

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

1. 2017 – 2018 District Data

- Approved Budget - \$27,907,192
- Tax Levy - \$9,383,829
- True Value Tax Rate - \$14.54 per thousand
- Current student enrollment (as of 1/2/18)
 - K-12: 1167(increase of 4)
 - In house UPK: 38 (decrease of 1)
 - Head Start UPK: 18 (no change)

2. Transportation

- We continue to struggle with covering routes due to a driver shortage. At Tuesday's meeting you will be approving the hire of a teacher aide. She is currently a bus driver and is resigning from that position to take the aide position. This will leave us with two routes being covered by substitutes.

3. School Lunch

- We continue to track lunch charges closely with the new meal charge policy that became effective this year. Assistant principals receive weekly updates and make calls to parents when balances exceed \$10.

4. Facilities Department

- We had a cleaner resign in December after only being with us for a month. She left us for a job with the United States Postal Service. This leaves us with a vacancy again that we are attempting to fill.
- The fire monitoring system at Florentine Hendrick is back on line. This was required by our insurance carrier.
- We continue to monitor for bed bugs on a normal schedule. We have not had issues this school year with live bugs, but we want to remain proactive.
- Dan Friday has put together a Water Conservation Plan for NRWE. This will be implemented over time and we will be sure that all capital project work supports this plan. He will be creating plans for the other buildings as well.

5. Technology

- The civil service test for Coordinator of Network and Technology Services was given in October. We are still awaiting results of the test and a canvass list to look for potential candidates.
- The new district website is up and running. Additionally, we will be using a district Facebook page.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- We are continuing to meet with various vendors to finalize selection for modular classrooms for fifth and sixth grades.
- Part of our funding for the capital project work at the middle school is to access just under \$1.5m in Smart School Bond Act money. In order to use this money, we need to submit a Smart Schools Investment Plan. There are certain steps we need to follow in order to complete this process. The first step is that the BOE needs to approve a preliminary plan. You will be asked to do that next Tuesday. The plan will be included in your packet. We will then have it online for at least 30 days and will have a hearing at our January 23 meeting where people can comment. We will then look to have the BOE approve a final plan at the February 13 meeting.

7. Budgeting/Reserves

- The budget process for the 2018-2019 school year is underway. The first draft of non-instructional expenditures will be presented to the BOE on January 23 with instructional expenditures to follow on February 13.
- The state is experiencing a large budget gap. This may make for a difficult budget year if state aid increases are limited.

8. Other Notes

- I have attached information outlining Deputy Pitt's activities for the month of December, including a written summary. Additionally, he will be meeting with MS and HS staff in February to discuss drug awareness.
- We have a Clerk Typist that has been on unpaid leave since January of last year. In alignment with Section 73 of Civil Service Law, you will be taking action to terminate her employment retroactive to January 3, 2018. For your reference, I have attached a copy of the template letter that was sent to her. The bold items are replaced with specific information. This will give us the opportunity to have a permanent employee in this position and give some much needed support to the high school. Based on staffing recommendations from the elementary school principal, we have the opportunity to eliminate a clerical position in that building. This will be an action item on next Tuesday's agenda. Nobody will need to be cut as we will be transferring one person from NRWE to the position we need to fill in the high school.
- We have posted for a District Treasurer to replace Kathy Krivitza when she retires at the end of March. It's my hope to be able to appoint a person no later than early February so that we can have some overlap with Kathy before she leaves.

SRO Report December 2017:

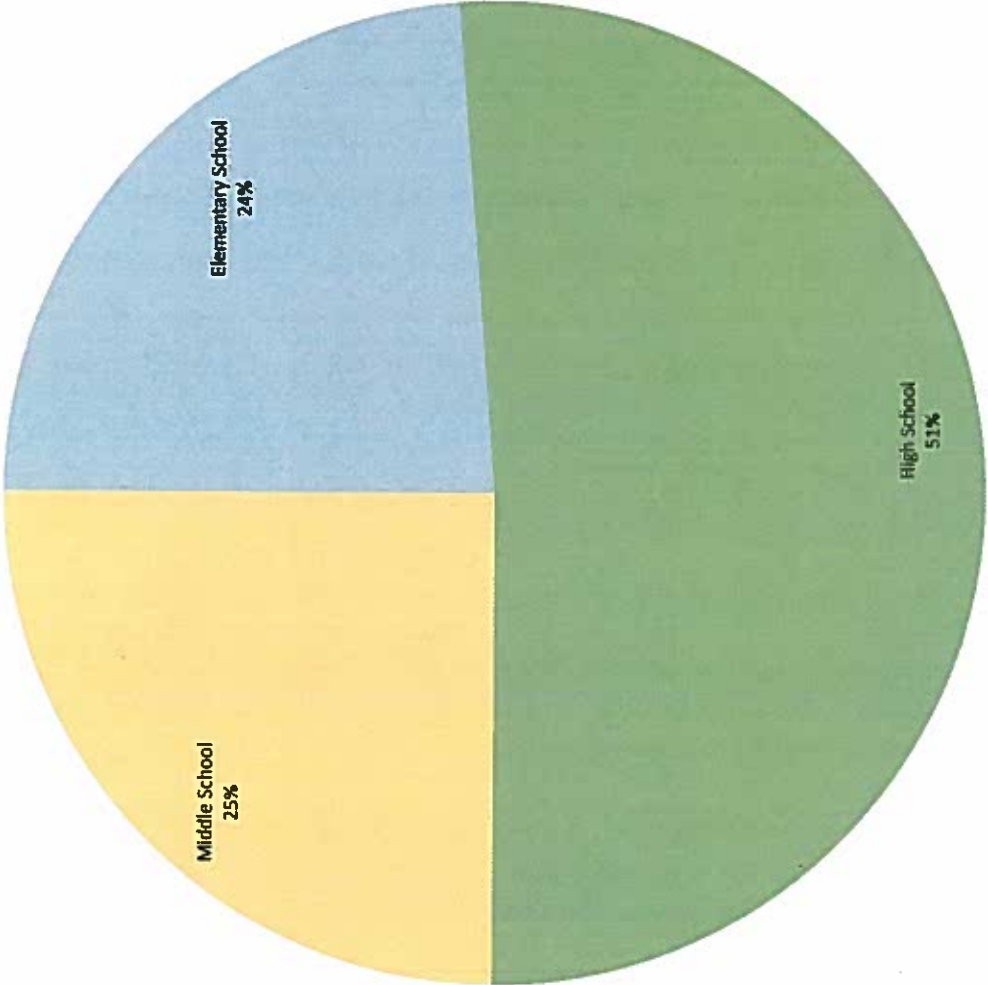
With all of the events for the month of December necessitating deviation from the routine schedule for our students, they handled it remarkably well. I saw quite a bit of special events and celebration with a continued focus on education and learning. There was an opportunity for me to teach in the health classes for the Middle School students, focusing on drug awareness. Additionally I was able to work with parents on assisting them in locking down electronic devices for their children, providing a safer browsing experience.

December also had a marked decrease in juvenile referrals from myself, as the result of less serious disruptions. Many instances were able to be dealt with by a review of expectations with the student, and/or a referral to administration.

