

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

April 3, 2018

Buddy and Lise attended the annual Northern New England Facilities Masters Conference sponsored by the NH Association of Business Officials. The sessions focused on making a change that can cause a rippled effect, ergonomic wellness, and an overview of renewable energy law and finance. Many vendors were there to promote their latest cleaning technologies.

We have renewed our contract with the Field Maintenance Service Company. We were able to secure the same pricing as last year. We are in our second year of a five year plan for irrigation material and labor. We have encumbered funds for the spring season supplies as well.

As you are aware, the week of March 5th was National School Breakfast Week. This event was sponsored by the School Nutrition Association. Due to the inclement weather, our participation wasn't as high as we had hoped. FRES averaged 4 families a day and did have a new family come in to have their children experience the program. WLC had a contest where the students guessed how many breakfasts were served.

We did a walkthrough of FRES on March 6th. The focus was on common areas. Particular attention was made on having handrails for the side entrances to the stage. Our next Facilities Subcommittee meeting will be at FRES on April 17th at 5:30 p.m. This will be to review/update the Capital Improvement Plan.

Lise attended the March NH Association of Business Officials (ASBO) Meeting. The agenda included presentations from Plodzik and Sanderson, PA on how Student Activity Funds will be reported beginning the fiscal year of 2019 – 2020. These funds will show as Special Revenue Funds in the audit/financial statements. A presentation was given by two members of the NH School Nutrition Association on what the USDA and State are looking at when they are doing Administrative Reviews; Free and Reduced compliance, Buy American, Procurement compliance, proper labeling and policies. The NH Retirement System gave an update on their commission.

We had our third Wellness meeting. We reviewed the district wide emails that were sent out for the awareness and purpose of the program. The primary focus of this meeting was to go over details of the upcoming Wellness, Health and Benefits Fair for May 16th. Save the date reminders will be sent out.

We are working on the approved budget documents for the Dept. of Education and the Dept. of Revenue (DRA). The MS-22 Voted Appropriations will be submitted through the DRA web portal.