North Rose – Wolcott Central School District Assistant Superintendent for Business and Operations' Monthly Dash Board Report November 2018

1. 2018 – 2019 District Data

- Approved Budget \$28,467,400
- Tax Levy \$9,562,122
- True Value Tax Rate \$14.71 per thousand
- Current student enrollment (as of 11/1/18)
 - o K-12: 1217 (decrease of 7)
 - o In house UPK: 40 (no change)
 - o Head Start UPK: 17 (increase of 2)
 - Head Start 3 year olds: 17 (no change)

2. Transportation

 We currently still have one vacant driver position and we also have one or two vacant monitor positions.

3. School Lunch

• We continue to investigate options for feeding NRWE students when kitchen construction begins during spring break.

4. Facilities Department

We currently have a vacant maintenance position. In addition, we also have two
additional cleaner positions that we are not looking to fill until we go back to
three buildings.

5. Technology

Nothing new to report at this time.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- Steve and I continue to have multiple capital project meetings each week. We
 are at a critical point in terms of maintaining our schedule and this is being
 closely monitored. Mediation with the general contractor and the architect in
 reference to a wall demolition issue in the middle school occurred on Tuesday,
 November 6. We have not yet reached resolution.
- Since soccer season is over, the new scoreboard for the soccer field will not be installed until spring.
- Construction is still underway in the high school locker rooms. We do not anticipate that this phase will be completed until the end of December.
- Monthly updates from both the architect and construction manager will again be at your seats next Tuesday. Weekly updates continue to be posted on the website.

- We continue to work on potentially reactivating the old leach field at NRWE. We will be soliciting some bids and then making decisions based on those bids.
- On Tuesday, November 6 we sold a \$16,000,000 Bond Anticipation Note (BAN) to continue to provide cash flow for the capital project. This will come due next summer. At that time we will need more cash, so we will either issue a bond or another BAN to pay off this \$16m and provide the additional cash needed. This debt will be offset by building aid.

7. Budgeting/Reserves

- I have prepared a revised budget calendar for the 2019-2020 cycle. This was included in your BOE packet. We would like the Board of Education to adopt this at next Tuesday's meeting.
- I have prepared a five year financial projection to review with the BOE on Tuesday and have adopted in December. Once the BOE accepts this document, we will post it on our website. This will be our first step in the budget process.

8. Other Notes

- As you already know, we had a Department of Labor inspection that has resulted in the need for some corrective action. Attached to my dashboard is a report from Dan Friday as well as a copy of the memorandum that was distributed to all staff.
- For your reference, I have attached lists from all buildings/departments identifying staff and their current assignments.
- We currently still have vacancies that we are looking to fill for the following cocurricular positions:
 - o HS Bus Loader
 - o HS Musical Production Director
 - o HS Musical Accompanist
 - o HS Musical Set Construction
 - o HS Musical Stage Manager
 - MS AV Club Advisor
 - o MS AV Coordinator
 - MS Musical Costume Designer
 - o MS Bus Loader
 - o MS 8th Grade Dinner Advisor
- Recent changes in the law in reference to a sexual harassment policy requires a
 revision to Policy 6121. The district's counsel has provided a draft for your
 consideration. Once adopted, the policy will be distributed to all employees and
 a complaint form will be posted on the website.
- We have received a formal Purchase and Sale Agreement for Florentine that has been signed by the BOE president. The purchaser has between 60 and 120 days to finalize the sale.

- The tax collection period has ended. We will need the BOE to take formal action to return any unpaid taxes to the county. At that point, they will make us whole on any unpaid taxes and will add them to property owners' January tax bills.
- I have attached reports from our SROs.
- Christine Bennett, our Shared Human Resources Manager through BOCES, has accepted a promotion within BOCES. We will not be refilling this position through BOCES. In order to assist administration with these duties, we will be hiring a Senior Clerk/Typist. This person will fill the position that has remained unfilled since the retirement of Elena LaPlaca.



