

**North Rose – Wolcott Central School District**  
**Assistant Superintendent for Business and Operations' Monthly Dash Board Report**  
**April 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 2/1/18)
  - K-12: 1162 (decrease of 3)
  - In house UPK: 39 (no change)
  - Head Start UPK: 18 (no change)

2. Transportation

- Nothing new to report at this time.

3. School Lunch

- We are in the process of planning our summer feeding program and will be posting for those positions in the near future.

4. Facilities Department

- Dan Friday and his crew are making some minor modifications as we look to transition to a Single Point of Entry (and exit) in all buildings. In a nutshell, each building will have one designated entrance where all staff, students, visitors, etc. will enter. This will help us better monitor who is in the building. Depending on the time of day, the single point of entry may vary. We will be displaying signage to give directions. I have attached a document that is a product of work done by the safety committee. There may be a few minor changes made in the next few days, but we will make this document available on our website once it has been finalized. These protocols will be implemented beginning April 9. Principals have already communicated these changes and rationale to staff and parents.
- We have received a resignation letter from one of our cleaners. We have posted for that position and will begin the hiring process.

5. Technology

- Spectrum has confirmed that they will not be able to provide quality cable to the fitness center. We are in the process of getting DIRECTV installed for the three televisions located there.

6. Capital Projects/Building Improvements/Ongoing Maintenance

- As you know, we will be asking the community to authorize additional funding for the capital project that came in over budget. Steve and I are in the process of

scheduling presentations with various community groups to educate them on the proposal.

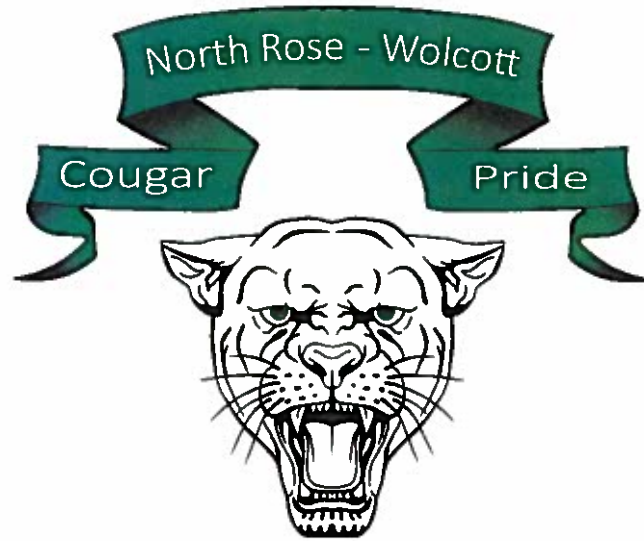
- On Tuesday's agenda, you will be asked to approve a SEQRA resolution for the 18-19 capital outlay project. As you know this resolution needs to be approved prior to any capital project work. Specifically, the BOE will be resolving that the masonry work at NRWE to be funded from the 18-19 budget will not have any impact on the environment.

#### 7. Budgeting/Reserves

- Next Tuesday you will be asked to transfer \$2 million into the Capital Building Reserve Fund. This is necessary as the money must be in the reserve prior to the amended capital project vote in May.
- The state has an approved budget. We did receive an increase in our aid estimates. Additionally, the proposal to increase our share of summer special education costs was rejected. Between the additional revenue and the slight decrease in expenditures, our current budget gap is \$178,293. Steve and I are recommending that the BOE authorize this proposed spending plan with an increase of 1.9% on the tax levy to close this gap and make a balanced budget. I will be including both revenues and expenditures in the board packet for review. As mentioned at the last meeting, this proposed spending plan includes funding for an additional SRO and an additional special education teacher at the high school. There are no positions being reduced.

#### 8. Other Notes

- At Tuesday's meeting we will be recognizing staff members who were crucial to managing the 2/28 incident.
- I have attached information outlining Deputy Pitt's activities for the month of March.



# **North Rose – Wolcott Central School District**

## **School Building Entry Written Program**

*NRW CSD – School Building Entry – Written Program*

# **North Rose – Wolcott Central School District**

## **School Building Entry Program**

### **Purpose**

The purpose of this program is to provide safe, secure facilities for staff, students and guests at all times and a heightened awareness of building occupancy and potential threats.

This program defines the responsibilities of all District management and supervisors in coordinating such practices, as well as strict guidelines to be followed by all staff, students, and community members.

### **Goals**

Specific goals of this program are:

*Accurate attendance records:* In streamlining entry onto our campuses the District will simplify student and staff attendance procedures and provide for a greater level of accuracy on internal attendance reports which may be useful in emergency situations.

