

**North Rose – Wolcott Central School District
School Business Administrator's Monthly Dash Board Report
February 2016**

1. 2015 – 2016 District Data

- Approved Budget - \$26,593,836
- Tax Levy - \$9,037,155
- True Value Tax Rate - \$14.84 per thousand
- Current student enrollment (as of 01/04/16)
 - K-12: 1194 (decrease of 7)
 - In house UPK: 39 (decrease of 1)
 - Head Start UPK: 28 (no change)

2. Transportation

- Please refer to the attached memorandum regarding the creation of an Assistant Transportation Supervisor.

3. School Lunch

- Nothing new to report at this time. Things are going well.

4. Facilities Department

- BOCES work on heating FHE is ongoing. At this point, we're waiting for RG&E to install a gas meter and then we should be able to test and fire up.
- Our shared Director of Facilities, Jan June, has accepted a position in East Irondequoit. Her last day in district was this past Wednesday. While this is not favorable for us, we wish her well.
- I shared last month that our Senior Maintenance Mechanic, BJ Forjone, has submitted a letter of resignation to return to his previous position in our district. He has offered to stay on in his current position while we go through this transition in leadership. We are currently exploring if there are other opportunities to continue a share through BOCES. If we cannot locate a share, we may need to hire our own full-time director. In that case, we will need to reevaluate the need for the Senior Maintenance Mechanic position.
- Please refer to the attached memorandum regarding water testing at the Middle School. Additional samples were collected on Tuesday, February 2. I do not expect to receive testing results until probably the week of February 15.

5. Technology

- We have continued to explore options for accommodating computer based testing at the middle school. We are budgeting \$34,000 in 2016-2017 in an attempt to increase our capability. While it will not bring connectivity to the same levels that we have in our other buildings, there is a possibility that we will increase our current levels to about 75% of what we have in the other buildings.

I need to emphasize that this is a plan that we think will help us, but we can't assure that it will be as big of a Band-Aid as what we need. It may not raise us to minimum levels.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- As part of our 2016-2017 budget we are building in \$100,000 for a capital outlay project and will plan to do so in future years as well. A capital outlay project allows us to do capital project work on a very small scale without the need for a separate proposition. When the voters approve the budget, they are approving the use of the money for project work. These projects are limited to a maximum of \$100,000 and qualify for building aid. However, the building aid is received all in the next year, rather than receiving it over 15 years. This will allow us to have additional revenue to fund the project in the following year. Once we get it going, it's a cycle that we will want to maintain; similar to our 5 year bus replacement cycle. At this time, we are working with our architects to identify specific work. We know we need to resurface our tennis courts. Our last estimate for this work came in at just under \$70,000. This is a great opportunity for us to do maintenance work and get building aid on the expenditure. We will identify approximately \$30,000 of other work to do at the high school so that the project will be aidable.
- As you know, we have just under \$1.4 million in the Capital Fund to finish renovations from the 2007 capital project proposition. We are currently working with our architects to identify the best use of this money. We are focusing on the high school at this time.

7. Budgeting/Reserves

- Budget Committee has finished with its weekly meetings. We will be meeting on February 10 to review the Governor's proposal for state aid. We will then meet again on March 2 to review the first draft of the budget. That information will then be shared with the entire Board of Education on March 8.

8. Other Notes

- I have attached the monthly graph of incidents that Deputy Halvorsen has dealt with in the last month. In addition, I have attached a report from him summarizing his January activities.



NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

11631 SALTER-COLVIN ROAD  WOLCOTT, NEW YORK 14590  P. 315.594.3141  F. 315.594.2352

Robert Magin
School Business Administrator

Stephan Vigliotti
Superintendent

Melanie Stevenson
Director of Curriculum & Instruction

Memorandum

To: Stephan J. Vigliotti, Sr., Superintendent of Schools

From: Robert D. Magin, School Business Administrator 

Date: February 1, 2016

RE: Assistant Transportation Supervisor

As you know, we have had a part-time Transportation Supervisor for over seven years. In order to keep the department functioning when this person is not available, we've been relying on two Senior Bus Driver positions to monitor the office. One of those positions is for three hours a day in the early morning and is only a ten month position. The other position is an eight hour a day position for all twelve months.