11631 SALTER-COLVIN ROAD WOLCOTT NEW YORK 14590 PH (315) 594-3141 FAX (315) 594-2352

Memorandum

To: Stephan J. Vigliotti Sr., Superintendent

Robert Magin, Assistant Superintendent for Business and Operations

From: Daniel Friday, Director of Facilities

Date: November 6, 2018

RE: Department of Labor visit

Hello.

On Thursday October 18th, Deborah McNaughton, a Senior Industrial Hygienist with the NYS Department of Labor visited the North Rose – Wolcott High School in response to a complaint that was received regarding construction debris infiltrating a storage space where NRW employees routinely work. Upon investigation of this complaint, it was determined that the situation had been resolved and handled correctly by the District. After addressing the complaint, Ms. McNaughton proceeded to complete a full inspection of the High School's Public Employee Safety and Health (PESH) programs and practices. A summary of the infractions identified on this inspection can be found below, as well as a timeline for corrective action:

- Various infractions for Personal Protective Equipment (PPE), correction within 15-30 days:
 - Chemical resistant gloves required for chemistry lab and Pool chemicals (complete)
 - Eyewash station required in Kitchen due to use of de-liming chemicals (installation scheduled)
 - PPE assessment required for art and technology classrooms (in progress)
 - Appendix D provided to employees wearing disposable N-95 respirators (complete)
- Various physical infractions identified, correction within 15 days:
 - Open knockout in electrical panel (complete)
 - Bench grinder work rest improperly adjusted in wood shop (complete)
 - Lights above equipment in gym storage require protection (in progress)
 - Cord for miter saw in wood shop showing exposed wires (complete)
 - Matador floor machine missing ground pin (complete)
 - Unlabeled spray bottle in closet (complete)
 - Debris in gym storage to be cleaned (complete)
- Various PESH Written Program infractions identified, correction within 30-75 days:
 - Provide written Hazcom, Respirator, Lockout/Tagout, Chemical Hygiene Programs (in progress)
 - Required Trainings from various programs incomplete or missing:
 - BBP Exposure Control (in progress)
 - Chemical Hygiene Officer
 - Respirator Medical Evaluation, fit testing, and training (in progress)
 - SDS sheets required for art teachers' chemicals (in progress)
 - Injury/Illness logs not maintained (in progress)
- Hepatitis B vaccination offering records for all potentially exposed employees incomplete (in progress)

I should note that several of these infractions are identified as the result of minor inconsistencies or gaps in District protocol, as opposed to complete omission of programs or trainings. For example, our written programs exist, but in some cases they are missing one or more elements which are required. Another such example is that Hepatitis B vaccines are offered to all staff on the opening day of the school year, but their declinations of the vaccines have not been recorded correctly. The Department of Labor has provided a great deal of support and this has been an overall positive experience for the District, resulting in improved practices, updated safety programs, and increased staff awareness. Infractions which we recognize may persist in the future if not addressed systematically are being addressed to provide long-term permanent correction. For example, new procedures for ordering chemicals have been established which require a comprehensive filing system of and accessibility to Safety Data Sheets. If you have any questions or would like to discuss further please feel free to reach out. Thank you.

Sincerely,

Daniel Friday

Director of Facilities

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					Linda Scheid		Arline Perce		Ų.						
					Peggy Minicaelli Linda Scheid	Sarah Eygnor	Deb McQuown	Lisa Knor	Elizabeth Ferguson	Amy Dapolito	Val Azzolina	Lisa Brown		Bettsey Barker	
					Cafe	Cafe									
Baker, Scott	Daly, Tara	Barber, Darcy	Nash, Kathryn	Zuniga, Sarah	Anthony, Colleen	Matteson, Teresa	Spear, Deanne	Clement, Nichole	Grasso, Catherine	DiMora, Danielle	Drake, Helen	Renzi, Jennifer	Kathy Lochner		
gymnasium	126	LIB	AUD	300 B	AUD	AUD	AUD	Counseling Suite	Counseling Suite	Counseling Suite	300 B	302	Wayne County Action Kathy Lochner		
PE	Art	Library	Music	TSE	ОТ	TO	PT	Counselor	Social Worker	Psychologist	Migrant Tutor	Hearing Impaired			
Akerley, Jaime	Hutter, Haley	Sargent, Katie	Nicholson, Tessa	Barker, Jaclyn	Denisi, Stacy	Pentycofe, Meagan	Pentycofe, Erik								
131	111	181	181	182	120	182	pne								
Speech	Reading	Reading	Reading	Reading	Reading	Reading/Coach	Interven								

