

BUSINESS OPERATIONS

Primary Goal: To provide services in the area of accounting, annual election and budget vote, budget, custodial services, data processing, energy conservation, food service, investments, maintenance of buildings and grounds, personnel administration, purchasing and transportation, to support the district's educational program.

<u>Staff</u>	<u>Students</u>	<u>Budget</u>	<u>Cost Per Student</u>
77.17	5,644	\$9,279,310	\$1,644

Desired Outputs

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Evaluation

A. Accounting

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| 1. To provide accurate accounting records of all funds, activity accounts, property records, government claims, investments, receipts and disbursements and to provide reasonable safeguards against mismanagement of same, as evidenced by positive audit reports. | 1 We are in the process of completing the GASB 45 actuarial study and will have the report available for disclosure in the 6/30/09 annual financial statements. We did not hire a fixed assets clerk during 2007-08 so we continue to have an opportunity for improvement over fixed asset accounting. |
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B. Annual Election and Budget Vote

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| 1. To ensure that all the details of annual election are properly handled and the process is facilitated for voters and election workers. | 1 Voting in May 2008 ran smoothly with little complaint from the public. The Board approved a 2008-09 budget of \$88,439,000 (including expenses of the recently annexed Maplewood district). Voters approved the budget by a 66.9% plurality.

Further, the district conducted a successful public vote on the annexation of Maplewood in October, 2007 and a successful vote in March, 2008 for EXCEL-funded Capital Projects. |
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C. Budget Preparation and Control

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| 1. To coordinate the preparation of the budget with no major errors as the result of poorly prepared estimates. | 1. The 2008-09 budget was prepared in a timely manner. There were no major errors in the 2007-08 budget. The district ended the year with a surplus of approximately \$2,400,000. |
| 2. Complete final reports for capital projects related to \$32.535 million bond resolution approved by the voters on May 15, 2001. | 2. All capital projects pre-EXCEL projects were closed out effective 6/30/08. The final cost reports on the \$32.5 million projects will need to be completed in the upcoming months, as well as the final cost reports for the \$1,052,000 Transfer and the Bus Lift transfers. |
| 3. Expand use of Finance Manager system throughout the district through migration to web-based system. | 3. The Transportation and School Lunch departments began using Remote Requisition in 2007-08. Eight new users were added and trained during 2007-08. The total number of users district wide is now 56. |

D. Custodial Services

1. Given the increase in district square footage in recent years, along with increased building usage, we initiated a program to investigate, and improve energy efficiency.

In the fall of last year, a pilot program was started at Forts Ferry Elementary School called, "Energy Patrol". It was also started at Loudonville and Southgate. The program utilized students to "patrol" their school to ensure efficient use of lighting and electronics in occupied and unoccupied areas. In most cases, their efforts have been shown to decrease energy consumption. This pilot program was put on hold in February 2008. TRC was the company that supplied the school district with the original 3 year study and "benchmarked" the energy usage at specified locations. Our goal is to continue the program to improve the savings and reduce energy consumption within the district.

2. In order to comply with law, we have initiated an increase in usage of environmentally safe Green Seal products.

In order to comply with laws regarding Green Seal Products, many new products have been introduced into the district, such as; glass cleaner, restroom cleaner, multi surface cleaner, carpet cleaner, floor finish and floor finish stripper. A pilot program was started at Shaker Junior High School which utilizes a burnisher pad system called the "Twister System". This system will eliminate the use of floor finish and floor stripper by polishing the bare stone floor with just water. This new system brings out the natural shine in Terrazzo floors with no scuff marks or wax build-up. Our goal with this new system is to save the district money and eliminate the use of any harsh chemicals to its employees and the environment.

3. Paper recycling has increased in our district buildings.

Since the installation of recycling bins, the level of paper recycling has increased throughout the district. In an effort to further improve upon this program, we started to add plastic bottle recycling bins in the lunchrooms and hallways of all the schools. County Waste has supplied the schools with fliers to distribute to staff for educational purposes on what can be recycled.

4. A district wide manual of shrubs, trees, flowers and plant care was created.

Continuing efforts have been made to enhance the outside appearance of all schools in the district. This has been accomplished through proper landscaping and plant care by the custodial staff. This has been greatly appreciated and complimented on by faculty, parents, and students.

5. Staff Safety

In an effort to maintain OSHA and other safety regulations, a checklist called "Personal Protective Equipment" or PPE has been created. This checklist provides all custodial staff with information about what safety equipment to use when performing specific tasks. All full and part time custodial staff received training on the use of both the checklist and the equipment itself. Our goal is to ensure the safety of both staff and students.

