
BOARD OF EDUCATION UPDATE

- Phase I (District Wide Project), submitted to SED, pending approval. Submission sent in December 2017.
- Phase II, submitted to SED this week, pending approval.
- Phase III, will be submitted to SED in May 2019. We continue to progress the documents for Phase III.
- Donald P. Sutherland Fuel Oil Tank Remediation Bid August 30th. No Bidders. Submitted to SED on February 9th, 2018, not approved until June 28th, 2018.
- High School Domestic Hot Water Tank Replacement, submitted to SED for review.
- Citizen Genet Elementary School District Office Entrance Water Damage. Temporary measures are being developed to address water penetration into the building. Citizen Genet Reconstruction is not scheduled until Summer 2020 due to the SED funding cycle.
- Athletic Master Plan work continues, will be completed by November 1st, 2018.
- Reviewing the High School Security Entrance.
- Goff Domestic Hot Water Tank. Work completed by District.
- Met with Teacher Groups from both the Middle School and High School to access their needs and expectations for the upcoming projects. Some additional meetings with the High School Science teachers are needed.
- Met with National Grid to review potential rebates for project work. Potential rebate items include; roofing work, hot water heaters, occupancy sensors, site lighting and possibly mechanical unit replacement.
- Meet bi-weekly with the District and Construction Manager.

PROJECT BREAKDOWN

Phase I District Wide Work
Public address system, fire alarm system, keyless entry system, security cameras and telephone system.
Duration: Spring 2019 (second shift) through Summer 2019.

Phase II Building Reconstruction Work - Green Meadow, Red Mill, Goff MS, Transportation Center and Buildings and Grounds.
Includes Science & Technology upgrades.
Duration: Summer 2019 through 2020

Phase III Building Reconstruction Work
Including High School Reconstruction and remaining Bell Top, DPS and Citizen Genet work.
Duration: Summer 2020 through 2021

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Bell Top	62	52	53	62	54	48								331
G.M	65	60	78	67	52	54								376
DPS	44	59	59	39	52	47								300
Red Mill	54	57	70	65	75	82								403
Genet	68	62	76	75	69	87								437
Goff							316	300	307					923
CHS										343	345	299	322	1309
CTAEP										1	4	2	5	12
Total	293	290	336	308	302	318	316	300	307	344	349	301	327	4091

September 26, 2018

School Enrollment Projections for East Greenbush
Central School District



TABLE 7
East Greenbush Central School District
Enrollment Projections : 2018-2019 to 2022-2023

Grade	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
K	276	313	319	292	301	301
1	329	279	316	322	295	304
2	292	332	282	319	325	298
3	291	292	332	282	319	325
4	306	291	292	332	282	319
5	305	309	294	295	335	285
6	293	304	308	293	294	334
7	307	294	305	309	294	295
8	331	307	294	305	309	294
9	355	348	323	309	321	325
10	301	342	335	311	297	309
11	321	292	332	325	302	288
12	327	320	291	331	324	301
Special Ed	0	0	0	0	0	0
Total	4,034	4,023	4,023	4,025	3,998	3,978

Aggregate Enrollment Projections : 2018-2019 to 2022-2023						
Grade	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
K-5	1,799	1,816	1,835	1,842	1,857	1,832
6-8	931	905	907	907	897	923
9-12	1,304	1,302	1,281	1,276	1,244	1,223
Special Ed	0	0	0	0	0	0
Total	4,034	4,023	4,023	4,025	3,998	3,978

2017-18 Represents Actual Fall Enrollment

DRAFT

TO: Jeffrey P. Simons, Superintendent of Schools
FROM: MaryAnn Belmont, Transportation Supervisor
DATE: September 25, 2018
RE: Transportation Department Operations

As requested, the transportation department is pleased to provide this report on operations that includes department goals, previous initiatives, current initiatives, and data snapshot. Questions are encouraged, welcomed, and may be directed to Ms. Belmont, Transportation Supervisor, or Mr. Simons or Mr. Edson at any time.

