

# *Program & Service Review Guide*



# Table of Contents

Alternative to Suspension Program .....	3
Athletics.....	4
Buildings and Grounds .....	5
Business and Finance.....	6
Clubs, Student Organizations, Music and Theatre 2024–25 .....	7
Communications.....	8
Data Management .....	9
Early College High School (ECHS) Program.....	10
Food Services.....	12
Grants .....	13
Head Start/Universal Pre-K (UPK).....	14
Human Resources.....	15
Physical Education (PE) .....	16
Registration and Placement.....	17
School Safety Review .....	18
Student Services .....	19
Teaching, Learning & Accountability .....	21
Technology .....	23
Transportation.....	24

# Alternative to Suspension Program

## Significant Accomplishments:

- Established a thorough referral and intake process for students and families entering the Alternative to Suspension Program (ATS):
  - Used EmpowerU as a Tier 2 support for students.
  - Developed social-emotional learning (SEL) curriculum that aligned with EmpowerU SEL program.
  - Conducted five-week progress monitoring meetings with students and families.
  - Conducted social histories for each student (completed by our social worker).
  - Included community and school supports to develop therapeutic plans for each student. (Parents/Guardians/School Counselors/Partnership for Ontario County/Council on Alcoholism and Addictions/FLACRA.)
  - Aligned student and family-driven goals with Brief Solution-Based Counseling sessions.
- Developed transition process back to classes that included administration, school counselor, team leader, ATS social worker, parents or guardians, and student.

## Improvement Plans for Next Year:

- Strengthen communication systems with middle school and high school instructional staff.
- Develop relationships with Boys and Girls Club resources:
  - Provide transportation for community service opportunities (under 14 years old = Career Awareness and 14+ = paid internship through Community Center and Wegmans)
  - Provide long-term counseling opportunities with Ontario County Mental Health licensed clinicians through collaboration with Chris Lavin and Ontario Board.
- Use and improve upon daily SEL curriculum.
- Provide **biweekly** counseling by Geneva City School counseling department for all ATS participants.
  - Match counseling services to specific SEL needs of each student using evidence-based best practices.
  - Implement career interest inventory to each student.
  - Maintain regular communication with the ATS social worker and families to ensure successful transition back to classroom environment.
- Develop career and occupational experiences for students.
  - Develop ties with local Geneva organizations that align with ATS student career and occupational interests.
  - Identify the difference between awareness and experiential opportunities for students.
  - Coordinate transportation for career readiness.
- Strengthen alignment of EmpowerU and ATS SEL curricula.
- Improve academic performance of all students while they are attending ATS.
- Coordinate supports with Wayne-Finger Lakes director of wellness and SEL.

# Athletics

## Significant Accomplishments

- Qualified 21 varsity teams out of 28 for scholar-athlete team recognition. The New York State Public High School Athletic Association (NYSPHSAA) acknowledges school districts that have 75 percent of their teams meeting these criteria. Our school high school will be recognized as a School of Excellence; we had a total of 75 percent of our varsity teams meet this standard.
- Created ondoor track and field and girls flag football programs.
- Increased participation in athletics by 13 percent over the past two years.
- Continued to provide live streaming of most varsity events.
- Continued implementation of eligibility policy.
- Updated the attendance policy for student-athletes.
- Replaced scoreboard in the middle school gymnasium.
- Replaced mats for wrestling, cheerleading, and track and field.
- Observed and evaluated all coaches.
- Conducted regular program meetings with all coaches.
- Held parent meetings during each sport season to address eligibility policy and athletic handbook.
- Coordinated games and practice schedules in all buildings.
- Collaborated with facilities, administration, transportation, and human resources.
- Continued to have a social media presence for athletics.

## Improvement Plans for Next Year:

- Continue to increase our participation numbers across all sports.
- Build relationships and align with organizers of youth programs.
- Focus on continuing to improve communication with athletes, coaches, staff, and families.
- Continue to refine guidelines, athletic expectations, and clearance for sports processes with coaches.
- Continue to make program adjustments to Block G banquet.
- Continue to improve attendance for student-athletes.
- Continue to refine the uniform replacement process.