*Reduce Risk of incident on School grounds:* In streamlining entry onto our campuses to a single point, staff, students, and community members alike will more easily identify unusual or suspicious activities on our grounds, ultimately providing a greater and swifter response to such occurrences.

*Reduce Risk of unapproved or unlawful entry:* In reducing entry to a single point at each of our district campuses, the district will more consistently scan driver's licenses and vet those who enter our premises.

## **Responsibilities**

### ***District Safety Committee***

***Daniel Friday, Director of Facilities II, co-Chair and***  
***Robyn Roberts-Grant, Athletic Director, co-Chair***

This committee is responsible for these tasks:

- Develop Single Point of Entry Program and review periodically.
- Make changes to the Single Point of Entry Program as necessary.
- Consult with Facilities Department regarding proposed physical changes to District facilities which may impact the Single Point of Entry Program.

### ***Business and Operations***

***Robert Magin, Assistant Superintendent for Business and Operations***

This person(s) is responsible for these tasks:

- Publicly endorse and support the program. Work with key personnel including Assistant Principals and Directors to administer and hold staff accountable for compliance with the Program.
- Advocate for changes and alterations needed to provide a high level of security and safety to building occupants.
- Periodically review the Single Point of Entry Program and oversee changes as necessary.

### ***District Employees (includes teachers, service employees, and others)***

These people are responsible for these tasks:

- Adhere to the requirements of the program at all times.

## **Program Development**

### *Discovery/Current Building Access Profile review by Safety Committee and Administrators*

Developing a profile of current access patterns throughout the district and identifying key weaknesses in our security protocol was the first step in the development of this program. The North Rose-Wolcott District Safety Committee met to review and discuss the current state of our badge access system, key systems and keyholders, as well as deficiencies with specific door and access hardware.

### *Identify program implementation hurdles and possible exclusions*

The second step in developing this program was to identify and work to resolve issues which may result from implementing the Entry Program. Issues regarding deliveries, Physical Education Classes, and Program administration, monitoring and accountability were all discussed. Agreed upon by the safety committee was that only select exclusions or exceptions, specifically those noted in the 'Program Implementation' section below, would be acceptable deviations from the general plan indicated. For full implementation, a plan of accountability and routine follow up by administrators and supervisors, within each department, will be imperative.

## **Program Implementation**

### *General Plan*

Each District facility will have unique requirements, as outlined below. All district employees, students, and guests will adhere to these requirements, as stated, effective April 9<sup>th</sup>, 2018:

### *Elementary School: Monday - Friday*

- All Staff, Students, and Guests will enter the building through door number 17 (Bus Loop/Gymnasium Entrance) at all times. This includes Physical Education Classes as well as any other classroom activity which requires that students be outside of the building.
- Vendors (i.e. cafeteria deliveries) will enter the building through door number 17 (Bus Loop/Gymnasium Entrance) to check in with a staff person prior to making any delivery. Upon check in, a staff person from the respective department from which the order was placed will escort and supervise deliveries, which shall also enter the building through door number 17.

### *Middle School: Monday - Friday*

- All Staff, Students, and Guests will enter the building through door number 1 (Bus Loop/Main Entrance) at all times. This includes Physical Education Classes as well as any other classroom activity which requires that students be outside of the building.
- Vendors (i.e. cafeteria deliveries) will enter the building through door number 1 (Bus Loop/Gymnasium Entrance) to check in with a staff person prior to making any delivery. Upon check in, a staff person from the respective department from which the order was placed will escort and supervise deliveries, which may then come in through door number 9 (Parent Drop off Area) as needed.



## *High School: Monday - Friday*

- **Fitness Center:**
  - **AM:** Door number 26 into the Fitness Center will serve as the point of entry and exit for Fitness center users and Fitness Center staff only between the hours of 5:30 a.m. and 8:00 a.m. At 6:30 a.m., the door between the Fitness Center and High School will be locked, and access through that door, into the High School, will not be permitted for any staff or guests.
  - **PM:** Door number 26 into the Fitness Center will serve as the point of entry and exit for all staff, students and guests (including Fitness center users and staff) from 3:00 p.m. until 12:00 p.m.
  
- **General Admission:**
  - **Bus Drop Off:** Door number 1 (Main Doors) will serve as the point of entry for students dropped off by busses prior to 1<sup>st</sup> period each day.
  - **Staff, Students, and Visitors:** Door number 2 into the Main Office will serve as the point of entry and exit for all Staff (except Fitness Center Staff and Users as specified above), Students (except entry when dropped off by bus prior to 1<sup>st</sup> period), and visitors only between the hours of 12:00 a.m. and 3:00 p.m. At 3:00 p.m., the door between the Fitness Center and High School will be unlocked, and access into and out of the High School for all Staff, Students, and guests will be through Door number 26.
  