Department Goals

The Board of Education has set forth Support Services Goals as follows in policy #8000:

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

- 1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;*
- 2. providing safe transportation and nutritious meals for students who use these services; and*
- 3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.*

The Board has further set forth Student Transportation Goals in policy #8410:

The East Greenbush Central School District Board of Education is committed to provide safe and economical transportation for district students. Transportation shall be provided at district expense to those students who are eligible as authorized by the Board.

The major objectives in the management of the student transportation program shall include the following:

- 1. to provide efficient, effective and safe service;*
- 2. to ensure that all students whose disability or distance from school requires them to receive necessary transportation, do in fact receive it;*
- 3. to adapt the system to the demands of the instructional program;*

4. *to maintain transportation vehicles in the best possible condition;*
5. *to review at least once a year school bus schedules and routing plans to ensure that maximum efficiency and safety are maintained; and*
6. *to review as necessary the eligibility for transportation of students residing in the district, to ensure that all students who are entitled to such services receive them.*

Students are not entitled to “door to door” transportation. It is the responsibility of the parent, guardian, or daycare provider to ensure safe travel of the student(s) to and/or from the bus stop.

The Superintendent of Schools shall be responsible for administering the transportation program. The program shall comply with all applicable laws, regulations and policies established by federal, state and local authorities.

Previous Initiatives

District Committee Participation - The Supervisor attends meetings of the BRAC, Attendance, Code of Conduct, Safety, and Professional Development Committees. This attendance is critical to represent the transportation department perspective on school district operations.

Bus Purchase Reserve - The District has utilized a bus purchase reserve since 1994 as a tool to create a funding stream for future purchases. The most recent bus purchase reserve was authorized by voters on May 15, 2018. The benefits of a bus purchase reserve include saving legal and borrowing costs, voter control of the funds, and flexibility for optional Board of Education funding.

Video - The bus purchase reserve established in 2010 was anticipated to reach its maximum level of deposits during the 2018-2019 school year. Accordingly, the District proposed establishing a new reserve in a proposition to voters during the budget vote on May 15, 2018. Knowing that the bus reserve concept can be difficult to explain, the District engaged the services of Questar III BOCES to develop a video that could be used during Board and community presentations. The transportation department received many favorable comments on the video presentation.

Training - All school bus drivers must receive refresher instruction in school bus safety at least two times a year, at sessions conducted between July 1 and October 31 and between December 1 and May 1 of each school year. School bus aides, mechanics and other transportation staff also attend the training. Previous session topics have included:

- Natural disasters, preparing for weather emergencies
- Transporting students with disabilities
- Wellness
- Trauma and our school community

- Child development
- Sensitivity, the spirit of PJ's Law
- Preventing dragging
- Weapons and angry individuals on a bus
- Diversity and school bus safety
- PJ's Law when Least Restrictive Environment is a big bus
- One school bus stop at a time
- What could go wrong?
- Personal wellness assessment
- Personal protection
- PJ's Law - students with behavioral problems
- Review of drug and alcohol testing policy
- Crisis preparedness

Collaboration with Other School Districts - The transportation department serves as a host for the 30 hour school bus driver basic course and the 10 hour bus aide basic course under the guidance of Questar III BOCES. The department also provides kindergarten bus orientation.

Winterfest & Community Projects - Since 1991, volunteers from the department have planned and organized Winterfest, an event that draws parents and community members into our schools each January. Other community activities have included marching in the Town of East Greenbush Memorial Day parade, fundraising at Thanksgiving for donation of turkeys to the Resource Center, Santa visit to elementary schools with candy canes, and adopting needy families at each elementary school.

Day Care - In January 2012, the District approved a transportation policy change effective the following September to align itself with the New York State Education Department's guidelines for daycare/alternate transportation in school districts. Transportation is provided to a NYS licensed daycare within East Greenbush Central School District boundaries; for students in grades K-5, transportation is within the elementary school attendance zone for unlicensed providers.