last name	first name	teaching assignment	ES	HS
vacant		grade 6	202	
Warren	Nicole	grade 6	203	
Cole	Kelly	grade 6	208	
Guth	Laurel	special ed	209	
Shanley	Rachel	grade 6	209	
·	Kevin	Art	230	108
Sharpe				100
Bedell	Laura	reading	300	
Bazin	Andrea	reading	300	
Norris	Zachary	math	300	
Bishop	Caitlyn	grade 5	301	
Ricci	Jill	grade 5	301	
Burgess	Jessica	grade 5	302	
Everdyke	Leisel	grade 5	302	
Smith	Ann	special ed	306	
Oeschger	Sarah	grade 5	307	
Minichiello	Melissa	grade 5	308	
Baetge	Bethany	grade 6	309	
Winder	Laurie	Media Skills	1133	
DeFeo	Kristin		2209	
Bittner	John	counselor	2310	
Welkley	Kathy	nurse	2900	4225
Porter	Nicholas	Clerk	3200	
Richwalder	Alex	music	auditorium	103
Winder	Laurie	Library Media	library	library
Besaw	Sundra	aide	,	,
Cona	Alice	ENL 7-12		113
Crippen	Laurie	aide		606
Davies	Abigail	ELA 8		111
DeSouza	Andy	Math 7		210
Eckam	Elaine	reading		320
Tubolino	Tony	ISS 7		122
Erway	Amy	aide		-
Freeman	Joyce	aide		
Furletti	Charles	science 8		240
Gerstner	Ashleigh	special ed		609
Griggs	Brenna	music		102
Hayden	Betsy	Health		333
Jackson	Patty	Phys. Ed		gym
Jacobs	Erin	special ed		320
Krause	Molly	ELA 7		120
LaValley	Cathy	Alt. Assessed	181	213
Laird	Kurt	Phys. Ed		
Lasher	Susan	TA		
vacant		Home and Careers		231
Maring	Paul	SS 8		123
Mills	Donna	Clerk		3123
Morgan	Michelle	Math 8		121
Mumby	Karol	Clerk		3115
O'Brien	John	Technology		104
O'Dell	Cindy	aide		605
Olmstead-Adams	Lisa	Spanish		331
Pitt	Brian	SRO		617

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Robinson	Laura	special ed	609
Rose	Becky	TA	
Sloan	Jennifer	TA	605
Smith Bundy	Jaimie	aide	
Spencer	Mindy	reading	324
Stopka	Benjamin	reading	325
Sturdivant	Latrell	Psychologist	611
Swasty	Maja	ENL	
Sweeney	Maureen	counselor	2314
Treasure	Pete	Science 7	140
Weigand	Crystal	Spanish	221
Williams	Mark	Art	230
Youngman	Kim	aide	

NR-W High School Staff

Alt. Learning Ctr. Cary Merritt Art Kelley Allen Art Shelly Patterson Art Mark Williams **Assistant Principal** Matt Wendel **Business** Jenn Judge Counselor Amy Beresford Counselor Sean VanLaeken Delphi Counselor Rachel Santillo English Wendy Hawkinson English Amy Johnson English Joe O'Neill Jay Pfluke English

English Mary Ellen Stacklyn

ENL Alice Cona Health Betsy Hayden **Mathematics** Chris Ackley Mathematics Brandon Kapcinski Bill McDermott Mathematics Mathematics Matt Marion Kailea Nelson Mathematics Caitlin Wasielewski Mathematics Media Center Amanda Johnson Music Christine Schwind Mike Witkiewitz Music Nurse Vickie Randall

