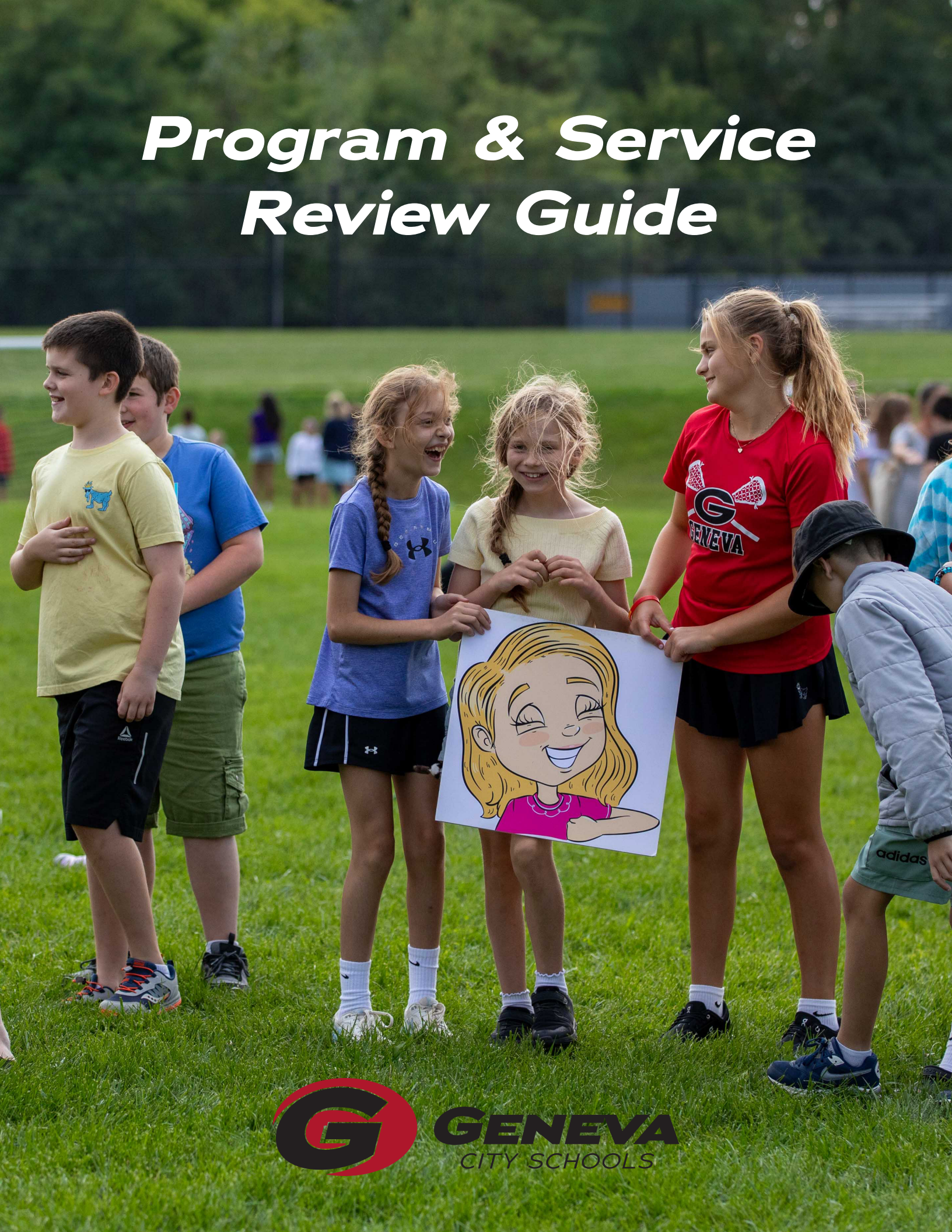
Program & Service Review Guide



GENEVA
CITY SCHOOLS

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GENEVA CITY SCHOOLS

21st Century Learning Grant

Significant Accomplishments

- As of March 31, 2025, we exceeded our target number of 707 students at 15 hours or more- 737 total students logged; we anticipate that number to be around 840 as of June 30, 2025.
- Completed summer program registration for 2025–26.
- Fully expended 2024–25 budget.
- Maintained strong relationship with data manager and grant evaluator.
- Provided trainings through data manager for site coordinators and community partners.
- Supported all site coordinators and input data for St. Peter's Arts Academy, CARES Family Night, YMCA, Taekwondo, Cornell, and Partnership for Ontario County.
- Provided session and activity setup for all programming and monitored schedule changes daily.
- Held monthly data check-ins with the data manager.
- Held monthly program check-ins with the grant evaluator.
- Maintained communication and registration form availability in digital and paper form.
- Fully staffed summer school.
- Secured summer school supplies.
- Completed summer school communication to parents.
- Opened summer school registration on May 9 (digital and paper).
- Expanded community partnerships to include:
    - St. Peter's Arts Academy,
    - Hwa Rang Taekwondo,
    - Partnership for Ontario County,
    - HWS/Geneva 2030,
    - Finger Lakes Community College,
    - Cornell Cooperative Extension,
    - Geneva YMCA,
    - Boys and Girls Club of Geneva,
    - Geneva Reads,
    - City of Geneva, and
    - BRI Consulting LLC.

