

**Business Coordinator Report**  
**BOE meeting July 22, 2020**

Keeping our students and staff safe during the COVID 19 pandemic remains the focal point for discussions between Superintendent, Principal, Special Ed Director, School Nurse and Business Coordinator. The Pandemic has increased costs for both 2019-2020 and 2020-2021 and there are still many unknowns as we prepare for the 2020-2021 school year. New employment laws are in effect. Guidance from Shipman & Goodwin, CSDE and CASBO is reviewed as it is made available in an effort to follow safety protocols, make best use of available funding and to correctly implement employment laws.

At this time the Elementary and Secondary School Relief Fund (ESSEERF) application has been taken offline by CSDE due to a change in guidance from the federal government which allows private schools to access ESSERF funding. When the ESSERF application will become available is unknown at this time. We are working with the Town of Hampton to submit expenses for Federal Emergency Management Agency (FEMA) funding which should cover up to 75% of eligible expenses. Once the ESSERF and FEMA funding is depleted, the Town of Hampton may request funds from the Municipal Coronavirus Relief Fund (CRF). We will work with the Town of Hampton to submit eligible costs. Town of Hampton has been allotted a maximum of \$19,948 in CRF funding.

The septic project is complete and was inspected by NE District Dept of Health on June 24. The final project included clearing of trees and brush over the leaching system, replacement of damaged D boxes, clearing of all root clogs in the D-boxes and splash boxes, and the addition of risers to mark the D Boxes.

A draft 2019-2020 BoE Budget vs Actual Report has been prepared and shows no surplus or overages for the year. The report is a draft that includes estimated legal fees and housekeeping expenses for June as well as the accrued payroll for wages earned in 2019-2020 to be paid during 2020-2021. It is possible that we have not received all supply invoices for the year. This year we had a significant loss of School Readiness income, COVID Pandemic costs and unexpected increases in several student driven line items. We managed to come in at zero by not replacing a mid-year retiring teacher, using Medicaid grant funds, a reduction in health insurance costs due to a change in coverage elections, diesel savings as a result of no transportation for the last 3 months of the year, and a surplus in other supplies as a result of a spending freeze for a portion of the year. The Budget vs Actual will be revised as final costs become known.

CSDE has approved our IDEA 20-21 grant which assists with special education costs.

The 2017-2018 annual cost report and administrative claims for Medicaid were submitted. The annual cost report and administrative claim report calculate funding due to the district in addition to the direct service claim reimbursements. The remittance advice for the most recent direct service claims was issued by Medicaid and has been reconciled against the direct service claims submitted by HES.

All paraprofessionals were sent annual letters giving them reasonable assurance of rehire for the 2020-2021 school year. This year we also asked each paraprofessional to notify us if they anticipate the need for an accommodation due to the Covid 19 Pandemic.

Sally Lehoux  
Business Coordinator