORTING

All work related injuries must be reported using our online system.

Go to District Website

Click on Health & Safety under STAFF RESOURCES

Click on Report an Employee Accident

Click Submit Accident Report

Enter information regarding your injury

Thanks for your cooperation.



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KIOSK

KIOSK is the system we use for you to record all your absences except BEREAVEMENT, JURY DUTY, COURT (school related) and MILITARY LEAVE. These are submitted using paper forms which are available in your buildings.

You will find the link to KIOSK on our website-right hand side:

USER NAME	Email address with Sandusky City Schools
PASSWORD	You would have set this up when you initially logged in

To enter sick day, personal leave, vacation (if applicable) or professional development day:

- LOG into KIOSK
- Click LEAVE REQUEST
- Click CREATE NEW REQUEST
- Click on LEAVE TYPE (Drop Down to select leave type)
- Enter reason if needed
- Enter start date and start time
- Enter end date and end time
- Enter number of days that will be used in LEAVE REQUESTED IN DAYS box
- Enter phone number if not already filled in
- Enter any other comments pertaining to the leave request
- Enter information for substitute if a substitute is needed
- Click SUBMIT when finished

If you do not have enough sick leave accumulated (you can see this in KIOSK under Leave Balances), please send an email to AP@SCS-K12.NET with your request.

PLEASE ENTER YOUR ABSENCES IN A TIMELY MANNER.

SANDUSKY CITY SCHOOLS
FY18 PAYDATES-PAYROLL AND A/P

	<u>FY18 PayDates</u>	<u>Cut off</u>	<u>Time Cards & Absence Reports</u>	<u>Absence Reports &</u>	
	<u>Payroll & Bills</u>	<u>Bills</u>	<u>Due to Payroll</u>	<u>Time Card Dates</u>	
				<u>From</u>	<u>To</u>
1	7/5/2017	6/30/2017	6/26/2017	6/8/2017	6/21/2017
2	7/19/2017	7/14/2017	7/10/2017	6/22/2017	7/5/2017
3	8/2/2017	7/28/2017	7/24/2017	7/6/2017	7/19/2017
4	8/16/2017	8/11/2017	8/7/2017	7/20/2017	8/2/2017
5	8/30/2017	8/25/2017	8/21/2017	8/3/2017	8/16/2017
6	9/13/2017	9/8/2017	9/5/2017	8/17/2017	8/30/2017
7	9/27/2017	9/22/2017	9/18/2017	8/31/2017	9/13/2017
8	10/11/2017	10/6/2017	10/2/2017	9/14/2017	9/27/2017
9	10/25/2017	10/20/2017	10/16/2017	9/28/2017	10/11/2017
10	11/8/2017	11/3/2017	10/30/2017	10/12/2017	10/25/2017
11	11/22/2017	11/17/2017	11/13/2017	10/26/2017	11/8/2017
12	12/6/2017	12/1/2017	11/27/2017	11/9/2017	11/22/2017
13	12/20/2017	12/15/2017	12/11/2017	11/23/2017	12/6/2017
14	1/3/2018	12/29/2017	12/26/2017	12/7/2017	12/20/2017
15	1/17/2018	1/12/2018	1/8/2018	12/21/2017	1/3/2018
16	1/31/2018	1/26/2018	1/22/2018	1/4/2018	1/17/2018
17	2/14/2018	2/9/2018	2/5/2018	1/18/2018	1/31/2018
18	2/28/2018	2/23/2018	2/20/2018	2/1/2018	2/14/2018
19	3/14/2018	3/9/2018	3/5/2018	2/15/2018	2/28/2018
20	3/28/2018	3/23/2018	3/19/2018	3/1/2018	3/14/2018
21	4/11/2018	4/6/2018	4/2/2018	3/15/2018	3/28/2018
22	4/25/2018	4/20/2018	4/16/2018	3/29/2018	4/11/2018
23	5/9/2018	5/4/2018	4/30/2018	4/12/2018	4/25/2018
24	5/23/2018	5/18/2018	5/14/2018	4/26/2018	5/9/2018
25	6/6/2018	6/1/2018	5/29/2018	5/10/2018	5/23/2018
26	6/20/2018	6/15/2018	6/11/2018	5/24/2018	6/6/2018