Physical Education Amy Bromley **Physical Education** George Wetherell Brian Read Principal **Psychologist** Rebecca Kandt Science Bridgette Barr Science Amber Landry Science Heidi Rothfuss Science Greg Sumner Science Tim Thomas Science Nick Wojieck Mike Lockwood Secretary, Athletics Secretary, Counseling Lois Sheffield Secretary, Main Office Carrie Brown Secretary, Main Office Amy Shear

Social Studies Michele Bartholomew

Social Studies Mike Flaherty Social Studies Adam Hawley Social Studies R.L. Murray James Prentice Social Studies Social Studies Jason Shetler

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Spanish Greg Matkosky Spanish Lisa Olmstead Spanish Amy Wiktorowicz **Special Education** Susan Brown Special Education Mike Grasso Special Education Sam Halfman Special Education Sean Johnson Special Education Cathy LaValley **Special Education Amy Plowe Suss** Speech Karissa Blamble Teacher Aide Sally Brown Teacher Aide Jenn McKown Teacher Aide Cindy O'Dell Teacher Aide Chere Poole Teacher Aide Melissa Stevens Teaching Assistant Tina Goodman **Teaching Assistant** Tammy McNabb Technology Brian LaValley Brian Jeary Technology

Food Service

NAME	TITLE	BUILDING
Azzolina, Valerie	Cook Manager	Elementary
Barker, Bettsey	Food Service Helper	Elementary
Brown, Lisa	Food Service Helper	Elementary
Dapolito, Amy	Food Service Helper	Elementary
DuBois, Yolanda	Food Service Helper	Middle/High School
Ferguson, Elizabeth	Cook	Elementary
Harper, Linda	Cook Manager	Middle/High School
Miller, Debbie	Food Service Helper	Middle/High School
Perce, Arline	Food Service Helper	Elementary
Scheid, Linda	Cook Manager	Elementary
Sells, Marlena	Food Service Helper	Middle/High School
Swarthout, Mary	Cook	Middle/High School
Whitney, Joan	Cook	Middle/High School

North Rose - Wolcott CSD Facilities Department Staff List as of 11/5/2018

Name	Title	Location
Ball, Alan	Cleaner	High School
Carnell, Dale	Cleaner	High School
Chavez-Trejo, Emma	Cleaner	High School
Countryman, Jamie	Cleaner	High School
Dziekonski, Joseph	Cleaner	High School
Ford, Maurice	Cleaner	High School
McGarr, Doreen	Cleaner	High School
Avery, Tammy	Cleaner	Elementary School
Barnes, Nena	Cleaner	Elementary School
Heffernan, Brian	Cleaner	Elementary School
LaBounty, Brielle	Cleaner	Elementary School
Trine, Craig	Cleaner	Elementary School
Janes, Todd	Cleaner	District
Erway, Paul	Maintenance/Grounds	District
Finch, Nathan	Maintenance/Grounds	District
Heffernan, Francis	Maintenance/Grounds	District
Lapp, Cody	Maintenance/Grounds	District
Williams, Dustin	Maintenance Mechanic	District
Williams, Lisa	Messenger	District
Friday, Daniel	Director of Facilities	District