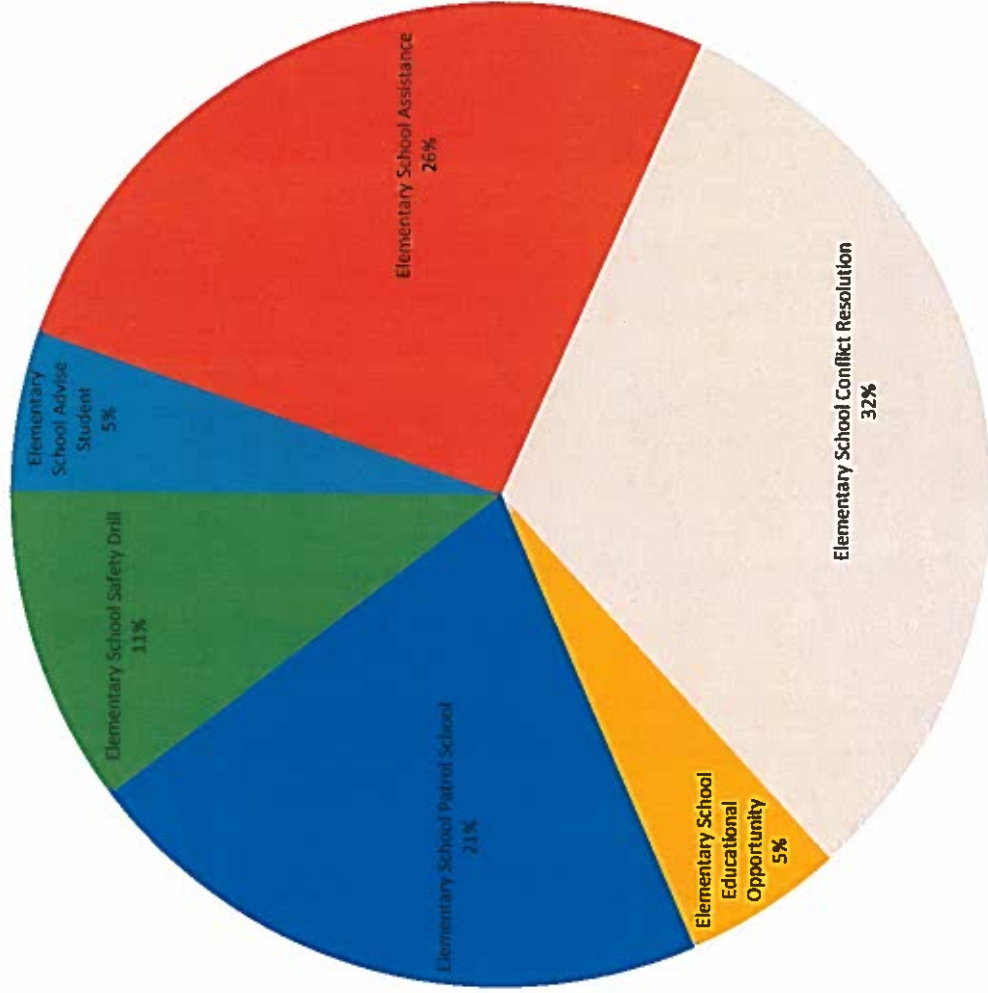
I have been in contact and working with the Village of Wolcott to increase the visibility of students walking to school or being dropped off by parents at the Middle School. The village is looking into the addition of additional street lights in the vicinity of the North end of the school in addition to expanding the school zone including more conspicuous signage.

I'm looking forward to an exciting and safe 2018!