While our current configuration has served us well, we have become increasingly dependent on the full-time position for training and daily operations. It is my recommendation that we create a new position with the title of Assistant Transportation Supervisor. Attached to this memorandum you will find an approved civil service specification for this position as well as a job description. Once this position has been created and filled, we should then abolish the full-time Senior Bus Driver position. It is my opinion, that the title of Assistant Transportation Supervisor is more appropriately aligned with the day to day duties and responsibilities currently being covered by the employee in this position.

I do anticipate that we will have internal applicants that are very capable of doing this job well. We will post, interview, and make a recommendation for a provisional appointment. Whoever we appoint to this position will need to take the Civil Service Examination the next time that it is offered.

Please let me know if you have any questions.

WAYNE COUNTY
Human Resource Department
26 Church Street
Lyons, New York 14489

January 26, 2016

North Rose Wolcott Central School
Attn: Robert Magin, Business Administrator
11631 Salter-Colvin Road
Wolcott, NY 14590

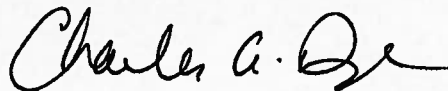
Dear Bob,

I have received the New Position Duty Statement outlining the duties of the requested position. Upon review of the duties and in accordance with the provisions of Civil Service Law Section 22, the Wayne County Human Resource Department is certifying that the appropriate Civil Service title for the position described is Assistant Transportation Supervisor. I have enclosed a copy of the approved civil service specification for this position. If you do not feel this is the appropriate title, please do not hesitate to contact me.

This position is in the competitive class, we do not have a current eligible list. The District may appoint provisionally pending Civil Service Examination. The examination has been ordered, we will advise when New York State Civil Service sets a date for examination. Please send a Report of Personnel Change notice and completed application for the individual you will be appointing provisionally. A candidate must meet the minimum qualifications listed on the specification and appointments, removals must be conveyed to the Human Resource Office.

If I can be of any further assistance please do not hesitate to contact me.

Sincerely,



Charles A. Dye
Human Resource Director

ASSISTANT TRANSPORTATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district transportation department and involves responsibility to aid the Business administrator, Director of School Facilities and Operations or Transportation Supervisor in establishing bus routes, assigning and dispatching drivers, and preparing a variety of records and reports. The work is performed under general direction with leeway allowed for exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of School Bus Drivers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- ◆ Develops bus routes and recommends changes;
- ◆ Assigns and dispatches drivers on a daily basis;
- ◆ Assigns routes to substitute bus drivers in the absence of regular drivers to insure the respective run is covered;
- ◆ Insures that drivers are on time for their respective routes and at their trip destination at the correct time;
- ◆ Insures the various regular, late athletic, and field trips runs are staffed by a regular or substitute driver as needed;
- ◆ Keeps accurate records of field trip assignments and drivers and related activities;
- ◆ Manages student discipline program in coordination with building principals;
- ◆ Coordinates the transportation of non-public and special education students;
- ◆ Submits mandated reports and records to the Department of Motor Vehicles and State Education Commissioner's Regulations;
- ◆ May drive a school bus when the need arises;
- ◆ Insures there is an adequate pool of substitute drivers;
- ◆ Maintains communication with the head automotive mechanic in order to coordinate bus movement for daily activities;
- ◆ Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard transportation methods and the operation of buses; working knowledge of automotive repair methods and of the terminology and tools of the trade; working knowledge of the geographic area of the district; working knowledge of pupil transportation and effective routing of school buses; working knowledge of safety procedures and practices in the operation of automotive equipment; working knowledge of the New York State Motor Vehicle Law; ability to plan and supervise the work of subordinates; ability to keep records and make reports; physical condition commensurate with the demands of the position.

