

**North Rose – Wolcott Central School District
School Business Administrator's Monthly Dash Board Report
January 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: 1201 (decrease of 17)
 - In house UPK: 40 (no change)
 - Head Start UPK: 28 (increase of 1)

2. Transportation

- We currently have a shared Transportation Supervisor (Robert Galloway) through BOCES. In addition, we have two Senior Bus Driver positions that 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. The employee that currently holds this position (Scott Converse) has been in this position since 2008. He has become very skilled at running the office on a daily basis and has obtained multiple certifications for training our drivers. We are looking to abolish this full-time Senior Bus Driver position and replace it with a new position – Assistant Transportation Supervisor. This is a competitive title through Civil Service. There is currently not a list to hire from, so we will have to do a provisional appointment and the person will need to be reachable on the eligible list the next time that the test is given (probably in February of 2017). It will not be part of the Service Employees' Association because of the supervisory duties associated with the position. A job description is attached. I have spoken with Mr. Converse and he intends to apply for the new position. I anticipate that the position will be created by BOE action at the February meeting.

3. School Lunch

- Nothing new to report at this time.

4. Facilities Department

- BOCES is currently working on installing the heating system at FHE. I hope that it will be completed before the Tuesday BOE meeting.
- Our Senior Maintenance Mechanic (BJ Forjone) is a position that supervises our facilities department under the direction of our Shared Director of Facilities through BOCES (Jan June). Mr. Forjone has submitted a letter of resignation from his current position contingent upon his appointment as a .5 Maintenance Worker/.5 Groundskeeper. This is a position that is currently vacant. He worked in this capacity prior to accepting the Senior Maintenance Mechanic position.

We have posted the opening created by his resignation and will go through the normal hiring protocol. Mr. Forjone has agreed to stay in this position until we are able to hire a replacement. I anticipate these personnel items being placed on the consent agenda for the February BOE meeting.

5. Technology

- At some point, all state testing will be administered online. While the timeline has changed multiple times; currently, full implementation is scheduled for 2020. We are pursuing the possibility of doing some field testing in the elementary school as early as next year. Unfortunately, we cannot do any online field testing at the middle school. Our current infrastructure will not support online activity of this level. We are unable to upgrade this infrastructure without first doing major asbestos abatement (in excess of \$1 million). It is crucial that we have a plan to deal with this soon so that we will have time to prepare for the 2020 mandate.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- Please see the Technology section for associated information.
- We have had current appraisals completed on FHE, NRWE, Middle School, and Bus Garage. They are as follows:
 - FHE - \$375,000 (\$155,00 for the land only)
 - NRWE - \$285,000 (\$72,000 for the land only)
 - MS - \$255,000 (\$70,000 for the land only)
 - Bus Garage - \$216,000

7. Budgeting/Reserves

- Budget Committee met in December to review our overall financial status. We discussed reserves in detail. I've attached a plan for realigning our reserves between now and June. The recommendations that were brought to the Budget Committee were based on conversations with Dr. Rick Timbs, our external auditors, and auditors from the comptroller's office. Managing reserves and fund balance is an ongoing task. Funds need to constantly be aligned with current needs of the district as they change. Sections 1 and 2 of this attachment are items that require action at next Tuesday's BOE meeting. Please do not hesitate to contact me if you have any questions about our plan.
- Budget Committee met on January 6 to review proposed spending plans for transportation and facilities. They will meet weekly throughout January to review proposed spending plans for various departments/buildings. The first full draft of the proposed budget is scheduled to be shared with the entire BOE at the March 2 meeting.

8. Other Notes

- Auditors from the comptroller's office should be done with their onsite work by the end of the day on Tuesday.
- 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 December activities.

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

Assistant Transportation Supervisor #373 - page 2

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

Reserves

1. Liquidate Insurance Reserve - \$3,826,995.24
 - \$1,990,000 to Capital Building Reserve
 - \$795,736 to Capital Bus Reserve
 - \$1,041,259.24 Remaining
 - Action to be taken at the January BOE meeting

2. Remaining Funds from Insurance Reserve
 - Transfer to Workers' Comp Reserve
 - Action to be taken at the January BOE meeting
 - \$1,041,259.24 added to the current \$105,218
 - Consortium has a current deficit of \$2.5m – NRW's share is \$125,000
 - Assessments may be applied to address the deficit
 - Annual costs have increased from just over \$100k to now over \$200k
 - 12-13 - \$111,863
 - 13-14 - \$164,708
 - 14-15 - \$187,461
 - 15-16 - \$206,390
 - This is where the funds best serve us at this time. As/when the consortium's overall position stabilizes; this level of funding may not be needed.

3. Need to reevaluate EBALAR reserve - \$552,373
 - Spreadsheet has not been updated in 3 to 4 years
 - Current retirement incentives were included but should not be
 - Once I have identified a good number, I will have our external auditor verify that we are looking to fund at the appropriate level. At that point (June BOE meeting) we will adjust by increasing, decreasing, or leaving as is.

4. Tax Certiorari Reserve – \$10,000
 - No current outstanding claims
 - Dissolve at end of year
 - Action to be taken at June BOE meeting

5. Unemployment Reserve Overfunded – \$587,846
 - Costs spiked in 2009-2010 and 2010-2011 (\$111,000)
 - Have steadily decreased since (14-15 was less than \$4,000)
 - Move \$500,000 at end of year
 - Action to be taken at the June BOE meeting
6. Retirement Contribution Reserve – \$1,856,413
 - Can only be used for ERS costs, not TRS
 - Current annual cost approximately \$400,000
 - Will appropriate annually toward the budget and replenish as able
 - Potential that this may also be useable for TRS costs at some point
7. Liability Reserve- \$570,894
 - Will work with external auditor to evaluate appropriate funding level
 - Increase, decrease, or leave as is
 - Action to be taken at June BOE meeting
8. Establish/reestablish new Capital Building Reserve with May vote – total \$9.5 million
 - Funds in current capital building reserves (approximately \$6.2 million after January BOE meeting) will be rolled into the new reserve
 - This will leave room to fund approximately \$3.3 million as future funds are available
9. Establish/reestablish new Capital Bus Reserve with May vote – total \$2.5 million
 - Funds in current capital building reserves (just under \$1.1 million after January BOE meeting) will be rolled into the new reserve
 - This will leave room to fund approximately \$1.4 million as future funds are available

SUMMARY FOR _December 2015_____

To: Robert Magin

From: Deputy Halvorsen

Incident # 33. 12/02/15 Defiance Elementary school bus # 244 had two students arguing on the bus, one student suspended for his conduct on the bus.

Incident # 37. 12/03/15 Lockdown drill elementary school

Lockdown drill completed by patrol and staff, over all good job.

Incident # 34. Defiance 12/09/15 elementary school

Patrol talked with three student about their actions during the lockdown drill, at the school.

Incident # 35. 12/11/15 dog problem elementary school

Patrol spoke to local resident next to the elementary school about not securing one of his dogs. The k-9 has been coming over to the school and jumping on the students. The dog warden was called in by patrol during this interview to issue the warning.

Incident # 36. 12/15/15 elementary, school mental hygiene student made threats of harming others and himself, patrol transported student to Newark Wayne for evaluation.

Incident # 38. 12/17/15 lockdown drill high school

Completed lockdown drill at high school, went very well patrol and staff worked together will have more throughout the school year.

Also, patrol will be teaching classes on respect in the Elementary school 4th grade and in the middle school 6th and 7th grade for this month.

Dec 11th patrol help 6th graders with career project answering questions about police work.

Incidents By Incident Type

12/01/15 - 12/23/2015

Number of Incidents: 5