Transportation roster 11/5/18

Employee Name	Title
Anderson, Roger	Driver
Anthony, Gale L	Sub driver
Bond, Stacy	Driver
Britton, Sandra S	Driver
Brooks, Robin	Driver
Burns, Mickie Lee	Driver
Campbell, Lee	Driver
Conrow, Jo Jean	Sub monitor
Converse, Scott J	Asst Supervisor
Davis, Willie Dan	Driver
DeWaters, Caroline V	Sub driver
Eygnor, Sara	Monitor
Galloway, Robert	Supervisor
Guthrie, Becky Jo	Sub driver
Henry, Brigette	Driver
Jason, Wendy J	Driver
Kent, Brandon	Driver
Knorr, Lisa	Driver
Lyman, Kristine	Driver
McIntyre, Deborah	Driver
McQuown, Debra	Monitor
Miller, Deborah	Driver
Minacapelli, Margaret	Monitor
Premo, Alena	Driver
Ray, Kelly	Sub driver
Reed French, Irma	Driver
Schinsing, Michele	Driver
Schmiegel, Jennifer	Driver
Sember, Kimberly	Driver
Sergeant, James	Sub driver
Shorts, Jean I	Sub driver
Sparnon, Kent D	Mechanic
Washburn, Velarie	Driver
Yates, Charity	Driver

District Office

			d Improvement	Secretary to the Asst. Supt. for Instr. & School Improvement/District Clerk		suc	siness & Operations		k @ NRW)	k @ NRW)	k @ NRW)	±	l Education	l Education	gy			(W)	(W)	/5 days away)	(W)	BOCES	BOCES	
Assignment	Superintendent	Secretary to the Superintendent	Asst. Supt.t for Instruction & School Improvement	Secretary to the Asst. Supt. for Inst	Receptionist	Asst. Supt. for Business & Operations	Secretary to the Asst. Supt. for Business & Operations	Accounts Payable	Shared BOCES employee (3x/week @ NRW)	Shared BOCES employee (2x/week @ NRW)	Shared BOCES employee (2x/week @ NRW)	21st Century/Universal Pre-K Grant	Secretary to the Director of Special Education	Secretary to the Director of Special Education	Coordinator of Network & Technology	Network Technician	Director of Special Education	BOCES employee (3x/week @ NRW)	BOCES employee (3x/week @ NRW)	BOCES employee (5 days @NRW/5 days away)	BOCES employee (3x/week @ NRW)	Shared BOCES employee @ CBO, BOCES	Shared BOCES employee @ CBO, BOCES	BOCES employee @ CITIBOCES
Title	Superintendent	Sr. Clerk/Typist	Asst. Supt. For Instr. & School Improvement	Sr. Clerk/Typist	Sr. Clerk∕Typist	Asst. Supt. for Business & Operations	Sr. Clerk/Typist	Sr. Account Clerk	Shared School Business Administrator	Shared Human Resources Manager	Shared Data Coordinator	Assistant Principal	Clerk/Typist	Clerk/Typist	Coordinator of Network & Technology Services	Network Technician	Director of Special Education	Sr. Computer Services Assistant	Computer Services Assistant	Shared Coordinator of Technology Integration	CSE Chairperson	Payroll Clerk	Treasurer	Public Information Assistant
	Stephan	Melanie	Megan	Tina	Lisa	Robert	Jan	Romanna	Richard	Christine	Kevin	June	Chelsey	Brandy	Lisa	Eric	11/13/18	Ken	Dee	Laurie	Karissa	Kelly	Norma	Gina
Name	Vigliotti, Sr.	Geil	Paliotti	Fuller	Cook	Magin	McDorman	Lord	Walker	Bennett	Henry	Muto	Palmer	Starzewski	Brower	Cannuli	Vacant until 11/13/18	Ī	Spiegel	Elliott	Blamble	Wyatt	Lewis	Duffy