- **Physical Education:**
  - PE Classes will be permitted to use door number 23 (North Fitness Center Door) to exit and enter the building for outdoor activities. PE Teachers will be required to keep the door locked when not in use.

- **Athletic Contests (Outside):**
  - Door number 26 (South Fitness Center) will serve as entry and exit for restroom use only for staff, students, and guests during athletic contests. As stated previously, the doors between the Fitness Center and the High School will remain locked until 3:00 p.m.
  
- **Deliveries:**
  - Vendors (i.e. cafeteria deliveries) will enter the building through door number 2 (Main Office) to check in with a staff person prior to making any delivery. Upon check in, a staff person from the respective department from which the order was placed will escort and supervise deliveries, which may then come in through door number 27 (Receiving/Loading Area) as needed. Prior to entry by any vendor, the overhead door from receiving into the rest of the high school shall be closed and locked. Once the vendor exits the building, the overhead door may open for transporting supplies. The overhead door shall return to a closed position once receiving is complete. The overhead door shall ordinarily remain closed during the school day.

### *All Schools: Saturday – Sunday, and Holidays*

- **Elementary School:** All entering and exiting of the building shall be through door number 17.
  
- **Middle School:** All entering and exiting of the building shall be through door number 1.
  
- **High School:**
  - **Saturdays 8:00 a.m. – 11:00 a.m.:** All entering and exiting of the building shall be through door number 26.
  
  - **All other times:** All entering and exiting of the building shall be through door number 2.

## *Exceptions:*

- **Fire and Other Drills**
  - In the event of fire drills and other evacuation or emergency drills, Students, Staff, and Visitors shall enter and exit through the doors as designated in the Building Emergency Response Plan and each room's respective 'Go Folder.' Re-entry into the buildings from such drills will be coordinated by the building administrators and may take place utilizing entrances and exits not normally deemed permissible for day-to-day use.
  
- **Other**
  - Any other exceptions to this program must be first approved by a building administrator, and then by the Assistant Superintendent for Business and Operations.

## **Summary**

In moving forward with strictly defined control over access to district facilities, the North Rose – Wolcott Central School District will realized heightened awareness of building occupants, potential threats and security issues. District Management is committed to providing the safest and most secure facilities possible for our students. By providing such an environment in which a high level of instruction may safely take place, students will be afforded the opportunity to thrive.

## **Appendixes**

- A – North Rose – Wolcott Elementary School Building Map with door numbers
- B – North Rose – Wolcott Middle School Building Map with door numbers
- C – North Rose – Wolcott High School Building Map with door numbers



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**NORTH ROSE - WOLCOTT CSD**  
**NORTH ROSE ELEMENTARY SCHOOL**  
 1045 SALTER ROAD  
 NORTH ROSE, NY 14516  
 U.S. Census No. 117500040001

