

**North Rose – Wolcott Central School District
School Business Administrator's Monthly Dash Board Report
November 2015**

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 11/1/15)
 - K-12: 1238 (decrease of 3)
 - In house UPK: 40 (no change)
 - Head Start UPK: 28 (no change)

2. Transportation

- We currently have enough drivers to cover our contracted routes. However, we continue to struggle with sufficient substitute coverage. There are times when nobody is in the bus garage because mechanics and office staff need to drive in order to cover trips and absences.

3. School Lunch

- Financially, we appear to be doing better than last year with the Cafeteria Fund. Nancy worked hard to create menus with a manageable food cost. Additionally, we will see significant savings because we share Nancy's services with Hannibal.

4. Facilities Department

- New regulations become effective in the spring that will require Carbon Monoxide detectors in various places. We have ordered the units that we will need and will be compliant well ahead of time.

5. Technology

- We submitted our tech survey to SED. However, we have received feedback that we have to make changes and resubmit. This will be done in the very near future (or may already be completed before your read this).

6. Capital Projects/Building Improvements/Ongoing Maintenance

- I have attached a memorandum that I sent to Steve a few weeks ago in reference to an asbestos concern we had in the middle school. Due to the asbestos in the ceiling, it has been recommended that we not move any of the ceiling tiles. This creates a major problem on a regular basis. Something as simple as running a phone line becomes a major issue. Additionally, ceiling tiles sometimes become damaged and need to be moved or replaced. I have asked a safety expert from BOCES to provide us with a written protocol of how to proceed if we have an issue. Fortunately, these tests came back negative.

However, if they had been positive, we would have had to vacate the building and all items (personal and school owned) would have had to remain in the building until an appropriate cleanup could take place. That process would take multiple months. In its current state, expanding technology infrastructure is nearly impossible. Something as simple as a broken ceiling tile could render all or a portion of the building unusable.

7. Budgeting/Reserves

- We have prices for refinancing our bond. In my December report I will provide a breakdown of our savings.

8. Other Notes

- Auditors from the comptroller's office have been on site for the past month. They have identified their area of focus to be reserves and long-term planning.
- I have attached the monthly graph of incidences that Deputy Halvorsen has dealt with in the last month. He continues to increase class time with students. In addition to the fourth grade roundtable lunches, he is doing formal classes with fourth graders on the needs for rules and laws and how they pertain to safety. He's also stressing the importance of telling an adult when they see something that's not appropriate. All sixth grade classes have received a lesson on cyber bullying.
- The tax collection period ended on October 31. We are finalizing all numbers. Any unpaid taxes will be turned over to the county. The county will pay us that money and will then attempt to collect the taxes when county bills go out in January.



NORTH ROSE - WOLCOTT CENTRAL SCHOOL DISTRICT

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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: October 19, 2015

RE: Asbestos Concerns

This memorandum is a timeline of the events associated with our recent asbestos concerns at the middle school:

- Summer of 2015 – Room 225 at the middle school needed renovations to accommodate office space for the Director of Special Education and her secretary. Additionally, part of the space was being converted to a conference room.
- Approximately late August 2015 or early September 2015 – in order to pull a phone line from the main office to room 225, ceiling tiles were disturbed in the main office (rooms 231 and 233) and rooms 217, 219, 221, 223, and 225.
- 9:45 AM, October 14, 2015 – Middle School Principal called Director of Facilities about his concern of potential asbestos dust in room 225. There was an indication that some ceiling tiles may have been moved during the renovation process.
- 9:53 AM, October 14, 2015 – Director of Facilities e-mailed BOCES Staff Specialist/Safety Trainer to ask if he could test dust from room 225 for asbestos.
- 3:24 PM, October 14, 2015 – Director of Facilities e-mailed School Business Administrator and Middle School Principal to inform them that the BOCES Staff Specialist/Safety Trainer would be coming in the following day to collect and test dust in room 225.
- 6:30 AM, October 15, 2015 – BOCES Staff Specialist/Safety Trainer collected dust samples in room 225.
- Approximately 9:30 AM, October 15, 2015 – Superintendent met with School Business Administrator to be briefed. School Business Administrator informed Superintendent that he was aware (via e-mail from previous day) of test to be conducted but had no confirmation if ceiling tiles had been disturbed.
- 12:30 PM, October 15, 2015 – School Business Administrator met with six maintenance employees who were involved in the renovations and asked if ceiling tiles were disturbed in room 225. All employees indicate that yes, they were disturbed. Upon further conversation and questions from School Business Administrator, it was determined that ceiling tiles were also moved in the main office and rooms 217, 219, 221, and 223. Once this information was shared with the Superintendent, he requested that air testing be conducted in all rooms where ceiling tiles had been moved.
- Late afternoon, October 15, 2015 – Director of Facilities and School Business Administrator had a phone conversation with the BOCES Staff Specialist/Safety Trainer about air testing. He informed

them that BOCES was not capable of conducting the requested test, but recommended a company in Rochester that should be used.

- Morning, October 16, 2015 – Director of Facilities contacted vendor to arrange for testing that afternoon. School Business Administrator, Superintendent, and Middle School Principal were notified.
- Approximately 3:40 PM to 6:20 PM, October 16, 2015 – Envoy Environmental Consultants, Inc. arrived on site and was accompanied by the Senior Maintenance Mechanic. Air samples were collected.
- 4:54 PM, October 16, 2015 – School Business Administrator and Director of Facilities received electronic notification that the dust sample collected from room 225 on October 15 tested negative for any detection of asbestos. Superintendent and Middle School Principal were immediately notified.
- 2:05 PM, October 19, 2015 – Director of Facilities received test results (electronically) for the air samples that were collected on October 16, 2015. These were forwarded to the BOCES Staff Specialist/Safety Trainer for confirmation of interpretation. He replied back, "...NSD" is no structures detected. So no asbestos in the samples. The concentrations given are based on standard error in the method." The Superintendent and Middle School Principal were immediately notified.
- Afternoon, October 19, 2015 – Director of Facilities and BOCES Staff Specialist/Safety Trainer began coordinating a schedule to do some asbestos awareness training with maintenance and custodial staff.

Incidents By Incident Type

10/01/15 - 10/31/15

Number of Incidents: 8