Any invoices received after the cutoff date will be paid on the next check run

Any time cards received after the cutoff date will be paid on the next payroll date



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Gina Deppert
Treasurer/CFO

ANNUITY COMPANIES

403(b) Plan Providers

Ameriprise Financial Services*
AXA Equitable*
Galic Disbursing Company*
Lincoln Investment Planning*
MetLife*
MG Trust Co. (Aspire)*
Modern Woodmen of America*
Oppenheimer Funds *
Putnam Voyager Fund*
Security Benefit*
Variable Annuity Life Insurance Co.*
Voya Annuity (formerly ING)*

457 Plan Providers

Ohio Deferred Compensation
Voya Financial Advisors

Employees are responsible for selecting, contacting and working with individual company representatives in the establishment and management of their accounts.

The Sandusky City School District does not recommend, endorse, promote or lay any claims to the performance of any listed company.

All companies are listed, in alphabetical order, based on their current status of providing annuity products to employees of the Sandusky City School District.

“*” Indicates companies who are set up through our Plan With Ease third party administrator. You will need to access www.planwithease.com in order to make any exchanges, rollovers, transfers, loan requests or request other withdrawals. Contact Treasurer's department for instructions to access the Plan With Ease site.

Listing is current as of August 6, 2017

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Sandusky City Schools

407 Decatur Street ♦ Sandusky, Ohio ♦ 44870-2442 ♦ 419-626-6940

PROFESSIONAL IMPROVEMENT FUND APPLICATION

NAME: _____

BUILDING: _____

ASSIGNMENT: _____

Date Received in Office

NOTE: All Professional Improvement Fund Applications must be submitted to the Business Office by August 31, following completion of coursework. The deadline for the filing of transcripts under this grant program is November 1, of each year. For specific contract information see the back of this form.

COURSE WORK FOR WHICH GRANT IS REQUESTED:

EXACT TITLE AND EXACT COURSE NUMBER OF CLASS TO BE COMPLETED:

COURSE TITLE _____ Course # _____ HOURS CREDIT _____ FEE: _____

Accrediting Institution _____ Dates of Attendance _____

COURSE TITLE _____ Course # _____ HOURS CREDIT _____ FEE: _____

Accrediting Institution _____ Dates of Attendance _____

COURSE TITLE _____ Course # _____ HOURS CREDIT _____ FEE: _____

Accrediting Institution _____ Dates of Attendance _____

I have read and understand the regulations printed on the reverse side of this form for the Professional Improvement Fund.

Applicant's Signature _____

RETURN COMPLETED FORM TO: *Business Office, Administration Building*

(For office use only)

SEA/Administrative Conversion Chart*

(1sem. hr. = 1.5 quarter hour):

1 sem. hour = \$350.00	2 sem. hours = \$700.00
3 sem. hours = \$1050.00	4 sem. hours = \$1,400.00
5 sem. hours = \$1,750.00	6 sem. hours = \$2,100.00

SNTEA Conversion Chart*

(1sem. hr. = 1.5 quarter hour):

1 sem. hour = \$225.00	2 sem. hours = \$450.00
3 sem. hours = \$675.00	4 sem. hours = \$900.00
5 sem. hours = \$1125.00	

*Rates are subject to change with negotiated agreements, see back of this form.

