

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

April 4, 2017

Pat and Elayne attended the annual Infinite Visions User Group Meeting in Bristol, NH. Infinite Visions is our financial systems software. Sessions focused on state reporting, deduction maintenance, and shortcuts to purchase order processing.

Buddy and Lise attended the annual Northern New England Facilities Masters Conference sponsored by the NH Association of Business Officials. The sessions focused on leadership, best practices, capital improvement planning, air quality, and do's and don'ts for healthy classrooms.

As you may be aware, the week of March 6th was National School Breakfast Week. This event was sponsored by the School Nutrition Association. Lise visited FRES on Wednesday and WLC on Thursday. FRES displayed fresh fruit, parfaits and smoothies. WLC promoted the event by having a Poster Contest. Students described their favorite Breakfast and what a healthy Breakfast meant to them.

We have renewed our contract with the Field Maintenance Service Company. We were able to secure the same pricing as last year. We are currently working on encumbering funds for the spring season supplies.

Buddy and Lise facilitated the recent Facilities Subcommittee Meeting. We talked about the heating pumps at WLC and phase II of the WLC Roof Replacement. The recommendation is included in your packet. We also talked about the bid being reposted for the LCS partial siding. We also discussed the FRES work order on rebuilding the loop pump bearings.

Lise attended the March NH Association of Business Officials (ASBO) Meeting. The agenda included an overview of the NH Chief Technology Officers (CTO) organization. Primex gave a presentation on Human Resource documentation. Drummond Woodsum discussed the statue on the employment of Teachers vs. other staff, RSA 189:A. A discussion was had on reporting requirements after a district meeting with the NH Dept. of Education.

We have signed work orders with Granite State Plumbing and Heating to install a second loop pump at WLC with two isolation valves. This job order was discussed with the Facilities Subcommittee at our March meeting. This work amounts to a total of \$11,807.39.

We are working on the approved budget documents for the Dept. of Education and the Dept. of Revenue (DRA). The MS-22 Voted Appropriations will be submitted through the DRA web portal.