**Division of Time by School
December 2017**



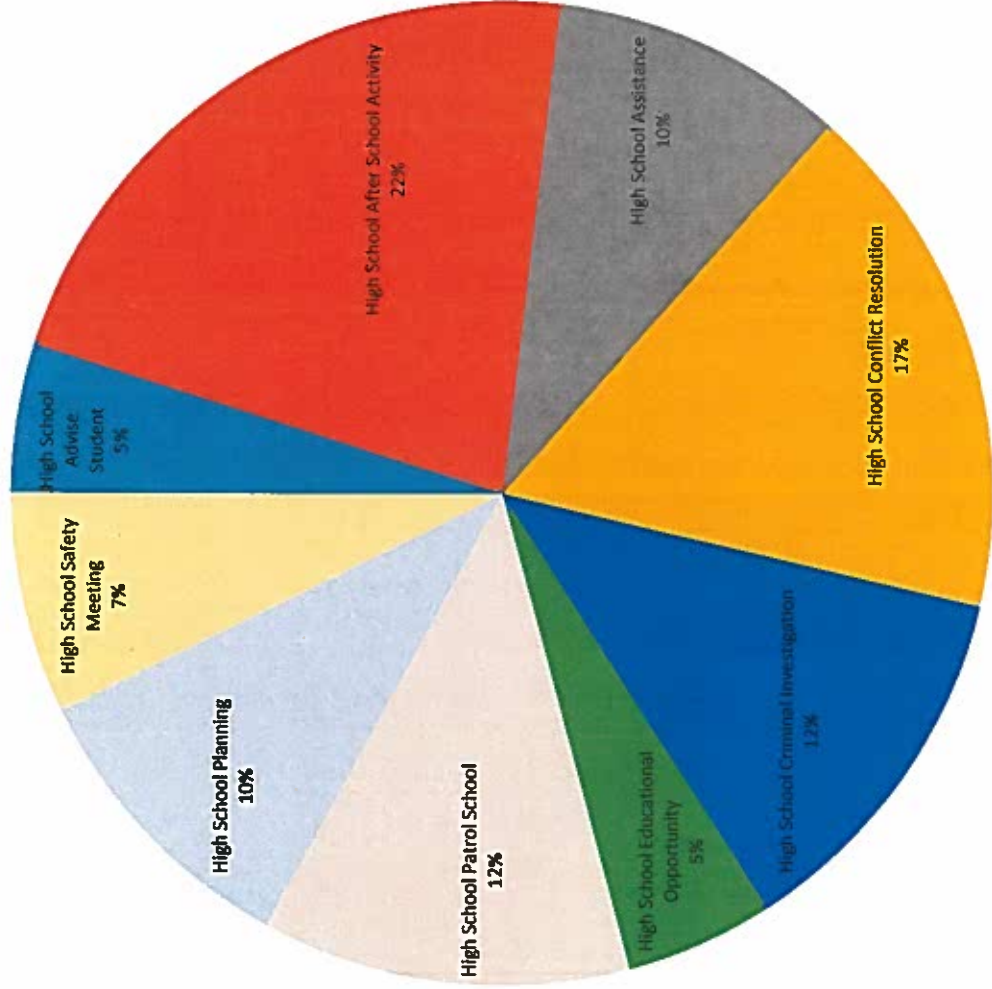
Elementary School Activity Type December 2017



Middle School Activity Type December 2017



High School Activity Type December 2017



[INSERT LETTERHEAD]

[INSERT DATE]

VIA CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Employee Name
Employee Address
Employee Address
City, State Zip

Re: Disability Leave of Absence Termination

Dear *Employee*:

I am writing regarding your current medical condition and disability leave of absence from the District. According to the District's records, you have been absent from work since [*date work-related absence began*] due to a debilitating condition. According to documentation provided to the District, it appears that you are still suffering from the same medical disability that necessitated your leave of absence and, as such, you are unable to perform all of the duties and responsibilities of your position.

Though unfortunate, the District must inform you that pursuant to the requirements of Civil Service Law Section 73, the District [*has terminated/will be terminating*] your employment effective [*enter termination date*] at the District's Board of Education meeting on [*enter board meeting date*]. A copy of this termination letter is being forwarded to [*Jefferson County*]/[*Lewis County*]/[*Watertown City*] Civil Service pursuant to the requirements of law.

Additionally, you should know that under Section 73, if you wish to return to service after the cessation of your disability, you may apply to the [*Jefferson County*]/[*Lewis County*]/[*Watertown City*] Civil Service within one year of the end of your disability for reinstatement to the position, if vacant, or to a similar position. Such an application to Civil Service will be for a medical examination conducted by a medical officer selected by the department to determine the state of your disability. If at that point you are deemed unfit to return to work, you will have a right to request a hearing from Civil Service to contest the finding that you are unfit for restoration to duty.

However, if upon such medical examination, a medical officer certifies that you are physically and mentally fit to perform the duties of your former position, you may be reinstated to your former position, if vacant. If no vacancy exists or if the workload does not warrant the filling of such vacancy, then you will be placed on a preferred list pursuant to requirements of Civil Service Law Section 73 and the Rules of the Civil Service, 4 NYCRR 5.9(e), for a period not to exceed four (4) years or to a vacancy in a similar position or a position in a lower grade in the same occupational field in the District.

Should you have any questions, do not hesitate to contact the District.

Sincerely,

[School Official Name]

[Official Title]

Cc: Personnel File

[Jefferson/Lewis/Watertown] Civil Service