



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

192 Forest Road Lyndeborough, NH 03082  
603-732-9227

Peter Weaver  
Superintendent of Schools

Ned Pratt  
Director of Student Support Services

Kristie LaPlante  
Business Administrator

**BUSINESS ADMINISTRATOR REPORT**

June 10, 2025

**MANIFESTS** – Board Policy DK – Payment Procedures – states that “All manifests, supported by original invoices, must be approved and signed by two designated Wilton-Lyndeborough Cooperative School Board members...The school board authorizes the Superintendent and Business Administrator to release treasurer-approved, contractually obligated employee checks and/or payments to vendors and agencies which, if delayed would incur penalty, prior to the approval of the entire manifest”.

The Business Office continues to have difficulty routinely obtaining timely signatures on payable manifests from two School Board members on a bi-weekly basis. As such, the Business Office initially holds checks but then mails them to remain in good standing with our vendors. While we recognize it may be difficult for Board members to come in during our workday to sign these manifests, it is also equally difficult for us to make these manifests and supporting documentation available at alternative times or locations (at WLC before a meeting, for example). We are open to discussing alternative solutions for us to remain in compliance with the existing policy.

**FACILITIES PROJECTS** – Superintendent Weaver and I have been working with our new Facilities Director, Ben Hofstetter, to review planned projects, status of quotes, and feasibility of completion as we enter the summer months.

- **Art Room at WLC** – Countertops and plumbing will be completed before June 30<sup>th</sup>. This will complete the project. (CIP)
- **Locker Room at WLC** – Reviewing the blueprints and design options and will be soliciting quotes before we proceed with this project. (CIP)
- **Pave School Road at WLC** – As time permits this summer, quotes will be solicited for likely completion in the summer of 2026. (CIP)
- **Replace VCT Tiles in Cafeteria at WLC** – Two quotes have been solicited, and the project will be completed summer 2025. (Insurance Claim)
- **Replace carpet in Library, Front Office, Teacher’s Lounge at WLC** – Two quotes have been solicited. This project will be completed between June and August 2026. (CIP)
- **Replace “Phase 2” of VCT Tiles at WLC** – Two quotes have been solicited. This project will be completed between June and August 2026. (CIP)
- **Replace Bathroom Counters and Sinks (1 of 2 on the CIP)** – Quotes will be solicited for likely completion in the summer of 2026. (CIP)
- **Replace Boiler at LCS** – Quotes will be solicited for likely completion in the summer of 2026. (CIP)

- **Parking Lot work at LCS** – Repairs to lower parking lot, restoration of swale and ditch lines, relocate propane tank and remove fence for snow storage. Work is to be completed this summer. (FY26 Operating Budget)
- **Repair steps in front of 1895 section at FRES** – Project scope being defined, quotes will be obtained, work to be completed by June 30, 2026. (FY26 Operating Budget)
- **Repoint brick pillars at LCS** – Project scope being defined, quotes will be obtained, work to be completed by June 30, 2026. (FY26 Operating Budget)
- **Bleacher repairs at FRES** – Project scope being defined, will use existing vendor, work to be completed by June 30, 2026. (FY26 Operating Budget)



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**Athletics Transportation**  
**June 10, 2025**

The District currently utilizes Butler Transportation for the bulk of our Athletics transportation needs. As such, this analysis is centered around our sports programs for which Butler provides transportation.

**Background/Existing Conditions**

In the 2024-2025 School Year, Butler Transportation provided Athletics transportation for the following:

**FALL**

Soccer – 3 teams: Middle School boys, Middle School girls, High School boys

- There are between 11 and 18 players per team and two coaches per team
- Boys and Girls Middle School Soccer teams do not travel together (when one team is home the other is away)
- Between the three teams, Butler provided transportation for 16 away games
- Over the fall season, the average trip was 5.5 hours and 85 miles

**WINTER**

Basketball – 4 teams: Middle School boys, Middle School girls, High School boys, High School girls

- There are between 5 and 12 players per team and two coaches per team
- Both the boys and girls basketball teams travel together (but Middle and High School do not travel together)
- Between the four teams, Butler provided transportation for 18 away games
- Over the winter season, the average trip was 6.75 hours and 100 miles

**SPRING**

Baseball/Softball – 4 teams: Middle School boys, Middle School girls, High School boys, High School girls

- There are between 9 and 18 players per team and two coaches per team
- The High School teams played at the same location four times (shared the bus) and the Middle School played at the same location one time (shared the bus). Otherwise, the teams are not playing at the same location
- Between the four teams, Butler is anticipated to have provided transportation for 16 away games
- Over the spring season, the average trip is anticipated to be 6.5 hours and 85 miles

**Cost Analysis**

The following cost analysis is based on the premise of the District acquiring a second 14 passenger van and using both 14 passenger vans with each transport. Wages are calculated at \$32/hour (base wage plus employer taxes, NHRS) and assume gas costs \$3.10/gallon. Butler's contract cost is \$45.15/hour and \$4.51/mile.

**FALL** – Estimated season savings of ~\$1,936

Assume the District can provide transportation for up to 8 games with up to 20 passengers (max of 18 players, two coaches, plus gear each game). Average trip is 5.5 hours and 85 miles

- BUTLER: ~\$632
- WLC: ~\$390 (with two vans)

**WINTER** – Season savings of ~\$2,248

Assume the District can provide transportation for up to 8 games with up to 28 passengers (max of 24 players, four coaches, plus gear each game). This would require the reliance on parents to transport either the gear or several players to free up the space for the gear in the vans. Average trip is 6.75 hours and 100 miles

- BUTLER: ~\$756
- WLC: ~\$475 (with two vans)

**SPRING** – Season savings of ~\$2,270

Assume the District can provide transportation for up to 5 games *where it's only one team traveling* – up to 20 passengers (max of 18 players, two coaches, plus gear each game). This will likely require a parent or coach to drive their vehicle and transport the bulky gear. Average trip is 6.5 hours and 85 miles

- BUTLER: ~\$677
- WLC: ~\$454 (with two vans)

### **Summary**

Due to the allowable roster size of our Athletics programs, the coaches, and equipment they must bring each game, we must responsibly budget for the upper end of player rosters when factoring in transportation. This leads to the need for two vans each transport.

The annual estimated savings for Athletic transportation is roughly \$6,454 and does not factor in any maintenance obligations. Factored into this transport model, the van could be used for Special Education out of district transportation and the maintenance obligations would be incurred by that program.