

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

August 7, 2018

Kristina and Lise have been working with administration and staff to ensure work agreements and benefits are in place for the upcoming school year. Mary Anne and Lise have been working with administration and staff to coordinate purchases and payables for the upcoming school year.

Buddy has been working with his staff on completing the annual cleaning schedule. The gymnasiums have been refinished and paint has been done throughout the district.

Buddy spent some time this past weekend 'replumbing' the drains in one of the WLC science labs. By putting in new drain piping and doing it in house, we saved over \$4,000. He has the other science lab on his to do list.

The third phase of the WLC Roof replacement is scheduled to be completed by the beginning of the school year. Inclement weather has postponed the start date to mid-August. The LCS siding repair and painting is expected to be done by the school opening as well. Matt Schwab will do the siding repair and McCormack Painting will do the painting.

We have a one year agreement with ENE of NH. This is for our HVAC Mechanical and Control Systems maintenance. These systems include our roof top units, boilers, water heaters, pumps and energy system software/hardware controls. The total cost for the district is \$17,295 vs \$17,587 last year. By using one company vs two, we hope to achieve maximum efficiencies both mechanically and in systems.

We have secured our pricing with W.B. Mason. They were the lowest responsible bidder. They will supply us with 280 reams of copy paper for the fiscal year 18-19 at a price of \$26.18 per carton/case. This is an increase of 16.8% from last year or a negative impact to the budget of \$1,164.90. Five companies were solicited. The Invitation to Bid was on the website as well. Three bids were received.

We are in the third year of our agreement with One Source Security for a total of \$1,770 for the year. This includes the monitoring our security and fire alarm systems. We have renewed the annual agreement with Tri-State Fire Protection to perform our bi-annual kitchen hood suppression inspections for a total of \$1,497.60. This is the same as last year. This vendor will also do our required annual inspections for the fire alarm system panels, fire extinguishers, smoke detectors, sprinkler systems and elevator tests. The fire alarm systems, fire extinguishers, and sprinkler systems inspections were done this past month.