

Business Coordinator Report
BOE Meeting June 22, 2022
(written June 21, 2022)

During the past month insurance open enrollment took place. As part of the process each insurance eligible employee was emailed an Enrollment and Reference guide tailored to the specific benefits for the group they are a member of: Hampton Elementary Association (HEA), principal, and unaffiliated employees. The guidebooks contain contact information for each benefit, a summary of insurance coverage and a multitude of mandatory legal compliance notices. Employees were given a breakout of insurance costs and premium shares for the upcoming school year. The following were distributed: insurance enrollment and waiver forms, health savings eligibility forms, pre-tax election form, flexible spending account election form, health savings account informational flyers, health savings account payroll deduction forms, flexible spending account election form, AFLAC insurance flyer. In order for deadlines to be met, follow-up emails were sent out and hard copies were placed in employee mailboxes as needed. Salary agreements were created for HEA members and reasonable assurance of rehire letters were prepared for each unaffiliated staff member. Signed salary agreements and staff assignment letters will go out to all employees after the school budget passes referendum.

Two sick days were donated to the Covid sick bank and 2 COVID sick days from the bank were used by employees .

Planned use of funding in each of the following categories was reported on the ESSER COVID expenditure report for the 2020-2021 year:

1. Addressing Physical Health and Safety
2. Meeting Students' Academic, Social, Emotional and other needs (excluding mental health supports)
3. Mental Health Supports for Students and Staff
4. Operational Continuity and Other Uses

Next year we will be required to report specific numbers of students, in groups who were disproportionately impacted by the COVID-19 pandemic, who participated in programs funded by ESSER during 2021-2022. This information is being gathered as each program/funding activity takes place.

Respectfully submitted,

Sally Lehoux