Sport	Level	2018-2019 NRW Coaches
FALL	20101	2010 2010 INVIT OUGGIES
Boys' Soccer	Varsity	Mike Virts
	Asst. Volunteer	Gordon Scotty Martin
	Asst. Volunteer	William Murray
	Jr. Varsity	Noah Murray
	Modified	Jay Reynolds
Girls' Soccer	Varsity	Jamie Carr
	Asst. Volunteer	Amy Bromley
	Asst. Volunteer	Erin Jacobs
	Jr. Varsity	Tracy Durham
· - · · · · ·	Modified	Patty Jackson
Boys' Volleyball	Varsity	Chris Ackley
	Modified	Eric Pentycofe
	**	1
Girls' Volleyball	Varsity	Alex Richwalder
<u>'</u>	Jr. Varsity	Brianna Ruggio
	Asst. Volunteer	Zachary Norris
	Modified	Mark Williams
Cross Country	Varsity	Greg Matkosky
0.000 000	Modify	Michael Flaherty
Girls' Swimming	Varsity	Brian Cole
<u> </u>	Asst. Volunteer	Kelly Cole
Girls' Tennis	Varsity	Pete Treasure
	Asst Volunteer	Bob Monroe
	Modified	Mike Grasso
WINTER		
Girls' Basketball	Varsity	Gary Lockwood
	Asst. Volunteer	Joe Cahoon Sr.
	Jr. Varsity	Pam Lockwood
	Modified	Patty Jackson
Boys' Basketball	Varsity	Brian Hoyt
	Asst. Volunteer	Joe Cahoon Jr.
	Jr. Varsity	Michael Kanaley
	Modified	Jay Reynolds
Wrestling	Varsity	James Prentice
	Jr. Varsity	Gerald DeCausemaker
	Modified	Mark Williams
Boys' Swimming	Varsity	Brian Cole
	Asst. Volunteer	Kelly Cole
Coed Swimming	Modified	Kelly Cole
	Asst. Volunteer	Brian Cole
Boys' & Girls' Bowling	Varsity	Cathy LaValley
	Asst. Volunteer	Brian LaValley

Cheerleading	Varsity	Cathy LaValley				
Indoor Track	Varsity	Duke Mitchell				
	Asst. Volunteer	Noah Murray				
SPRING						
Softball	Varsity	Rob Yarrow				
	Asst. Volunteer	Kayla Yarrow				
	Asst. Volunteer	Makayla Webber				
	Asst. Volunteer	Joe Budinock				
	Jr. Varsity	Caitlin Wasielewski				
	Modified	Chris Ackley				
Baseball	Varsity	Erik Pentycofe				
	Asst. Volunteer	Paul Statskey				
	Jr. Varsity	Brandon Kapcinski				
	Modified	Jay Reynolds				
Track & Field	Girls' Varsity	Duke Mitchell				
	Boys' Varsity	TBA				
	Boys' Modified	Alex Richwalder				
	Girls' Modified	John O'Brien				
Boys' Tennis	Varsity	Pete Treasure				
	Asst. Volunteer	Zachary Norris				
	Modified	Tim Thomas				
Golf	Varsity	Adam Hawley				

Dear School Board,

It has been two months since I began my position as a School Resource Officer within your district at the North Rose Elementary School. In those two months I have learned a lot about the students, teachers, and faculty and also how a school runs on a daily basis. The students have slowly grown more comfortable with my presence in the school every day. When I first started a lot of the students would hide behind their parent as they walked into school or in ways avoid me in the halls, most likely associating me as a figure more for punishment instead of safety and comfort. Now, those same students that would hide behind their parents or avoid me now say good morning, give me high fives and even hugs daily. I have gotten to know a lot of the students as well as them getting to know me on a more personal basis.

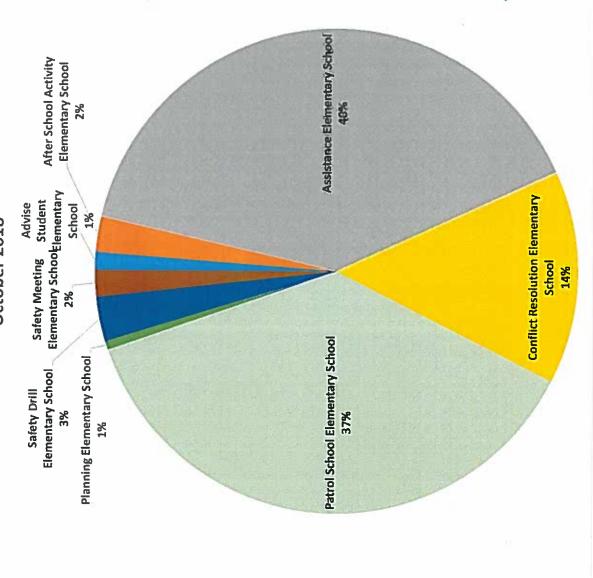
To be honest, there have been a handful of students I have had to work with on a regular basis for various repetitive issues however, I feel I have been able to break through some barriers with some of these students to where they are more comfortable with me and comfortable with opening up and talking to me about things that are bothering them or may be the reasons they are behaving a certain way. I still have a ways to go with getting to know all of the students and earning their trust but with everyday that goes by I feel that I am getting closer to that goal.