Digital Radio System - The District maintained an analog system for communicating between the transportation office and individual buses for many years. The District was contacted in the 2017-2018 school year that the analog system would no longer be supported by the vendor; accordingly, a new digital system was purchased and installed during the summer of 2018. The reception is much clearer and extends a farther distance within the Capital Region.

Current Initiatives

Winterfest & Community Projects - The Winterfest event is scheduled for Saturday, January 19, 2019. A committee will be convened to plan and organize the event. Other community projects will be planned similar to those occurring in the past. [This initiative

aligns with the Long Term Vision for the District to provide collaboration with businesses and community organizations.]

Capital Project Implementation - The transportation department is scheduled for upgrades as part of the capital projects approved by District voters on May 16, 2017. Some of the upgrades include exterior emergency lighting, carbon monoxide and smoke detection devices, phone system, cameras, paving, and bus shed exterior. [This initiative aligns with Board Goal #2G to implement the capital project approved by voters in May 2017.]

Recruitment of Drivers - Many school districts are experiencing shortages of bus drivers in light of the strong economy. As part of the Board of Education goals and objectives for 2018-2019, Ms. Belmont will be working with Ms. Cannon, Mr. Edson, and Mr. Simons to address the driver shortage in our school district. [This initiative aligns with Board Goal #2A to develop a comprehensive plan for improved human resources management, particularly reviewing the recruitment processes for bus drivers to address the shortage.]

Training - The current year refresher training was held on August 30, 2018 and featured the following topics: middle school early adolescent development, working with families of children with disabilities, epi-pen training, and updates and reminders. The topics for the winter refresher training will be the dangers of distracted driving, working with families of children of disabilities, and what is emotional intelligence. [This initiative aligns with the Long Term Vision for staff to stretch themselves and gain professional knowledge and skills through a comprehensive professional development program and for the District to provide a safe environment. It also aligns with Board Goal #4D to implement enhanced school safety training on district-wide safety plans. It further aligns with Board Goal #4B to review social-emotional wellness needs of students and staff by offering professional development for staff.]

District Committee Participation - Ms. Belmont, Transportation Supervisor, and Mr. Halsey, Head Bus Driver are participating on the High School Start Time Committee this year; the first meeting was held on September 18, 2018. As part of the committee work, they will be analyzing the impact of changing the start time on transportation operations, numbers of buses and drivers needed, and routes to and from school. Ms. Belmont will continue to participate in the Attendance, Budget Review and Advisory Committee (BRAC), Professional Development, Code of Conduct, and Safety Committees during 2018-2019. [This initiative aligns with the Long Term Vision for the District to continuously strive to provide a safe environment.]

Data Snapshot

Quick Look

Total Budget	\$5,152,898
Percent of District Budget	5.5%
Employees	94
Vehicles	105
NYS Inspection Pass Rate	100%
Students Transported	4,458
Miles Driven Per Year	1,267,070
Transportation Aid Ratio	60.2%

<u>Three-Year Summary</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Expenses			
Salaries	\$3,488,054	\$3,637,396	\$3,837,434
Equipment	10,970	9,995	90,232
Purchase of Buses	900,816	910,943	779,534
Contractual	202,806	252,179	228,733
Contractual-Energy	42,216	44,936	47,971
Materials & Supplies	465,456	500,801	599,603
BOCES Services	2,150	1,750	1,125
Total Expenses	\$5,112,468	\$5,358,000	\$5,584,632
Transportation Aid	\$3,509,778	\$3,449,246	\$3,731,348

TO: Jeffrey P. Simons, Superintendent of Schools
FROM: Paul Bickel, Director of Facilities
DATE: September 25, 2018
RE: Operations & Maintenance Department Operations

As requested, the operations and maintenance department is pleased to provide this report on operations that includes department goals, previous initiatives, current initiatives, and data snapshot. Questions are encouraged, welcomed and may be directed to Mr. Bickel, Director of Facilities III, or Mr. Simons or Mr. Edson at any time.