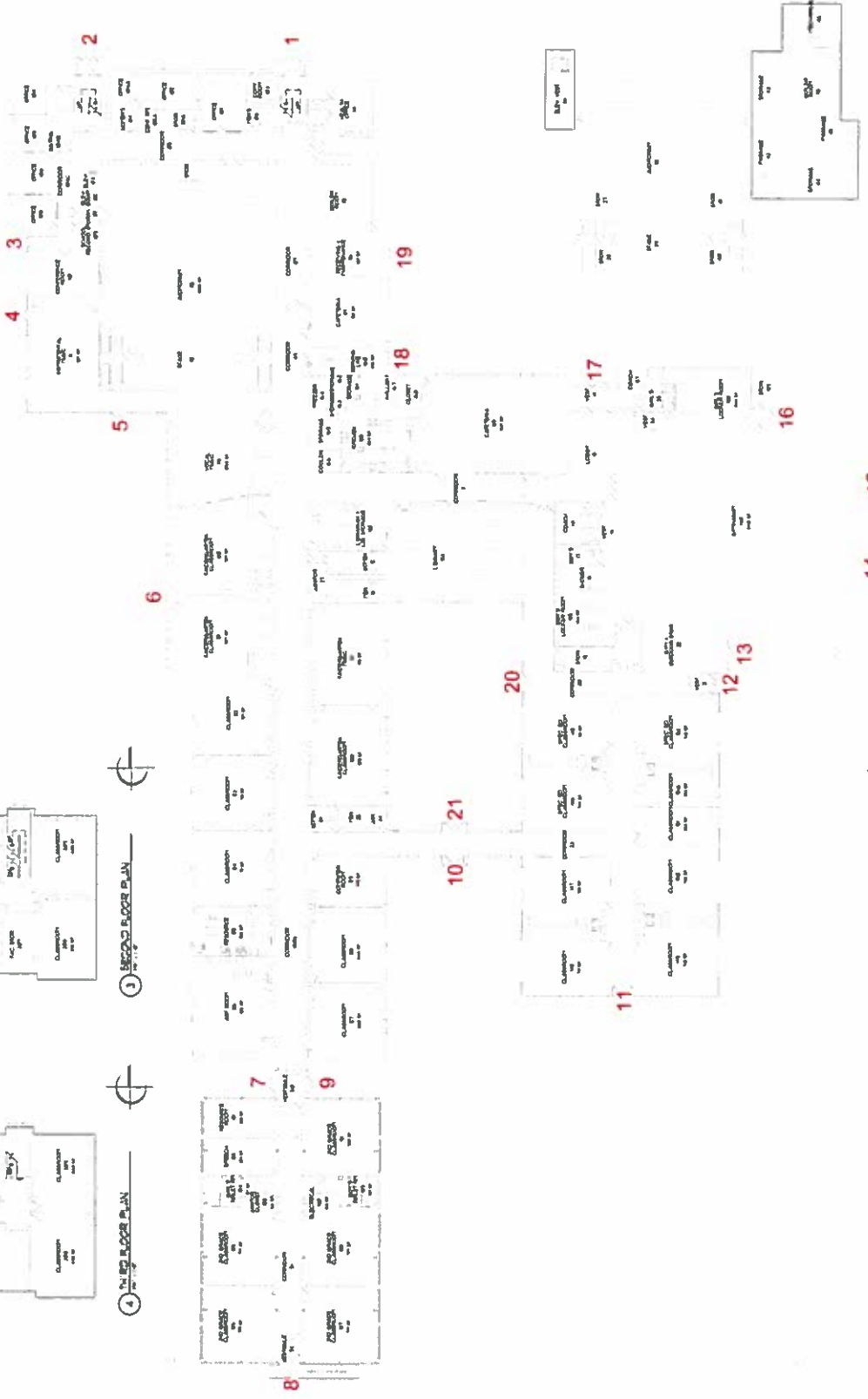
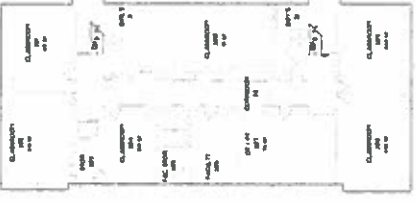
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**North Rose - Wolcott Elementary School**  
**Map of Building Door Numbers**



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**A100**



