

North Rose – Wolcott Central School District
Assistant Superintendent for Business and Operations' Monthly Dash Board Report
December 2016

1. 2016 – 2017 District Data

- Approved Budget - \$27,645,264
- Tax Levy - \$9,208,861
- True Value Tax Rate - \$14.86 per thousand
- Current student enrollment (as of 09/29/16)
 - K-12: 1202 (decrease of 13)
 - In house UPK: 34 (no change)
 - Head Start UPK: 20 (decrease of 1)

2. Transportation

- Our new wheelchair bus has arrived. We have now taken delivery of all buses scheduled for purchase this year.
- We still have one vacant route being covered by substitutes.
- All but six of our buses now have live GPS. This means that we can track their locations and times live and recorded. It has been very useful and comes standard on our buses when we purchase them. We do incur a monthly service fee. Our net cost, after aid, is approximately \$38 per bus, per year.

3. School Lunch

- We currently have two Food Service Helper positions open. There will be a resolution to fill one of these positions at next week's BOE meeting.

4. Facilities Department

- In November I mentioned that we are looking to change one of our Maintenance/Grounds positions to a different title. I have submitted a statement of duties to Wayne County Civil Service and am waiting for them to assign the appropriate title. Once that occurs, I will be asking the BOE to add this new position. Once that position has been officially filled (by a current employee), we will then abolish the old position. I may have this information for next week's meeting, but it's likely that this won't occur until January.

5. Technology

- On next week's agenda the BOE will create two new positions. Both of these positions are competitive civil service positions. However, since there are not active eligible lists to hire from, we will need to make provisional appointments. This means that the next time the competitive test is offered, our employees will need to take the test and be "reachable" on the eligible list.
 - Coordinator of Network and Technology Services – This position will oversee and supervise the department. I've attached the civil service job description.

- Network Technician – As Steve has already informed you, we are looking to convert one of our part-time BOCES technicians to a full-time direct employee. I have also attached this civil service job description.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- Resolutions will be on next week's agenda to formally approve the upcoming capital project vote and the SEQRA process.
- We are securing a secondary temporary boiler at the High School to be a backup. This is a much smaller boiler but should be able to maintain heat in the building if any issues arise with the primary boiler.

7. Budgeting/Reserves

- The budget process has begun in buildings and the business office. In January the entire BOE will start with reviewing the first draft of the proposed non-instructional expenditures.

8. Other Notes

- Deputy Terry Pickett has been a great addition to our district. I have attached a few graphs detailing his first month of activities. He is spending time in all three buildings. He has met with building administrators to identify topics that he, or other law enforcement professionals, will cover with our students. The current plan is outlined below:
 - Elementary School
 - January – Bullying in Schools for all grade levels
 - February – Bullying and Gossip for all grade levels
 - May – Drug Awareness Program for fourth grade
 - May/June – Bike Safety assembly for all grade levels
 - Middle School
 - January – Bullying in Schools for all grade levels
 - February – Computer Safety & You for all grade levels
 - March – Bullying & Gossip for all grade levels
 - April – Develop Leaders to Shape School Culture for all grade levels
 - May – Drug Awareness Program for all grade levels
 - High School
 - January - Dignity for All Students Act
 - April – DWI crash scenario with Red Creek
- Negotiations with the North Rose – Wolcott Teachers Association are ongoing.
- In next week's packet you will be receiving a revised Treasurer's Report for the month of September. The reason for this revision is that we had some credit card payments for school taxes that had been processed. However, the cash had not actually been deposited yet into our bank account by the end of the month. These should have been recorded as a receivable, rather than cash. The receivable is reflected in the revised report.

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

December 1, 2016

Mr. Robert Magin
North Rose Wolcott Central School

Dear Bob,

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 Coordinator of Network and Technology Services. The classifications are based on the level of responsibility, difficulty and complexity of duties performed, supervision of subordinates, and overall job duties. I have enclosed a copy of the approved civil service specification for these positions.

This position is in the *competitive class*, we do not have a current eligible list. You have the ability to fill the position provisionally an examination will be scheduled at a later date. Provisional appointments must qualify in the top three candidates eligible for appointment in order to maintain appointment. Please forward any applicants you receive for the vacancy and I will review for approval to participate in examination.