Reimbursement for Professional Improvement *Certificated Personnel*

SEA Contract
September 1, 2010 – June 30, 2013
Article 13, Section 13.06
Professional Improvement Fund

The Board shall appropriate One Hundred Thousand Dollars (\$100,000) for each year of the Agreement towards a Professional Improvement Fund which shall be used for the partial reimbursement of tuition costs incurred by members of the bargaining unit who engage in advanced study which will be of benefit to the school system. Awards from the fund shall be granted in accordance with rules and regulations approved by the Board at the rate of Three Hundred Fifty Dollars (\$350.00) per semester hour or the actual cost, whichever is less, not to exceed six (6) semester hours or Two Thousand One Hundred Dollars (\$2,100.00), whichever is less. Any laid off employee shall maintain reimbursement eligibility for coursework approved and completed prior to being laid off.

Reimbursement for Professional Improvement Certificated Personnel

The following regulations shall apply to grants from the Professional Improvement Fund:

1. Consideration will be given to members of the bargaining unit of the Sandusky City Schools who hold at least a bachelor's degree or its recognized equivalent in the case of Vocational teachers.
2. Payment will be made only for course work or accredited workshops satisfactorily completed and only for course work for which other compensation is not provided. Payment will also be limited to that course work for which an official transcript has been filed in the superintendent's office. **The deadline for the filing of transcripts under this grant program will be November 1, of each year.**
3. Application forms are available in each building office, on the district intra-net site, or may be obtained by contacting the Treasurer's office. **All applications must be submitted to the Business Office, Administration Building, by August 31, following completion of coursework.**
4. In the event applications for grants from qualified applicants exceed the negotiated amount appropriated annually for this program, the appropriation may be prorated among the qualified applicants.
5. All applications for grants will be reviewed each year for a twelve-month period covering September through August. Reimbursement for approved courses will be made in December to those applicants who have been selected as recipients of grants under the above guidelines if official transcripts are on file in the superintendent's office and if they are then employed as a certificated/administrative employee of the Sandusky City Schools.

Reimbursement of Professional Improvement *Classified Personnel*

SNTEA Contract
July 1, 2009 – June 30, 2012
Article 15, Section 3
Professional Improvement Fund

The Board shall annually appropriate \$12,000 towards a Professional Improvement Fund which shall be used for the partial reimbursement of tuition costs incurred by members of the bargaining unit who engage in advanced study which will be of benefit to the school system. Awards from the fund shall be granted in accordance with rules and regulations approved by the Board, at the rate of one hundred fifty dollars (\$150.00) per quarter hour or the actual cost, whichever is less, not to exceed eight (8) quarter hours or twelve hundred dollars (\$1,200.00), whichever is less.

Reimbursement of Professional Improvement Classified Personnel

As an educational institution, we believe that learning should be a life-long experience. To further this philosophy, the following regulations have been designed to aid in the educational advancement and personal growth of our Classified Personnel:

1. Reimbursement consideration will be given to members of the current classified staff of the Sandusky City Schools who have completed their six (6) month probation period.
2. Reimbursement will be considered for courses that improve either the employee's job skills or expands his knowledge in areas of interest that have the potential of resulting in promotion and/or advancement within the Sandusky City Schools. The following are examples of appropriate avenues of education:
 - Adult Education Classes
 - College Level Courses
 - Seminars
 - Workshops
3. Payment will be made only for course work or workshops satisfactorily completed and only for course work or workshops for which other compensation is not provided. Reimbursement will be given only when evidence of satisfactory completion of said class is filed in the Treasurer's office. Evidence may be any of the following: a grade slip from the instructor or a note stating that you have met the requirements of the class, a college transcript, or receipts showing payment of fees for a workshop or seminar.
4. Application forms are available in each building office, on the district intra-net site or may be obtained by contacting the Treasurer's Office. **All applications must be submitted to the Business Office, Administration Building, by August 31, following completion of coursework.**
5. In the event applications for reimbursement from qualified applicants exceed the amount allocated for this program, the appropriation will be prorated among the qualified applicants.
6. All applications for reimbursement will be reviewed each year for a twelve-month period covering September through August. Reimbursement will be made in December to those applicants who qualify under the above guidelines and if they are then employed as an employee of the Sandusky City Schools.