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CONSULTING ELECTRICAL ENGINEER: SFI  
CONSULTING MECHANICAL ENGINEER: SFI  
CONSULTING PLUMBING ENGINEER: SFI  
CONSULTING STRUCTURAL ENGINEER: SFI

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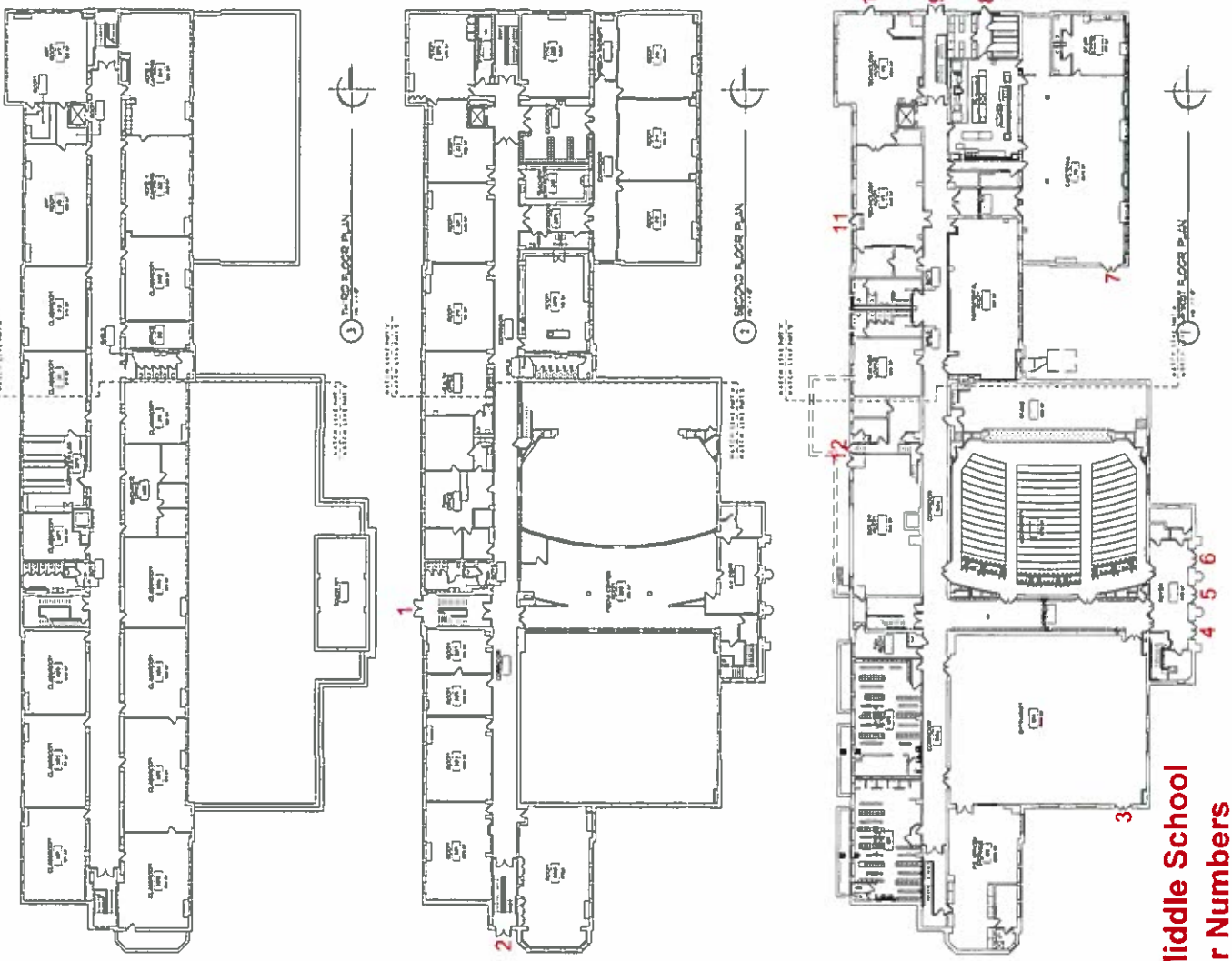