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

Sincerely,



Charles A. Dye
Human Resource Director

COORDINATOR OF NETWORK AND TECHNOLOGY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for overseeing local area network systems and equipment. The incumbent coordinates Local Area Network (LAN) and/or Wide Area Network (WAN) installations and the subsequent on-going maintenance and support of such networks for school district facilities. The incumbent also provides on-site support services to school district personnel on a wide range of technology services. The work is performed under the general supervision of school district administrative personnel. The incumbent exercises supervision over several support staff and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- ◆ Monitors and maintains local area network performance, resources, security and data integrity to include the upgrade and installation of software as required;
- ◆ Researches and consults with each school district facility regarding Local Area Network and Wide Area Network needs, plans the network infrastructure and oversees the installation of a Local Area Network and/or a Wide Area Network including configuring workstations and the server and installing hardware and software such as sound cards, CD ROM'S, Ethernet cards, and modems;
- ◆ Ensures the integrity of daily local area network backups;
- ◆ Manages the file systems and shared local area network storage areas; i.e. routine e-mail database maintenance;
- ◆ Sets up user local area network accounts and access rights;
- ◆ Documents/monitors licensing information and application information;
- ◆ Sets up user workstations for local area network, e-mail, internet and word processing access;
- ◆ Diagnoses and resolves Local Area Network and Wide Area Network, operating system and hardware and software problems;
- ◆ Performs routine maintenance of computers and peripheral equipment, upgrades computer hardware and/or software as needed and coordinates off-site repairs of computers and peripheral equipment;
- ◆ Tests LAN software, hardware and connectivity options, researches LAN industry trends, and recommends appropriate changes in hardware and software standards;
- ◆ Plans, implements and supports network solutions between multiple platforms;
- ◆ Provides technical support to users of a district via telephone, fax, daily site monitoring and vendor interfaces;
- ◆ Mounts disks and tapes, backs up programs and data according to established schedules, prints reports, assigns passwords, and manages security;
- ◆ Trains and instructs school district personnel regarding the proper use of all computer software such as that used for E-mail, Internet browsing, word processing and basic file management;
- ◆ Provides on site training to instructional staff and other users in the operation of a distance learning classroom equipment and other computer peripherals and audio visual equipment;
- ◆ Identifies the needs of school districts in the area of educational technology and recommends priorities based on the school districts long-range technology plan;
- ◆ Makes recommendations to school district administration regarding hardware, software and other equipment to achieve improved information systems and methods and evaluated the implementation of same;
- ◆ Designs, creates, implements and maintains website pages and graphics for the school district that are visually compelling and technically efficient;
- ◆ Prepares annual budget for the requisitions supplies, material and equipment to maintain a Local Area Network and/or Wide Area Network and other district technology needs;
- ◆ Attends and participates in professional conferences and meetings and serves as a technology liaison with the parents, teacher groups, school district officials, BOCES and other program-related personnel;
- ◆ Serves on school district wide technology committee providing technical advice and facilitating long-range technology planning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Local Area Network and/or Wide Area Network computer systems; good knowledge of personal computer operating systems and peripheral equipment; Good knowledge of computer hardware and software; Good knowledge of associated equipment and their integration into local area networks; Working knowledge of school districts technology needs; Working knowledge of standard office practices and equipment; Ability to analyze and evaluate systems performance and operating system problems and implement solutions; Ability to follow complex written and oral instructions; Ability to develop and maintain effective working relationships; Ability to develop, design, coordinate and/or deliver technology training; Ability to maintain LAN or WAN performance and security; Ability to maintain related systems records and prepare reports; Ability to design, install, update and maintain a Local Area Network and/or Wide Area Network including those used for telecommunications; Ability to communicate effectively both orally and in writing; Ability to form and maintain effective working relationships; Tact; dependability; sound professional judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Computer Science or Computer Information Systems or closely related field and one (1) year experience designing, installing, updating and maintaining a Local Area Network and/or a Wide Area Network; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Science or Computer Information Systems or closely related field and three (3) years of experience designing, installing, updating and maintaining a Local Area Network and/or a Wide Area Network.
- (c) Graduation from high school and/or possession of an equivalency diploma issued by New York State and five (5) years of experience designing, installing, updating and maintaining a Local Area Network and/or Wide Area Network.

NOTES:

1. Successful completion of a three-(3) credit semester hour course in college-level computer science, computer information systems, or a closely related field may be substituted for three (3) months of appropriate experience.
2. Successful completion of a course of study offered by a technical training institute, college or a corporate training program may be substituted for one (1) year of appropriate experience, if the following conditions are met:
 - a) The course of training involves learning the fundamental aspects of computer programming, systems analysis, telecommunications systems, LAN/WAN system configuration or a similar course with technical emphasis on the operation of a connected computer system.
 - b) The candidate provides an official description of the coursework and evidence that it was successfully completed.
3. Coursework in the use of specific programs such as WORD, EXCEL or ACCESS and data entry is not acceptable.

Approved and adopted 5/25/05

NETWORK TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for administering and participating in the maintenance, repair, and operation of computer networks. Work involves the installation of the network equipment and analyzing hardware and software network problems. The employee works under the general supervision of a higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes and takes corrective action to resolve network problems involving computers and data communications hardware and software using appropriate analyzing tools;
- Troubleshoots software and hardware problems related to Internet applications;
- Supports all LAN/WAN hardware, Microsoft and Internet software provided to our internal and external customers;
- Installs, configures and maintains network file servers;
- Performs primary network system administration on network servers as needed;
- Maintains firewall administration, Internet security, Web application issues and route and wide area network configurations;
- Administers personal computer networks involving installation, maintenance and repair;
- Tests new computer hardware and software;
- Documents network topologies and maintains related procedures
- Uses established tracking system to log requests; monitors progress, tracks problem resolution, identifies patterns of failure, researches bug fixes and implements solutions; communicates with manager regarding unresolved problems;
- Informs management of any adverse condition;
- Maintains up-to-date knowledge of new trends and technology for computer hardware, software and networking;
- Assists in developing direction and growth of information technology.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to identify, analyze and troubleshoot a wide range of complex technical computer and network-related problems effectively; listen and communicate information to a wide variety of users and vendors at all levels of skill; deliver customer support both in-person and over the phone in a professional manner; learn and apply new technical knowledge quickly; work independently and as a member of a team; and maintain cooperative work relationships. Knowledge of capabilities and limitations of various computer systems, including local area networks and wide area networks; the principals of information systems design, especially related to multi-protocol, multi-platform client/server environments; principles and practices of networking technologies; thorough understanding of LAN/WAN protocols; theory and practice of LAN/WAN administration; mastery of desktop operating systems and various software applications. Excellent communication both written and oral, organizational skills, and customer service skills.

