



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

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## **BUSINESS ADMINISTRATOR REPORT**

November 28, 2023

The following are updates on various projects:

**NHSBA Bank Account** – I have made outreach to our Government banking representatives at TD Bank and have started the process to open an additional bank account to be used for depositing local funds for the purpose of paying our NHSBA dues.

**Unanticipated Facilities Expenses** – Over the last two months the District has experienced mechanical breakdowns with boilers at LCS and FRES, experienced continual blockages in the sewer pipes at FRES and WLC, and learned our Fire Alarm panel at WLC is severely outdated and will need to be replaced sooner than later. The following is a preliminary list of unanticipated facilities expenses totaling \$82,500:

- \$22,000 in necessary repairs to the boilers at FRES and LCS.
- \$9,000 to replace a cracked sewer line in the basement at FRES. This is an approximately 30' section of original pipe that was not replaced during the FRES renovation project. This work is scheduled to be completed during Christmas vacation.
- We anticipate approximately \$6,500 in plumbing services this school year just to clear blockages due to excess use of toilet paper and flushable wipes.
- The Fire Alarm Control Panel at WLC has far exceeded its useful life. After a recent panel malfunction the vendor is no longer able to secure replacement parts and we now need to replace the panel. We are estimating \$45,000 for this project; Mr. Erb is working to obtain quotes from three vendors.

**Current Facilities Projects** –

- Boilers – the first boiler at WLC has been replaced and is now functional. Because the boiler was replaced with the same fuel source and required no changes to existing piping the ESSER funding stream was simple.

Because the fuel source for the remaining two boilers will be changing there will be significant changes to the piping and boiler room components. The Facilities Committee will be discussing the boiler replacement project, estimated costs, and heat sources project at their December 4, 2023, meeting.

To use ESSER funds to replace the additional boilers, we must apply for “Construction Approval” and obtain additional approvals through ESSER which will require a minimum of eight weeks of approvals before we are approved for use of federal funds. Time is becoming of the essence to finalize the fuel source so I can start the ESSER Construction Approval process; we cannot order

the boilers until we have received project approval. We have up to \$250,000 in ESSER funds available for the two boilers; these funds expire September 30, 2024.

- Architect – the contract for architectural design and permit drawings has been executed. The scope of this contract includes Schematic Design, Construction Drawings, and Contract Administration. The project is currently in the Schematic Design process.
- B-Wing Bathroom – we have received confirmation from the vendor that the wall panels will arrive the week of November 27<sup>th</sup> and the plumbing fixtures are also in. This project is scheduled for completion by December 31, 2023.

**Per Pupil Cost** – the average cost per pupil in our District for the 2022-2023 School Year was \$19,934.65, an increase of \$274.04 per student (1.39%) compared to the previous school year. This figure excludes Food Service Revenue, Transportation costs, and costs of Special Education Tuitions, CTE Tuitions, new Equipment purchases, and Summer School. Historical per pupil costs can be located at: <https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/financial-reports>

**Food Service Debt** – The current debt within the Food Service Student Meal Accounts is \$28,490.38. \$22,975.51 is associated with current student enrollment and \$5,514.87 is associated with inactive students. Student debt increased exponentially during the 2022-223 School Year as the free meals during COVID expired. Not having a Food Service Director to monitor and oversee these accounts most likely contributed to the significant increase.

By law the District is required to provide a meal to students without cost regardless of if they qualify for Free or Reduced meals. I will work with our Food Service Director to better understand the causes of the continued increases in debt (i.e., ensuring we are only allowing charging of a meal and not allowing additional charges), evaluate our current notification processes for student meal accounts, and work to develop processes to recover these costs.