# Buildings and Grounds

## Significant Accomplishments

- Worked with heating, ventilation, and air conditioning (HVAC) filter providers and mechanics to implement filter replacement plans.
- Hired a highly qualified grounds supervisor.
- Worked to develop strong relationships with the building principals and staff.
- Revamped grounds equipment maintenance and replacement plan to help level out repair costs and downtime of equipment. (The program should also help cut down on damage to the grounds during snow season).
- Initiated replacement of our HVAC system controls that are no longer supported; they are being upgraded to work with the new HVAC equipment being installed in this project. The current system software is not capable of communicating with these new units.
- Successfully completed key capital project components. Substantial completion should occur by January 2025.
- Completed design of Smart Schools bond project focusing on safety and security improvements.
- Worked with the business office to facilitate budget amendment that financed several facilities upgrades districtwide.

## Improvement Plans for Next Year

- Continue building a training program for custodial staff districtwide (five to six trainings per school year).
- Send mechanics and other workers to training programs on servicing and repairing our HVAC equipment.
- Focus efforts on the development of a positive culture within the department.
- Develop contingency plan to replace staff members who are close to retirement
- Complete building conditions survey and develop short- and long-range plans centered on capital and outlay projects.
- Continue with safety and security door hardening for the next several capital improvement and outlay projects. Institute a replacement cycle for replacing classroom door hardware throughout the district.
- Implement safety technologies through the capital project and Smart Schools Bond.
- Continue development plans related to equipment replacement, five-year facilities planning, capital project, and parking lot sealing.

# Business and Finance

## Significant Accomplishments

- Successfully administered the 2023–24 budget.
- Passed the 2024–25 budget with a 68 percent approval rating by voters.
- Worked with the director of transportation and head mechanic to provide resources to ensure all 2023–24 and 2024–25 buses will be undercoated.
- Resolved outstanding financial reporting issues with the Central Business Office (CBO).
- Set up and transitioned district investments into a high-yield interest account.
- Successfully developed a plan and hired individuals to bring business office functions back in-house.
- Built positive relationships with union leadership.
- Assisted district level leaders to ensure that financial concerns are addressed in a timely manner.
- Successfully moved Geneva Middle School extracurricular accounting onto nVision (district's financial software).
- Created job description for extracurricular club advisors.
- Implemented a review of current processes and procedures to ensure efficiency and clarity.
- Served as resource to the superintendent in any area as requested and assisted the board clerk in areas involving finance and operations.
- Hired highly skilled, experienced staff members including director of food services, treasurer, payroll specialist, and accounts payable clerk.
- Began preparations for the zero-emission bus mandate.

## Improvement Plan for Next Year

- Continue to improve the financial position of the district and enhance district investments.
- Hold monthly meetings with directors of transportation and food services.
- Appoint deputy treasurer to act as backup.
- Complete cross-training for all business office staff to ensure the continuation of service in case of a prolonged absence.
- Work with grants coordinator to ensure budgeting accuracy for staff.
- Implement an electronic time sheet and attendance system.
- Provide mentoring support for the new business office staff.
- Develop a system to maximize the Arts in Education program.
- Realize efficiencies in purchasing, technology, and grants.
- Act as a resource to both extra class treasurers.
- Provide mandatory annual training to club advisors.
- Collaborate with personnel office to ensure that board recommendations include the proper budget codes.
- Work with the transportation director and facilities director to develop and implement a plan for the New York State zero-emission bus mandate.

# Clubs, Student Organizations, Music and Theatre 2024-25

## North Street School

- 4th and 5th Grade Band
- 4th and 5th Grade Chorus
- Jazz Band
- WIN Tutoring – morning and afternoon
- Cursive Club – morning
- Intramurals PE – morning
- ELA Tutoring – morning and afternoon
- Math Tutoring – morning and afternoon
- Readers Theater – afternoon
- Healthy Living – morning
- Math Game Club – afternoon
- Board Game Club – morning and afternoon
- PE Club – afternoon
- Art Club – morning
- Leadership Club – morning
- Makers Club – morning
- Student Government

## Geneva Middle School

- 6th and 7th/8th Grade Band
- 6th and 7th/8th Grade Chorus
- Jazz Band
- GMS Theater Club
- Nature Club (Outdoor Ed)
- Student Council
- National Junior Honor Society
- PBIS Club
- Running Club
- Chess Club
- Science Club
- Academic Support
- Fitness Club
- Dungeons and Dragons Club

