

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road,
Lyndeborough, NH 03082

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

BUSINESS OFFICE REPORT
March 6, 2018

Lise worked with Kristina to complete the annual report. This report is prepared for the district meeting in March and gives the reader a comparison and reflection on the educational services used. It includes the current year financial information as well as budget information for the next fiscal year of 2018-19.

The budget documents have been submitted to the Dept. of Revenue which includes the warrant articles and the MS-27 School Budget Form.

We had our second quarterly Wellness meeting. The agenda included reviewing the Cigna sponsored free half hour session on Mindfulness done on February 2nd. We received a lot of positive feedback. We hope to have Cigna sponsor another event next year. The agenda also included our initiative to send district wide emails that focus on the awareness of our wellbeing and what a school wellness program involves. We are in the final stages of planning a Wellness, Health and Benefits Fair for May 16th. Laura Gifford is facilitating the event while Pat Walz and I are assisting. Our next meeting is March 14th.

Bob and Lise facilitated the Food Service quarterly review meeting. The agenda included reviewing the financial status of the program, the disclosure of kitchen equipment for the district's capital improvement plan, the upcoming SNA Spring Conference for professional development, and marketing plans for the upcoming National School Breakfast Week (NSBW). We have created menus, posters and emails to promote the event for the week of March 5th. Bob also shared with us the NH Buying Groups plans on soliciting produce bids for the consortium for this coming fiscal year. We reviewed the outcome of the administrative review which included adding a narrative on our website for Limited-English Proficiency (LEP) Households. This paragraph will direct the families to free and reduced applications in different languages via the USDA website. We are also looking to replace our menu software with one that will include nutritional analysis. Our next meeting is May 18th.

Attached is the Food Service Forecast for 2017-18 updated from last quarter. The current loss of \$25,811 reflects more unexpected repairs and lower meal counts. We are exploring other ways to increase participation. We are hoping to enhance our equipment to create new recipes.

Buddy and Lise facilitated the Facilities Sub Committee meeting held on February 20th. We are making progress on contacts for future projects to be included in the capital improvement plan. We are also working on scheduling work orders for spring repairs.