Department Goals

The Board of Education has set forth Support Services Goals as follows in policy #8000:

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

- 1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;*
- 2. providing safe transportation and nutritious meals for students who use these services; and*
- 3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.*

The Board has further set forth Facilities Development Goals as follows in policy #7000:

In meeting its goals of high quality education and fiscal responsibility, the Board of Education will strive to develop district facilities in a manner that addresses economic concerns, quality education needs, safety, durability, maintenance, insurance and flexibility.

Accordingly, the Board establishes the following broad goals for facilities development:

- 1. Integrate facilities planning with other aspects of district planning in a comprehensive program designed to support the Board's educational philosophy and instructional goals*

2. *Address state learning standards and student educational needs in developing educational specifications for school buildings*
3. *Design facilities for sufficient flexibility to permit program modification or the introduction of new programs*
4. *Involve the community, district staff and experts in facilities development*
5. *Design economically feasible facilities that meet student educational needs*
6. *Seek all possible mechanisms for financing school facilities*
7. *Provide adequate school space to accommodate future improvements in educational programs and services*
8. *Consider the adaptability of school facilities for community use*
9. *Incorporate the recommendations in the New York State Education Department's mandated five (5) year facilities planning process*
10. *Update facilities as needed to remain current with federal, state and local regulations*

Previous Initiatives

Building Condition Survey - The most recent Building Condition Survey was completed in 2015. While none of the buildings received a failing grade, many of the buildings contained systems that needed upgrades, major repairs, or complete replacement. The Director of Facilities worked with the architect and construction manager to classify, prioritize, and estimate cost for items identified within the Building Condition Survey. These items, along with District academic space needs, became the basis for capital project propositions submitted to the voters in May 2017.

Capital Project Vote - The Director of Facilities was a key individual in developing the priority items to be placed within the capital project propositions in May 2017. He developed the rationale that was part of the PowerPoint presentations to the Board of Education and to the community to support the proposed work.

Video - As part of the outreach efforts for the proposed capital project in May 2017, the District collaborated with Questar III BOCES to develop a video that could be used during Board and community presentations. The Director of Facilities provided a useful perspective on the impact of aged building systems on District safety and learning environments. The Superintendent of Schools received many favorable comments on the use of video to support the proposed capital propositions.

District Committee Participation - The Director of Facilities has historically participated in the Safety Committee, as many safety initiatives involve building renovations, processes, or procedures. He has also been a guest at the Budget Review & Advisory Committee when capital projects are discussed and reviewed.

Lead Testing & Remediation - Chapter 296 of the Laws of 2016 enacted amendments to New York State Public Health Law requiring all school districts to test all potable water outlets for lead contamination, to remediate contamination where found, and to

notify parents of children and the public of test results. In East Greenbush Central Schools, 726 potable water outlets were tested and 102 samples yielded lead concentration above the action level (15 parts per billion). Accordingly, the District replaced 107 taps and 4 fountains/bubblers to provide effective remediation. An additional 14 outlets required replacement or reconfiguration of piping. New York State provided building aid for the \$53,793 cost associated with the testing and remediation at an aid ratio of 72.1%. All results and remediation procedures were given oversight by the District's architect and Rensselaer County Department of Health.

Summer Work - The summer of 2018 presented a unique opportunity to the Operations and Maintenance Department to catch up on routine building repairs since no capital project work was planned. Some of the work in each building included:

- Columbia High School - cleaning and applying new wax to first floor, second floor, North and South Tower third floors and basement, cleaning out all lockers, painting in hallways outside cafeteria and gym, patch pavement, painting areas requested by athletic department, repairing ceiling in boys locker room, preparing cafeteria for Technology Department Chromebook distribution
- Howard L. Goff Middle School - cleaning and applying new wax to Taylor House, Red House and Green House floors, repainting cafeteria, cleaning out lockers, moving teacher rooms, replacing carpeting in main office, installation of selected water fountains, removal of old equipment, repairing of pipe leak and fixing drop ceiling, replacing domestic hot water heater, upgrading cafeteria office space, repairing leaks in chiller unit, patching holes in room 264 and painting, touching up of doorway trims
- Citizen Genet Elementary School - cleaning and applying new wax to first and second floors, stripping and repainting rear overhang on building, replacing cracked drainage basin, installing new playground fill, replacing inoperable roof fans, repainting of several rooms, cleaning auditorium and stage area, repainting protective posts behind building, and resealing and restriping side parking area
- Bell Top Elementary School - cleaning and applying wax to first floor and basement, fixing pavement areas, installing new playground fill, repainting upper hallways as needed, repainting all lower hallways, painting selected rooms, disassembling computer lab, moving rooms as requested, tiling floor in room 60, removing rust stains in front entry, assembling new cafeteria tables
- Red Mill Elementary School - cleaning and applying new wax to first floor and basement levels, removal of tree near kindergarten wing, repairing gate near basketball courts, fixing gym doors, installing new playground fill, painting conference rooms and select rooms, moving television studio, reinstalling shelving in computer lab, removing all overgrown brush near playground, digging new water basin by gymnasium, installing new gutter near gym, arranging for cleaning of kitchen grease trap
- Green Meadow Elementary School - cleaning and applying wax in building areas, repainting of selected rooms, mounting various bulletin boards and dry erase boards, assembling shelving in several rooms, installing new carpeting in teachers' lounge and office area, installing playground fill as needed, replacing

- inoperable roof fans, replacing bushes in front of building, removing old playground frame, preparing copy and staff rooms for new carpeting
- Donald P. Sutherland Elementary School - cleaning and applying wax in building areas, repainting eaves in front of building, removing several stumps in rear fields, removing grass in front island and replacing with fall plants, fixing pavement areas, installing new crusher run walkway to lower fields, clearing out overgrown areas by playground, clearing emergency exit walkway in back field, installing new playground fill, removing and replacing loose caulk on front entry steps, building and installing new playground for students with special needs, replacing stained tiles in hallway
 - Grounds Department - upgrading and repairing Columbia soccer and lacrosse fields, replacing sod in heavily damaged areas, repairing and restriping of tennis courts, sweeping and repairing of turf field, moving of summer school items, picking up items for shredding and recycling, mulching of playgrounds, weeding and mulching at multiple schools

Current Initiatives

Capital Project Implementation - The Director of Facilities and all operations and maintenance staff will be working on and coordinating the renovations planned as part of the capital projects approved by the District voters on May 16, 2017. The implementation is planned in three phases beginning with the fall 2018 work in Phase #1. Submission of documentation is completed to the New York State Education Department for Phase #2, with bids planned for spring 2019. [This initiative aligns with the Long Term Vision to provide model programs within 21st century learning environments, safety, and state of the art facilities. It also aligns with Board Goal #2G to implement the capital project approved by the voters in May 2017 and Board Goal #4C to enhance district security and safety through capital improvements.]

District Committee Participation - The Director of Facilities is participating in the High School Start Time Committee this year; the first meeting was held on September 18, 2018. The participation should allow a broader view of the challenges incurred by our district as part of support operations. The Director will continue to participate in the Safety Committee during 2018-2019. Additionally, the Director of Facilities participates in the Rensselaer County Safe Schools Committee, which is coordinated by Questar III BOCES and has school resource officers, Rensselaer County health and safety staff, school superintendents, and directors of facilities. [This initiative aligns with Board Goal #4C to enhance district security and safety through new procedures, personnel and capital improvements.]

Building Condition Survey - Every five years, the New York State Education Department requires school districts to obtain a Building Condition Survey from a licensed architect or engineer. The Survey is a comprehensive view of all building systems including but not limited to program spaces, plumbing, heating, exterior, roof, site utilities, interior walls, lighting, and fire safety. Each building is assigned a rating in

the Survey; the needs identified in the survey often become the basis for future capital project propositions to the voters. In preparation for the Building Condition Survey, the District has engaged an architect to develop an athletic fields master plan. [This initiative aligns with the Long Term Vision for the District to continuously strive to provide for safe, state of the art learning environments and facilities and to engage in data-based decision making in data driven areas. It further aligns with Board Goal #2G to collect facility and grounds information for future capital projects and Board Goal #4C to enhance district security and safety through new procedures, personnel, and capital improvements.]