**NORTH ROSE - WOLCOTT CSD**  
Leavenworth Middle School  
597 Leavenworth Street  
Wolcott, NY 14590  
SFI Contract No. - 171318-001-001

Project No.	171318
Issue No.	11/13/07
Issue Date	11/13/07
Checked By	JAD
Scale	AS SHOWN
Revisions	

OVERALL BUILDING PLANS  
FIRST, SECOND & THIRD FLOORS

**A200**



**North Rose - Wolcott Middle School**  
**Map of Building Door Numbers**

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1:1 Scale  
 1/4" = 1'-0"



**NORTH ROSE - WOLCOTT CSD**  
 High School  
 11811 Lake-Cadum Road  
 Wolcott, NY 14180  
 SEP 2010

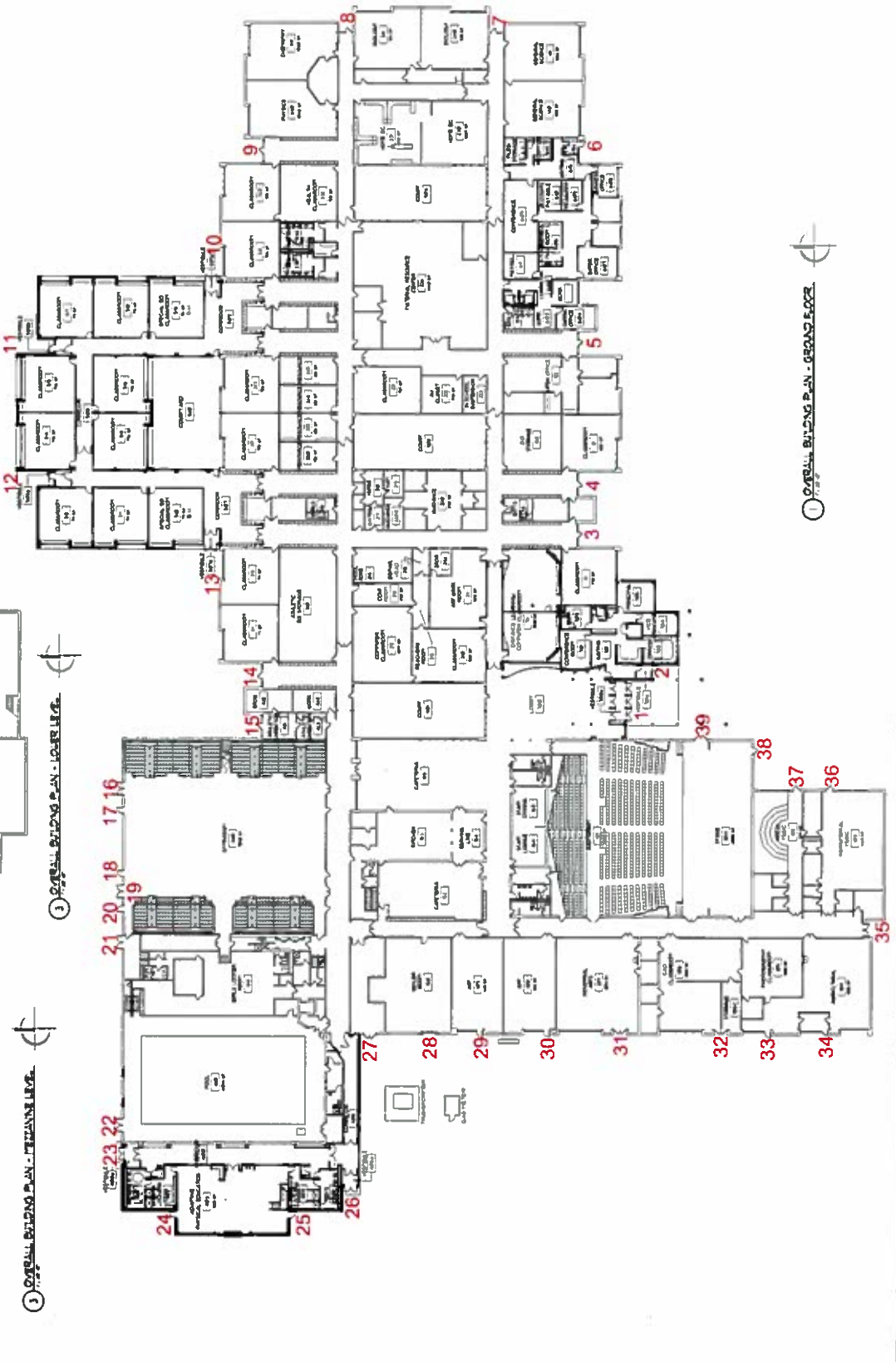
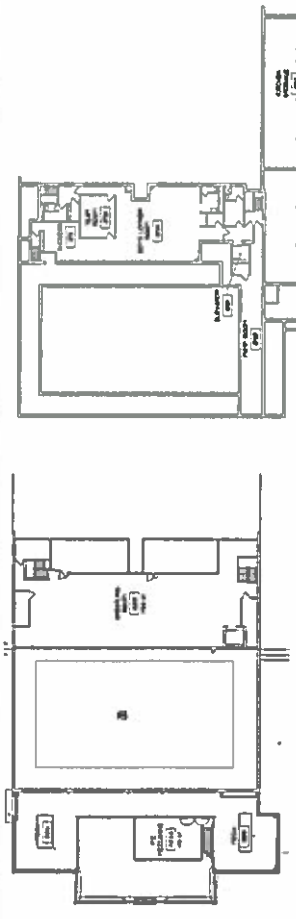
Project No.	06-1176
Drawn By	JAD
Checked By	JAD
Date	06/20/10

OVERALL BUILDING PLANS

**A100**

# North Rose - Wolcott High School

## Map of Building Door Numbers



① OVERALL BUILDING PLAN - GENERAL EXTERIOR

## **SRO Report March 2018:**

March greeted us with an opportunity for self-evaluation of many of our processes that impact the safety and security of our school community. It provided us with the confidence that what we have in place is solid, as well as highlighted areas of potential growth and improvement.

In response to the February 28<sup>th</sup> falsely reported incident, many meetings were held to debrief and reflect upon the strengths, weaknesses, opportunities and continued threats. This is reflected in my monthly activity with an increase in safety meetings throughout the month.

