

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>
80.67	5,648	\$10,119,636	\$1,792

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 Our GASB 45 actuarial study was completed and are including this information in the 6/30/09 annual financial statements. Although we did not hire a fixed asset clerk during 2008-09, we did expand the record keeping we do over fixed assets and linked all new computer purchases to the technology database maintained by the technology department. We also strengthened controls over the disposal of fixed assets. In addition, the results of our internal and external audits were positive and we implemented many of the changes the Internal Auditor recommended. |
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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 2009 ran smoothly. The Board approved a 2009-10 budget of \$90,960,000. Voters approved the budget by a 65% plurality indicating continued strong public support of the District despite difficult economic times. |
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C. Budget Preparation and Control

1. To coordinate the preparation of the budget with no major errors as the result of poorly prepared estimates.
 2. Complete final reports for capital projects related to \$32.535 million bond resolution approved by the voters on May 15, 2001.
 3. Expand use of Finance Manager system throughout the district through migration to web-based system.
 4. Complete RFP Process for 2009-10 Property/Casualty Insurance policies
 5. Complete EXCEL Capital Project financial planning.
1. The 2009-10 budget was prepared in a timely manner. There were no major errors in the 2008-09 budget. The district ended the year with a surplus of approximately \$2,323,000.
 2. All capital projects pre-EXCEL projects were closed out effective 6/30/08. The final cost reports on the \$32.5 million projects are about 95% complete and will be completed in the upcoming months.
 3. Seven new departments including High School Science, Math, English and Social Studies, Library/Audio Visual, Technology Education and Junior High School Main Office now utilize Requisition Manager. Only a few departments are still issuing purchase orders manually. They will all be trained in the use of Requisition Manager by the end of 2009. Receivable Manager has not been initiated yet. Plans are to begin January 2010. We are in the process of entering the various screens in Accounts Receivable Manager to establish this accounting module.

Proposals were received from NYSIR and Utica National. A committee consisting of two board members and several non-instructional administrators reviewed the proposals. After careful review, the committee recommended the District remain with NYSIR. The District realized a \$37,000 reduction in premium over 2008-09.
- Project plans and specifications were submitted to SED October 2008. Approvals were received in May 2009. Bidding and work schedules were completed by May 2009. We plan to use our fund balance/excess cash flow to delay borrowing until at least July 1, 2010. EXCEL claims and aid will be 2009-10 and 2010-11 school year activities.

D. Custodial Services

1. Provide In-Service Training in Leadership, as well as Basic Computer Knowledge, for the custodial staff.

Day and night lead custodians participated in a workshop on “Best Practices in Supervision and Communication” on November 4, 2008. This training provided staff with information about dealing with staff issues, conflict resolution and how to improve communication skills. Computer training will be provided to both the day and night lead custodial staff. This will improve the overall department communication skills. The district had its first non-instructional staff workshop day on March 27th 2009. Our Custodial leaders took basic computer classes which ranged from Microsoft Word, Excel, Access and Outlook calendar. These sessions are just the beginning for future computer training courses for our custodial staff.

2. Implement an Inventory system tracking Custodial cleaning supplies coming in and out of the Maintenance Shop.

On December 1, the office of the Director of Custodial Services, and the Custodial warehouse, relocated from Watervliet-Shaker Road to the Maplewood Annex. Currently, supplies are being organized in the new warehouse and we are working to create a supply and materials inventory system. This will provide the most up to date data on stock. We anticipate testing the inventory system during the Summer 2009.

3. Improve safety at a minimum of one elementary school.

A “Personal Protective Equipment List” has been created for use by every custodian and or part time cleaner for quick and easy referral. This list is posted in every receiving room and provides workers with information on what safety precautions and equipment to use when performing specific tasks.

Currently, all schools have this reference sheet posted. Further, information about the Swine Flu and precautions that should be taken to avoid it, have been disseminated to staff. We have started a disinfecting practice that includes the use of a hospital grade disinfectant for killing bacteria and germs.

4. Improve communications with staff at Maplewood.

A district cell phone was provided to the custodial staff at Maplewood. This allows for easier contact in emergency situations. A computer will be provided this summer to improve communication with the Maplewood custodial staff.

5. Improve safety through the implementation of appropriate Personal Protection Equipment and Training to each individual in the Custodial Department.