Event Scheduling - The District has identified a need for better scheduling of facilities for internal use and for outside organizations. The plan is to migrate current scheduling techniques to the Event Scheduler as part of Qware software currently subscribed to by the District. The new product should enhance communication among internal departments, help resolve building use conflicts, and provide additional information to outside organizations. [This initiative aligns with the Long Term Vision of the District to continuously strive to provide collaboration with businesses and community organizations.]

Female Hygiene Products - Part of Governor Cuomo's Women's Opportunity Agenda was to enact legislation to require school districts to provide free feminine hygiene products in schools serving students in grades six through twelve. This legislation became effective July 1, 2018. The District has modified or purchased new dispensers for Howard L. Goff Middle School and Columbia High School from E.A. Morse to implement this requirement. [This initiative aligns with the Long Term Vision for the District to allow all students to experience a sense that they are safe, valued and that they belong. It further aligns with Board Goal #4B to review social-emotional wellness needs of students.]

Acclimation of New Supervisor - The current Director of Facilities began employment in the school district on April 30, 2018. In his first year as Director, he will be assessing the needs of the Operations & Maintenance Department in view of the direction to provide state of the art learning environments and facilities. He also plans to review the existing condition equipment and vehicles and develop a long-term plan for replacement and as support for the Department 2019-2020 budget request. [This initiative aligns with the Long Term Vision for the District to provide state of the art learning environments and facilities. It also aligns with Board Goal #4C to implement new Phase I systems for public address, fire, and carbon monoxide alarms, cameras and security.]

Data Snapshot

Quick Look

Total Budget	\$5,361,797
Percent of District Budget	5.7%
Employees	48
Vehicles	14
Buildings Square Footage	800,718
Building Aid Ratio	72.1%

<u>Three-Year Summary</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Expenses			
Salaries	\$2,625,795	\$2,685,789	\$2,707,423
Equipment	28,907	73,565	70,807
Purchase of Vehicles	61,487	53,215	25,991
Contractual	818,696	928,634	777,800
Contractual-Energy	826,009	829,507	812,195
Materials & Supplies	302,204	341,617	342,319
BOCES Services	47,239	69,615	59,535
Total Expenses	\$4,710,337	\$4,981,942	\$4,796,070
Building Aid	\$8,302,466	\$5,929,508	\$5,105,463

DRAFT

TO: Jeffrey P. Simons, Superintendent of Schools
FROM: Phyllis Sanford-Krug, Food Service Director
DATE: September 25, 2018
RE: Food Service Department Operations

As requested, the food service department is pleased to provide this report on operations that includes department goals, previous initiatives, current initiatives, and data snapshot. Questions are encouraged, welcomed and may be directed to Ms. Sanford-Krug, School Lunch Manager, or Mr. Simons or Mr. Edson at any time.

Department Goals

The Board of Education has set forth Support Services Goals as follows in policy #8000:

Support services, which include safety and maintenance programs, transportation, food services, insurance management and office services, are essential to the successful functioning of the school district. Education is the district's central function, and all support services shall be provided, guided, and evaluated by this function.

In order to provide services that are truly supportive of the educational program, the Board of Education establishes these goals:

- 1. providing a physical environment for teaching and learning that is safe and pleasant for students, staff, and the public;*
- 2. providing safe transportation and nutritious meals for students who use these services; and*
- 3. providing timely, accurate, and efficient support services that meet district needs and promote district goals.*

The Board has further set forth Goals for the Food Service Department within the District Wellness Policy #5405:

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance and reasonable portion sizes. The district shall ensure that all foods and beverages available for sale to students on the school campus during the school day meet or exceed the program requirements and nutrition standards found in federal regulations.

To accomplish this, the Board directs that the district serve healthy and appealing foods and beverages at district schools, following state and federal nutrition guidelines, as well as safe food preparation methods.