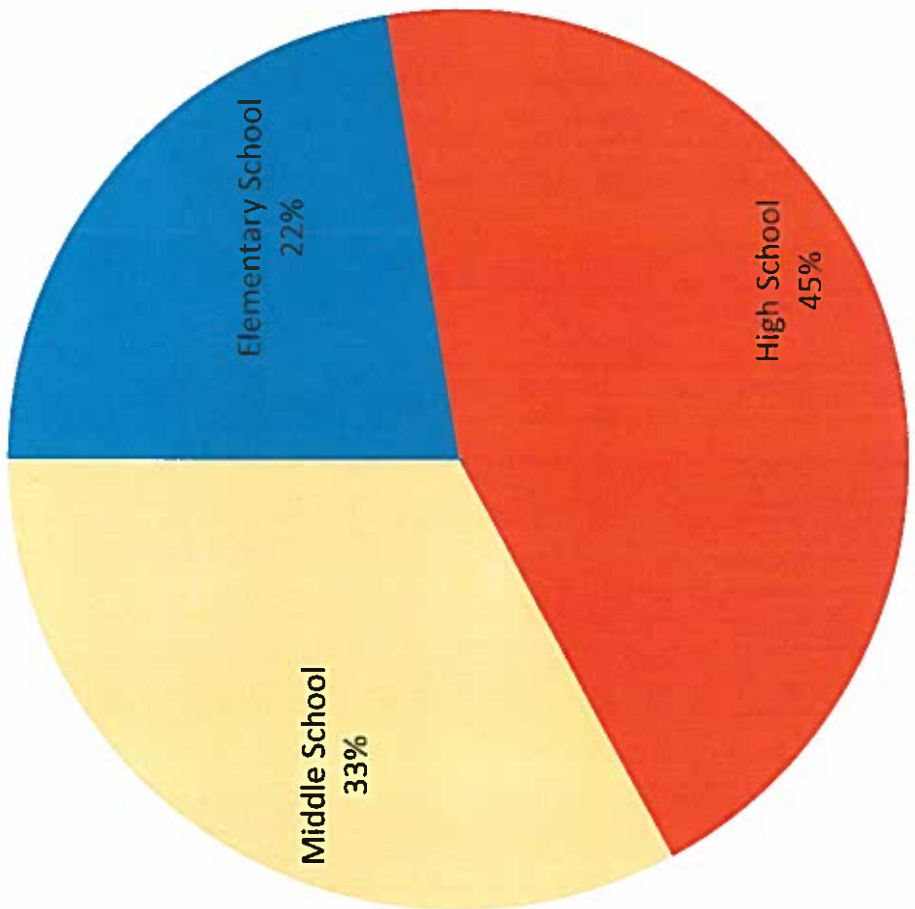
One of the biggest opportunities for change is the shift to a single point of entry for each building. This single point of entry will increase safety through reducing tailgating on entry, better accountability for personnel, and increasing awareness of suspicious activity around other points of entry. While there will be some growing pains with this process, it is the most cost effective and efficient way to quickly increase our overall security and safety.

On March 26<sup>th</sup>, the Elementary School students were treated to a magic show that focused on anti-bullying. Many of the students were able to participate in the performance, and the magician, Magic Joe, provided a great message that was well received.

Coming up in the month of April we will be visited by the Save a Life Tour at the High School. This program is an interactive impaired and distracted driving simulator. It will be available throughout the entire day of April 27<sup>th</sup>.

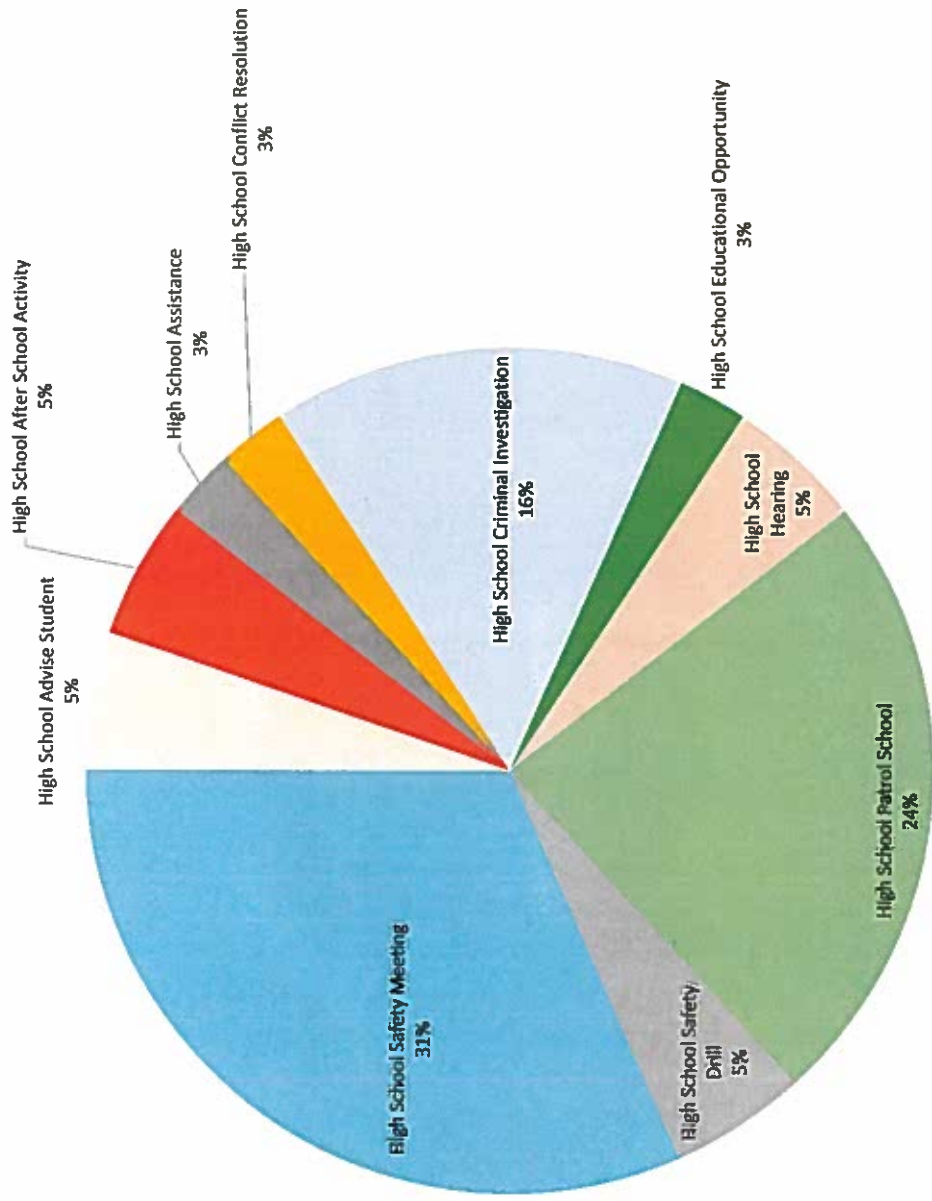
Thank you for allowing me to serve!

