

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 5, 2019

Mary Anne will be attending the 2019 Labor Law Training Seminar on March 20th in Bedford, NH. This is a free ½ day seminar that focuses on staying compliant with the laws. U.S. Dept. of Labor representatives will be in attendance as well.

Lise has been working with the District Treasurer to get bank reconciliations and Treasurer Reports up to date. These reports should be coming to you soon.

Buddy and his crew have been cleaning classroom ventilators and replacing filters at WLC. They also washed the bleachers at FRES. During school vacation, the custodians cleaned the common areas. This included burnishing the floors, scrubbing walls, and touch up painting throughout the District.

A current year expenditure report will be sent to you via email. This will also be sent to the Budget Committee per their request.

The 19-20 budget documents have been submitted to the Dept. of Revenue which includes the warrant articles and the MS-27 School Budget Form.

Buddy and Lise attended the annual Northern New England Facilities Masters Conference sponsored by the NH Association of Business Officials. The keynote focused on leadership and integrity. Other sessions included Testing Lead in Drinking Water (SB247), Workplace Equipment and Steps to Energy Savings.

We are working on the contract renewal with the Field Maintenance Service Company. We are in our third year of a five year plan for irrigation material and labor.

The next Facilities Sub Committee meeting will be March 19th. This will be a walkthrough of LCS. Buddy repaired the FRES 1895 section steps a couple of weeks ago. This costs about \$250 in material. It is estimated that it would have cost \$500 to have a mason come in to do the work.