

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
May 8, 2018

Lise attended the annual "School Care Benefit Administrator Workshop". The agenda included the concept of Being Your Own Advocate, Open Enrollment, Communications, COBRA review and qualifying events, Mental Health and Retirees Now have a Choice. Health assessments are required annually on employees who choose the Yellow Plan with the Choice Fund. We also discussed the 'My Cigna' account. An online tool that helps employees manage their claims and research for specialists.

We had our final Joint Loss Management Committee (JLMC) meeting for the school year on April 19th. We discussed the disclosure of student injury reports. Presently, they are emailed to our insurance company directly. They are not part of the JLMC history as they do not pertain to Workers Compensation. There are no new staff claims. We completed the walkthrough of WLC. Buddy has ordered ceiling tiles for replacement. We specifically looked at Industrial Arts, Art, Science and the Family and Consumer Science classrooms. Respectively, all are in order with dust filters, labeled containers and eyewash stations that are inspected every month.

Lise and Kristina have been working on Human Resource protocols and processes. This includes preparing a shared drive of personnel forms. They have also created a web page for commonly used Payroll forms to facilitate employee use.

Payroll tasks are being completed and added steps are being taken to document procedures for future reference. Monthly reports have been submitted and reconciled. This includes the filing of the Employer's Return of Massachusetts Income Taxes Withheld. We also submitted monthly files to the NH Retirement System for active members as well as retirees who are working part time. Quarterly reports have been submitted and reconciled. This includes the filing of the Employer's Quarterly Federal Tax Return and the Employer Quarterly Unemployment Tax Report to NH Employment Security.

We had our final Wellness Committee meeting for the school year on April 30th. We discussed the email communications we have with the district on awareness of Physical Activity and Nutrition. We discussed the 2018-19 timeline for meetings and the final details of the upcoming Health and Wellness Fair on May 16th.

Some repairs were done at WLC during the spring break. This included the copper leak in the Family and Consumer Science Classroom, the locking mechanisms in the Art Room and the front door entrance, and the water temperature alarm controls.