

Riverside Brookfield High School  
District 208

# Business Office

Quarterly Newsletter

**INFORMATION:** For more information about the Business Office please visit the District's Website at: <http://www.rbhs208.org/>

The Business Office would like to wish everyone a warm and happy New Year!



## ACCOUNTS PAYABLE:

### New Mileage Rate

The IRS announced today the new mileage reimbursement rate. The new rate is **50.5¢** per mile, which will be effective January 1, 2008. The old rate was 48.5¢ per mile.

## BENEFITS:

Questions about your benefits? Having problems getting a claim paid? Not sure why the claim was paid the way it was? Need help selecting a doctor under the HMO or getting an appointment? A child is graduating college and not sure of your options? Let Employee Benefits by Design help cut through the red tape. Contact Heidi Kaplan at 630-393-0030x22, [Heidi@eebenbydesign.com](mailto:Heidi@eebenbydesign.com) or Jerry Schiff at 630-393-0030 x12.

### Is your doctor part of our PPO?

The District has a program with BlueCross BlueShield called "Blue Access". From here a member can determine which doctors and hospitals are in our network. You can also view the status of medical claims. For more information about "Blue Access" visit BC/BS's website at: <https://bcbsil.com>

**Personal Health Manager**..new under "Blue Access" for members. It's all about Wellness...an interactive program that can help you strive toward a healthier lifestyle in four areas:

**Get Fit** offers customized exercise programs  
**Eat Right** has tools to create nutritious meal plans and follow a healthy eating plan to lose or maintain weight.

**Live Well** provides life skill tools to deal with stress and workplace relationships.  
**Kids and Teens** encourages parent-child interaction to develop healthy lifestyles. And much more...

### Did you know that our Insurance plan offers a 24/7 Nurseline?

The 24/7 Nurseline can help when you or a family member has a health problem or concern. The 24/7 Nurseline is staffed by registered nurses who are available 24 hours a day, 7 days a week at (800) 299-0274. In a matter of minutes, they can help you identify some options. You can also learn about more health topics – from allergies to women's health – over the telephone via an audio library system. (Note: For medical emergencies, call 911 or your local emergency services first.)

**Our lives are very busy**...mostly over the holidays. Don't forget to let us know if you have a **"Family Status Change"** such as a birth, marriage, or a spouse who lost insurance coverage so that we can update your insurance coverages accordingly. You only have a 31 day window to make a change. Contact Jackie at ext. 104.

**VISION**  
Provide the highest quality financial services to support all students reaching their highest potential.

**MISSION**  
To continuously improve the quality of financial services to all internal and external customers, through timely communication, accurate financial data and effective use of resources.

## PAYROLL:

### Are you completing a loan application?

Remember employment verification applications are completed by the Payroll Department.

Jackie Psczcola

Riverside/Brookfield School District 208  
Attn: Payroll Depart.  
160 Ridgewood Road  
Riverside, IL 60546708-  
442-7500 x104-Office  
708-442-0389 - Fax

## PAYROLL:

### W-2's

If you are planning on meeting with your tax accountant, W-2's will be distributed with your paycheck on **January 31st**.

## CONSTRUCTION UPDATE

- **Phase One** of the renovation project is nearly complete and on budget. The first series of classrooms were renovated prior to the start of this school year. The music department will begin utilizing their new facilities after the winter break. The construction of the Applied Arts Auto Shop is progressing after overcoming permit delays.
- **Phase Two** The bidding of the majority of the Phase 2 work is completed. Abatement of the existing pool area is finished and demolition will begin this week. The new pool facility is scheduled to be completed November, 2008.
- **Phase Three** This summer, work will concentrate on the construction of the new north-west entry and renovation of the following areas: library, cafeteria, computer classrooms and kitchen.

**BUDGET 2008-2009**  
The Business Office will begin work on the Fiscal Year 2009 budget in February.

**BOOKSTORE**  
Please see Bonnie in the Business Office (X106) in order to set up a time and date for you to bring your second semester students down to the store to purchase books, gym clothes, etc. as a group. This eliminates long lines in the morning before school. Thank you for your cooperation.