

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

**My last report was February 26, 2020 which feels so long ago.**

**At the end of February the last 2019 IRS payroll tax form, Employer Provided Health Insurance Offer & Coverage (Form 1095), for all full time employees, was completed and distributed.**

**The 2020-2021 REAP SRSA grant application was also submitted at the end of February. This grant is normally used for technology, professional development and student enrichment assemblies or field trips. We anticipate \$9,241 in this grant funding for 2020-2021.**

**Medicaid reporting and processing is ongoing. During the past two months the most recent remittance advice was reconciled, the 4<sup>th</sup> quarter participants for the random moments in time study were updated, claim forms for newly eligible students were distributed to vendors, and final 2017-2018 administrative claims were submitted and cross checked to the 2017-2018 cost report.**

**In order to stay abreast of new federal legislation and Connecticut Executive Orders, I have attended numerous webinars and Zoom meetings hosted by CASBO, ASBO and additional presentations recommended by MDG, our insurance broker, since March 17. The CASBO ListServe remains a valuable daily source of questions, guidance and discussions. I thank the Board for supporting my membership to this association.**

**Earlier this year I was provided a laptop and EASTCONN set-up remote login to my school computer with access to the school network. This set-up allowed me to easily transition to working remotely, at home, during this pandemic as directed by the Stay at Home orders. Communication with the Superintendent, Principal, Executive Secretary and all staff, as necessary, happens through regular emails and phone calls. With an occasional trip to the school to drop off, pick-up and file, I am able to complete all my work effectively.**

**I do not anticipate any problems with the 2019-2020 budget. We plan to catch-up on our budgeted contribution to the Café fund during April.**

**Both the Object (Account) budget and the Function (Class) budget have been reformatted. These reformatted documents condense the previous 38 page expanded function budget into a 5 page document. I believe these documents will be much easier to read. Please share with me your comments, questions, or concerns with the new format.**

**I hope you all are well and able to keep active during this time of social distancing.**

**Sally Lehoux**