Contd. Over

MINIMUM QUALIFICATIONS: Either:

- a. Two years of supervisory experience in either the maintenance and repair of automotive equipment or operation of multi-passenger vehicles; or
- b. Four years of experience as outlined in "a" above; or
- c. An equivalent combination of training and experience as defined by the limits of "a" and "b" above.

Special Requirement for Acceptance of Applications:

Eligibility for the appropriate level driver's license issued by the New York State Department of Motor Vehicle at time of application. Possession of the license at time of appointment.

NOTE: If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Drivers as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.

Some positions may require candidates to be eligible for certification as an Examiner in accordance with Section 6.16 of the Regulations of the Commission of Motor Vehicles and Article 19-A of the Vehicle and Traffic Law.

Approved and Adopted 2/10/89

Revised 4/13/95

Revised 5/21/01



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Robert Magin
School Business Administrator

Stephan Vigliotti
Superintendent

Melanie Stevenson
Director of Curriculum & Instruction

January 29, 2016

Dear Middle School Parents,

Recently, we had water samples taken from our hot water systems and tested for Legionella. While this testing is not mandated, we do various tests in our buildings on a precautionary basis.

A sample taken at the middle school tested above the acceptable tolerance level for Legionella. We have been in contact with the New York State Department of Health as well as the school district's physician. We have been advised that this situation does not pose a threat to our students or staff. They are not discouraging use of the water for regular hand washing and oral ingestion.

We have completely flushed the water system and will be taking additional water samples. If any of those samples show elevated levels of Legionella, we will continue to work with the Department of Health and water professionals to take appropriate action to eradicate the issue. Additionally, we have temporarily suspended the use of any showers.

For additional information on Legionella and Legionnaire's Disease, please go to:

- <http://www.cdc.gov/legionella/downloads/fs-legionnaires.pdf>
- http://www.health.ny.gov/diseases/communicable/legionellosis/fact_sheet.htm
- <http://www.health.ny.gov/diseases/communicable/legionellosis/>

Please feel free to contact me at 315-594-3150 if I can provide additional information.

Sincerely,

Robert D. Magin
School Business Administrator

SUMMARY FOR January 2016

To: Robert Magin

From: Deputy Halvorsen

Incident # 40. 01/04/16 disorderly conduct high school two students got out of control verbally, in lunch room. Patrol assisted in calming both students down, both were suspended for their actions.

Incident # 41 01/06/16 elementary school patrol worked with several students about talking about each other at lunch, and making threats.

Incident # 42 01/07/16, elementary school adult drove a snowmobile on to property to pick up a student. Patrol tracked down owner of the snowmobile, and told that owner that we cannot have the sleds on property unless they are signed in, snowmobile was registered and insured.

Incident # 43 01/08/16 middle school patrol responded to a fire alarm at the middle school for overcooked food in the lunch room. In a microwave.

Incident # 44 01/08/16, elementary, school student was disruptive in class and taken to the office, he ran out of the office. Patrol responded to help calm the student down.

Incident # 45 01/08/16 elementary school patrol talked with student about taking others property.

Incident # 46, 01/14/16 elementary school patrol talked with 4th grade student made comment that he wanted to harm himself, the student was taken to Newark Wayne hospital for evaluation.

Incident # 47 01/21/16 middle school patrol assisted in finding a tenant student, And transported that student back to school.

Incident# 48 01/22/16 middle school patrol has been working with several students on bullying another student.

Incident # 49 01/22/16 elementary school patrol talked with 4th grade student about falsely reporting to another student that he had pot in his hoody.

Incident # 50 01/25/16 high school student got out of control after being told he was being, suspended patrol responded to help control student and the student stated he wanted to kill himself patrol arrested the student for a mental hygiene and transported him to Newark Wayne hospital for evaluation.

Also so patrol conducted a lockdown drill at the middle school on 01/20/16 all went well, that completed the first set off lockdowns. We will be doing one more at each school. Further patrol will be teaching respect classes starting on February 2nd .

Incidents By Incident Type

01/01/16 - 01/28/16

Number of Incidents: 9