E. Investments

1. To maximize investment earnings consistent with safety of the principal.
1. Investment earnings in 2007-08 were \$1,086,000. More than \$100,000 below our budget, due to rapidly falling interest rates during the year.

F. Buildings and Grounds

BLUE CREEK SCHOOL

- Replaced ceramic tile for 12 cubby areas in primary wing hallways
- Replaced lights in gymnasium with energy efficient T-5 fixtures
- Replaced lights in cafeteria with energy efficient T-5 fixtures
- Installed new gymnasium floor
- Replaced clock system in building with wireless system
- Ran new wiring for PA system
- Ran new power and IT for Administrative Assistant
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Replaced entry canopy ceiling and painted
- Painted 2 '91 addition classroom and '91 addition entry hallway
- Painted flagpole
- Tested Fire Alarm System and cleaned
- Tested Emergency Lighting System in building
- Emergency lighting installed in 91 edition
- Installed phase protection on main compressor for heating system
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed

BOGHT HILLS SCHOOL

- Replaced bathroom stall partitions in '91 addition bathrooms
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Ran new power and IT for Administrative Assistant
- Installed AC and power in Room #5 for Special Needs student
- Replaced water heater for building
- Replaced air dryer on compressor for heating system
- Painted 3 classrooms
- Repaired stress cracks above windows in '03 Addition classrooms
- Painted flagpole
- Repainted exterior doors on rooms 39 and 41
- Tested Fire Alarm System and cleaned
- Tested Emergency Lighting System in building
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed
- Installed two "Dogs" in the fields to ward off the geese
- Installed phase protection on main compressor for heating system

BUS GARAGE

- Replaced lighting in Bus Cold Storage with energy efficient T-5 lighting
- Replaced lighting in Maintenance Bays with energy efficient T-5 lighting
- Replaced lighting in Wash Bays with energy efficient T-5 lighting
- Replaced Hydraulic Bus Lift
- Installed new emergency lighting throughout Bus Garage
- Completed security camera system for building
- Completed proximity card reader system for building
- Tested Fire Alarm System and cleaned
- Tested Emergency Lighting System in building
- Tested all electrical receptacles for proper operation
- Installed phase protection on main compressor, exhaust fans and paint booth

FORTS FERRY SCHOOL

- Renovated 8 primary classrooms with new tile, fixtures, partition doors and painted
- Installed new concrete dumpster pads
- Replaced ceiling tile and lights in primary wing bathrooms
- Added additional paving for new student drop-off area
- Installed new staff/visitor parking lot
- Removed asbestos tile in primary wing classrooms and cafeteria
- Installed new Vinyl Tile Floors in primary wing classrooms and cafeteria
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Ran new power and IT for Administrative Assistant
- Ran new electrical for Air Conditioner Unit in Room #19 for special needs student
- Painted flagpole
- Tested Fire Alarm System and cleaned
- Tested Emergency Lighting System in building
- Replaced soffit and lighting in soffit in Room 4 & 6
- Installed 5 new dry-erase boards in classrooms and 7 new bulletin boards in hallways
- Installed phase protection on power for heating system compressors
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed

GOODRICH SCHOOL

- Repaired hallway walls and wood trim to basement and painted
- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building
- Repainted bollards and gate for rear of building
- Deep-tynd aerated rear field and mowed to be used by Pop Warner Football
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building

- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed
- Replaced sump pumps in basement
- Installed new ceiling joists in Administration portion of building for roof support

LATHAM RIDGE SCHOOL

- Replaced ceiling in attendance office
- Removed old air handling unit for old chiller located in courtyard
- Ran new power and IT for Administrative Assistant
- Closed south play field and made improvements to turf
- Installed new water connection for watering south play field
- Replaced original air compressor for building heating system
- Painted 2 classrooms and installed new sheetrock above windows
- Painted bollards to upper field entrance on Latham Ridge Rd.
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed
- Reflashed '91 addition roof
- Replaced circulator pump on '91 addition floor heat
- Installed whiteboards in 3 classrooms

LOUDONVILLE SCHOOL

- Repaired wood trim on the exterior of Rooms 19 and 29
- Replaced clock system with wireless system
- Installed new wiring for new kiln
- Completed camera system for building
- Ran new power and IT for Administrative Assistant
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building
- Installed electric and Air Conditioner in Room #29
- Painted 3 classrooms
- Painted exterior of fascia of main portion of building
- Replaced bathroom partitions in '91 addition bathrooms
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed

SHAKER HIGH SCHOOL

- Installed new ceiling in Upper K-Wing
- Installed new ceiling in Lower K-Wing
- Constructed new cooking demonstration kitchen in A-134
- Renovated Computer Information Office with new walls, paint and power
- Poured new concrete slab in D-M crossover courtyard
- Installed new ventilation and AC in Supervisor's Office