## Geneva High School

- Chamber Choir
- Marching Band
- 12:1:1 Club
- Class of 2025
- Class of 2026
- Class of 2027
- Class of 2028
- Green Club
- Hispanic Leadership Club
- Drama Club
- Model UN
- National Honor Society
- Trail Blazer Club
- Social Justice Club
- Quiz Bowl
- Seneca Saga (yearbook)
- Ski Club
- Student Council
- Varsity Club

# Communications

## Significant Accomplishments

- Launched new district logo and branding.
- Began transition to new website platform with Finalsite.
- Launched new online form capabilities for registration (PK and K–12), the Office of Transportation, and the Office of Extended Day and Community Engagement.
- Onboarded new human resources communications specialist and began work with the Office of Human Resources to streamline and strengthen district recruitment and retention.
- Worked with building administration to increase ThoughtExchange survey use.
- Continued to increase social media presence year-over-year:
  - Total social media posts increased 22.28 percent (to 900),
  - Total Spanish-language social media posts increased 159.42 percent (to 358),
  - Facebook reach increased 20.00 percent (to 87,356), and
  - Instagram content interactions increased 100.00 percent (to 9,900).
- Published first Program & Service Review.
- Regularly assisted district and building leadership with crisis communications.
- Implemented administrative team proofreading and review process.
- Oversaw district translation and interpretation services.
- Supported special events.

## Improvement Plans for Next Year

- Monitor and increase brand compliance across district.
- Align building-level family handbooks with district branding and style.
- Centralize building staff handbooks and align with district branding and style.
- Launch new website platform with Finalsite.
- Continue digitizing and simplifying forms for registration and the Office of Extended Day and Community Engagement.
- Continue working with the Office of Human Resources to increase employee recognition opportunities.
- Continue increasing building-level use of ThoughtExchange surveys and coordinate survey schedules.
- Launch *Insight Geneva* (new district newsletter).
- Manage all district social media, maintain social media gains, and increase consistency of website stories.
- Review all buildingwide publications.
- Support special events.
- Increase district-level communications satisfaction score to 80 percent (ThoughtExchange Parent Engagement Survey).



# Data Management

## Significant Accomplishments

- Developed relationships with key stakeholders in providing continuous review of data processes.
- Successfully rolled up weekly data to Level 1 Process.
- Developed a process for reviewing unenrolled students with all building clerical staff (UIAS).
- Maintained the Secondary Eligibility Process for all extracurricular activities.
- Developed relationships with EduTech staff to maintain monthly data audits.
- Provided prompt data reports to district and building leadership (attendance, discipline, DESSA).
- Successfully conducted Geneva CSD data rollover for the 2024–25 school year.
- Collaborated with building-level leadership in auditing attendance and discipline data.
- Collaborated with outside agencies to report accurate data tied to grant-funded programs.
- Successfully completed state and federal reporting requirements.
- Implemented summer school rosters into SchoolTool for daily attendance.
- Developed strong mentoring relationship to ensure integrity of past practices.

## Improvement Plans for Next Year:

- Continue to refine auditing of data entry processes with building and district personnel.
- Continual to grow and learn how to stay ahead of deadlines by actively participating in monthly regional Data Coordinator meetings.
- Develop Microsoft Excel skills to improve fluency of data reporting (i.e. formulas).
- Deepen understanding of SchoolTool to ensure data integrity in our Student Management System.
- Facilitate PowerBI Data Dashboard implementation to strengthen data analysis for each building's Multi-Tiered System of Supports teams .
- Continue providing data reports in prompt, easily understood formats for staff to make actionable decisions.