I would like to thank you all again for giving me the opportunity to work within your district with all of you, your faculty and providing all I can for your students at the North Rose Wolcott Elementary school as your School Resource Officer.

Respectfully,

Deputy Heath Wadhams

SRO Division of Activity Elementary School October 2018



SRO Report October 2018:

October has been a very busy month for us, full of activity. There have been numerous afterschool events and exciting athletic contests, providing a great opportunity to interact with students and parents outside of the classroom setting.

This past month has also seen an increase in conflict and behavior concerns. Through the serious interactions in dealing with these students, I have developed positive relationships with many of them. They will then seek me out assistance much earlier when they encounter other problems or conflicts.

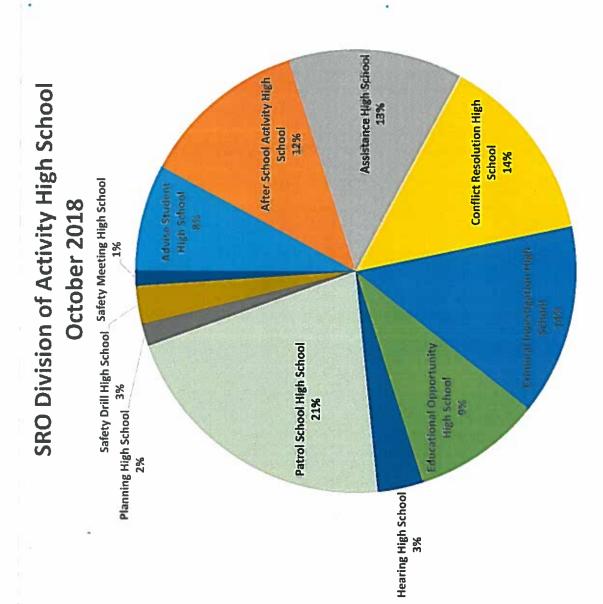
I am working with a group of middle school students who are starting an "Anti-bullying club" that will meet Monday's afterschool. Additionally I've had the opportunity to sit in and play with both the middle school band and the high school band. The students appeared to enjoy seeing me in a different role.

Heading into November, with the upcoming holidays, and increase in the difficulty of classwork, I am more aware and alert for mental health concerns, which have in the past, increased during this time. Seeing the induction of so many great students into the National Honor Society, with the friends and families, was a special treat.

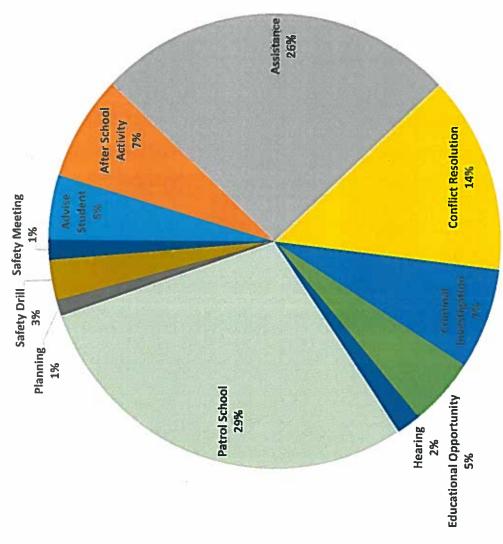
Thank you for allowing me to serve!

Brian Pitt

SRO North Rose-Wolcott







SRO Division of Time by School October 2018