All schools within the District are committed to offering school meals through the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and other applicable Federal child nutrition programs, that:

- 1. Include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations.*
- 2. Encourage students to try new or unfamiliar items.*
- 3. Make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply.*
- 4. Consider serving produce and food from local farms and suppliers.*
- 5. Make free drinking water available at locations where meals are served.*

All schools within the District shall:

- 1. Ensure that all such items sold individually meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.*
- 2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.*
- 3. Work with existing vendors or locate new vendors that will comply with the nutrition standards.*

Previous Initiatives

Training - Professional standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) as noted on the United States Department of Agriculture website at www.usda.gov. The director must have twelve hours annually of training, site managers require ten hours, and staff need between four and six hours. During 2017-2018, training topics included positive communication, ethical decision making in school nutrition, food service equipment safety, sanitation, and workplace injury prevention.

Consultant Study - In 2015, the District engaged the services of HMB Consultants to perform an operation and financial assessment study of the child nutrition programs in the school district. As a result of the study, the Food Service Department received a series of recommendations to help the nutrition operation to increase meal participation, capture additional revenue from paid meals and a la carte sales, lower food and labor expenses, upgrade food varieties and offerings, and promote staff training for productivity, efficiency, and accountability. Subsequently, a corrective action plan was prepared by the School Lunch Manager in consultation with the Assistant Superintendent for School Business Finance and shared with the Superintendent and Board to monitor implementation of the recommendations.

Grant Request - The School Lunch Manager submitted a grant application on January 3, 2018 to the New York State Education Department for a National School Lunch Program Equipment Assistance Grant. The application was to fund a mobile

breakfast cart of appropriate size and shelving for the Columbia High School breakfast program. The Manager researched equipment quotes from vendors, wrote the grant application, prepared a budget, and submitted the grant. Unfortunately, the grant process was very competitive and not approved. However, the impact for the manager was to gain confidence in grant writing when future opportunities arise.

Capital Project Implementation - As part of the capital projects approved by the voters in May 2013, all school district kitchens were redesigned and renovated for efficiency. The redesign was consistent with State guidelines for updated signage, attractive meal serving lines, energy efficient equipment, and student convenience. Staff and students are very pleased and since the redesign, the meal counts have improved.

Student Leadership Group - The Food Service Department provides lunches for the Superintendent's Student Leadership Group at all meetings. It is a great opportunity to showcase the meals served and to get students to test and react to proposed menu items.

MySchoolBucks - Parents and guardians have the opportunity to prepay for school meals through an online system known as MySchoolBucks. They may register in MySchoolBucks utilizing the student identification number, place money on the student account for meals, view student purchases, and receive low balance alerts. Excess funds are refunded upon parent request to the department upon student graduation or moving to another school or funds may be transferred to another student account.

Hurricane Relief & Community Support - The Food Service Department in all school buildings was pleased to serve as coin drop locations for donations to the American Red Cross for 2017 hurricane relief in Puerto Rico, Florida, and Texas. A total of \$4,481 was raised from the coin drop initiative and dress down days for staff. During 2017, the Columbia High School Department members prepared and cooked ziti meals as a fundraiser for the Science Olympiad Team going to national competition.

Grab and Go Breakfast - In September 2017, the Food Service Department finalized the implementation of Grab and Go Breakfast in the elementary buildings. Grab and Go Breakfast is individually wrapped by food service workers so a student may take it back to the classroom. The food is self-serve and convenient for students, providing a totally federal and state reimbursable meal. Additionally, less staff time is needed to operate the breakfast program, and students are not late for homeroom or guideroom.

Current Initiatives

Nutrition Promotion - The Food Service Department will be sharing two new publications with the school community each month. Nutrition Nuggets and Food & Fitness will provide information that supports the District Wellness Policy by providing healthy habits, easy and nutritious recipes and exercise tips. [This initiative aligns with the Long Term Vision for staff to be positive role models, put students first, with

emphasis on developing the whole child and social-emotional wellness. It also aligns with the Board Goal #4B to review social-emotional wellness needs of students and staff.]