# Early College High School (ECHS) Program

## Significant Accomplishments

- Established Early College High School (ECHS) Steering Committee of district leaders, higher education partners, and community industry partners:
  - Regular meetings of Steering Committee with our grant advisor to review grant expectations, set goals, and brainstorm strategies to accomplish goals, and
  - Regular check-ins between ECHS grant advisor and ECHS director.
- Established ongoing, collegial working relationships with area districts who have been awarded the ECHS grant.
- Successfully completed ECHS grant FS-10s (expenditures) in collaboration with assistant superintendent for business and finance for New York State Education Department (NYSED) approval.
- Effectively collaborated with Office of Communications and Geneva High School (GHS) staff to create applications (online and paper) to send out to families via ParentSquare and U.S. mail
- Created Geneva City School District (GCSD) ECHS logo to share with vendors to provide each ECHS student with a hooded sweatshirt, backpack, and school supplies
- Established an effective communication plan to recruit up to 60 ECHS incoming freshmen:
  - April 18, 2024, evening Freshman Orientation presentation at GHS to parents and students,
  - GHS counselors and College and Career staff visited classrooms and communicated the opportunity to current 8th graders,
  - Articles in *Finger Lakes Times* and *Panther Pride* newsletter regarding Geneva Promise, collaboration among GCSD, Finger Lakes Community College (FLCC), and Hobart and William Smith Colleges (HWS)
  - Letter from Geneva High School principal and Early College High School director inviting families to register their current 8th graders for the program beginning this summer,
  - ParentSquare Communication with link to a Google Form registration to all 8th-grade families,
  - U.S. mailing of ECHS invitation letter and registration form to all 8th-grade families,
  - Social media posts of engaging video message starring Geneva High School principal and Geneva Middle School (GMS) principal,
  - Organic conversations at local Geneva events, and
  - Announcements by school administrators at building events, e.g. band and chorus concerts, orientations, parent meetings, etc.
- Effectively recruited maximum number of students (63 currently registered).
- Successfully implemented communication of interview times and location to students:
  - Spreadsheet of student names and interview dates and times shared by GMS assistant principal to 8th-grade red and black team teachers
    - ♦ Interviews from June 12–25, 2024 in GMS student services conference room, and
    - ♦ Reminders sent by ECHS director to staff when necessary to reschedule.
- Successfully completed 54 student in-person individual interviews conducted by ECHS director and FLCC assistant director of Gemini and ECHS programs. (Follow-up interviews will take place over the summer.)
- Successfully created half-day GHS and half-day FLCC ECHS summer orientation agenda for summer 2024.
- Continued to plan through summer 2024 to include a check-in and monitoring system for students to ensure support and analyze need.

## Improvement Plans for Next Year

- Improve communication regarding the specifics of the program from the beginning.
- Create FAQ document for all ECHS families for distribution summer 2024 and update versions moving forward.
- Review communication, scope and sequence, and addition of community partners with Steering Committee.
- Review current course offerings to match with cohort 1 interests and plans:
  - Analysis of student interests to crosswalk with current partnerships (course offerings and internships) to enhance or add.
- Create close collaboration among 9th-Grade Academy administrators and staff to ensure student success.

# Food Services

## Significant Accomplishments

- Expanded local food usage, including New York State hot dogs, grapes, and apples.
- Served over 450,000 meals for the 2023–24 school year.
- Managed food, labor, and supply expenses to ensure program profitability.
- Maintained food supply during the Sysco food drivers' strike and successfully navigated the milk carton shortage starting in October.
- Expanded relationships with local farmers and congregators such as Headwater Food Hub to provide more New York State food products to our customers.
- Purchased two new Combi ovens for the high school and a new steam kettle for West Street School. Purchased a new condensing unit for cooler for central warehouse.
- Updated both North and West Street cafeterias with wall wraps to make the space more inviting and added MealViewer menu displaying monitors.
- Moved Head Start kitchen from West Street to North Street.
- Set up cooler and freezer temperature monitoring systems.

## Improvement Plans for Next Year

- Restart the District Student Wellness Committee (temporarily halted due to Covid).
- Start a Food Club with the students; find ways to get more student involvement.
- Find ways to increase revenue through vending and catering.
- Review purchasing guides to streamline ordering consistency.
- Upgrade catering equipment.
- Align menus with "special" days to increase excitement for the students.