Continued over

MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science, micro-computer technology, computer information systems, information technology or related field; or
- b. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in computer science, micro-computer technology, computer information systems, information technology or related field and two (2) years of experience in computer operations, technical support or systems development, including installation and maintenance of computer software and hardware; or
- c. Graduation from high school or possession of a high school equivalency diploma and four (4) years of above listed experience; or
- d. An equivalent combination of training and experience as defined by the limits of "a", "b", and "c" above.

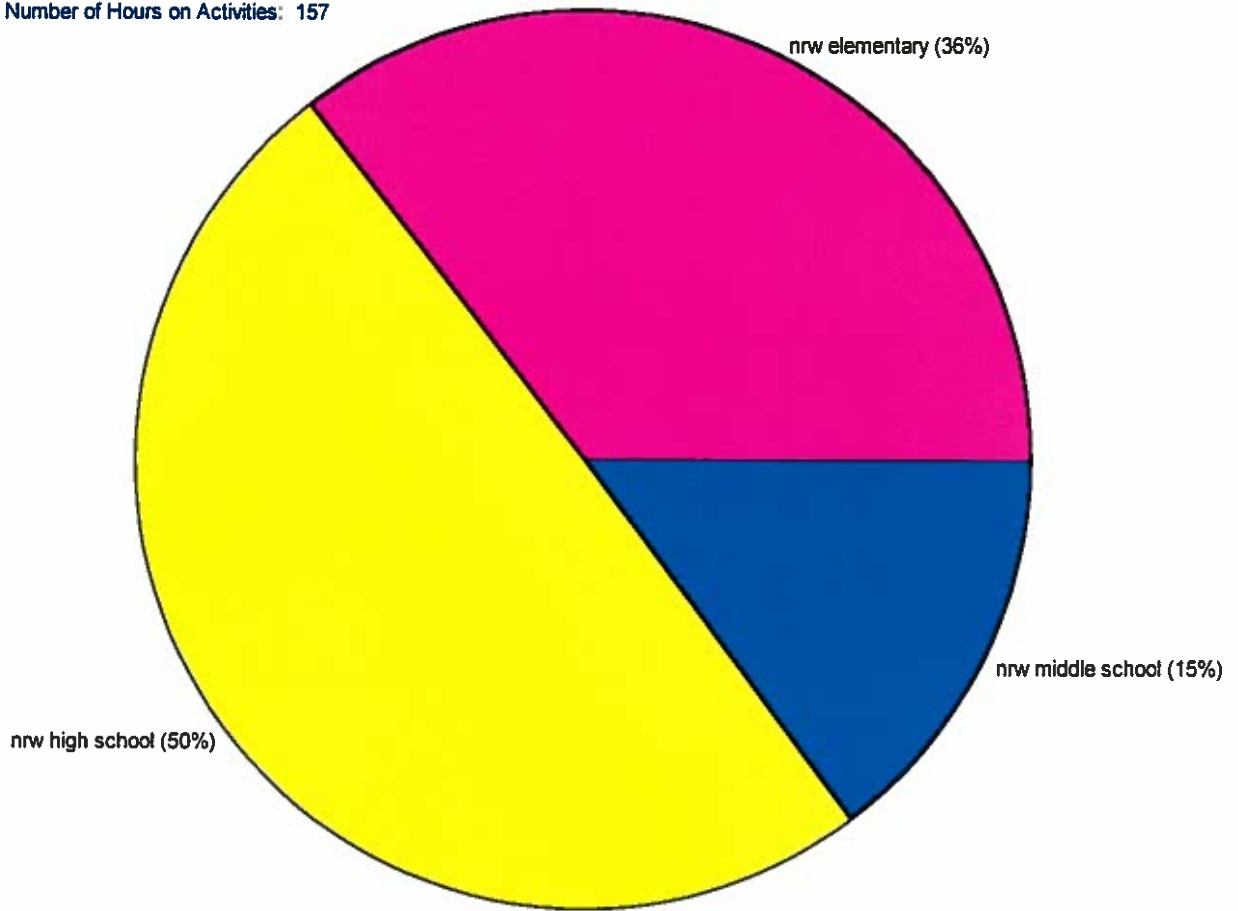
Approved and adopted 11/1/2002

Revised 1/9/2015

Approved

Hours on Activities by School

Number of Hours on Activities: 157



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Hours on Activities by Activity Name

