

***Wilton-Lyndeborough Cooperative School District***  
***School Administrative Unit #63***

192 Forest Road,  
Lyndeborough, NH 03082

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**BUSINESS OFFICE REPORT**  
**February 5, 2019**

We had our second quarterly Wellness meeting on January 7<sup>th</sup>. The agenda included determining what the topic of the 30 minute seminar would be. Many topics were discussed among the group. The agenda also included the continued initiative to send district wide emails that focus on the awareness of our wellbeing. We also discussed what would be on our community resource page. The 'Gentle Yoga' class has started with approximately 10 participants. This is double the amount of employees the facilitator expected. We are also starting to plan our second annual Wellness, Health and Benefits Fair for the beginning of May. Our next meeting is March 4<sup>th</sup>.

We had our second quarterly Joint Loss Management Committee (JLMC) meeting on January 17<sup>th</sup>. We reviewed the Employer's Guide to Workers Compensation published by the State Dept. of Labor. We completed a walkthrough of FRES focusing on the classrooms with safety in mind. We have had 5 staff claims since our last meeting of October 18<sup>th</sup>. The primary causes involved student interaction. We have had 11 student claims since our last meeting in October. Descriptions of claims included peer altercations and not abiding by safety measures while using classroom equipment. Our next meeting is scheduled for April 18<sup>th</sup> at 3:00 p.m. at WLC.

As you may be aware, the week of March 4<sup>th</sup> is National School Breakfast Week. This event is sponsored by the School Nutrition Association. This year's theme is "Start Your Engines with School Breakfast". All schools plan on promoting the event. This theme outlines the benefits of having a healthy breakfast. Such as: Fueling up for the day, Being more alert, and Having better concentration and memory.

Buddy has been working with our HVAC vendor to replace failed heating unit transformers. WLC Room 146 and the Gym valves were replaced this month. This mechanism opens/closes the unit to allow for hot water to flow through the system.

Our next Facilities Subcommittee meeting is scheduled for February 19<sup>th</sup>. A walkthrough of WLC is scheduled.

Lise is working with Kristina to complete the bi-annual Civil Rights Data Collection (CRDC). "This is a survey of public schools required by the Office of Civil Rights (OCR) since 1968". Data includes disclosure of number of staff and respective salaries.