

Business Coordinator Report

BOE Meeting July 28, 2021

This summer we continue to focus on plans for the American Rescue Plan Emergency and Secondary School Emergency Relief Fund (ARP ESSER 3) and the writing of the grant. CSDE is sponsoring twice weekly webinars on appropriate use of funds. The superintendent and I communicate almost daily as we update our proposed grant activities and work on establishing costs for the grant. In addition, we have had administrative meetings and meetings with representatives of the HEA. Input on the use of the ARP ESSER 3 funds may be shared with Superintendent Olah at folah@hamptonschool.org.

In preparation of the CT State Police Audit for noncriminal justice agencies that receive criminal history record check information, fingerprint procedures have been reviewed, and the 2021 Security Awareness Training has been completed.

A modernized Connecticut Criminal History and Fingerprint Identification system is scheduled to be implemented in July. This new portal based system will require individuals who need fingerprinting to preregister and pay processing fees before their fingerprinting appointment. An important benefit of the new system is a projected 24 hour turn around on “no record” responses. I have attended training for the new system and will be updating our starting paperwork to reflect the new process.

I attended the Zoom RD#11 insurance group wellness committee meeting with representatives from the towns and schools, ConneciCare, WellSpark and Lynn Gurnham from MDG. The focus of the meeting was to plan our wellness program for the 2021-2022 school year. I am excited with the changes we plan to make to the program this year. We will continue the Two Steps to Rewards program where insureds receive a \$50 reward card after completing a health assessment and preventive care appointment. We plan for insureds to have access to an eMindful portal, an opportunity to participate in an eMindful challenge, and a Step-it-Up 6 week challenge in the spring. All employees will have the opportunity to participate in the more active webinars planned this year including demonstrations on topics such as stretching, mindfulness, and cooking.

Summer is the time when we work to gather year end expenditure data and balance our accounts before closing our books in preparation for state reporting at the end of August.

I am also enjoying some vacation time this summer.

Respectfully submitted,
Sally Lehoux