- Installed ceiling mounted computer projectors in 35 classrooms
- Pulled camera cabling in A-wing, B-wing, D-wing and E-Wing
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Resurfaced track
- Replaced Doors to H-Gym
- Replaced Doors to F-Gym
- Replaced exterior doors (Junior High Side) to H-Gym
- Replaced exterior doors (bus loop side) F-Gym
- Replaced freight elevator in Receiving Room
- Replaced elevator in Main Entry of building
- Renovated Band Practice Room with new ceiling, lighting and sound abatement
- Installed track lighting on beams in C-202
- Installed additional fluorescent lighting in C-109
- Added additional power in A-212
- Installed additional emergency lights in Old J-wing, K-wing, M-wing
- Installed cameras in parking lots
- Performed minor renovation work in IT Director Office
- Installed additional compressed air drop in C019
- Replaced compressor on Air Conditioning Unit #1 for Auditorium
- Painted Lafollette Hall offices
- Renovated Psychologists' offices
- Painted 6 classrooms
- Renovated F-Gym canopy ceiling and painted
- Tested Fire Alarm System and cleaned
- Tested Emergency Lighting System in building
- Closed field 8 and made turf improvements
- Installed new fence along field 8 to control access
- Mounted new speakers and sound system in H-gym
- Cleaned all condenser coil units for air conditioning on roof tops
- Constructed 3 new music storage cabinets for Band Practice Room
- Serviced all exhaust fans. Greased, oiled checked belts and motors
- Serviced circulator pumps throughout the building.
- Performed preventative maintenance on all interior and exterior doors and door locks including lube and adjustment
- Installed phase protection on various pieces of 3 phase electrical equipment
- Installed new white boards in various locations of the school

SHAKER JUNIOR HIGH SCHOOL

- Electro-statically painted lockers in Calhoun Hall
- Replaced carpet in Main Office
- Installed retractable power boxes in music room
- Completed card reader system for building including wiring
- Completed camera system for building
- Installed new water heater for A-Wing
- Painted 3 classrooms and music wing hallways
- Replaced all bathroom plumbing fixtures over 15 years old in building

- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building
- Performed preventative maintenance on all interior and exterior doors and door locks including lube and adjustment
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed

SOUTHGATE SCHOOL

- Repainted main hallway of building
- Ran new power and IT for Administrative Assistant
- Repainted 2 classrooms
- Repaired and repainted ceiling in Library
- Painted swing set poles and installed new swing equipment
- Removed old playground and prepared for new playground
- Replaced all bathroom plumbing fixtures over 15 years old in building
- Tested Fire Alarm System and clean
- Tested Emergency Lighting System in building
- Tested and checked all electrical outlets and switches for proper ground, broken covers and replaced as needed
- Installed 3 dry-erase boards in classrooms and 3 bulletin boards in hallways
- Installed electrical phase protection on heating system compressors
- Installed stationary power in computer lab to conform to fire code
- Replaced check valves on floor heat loop in '91 addition
- Installed electrical phase protection on Air Handling Unit in Gym
- Checked and performed preventive maintenance on all door knobs and locks in building
- Rewired stage lights to operate off separate switches
- Installed new heating system compressor air dryer

G. Purchasing

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| <p>1. To provide in an efficient economical and timely manner necessary materials and equipment in keeping with budget allocations, NYS laws, Board of Education standards and good purchasing practices.</p> | <p>1. Necessary equipment and materials were purchased in a timely, efficient and economical manner, while strengthening internal controls governing the purchasing process. New forms were developed and distributed for use in documenting verbal quotations.</p> <p>The State Comptroller Audit noted lack of documentation of verbal quotes. That led to the development and distribution of a verbal quotation form to accomplish that task. The Office of State Comptroller also noted instances where vendor claim forms were used when purchase orders were appropriate. Additional focused training has been provided to administrators.</p> |
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- H. **Transportation** (Please see separate evaluation report.)
- I. **Technology Support Department** (Please see separate evaluation report.)
- J. **Food Service** (Please see separate evaluation report.)

Summary

The Business Operations provided continued support for the North Colonie Schools. Preventive maintenance helps the district to address facility problems in a timely fashion to preserve the district's fixed assets. There is always more to do than we have staff to accomplish, but our staff works very hard to address needs through a list of priorities. The custodial staff helps keep the district schools clean and attractive.

The Accounting Department maintains GASB 34 compliant financial statements. The Payroll Department managed to run smoothly throughout the year.