# Grants

## Significant Accomplishments

- Provided fiscal oversight of grant appropriation status report to ensure that we are maximizing funding.
- Established working relationships with all New York State Education Department (NYSED) grant reviewers.
- Processed applications, amendments, desk reviews, and surveys in a timely and efficient manner, meeting critical established deadlines.
- Presented updates on all grants to the administration and the board of education.
- Worked with the district's grant writer on the Consolidated Title Grant in order to secure earlier approval.
- Initiated all consultant agreements for grants as needed.
- Reviewed carryover funds and developed a plan for use for 2024–25.
- Worked under the direction of the assistant superintendent for business to identify possible General Fund expenditures that could be accommodated within the Special Aid Fund.
- Reviewed and corrected budget coding to ensure that the staff was charged to the appropriate budget codes.
- Worked with all stakeholders to ensure that they had an awareness of the grant requirements and use as outlined in the grant narrative.

## Improvement Plans for Next Year

- Enhance communication with the staff and administration regarding deadlines and use of carryover funds.
- Closely monitor the Contract for Excellence (C4E) Grant to ensure full usage.
- Ensure that staff is appropriately charged to the proper grant.
- Research new grants that may be available, especially in support of school security.

# Head Start/Universal Pre-K (UPK)

## Significant Accomplishments

- Successfully moved the preschool program to North Street School.
- Applied to Head Start for a one-time improvement grant for the new playground. Received approval in June 2024.
- Trained three preschool teachers in Language Essentials for Teachers of Reading and Spelling (LETRS).
- Hired a social worker to support positive mental health and social-emotional functioning for students and families.
- Collaborated with the new registrar, North Street School nurses, and West Street School administrators to streamline the process for preschool students transitioning to kindergarten.
- Made UPK applications available on the district website.
- Hosted students in the spring from area colleges and career centers.
- Partnered with Geneva Reads to provide every child in the program with two books per month. Community readers volunteered to read the books on Fridays, and then the books went home that afternoon. Some books included take-home activities or supplies.
- Partnered with Hobart and William Smith Colleges students and the professors who teach Spanish classes to translate books so Spanish-speaking families could enjoy books with their children.
- Teachers and the education and disabilities coordinator worked to create a list of books for Geneva Reads to purchase next year. The list includes one bilingual English/Spanish book per month and one book in either language so families can receive a copy in their home language.
- The Head Start/UPK program hosted seven successful parent engagement events:
  - Pumpkin Patch field trip for all ages,
  - Harvest Dinner,
  - Making gingerbread houses,
  - Valentine's Dance,
  - STEAM Night,
  - Flower pot project (Mother's Day),
  - Willow Bend Farm field trip for 3-year-olds,
  - Seneca Park Zoo field trip for 4-year-olds, and
  - Moving Up Ceremony.

## Improvement Plans for Next Year

- Fill all program vacancies.
- Provide more opportunities to engage parents in their child's learning and development.
- Continue to provide professional development opportunities for staff related to Child Outcomes Planning Administration (COPA), Conscious Discipline, Foundations, and Language Essentials for Teachers of Reading and Spelling (LETRS) training.
- Use the Early Childhood Environment Rating Scale (ECERS) observation data to strengthen the classroom environment.
- Recruit more parents to be actively involved in Policy Council.
- Update the school readiness goals to reflect the wide range of developmental variances among young learners while maintaining a commitment to high standards.
- Review age-appropriate curriculum for 3-year-old classes.
- Reorganize positions to serve our program better.
- Utilize the new special area teacher to improve our math and number sense skills.
- Offer a full-day-3-year-old programming option.
- Explore adding after-school wrap care.



# Human Resources

## Significant Accomplishments

- Successfully negotiated contracts with the Geneva Teachers Association, Instructional Supervision Negotiating Unit, and the CSEA.
- Established pipeline with area college teacher programs.
- Utilized recruiting platforms Online Application System (OLAS), Recruitfront and Handshake to cover job postings statewide.
- Expanded recruitment efforts by attending 12 teacher and three staff recruitment fairs.
- Coordinated in-house teacher preparation courses with local colleges.
- Improved hiring process to include implicit bias training.
- Updated recruitment materials.
- Implemented human resources branding and diversity hiring plans.
- Improved overall retention of staff (in comparison to the last three years).
- Secured quality candidates to fill difficult positions (technology, speech, special ed, ENL).
- Stabilized district leadership team through strategic hiring and placement.
- Created and implemented a student helper program that provides employment opportunities for high school students.
- Successfully resolved several difficult employee issues.
- Defended the district's interests in workers compensation and unemployment cases.
- Maintained open lines of communication with building and department directors to ensure HR functions were intact (tenure reviews, staff retention, counseling guidance).