Special gloves, footwear, safety glasses and goggles were provided to staff to be used while performing specific tasks. Large exhaust fans were also provided to all schools to improve air quality while stripping floors. Hearing protection was also provided to all staff to use as needed. With all these items being supplied, a safer working environment has been created for custodial staff.

6. Improve energy efficiency throughout District. Continue to establish and expand the energy patrol teams, utilizing students and staff in the schools, targeting energy consumption awareness within our district.

Schools have been requesting information on how to start an energy patrol team. We have been providing them with appropriate information. Loudonville Elementary School has started the Energy Patrol. The students are having a lot of fun doing it and there has been noted savings throughout the school.

7. Continue to reduce waste throughout the district.

Co-mingled recycling receptacles are available to all schools in the District. At a recent meeting with an environmentalist group at Loudonville School, ways of reducing waste during the lunch periods were addressed. We discussed the use of buckets to collect milk that is not consumed by students, instead of pouring it into garbage cans. The possibility of composting was also discussed.

At Shaker High School, container for plastic water bottles and cans have been installed throughout the hallways. We have also added a "METAL ONLY" dumpster behind the Bus Garage for the district. This dumpster provides the district with revenue in excess of \$1,000 annually.

8. Improve Internal Communications, especially with regard to events and meeting setups.

Communications have improved with the use of Nextel 2-way radios within the individual schools as well as District wide. Most day lead custodians have email access making it easier to receive information on upcoming events, allowing for better preparation and planning. Computer training was provided by the Director of Custodial Services which further enhances the organization and communication of the Department. The importance of organizing scheduled events within buildings with custodial leaders has been discussed. Microsoft Outlook Calendar is what is now being used, and additional training is planned.

E. Investments

1. To maximize investment earnings consistent with safety of the principal.
1. Investment earnings in 2008-09 were \$717,000. More than \$100,000 above our budget, due to a spike in interest rates in October 2008, coinciding with our tax collection revenues. Interest rates fell significantly throughout the remainder of the school year, to near zero by spring 2009.

F. Buildings and Grounds

1. Oversee and manage Phase I of district-wide EXCEL and Transfer to Capital Fund Projects district-wide.

Scheduled projects have either been completed or are in the process of being completed over the course of the 2009-10 school year. Project contractors, architect and engineers have all been held accountable for their work, which has been progressing in a timely manner.
2. Renovate Counseling Center at Shaker High School in accordance with agreed upon design and timeline.

The Counseling Office Center received the renovations as designed with some slight design changes during construction. Through feedback, it appears the design greatly meets users' needs. The renovation project was completed on schedule.
3. Work with architects and engineers to redesign scope of mechanical work in EXCEL and Transfer to Capital Fund to bring projects within established budget parameters.

The scope of the mechanical contract is currently in progress with the architects and engineers. Final drawings for bid are due by October 2009 with bidding occurring during November 2009.
4. Perform Tri-ennial Asbestos Review in accordance with state and federal guidelines by June 30, 2010.

It is anticipated that the review will begin in December 2009 and will be completed within the prescribed timeline.

5. Hired qualified Clerk of the Works for EXCEL and Transfer to Capital Fund construction projects to assist in management of construction projects as needed.

A Clerk of the Works has been utilized on a per diem basis for the beginning of the EXCEL and Transfer to Capital Fund Projects. The Business Office is in the process of finalizing an RFP for a Clerk of the Works for the project within the next month.

G. Purchasing

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.

1. Most necessary equipment and materials were purchased in a timely, efficient and economical manner, while strengthening internal controls governing the purchasing process.

Focused training was provided to administrators and their staff to encourage compliance with existing internal controls. Strengthened claims audit process identified problem areas for follow up and further training.

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 assets. Further, our Maintenance staff has the capability to provide quality renovations at minimum cost to our taxpayers. 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, with continued focus on "Green Cleaning" products and procedures.

The Accounting Department maintains GASB 34 and GASB 45 compliant financial statements. The Payroll Department ran smoothly throughout the year, producing 24 pay cycles in 2009-2010.

The Purchasing Department continues to strive to purchase competitively, and to introduce staff to correct methods to procure needed supplies and materials.

The District enjoys the services of a very competent Internal Claims Auditor who reviews every claim, before payments are released, for appropriateness and adherence to Board Policy and administrative regulations.

The Budget is developed to assure that instructional objectives are supported. Budgetary reviews and expenditures are closely monitored. 2008-2009 ended with a surplus.