



May 12, 2022

Dear RSS family,

I know it has been challenging as we have been working through financial matters related to overpayments and federal tax withholdings. I also want you to know that we recognize that each employee works for RSS out of our collective love for our students. We know you also have a responsibility to support your families. Therefore, we acknowledge it is vitally important that we are financially transparent.

As you know, we were recently made aware of the inadvertent overpayment of two months of retroactive bonus pay for some 10-month employees. On Friday, May 9, 2022, affected employees were notified of this situation.

The Rowan-Salisbury Board of Education exhausted all options to rectify this matter without seeking repayment. However, North Carolina G.S. 143-64.80 requires that we pursue the repayment of any overpayment of state funds. Additionally, the Board worked with the Finance Department to offer a 10-month payment plan for anyone who owes more than \$100.

In our efforts to work through this matter, we received much feedback and many questions from staff about federal tax withholdings. I want to provide you with an update on this matter and the steps we have taken to resolve these issues.

The Rowan-Salisbury Board of Education hired a new Chief Finance Officer, Faith Lambeth, who will begin on Monday, May 16, 2022, and comes to us with K-12 school finance experience. The Board also hired a new Director of Payroll, Kim Saunders, who began on May 2, 2022. Since her arrival, Mrs. Saunders, who has extensive experience in payroll administration, has worked tirelessly with our software vendor, Serenic, to determine what happened concerning federal tax withholdings. As of today, I can tell you we now know what happened with our software, and we are confident the issue has been resolved. You will notice that resolution in your May 2022 payroll checks and moving forward.

We strongly recommend all employees log into the Employee Resource Center (ERC) to view your estimated withholdings for the May 2022 payroll check. Directions for doing so are linked [here](#). Employees will be able to make any needed changes in federal tax withholdings once estimated withholdings are examined. It is also suggested that employees view the May 2022 estimated withholdings in comparison to your April 29, 2022 payroll check federal tax withholdings prior to making any decisions about changes. If you would like to change your withholdings for your May 31, 2022 paycheck, you **MUST** print and complete the [Federal W-4 Form](#) and return it to your school's financial secretary by **May 18, 2022**. If your withholdings are correct, no form or change is needed. If you have additional questions about how to access the ERC, please contact your school or department's finance secretary.

We have hired HIL Consultants, a group of school finance experts, to work with us on ensuring a smooth transition as our new CFO comes on board. We are committed to diligently working to rebuild your trust in our Finance Department, and we hope you will take a moment to meet our new Finance Department staff in the [linked video](#).

We sincerely apologize for any inconvenience this may have caused. Thank you for your understanding and your service to the students and families of Rowan-Salisbury Schools.

Sincerely,

Jason Gardner, Ed.D.
Interim Superintendent