## Improvement Plans for Next Year

- Negotiate the Confidential Unit Contract.
- Improve onboarding process for new staff.
- Implement an electronic version of the observation process districtwide.
- Continue refinement of the workforce Diversity Plan; actively continue to seek out diverse candidates.
- Update the recruitment video and develop a hiring committee video on implicit bias.
- Attend conferences related to human resources to innovate in HR strategy.
- Update the APPR plan.
- Reallocate responsibilities within the Office of Human Resources.

# Physical Education (PE)

## Significant Accomplishments:

- Completed all lesson observations for physical education (PE) and health.
- Held regularly scheduled department meetings – communicated district initiatives, monitored program implementation, and facilitated improvement in the areas of curriculum, instruction, and assessments.
- Implemented professional development for PE teachers and staff.
- Attended Instructional Council to support programming.

## Improvement Plans for Next Year:

- Continue revision of the K–12 curriculum to align with the new New York State PE learning standards.
- Re-write assessment tools for K–12 grades.
- Work with Finger Lakes Community College to bring in Gemini courses in the areas of weight training, fitness, and health.
- Engage students in new and innovative ways in physical education (for example, lifelong fitness activities).

# Registration and Placement

## Significant Accomplishments

- Implemented new registration process using an platform to include online tools.
- Prepared for kindergarten orientation by creating folders for families with all registration information, including required documentation.
- Attended Kindergarten Information Night.
- Updated paper registration forms.
- Implemented Proprio to support translation and interpretation of languages other than Spanish and English.
- Worked with data coordinator to learn coding for programs for SchoolTool
- Ensured all student registrations are current and up to date.

## Improvement Plans for Next Year

- Translate all registration forms into Spanish.
- Create digital access to the Spanish registration form.
- Improve pre-k and kindergarten registration process to be earlier.
- Reorganize registration forms on the website to create easier access.
- Implement a better way for families to understand what forms need to be filled out online.
- Collaborate with the Committee on Special Education (CSE) and the Committee for Preschool Special Education (CPSE) to get a better understanding of program codes used in SchoolTool for students with an Individual Education Plan (IEP) or 504 Plan.
- Continue to increase understanding of SchoolTool coding.

# School Safety

## Significant Accomplishments

- Implemented Workplace Violence Prevention training.
- Used after-action report form (follow up after crises situations).
- Provided scenario-based tabletop training for administrators.
- Trained all administrators in threat assessment.
- Established Threat Assessment Teams.
- Successfully updated the district and building safety plans.
- Attended the New York State (NYS) Annual Safety conference with safety team members.
- Facilitated safety team meetings throughout the year that incorporated trainings, idea exchanges, and after-action reviews.
- Ensured all buildings met emergency drill requirements.
- Instituted a plan for replacing classroom door hardware throughout district.
- Installed vape detectors in the high school bathrooms.
- Implemented suicide protocols around identification and use of prevention-screening tool.
- Updated and communicated staff Emergency Response Guide.

## Improvement Plans for Next Year

- Continue to work with school buildings on new state-driven protocols.
- Revise threat assessment procedures to include more meetings and to proactively identify potential situations.
- Implement Informacast to replace current emergency notification system.
- Update safety plans to meet the new NYS guidelines.
- Continue implementation of safety technologies through the capital project and Smart Schools Bonding initiative.
- Provide further training in Workplace Violence Prevention.
- Provide additional Emergency Response Teams training specific to function.
- Provide additional tabletop training at administrative council meetings.

# Student Services

## Significant Accomplishments

### Student Supports

- Implemented Multi-Tiered Systems of Support (MTSS) in every building with identified teams at each tier and consistent process and protocol for supporting all students who meet regularly.
- Revised and updated the MTSS district guidebook.
- Developed district core values and expectations for consistent implementation in every building k–12.
- Provided five mental health interns to our district's counseling department for the 2024–25 school year through our partnership with the Mental Health Demonstration Grant.
- Hired a district psychologist to support Freshman Academy and all buildings as needed for the 2024–25 school year.
- Partnered with the Family Support Center to offer additional counseling to students and families next school year.
- Implemented the Devereux Student Strengths Assessment (DESSA) SEL screener k–12 and created tier 2 support for all students in the district.
- Partnered with Gaggle Therapy hotline to support students in mental health crisis.
- Partnered with Cartwheel to provide on-the-spot counseling for students who cannot obtain mental health support promptly.
- Provided customized restorative training to the entire district aligned with the district's priorities.
- Edited the code of conduct to align with stakeholder feedback and restorative practices initiative.