State Education Department Audit - During 2018-2019, the Food Service Department will be subject to an Administrative Review by the New York State Education Department. The Review will include a compliance check of the District's participation in the federal free and reduced meals program. Other compliance areas will include, but not be limited to, nutritional quality and meal pattern, a la carte food items, nutrient analysis, recordkeeping, training, policies, financial review, paid lunch equity, and nonprogram foods. The Food Service Department is gathering documents ahead of the scheduled audit. [This initiative aligns with the Long Term Vision by engaging in data-based decision making in data driven areas.]

Prevention of Meal Shaming - At its May 23, 2018 meeting, the Board of Education adopted a Prohibition Against Meal Shaming Plan in accordance with Education Law Section 908. Meal shaming has been defined as treating a student differently with regard to eligibility and access for a reimbursable meal due to a parent or guardian having an unpaid balance in the Food Service Fund. The Plan was submitted to the New York State Education Department and approved for implementation. Subsequently, Board of Education Policy #8505, Charging School Meals and Prohibition Against Shaming was updated and adopted by the Board on June 27, 2018. Food Service Department staff were trained on the new requirements on opening day, September 4, 2018. [This initiative aligns with the Long Term Vision by ensuring that all students attending the District will experience a sense that they are safe, valued and that they belong.]

Hurricane Relief & Community Support - The Food Service Department in all school buildings is pleased to serve as coin drop locations for donations to the American Red Cross for 2018 relief for Hurricane Florence victims. As needs arise during 2018-2019, the Food Service Department is prepared to collaborate and assist with school initiatives. [This initiative aligns with the Long Term Vision by striving to provide collaboration with businesses and community organizations. It further aligns with Board Goal #3C to continue to develop educational and strategic partnerships with businesses.]

Training - During 2018-2019, training topics have and will include prevention against meal shaming, food safety and sanitation, offer versus serve initiatives, customer service and marketing, and staff wellness (proper lifting techniques, preventive foot care, body relaxation, and anti-inflammatory nutrition). [This initiative aligns with Board Goal #4B to review the social-emotional wellness needs of staff and offer professional development to align with the identified needs.]

Farm to School - New York State allows school districts to allocate a portion of federal surplus foods funding for the purchase of fresh produce to promote local farms. The

Food Service Department has allocated \$10,000 of the funding for this purpose. The School Lunch Manager has been working with the following three vendors: Goold Orchards (apples), Capital Roots of Troy (cucumbers and tomatoes), and Ginsberg's Foods (lettuce and apples). [This initiative aligns with the Long Term Vision for the District to continuously strive to provide collaboration with businesses. It further aligns with Board Goal #3C to continue to develop strategic partnerships with local businesses.]

Data Snapshot

Quick Look

Total Budget	\$1,437,344
Employees	29
Free & Reduced Meal Percent	22%

<u>Three-Year Summary</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Breakfast Served			
Free	34,966	38,022	40,091
Reduced	4,547	5,536	4,422
Paid	18,796	20,890	20,533
Total Breakfasts Served	58,309	64,448	65,046
Lunches Served			
Free	84,446	87,273	86,897
Reduced	13,760	16,849	14,643
Paid	141,088	137,813	135,183
Total Lunches Served	239,294	241,935	236,723

<u>Three-Year Summary</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
Expenses			
Salaries	\$581,662	\$580,104	\$566,629
Employee Benefits	250,870	271,104	293,794
Net Cost of Food	441,709	461,606	489,781
Equipment & Contractual	19,055	17,250	21,589
Materials & Supplies	37,972	28,270	33,616
Total Expenses	\$1,331,268	\$1,358,334	\$1,405,409
Revenues			
Reimbursable Meals	\$459,357	\$476,552	\$456,255
Other Cafeteria Sales	249,225	215,749	239,331
NY/Fed Reimbursement	511,356	552,184	564,926
Misc Revenues	1,043	1,919	1,429
Transfer-General Fund	150,000	200,000	165,000
Total Revenues	\$1,370,981	\$1,446,404	\$1,426,941
Net Income	\$39,713	\$88,070	\$21,532
Fund Deficit (Rounded)	(\$116,892)	(\$28,823)	(\$7,291)