**SRO Division of Time  
By School  
March 2018**

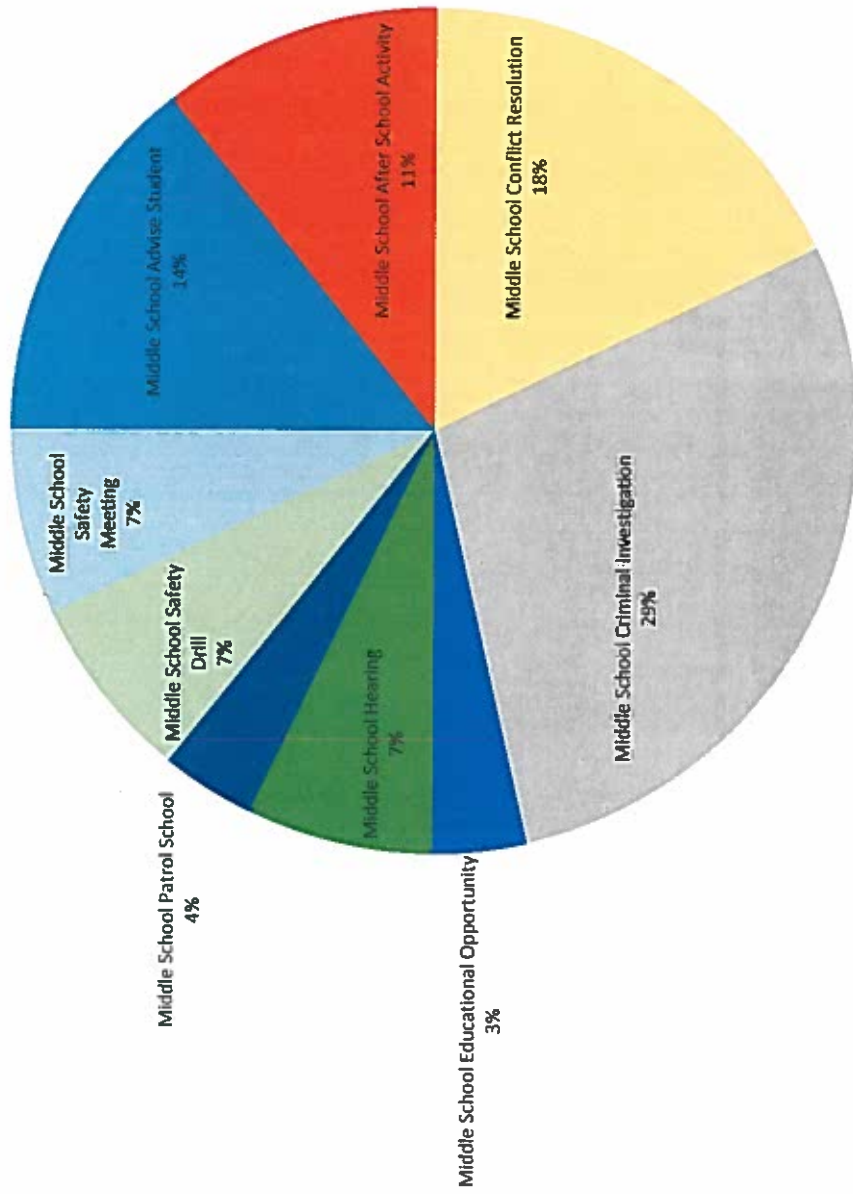




# SRO Division of Activity High School March 2018



# SRO Division of Activity Middle School March 2018



# SRO Division of Activity Elementary School March 2018