### Special Education

- Expanded 15:1 special education program to multiple grade levels at Geneva Middle School.
- Provided monthly professional development to special education department to improve teaching, learning, and best practices in special education.
- Ensured students with disabilities received all related services during the summer program.
- Realized scheduling efficiency by separating consultant teachers and integrated co-teaching services.
- Revised process for suspension of students with disabilities and manifestation determination review procedures.

## Improvement Plans for Next Year

### Student Supports

- Review MTSS meeting minutes from each building, maintaining continuity and fidelity between buildings.
- Revise district-wide Counseling Plan.
- Implement Devereux Student Strengths Assessment (DESSA) training and social-emotional screener.
- Create a counseling handbook as a resource for teachers and families.
- Refine the Social Emotional Learning (SEL) curriculum this summer (July 2024) to support integrated practices.
- Continue our work with restorative practices to train teachers and move practices into the classroom.
- Implement and refine restorative circle practices at Geneva High School and Geneva Middle School.
- Add a full-time addiction counselor at Geneva High School through our partnership with Finger Lakes Area Counseling and Recovery Agency (FLACRA).

### **Special Education**

- Review programming and needs for students in out-of-district placements k–12.
- Review programming at West Street School for special education to expand continuum of services for our youngest students.
- Transition decisions related to out-of-district placements to the director of student services.
- Develop professional development to support improved practices of general education teachers.
- Train staff in the use of Therapeutic Crisis Interventions and Supports (TCIS).



# Teaching, Learning & Accountability

## Significant Accomplishments

- Implemented Level 1 Language Essentials for Teaching of Reading and Spelling (LETRS) training to build knowledge of Science of Reading instructional practices:
  - Cohort 1: 16 teachers,
  - Cohort 2: 15 teachers,
  - Cohort 3: 26 teachers, and
  - Cohort 4: 3 teachers (pre-k).
- Established a consistent Multi-Tiered System of Support (MTSS) structure in each school.
  - Maintained consistency in each school.
  - Created the Teaching and Learning Advisory Council (TLAC), Instructional Leadership Teams (ILT), and Intervention Support Teams (IST).
    - ♦ Welcomed parent and student members to the team.
- Implemented iReady Reading Assessment in Spanish.
- Implemented IXL Reading and Math diagnostic tool at Geneva High School.
- Refined our district instructional coaching model.
- Revise the Instructional Walkthrough Tool and “Look Fors.”
  - Engaged school administrators in common process to focus on teaching and learning.
  - Provided ongoing feedback to support teacher instructional growth.
- Engaged in Data Wise training.
  - Included key school and district-level stakeholders.
- Acquired and implemented Vista Yabisi, Spanish Language Arts curriculum for grades k–5 and Vista Galeria, Spanish Language Arts curriculum 6–12
- Acquired new math curricular resources for Geneva Middle School (Reveal Math).
- Revised code of conduct.
- Developed and progress monitored the School Comprehensive Education Plans (SCEP) and District Comprehensive Education Plan (DCIP).
- Designed a Graduation Cohort Tracking tool for Geneva High School.

## Improvement Plans for Next Year:

- Continue Level 1 LETRS training and begin Level 2 LETRS training for Cohorts 1, 2, and 3.
  - Cohort 5: target the remaining West Street School and North Street School teachers.
- Create a dual language department chair role.
- Redesign department meetings to align with “Meeting Wise” protocols and create improved accountability.
- Update and improve curricular resources to support social studies and science instruction.
- Continue to progress monitor the SCEP and DCIP Commitments and Strategies.
- Continue to Improve professional development aligned to DCIP/SCEP and educator needs.
- Provide training to teachers at Geneva Middle School for Reveal Math.
- Develop a district-level Diversity, Equity, and Inclusion (DEI) plan.
  - Engage the Equity & Inclusion Team, an arm of TLAC.
- Continue to Improve communication of program changes impacting teaching and learning opportunities:
  - Before and after school, and
  - Summer programming.
- Continue the rollout of Restorative Practices professional learning for staff.
- Design implementation plans for schools and the district to support the use of a Data-Driven Instruction (DDI) process to support data analysis, action planning, and progress monitoring.
- Adhere to the Data Wise structure when engaging in DDI.

- Redesign the “curriculum leads” role to become “grade-level leads” to better align with the instructional coaching model.
- Continue monitoring of curriculum development via guidance from the English language arts curriculum audit.
- Streamline district and school collaboration teams to align with the MTSS framework.

# Technology

## Significant Accomplishments

- Launched Track-It self-service portal for all employees to manage technology requests throughout the district.
- Launched virtual printing using Find-Me and Find-Me-Color.
- Supported computer-based testing for North Street and Geneva Middle School.
- Ensured that all district operations were aligned with New York State Education Department requirements, specifically as they relate to Ed Law 2D (protecting student privacy).
  - Developed an incident response plan.
  - Developed a disaster recovery plan.
  - Created a Data and Security page on the website.
  - Obtained data protection agreements for all vendors purchased by the district.
  - Created a vendor inventory.
- Developed and implemented the technology vendor request process.
- Submitted the Smart Schools Grant proposal in support of districtwide technology enhancements.
- Implemented system to auto-generate student accounts at the time of registration.
- Reviewed access levels to SchoolTool and created documentation per job role and the level of access each employee needs.
- Migrated JAMF software management system to the cloud and inventoried all district iPads.
- Implemented multi-factor authentication for Office 365.
- Purchased Google Workspace for Education Plus to ensure compliance with Ed Law 2D.
- Organized technology inventory.
- Continued documentation of all procedures and systems for the Informational Technology (IT) department.
- Conducted audit of instructional tools through the Technology Committee.

## Improvement Plans for Next Year

- Continue to update inventory control systems for Chromebooks, laptops, Viewsonic boards, and other district assets.
- Streamline systems for Chromebook distribution, collection, repair, and communication through the support of a technology teaching assistant.
- Continue to offer staff professional development regarding data security and privacy.
- Collaborate with the Office of Communications to provide learning opportunities to families and staff about ParentSquare.
- Collaborate with the Office of Communications to send secure documents through ParentSquare, such as report cards, state testing reports, and iReady reports.
- Collaborate with the data coordinator to provide staff learning opportunities on SchoolTool (6–12).
- Manage printing through the elimination of individual classroom printers districtwide.
- Build staff capacity with teacher leaders to offer professional learning opportunities to staff on various instructional programs the district has approved for use.
- Engage in the process of setting up Classlink Onsync for staff.
- Implement multi-factor authentication for Google and Classlink.
- Upgrade our password policy for staff.
- Continue to update active directory to ensure accuracy with accounts, groups, and computers.
- Review and revise the Acceptable Use Policy.
- Upgrade all PCs to Windows 11.

# Transportation

## Significant Accomplishments

- Changed fleet from Gatekeeper Camera Systems to Surveillance 247:
  - First installation – 5 buses.
  - Lower cost, more storage, better viewing, better quality control, user friendly, wireless option, and service plan – hard drives warrantied for life.
- Completed Mandated Reporter 2-hour training for all staff by end of June 2024.
- Directed fleet of approximately 30 buses, four micro-buses, and three minivans.
- Safely transported approximately 1,500 students daily despite nationwide bus driver shortage.
- Hired office manager to assist with operations.

## Improvement Plans for Next Year

- Ensure entire fleet has air conditioning and new buses are undercoated.
- Continue electric vehicle training, apply for available grants, and look into needed infrastructure.
- Complete new parking concrete pad for school buses.
- Complete migration to Transversa Routing and Planning Software.



## **Board of Education**

Kelley Monson, *President*

Tara Petrucci, *Vice President*

Brian Finnerty

Emily Fisher

Randall Grenier

Valerie Mallard

Brian Whitley

## **Administration**

Bo Wright

*Superintendent of Schools*

John González

*Assistant Superintendent for Teaching, Learning & Accountability*

Steve Kruger

*Assistant Superintendent for Administrative Services*

Jesse Lambert

*Assistant Superintendent for Business & Finance*