Improvement Plans for Next Year

- Begin program Oct. 1 at all sites.
- Include targeted academic support groups and enrichment in West Street School (WSS) morning program and literacy focus in partnership with Geneva 2030 in afternoon program.
- Include optional academic support (AIS) and enrichment in North Street School (NSS) morning and afternoon programs.
- Offer intramurals, four academic offerings, and one to two enrichment clubs daily in the afternoon at middle and high school.
- Set Geneva Middle School (GMS) morning program dependent upon attendance data from previous year.
- Begin CARES Nights in October and end in June (themes for these events will be tied into the school day curriculum and celebrate culturally significant holidays).
- Continue to serve dinner and collaborate with our partnerships to offer services at CARES Nights.
- Work with data manager will continue to implement new data reporting system.
- Begin quarterly Advisory Board meetings in October to include all students, stakeholders, and community partners.
- Continue fall and spring surveys for students and family members.

Alternative to Suspension Program

Significant Accomplishments

- Established a thorough referral and intake process for students and families entering the Alternative to Suspension Program (ATS):
    - Developed social-emotional learning (SEL) curriculum that aligned with our DESSA data.
    - Conducted five-week progress monitoring meetings with students and families.
    - Included community and school supports to develop therapeutic plans for each student.
    - Aligned student and family-driven goals with brief solution-based counseling sessions.
- Strengthened communication systems with middle school and high school instructional staff.
- Developed transition process for return to classes that included administration, school counselor, team leader, parents or guardians, and student.
- Added a qualified teaching assistant (TA) to support program in day-to-day activities.
- Provided regularly scheduled physical education classes for all ATS students.

Improvement Plans for Next Year

- Improve daily SEL curriculum.
- Provide 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 for each student.
    - Maintain regular communication with the ATS staff and families to ensure successful transition back to classroom environment.
- Strengthen alignment of DESSA data and ATS SEL curricula.
- Improve academic performance of all students while they are attending ATS.
- Coordinate supports with director of student services for wellness and SEL.
- Transition to new space at Geneva Middle School (GMS); formerly the GMS reset room.

Athletics

Significant Accomplishments

- Qualified 22 varsity teams out of 28 for Scholar-Athlete team recognition. The New York State Public High School Athletic Association (NYSPHSAA) acknowledges school districts have 75% of their teams meeting these criteria. Geneva High School will be recognized as a School of Excellence. We had a total of 79% of our varsity teams meet this standard.
- Created a girls swim program for the fall season.
- Over the past three school years, participation rates have increased by 16%.
- Continue to provide live streaming of most varsity contests.
- Continued to implement and clarify the eligibility policy.
- Continued to implement the attendance policy for student-athletes.
- Ordered new wrestling and cheerleading mats so that we can host wrestling and cheerleading events.
- Observed and evaluated all coaches.
- Conducted regular program meetings.
- Conducted mandatory parents' night for all student-athletes in the fall. Winter and spring sport student-athletes held parent nights by sport.
- Coordinated games and practice schedules in all buildings.
- Collaborated with the Office of Facilities Management, Office of Transportation, and Office of Human Resources.
- Continued to have a social media presence for athletics.

Improvement Plans for Next Year

- Continue to increase participation numbers across all sports.
- Continue to 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 improve attendance for student-athletes.
- Continue to refine the uniform replacement process.

Buildings and Grounds

Significant Accomplishments

- Worked to develop a strong, cohesive working relationship with the Labella team as they transitioned into their role as the district's architect for ongoing and future projects.
- Completed Department of Health and State Education Department requirements for first draw sampling of school drinking water lead testing. (New, more stringent testing levels have been added).
- Completed substantial portions of the capital improvement project initiated in April 2023.
- Worked with LaBella, Campus Construction, and the district team to prepare for a successful 2025–27 capital project vote.
- Completed the 2024–25 capital outlay project, which replaced the domestic hot water system in the middle school. This was completely managed in-house, allowing for approximately 95% of the budget to go towards materials and labor with no project management fees.
- Completed planning with Labella and Day Automation to finalize the scope of work for the 2025–26 capital outlay project. This is a safety and security project that will encompass the upgrading and additions to the access controls and camera systems at the central services facility. We plan to manage this project in-house to allow for the maximum use of available funds to be put towards the project cost.
- Ensured completion of new building management system training by four building maintenance mechanics. This initiative was a goal established last year to increase our capacity to address system operations.
- Completed replacement of our building management system controls. The district was no longer able to purchase parts and equipment for the old system.
- Completed the planning and implementation of adding a robotic painting machine to assist the grounds crew with painting sports fields during spring and fall sports seasons. Staff have been factory trained, and use of the machine is underway.
- Completed design and installation of the new LED lighting system in the Carter Road complex auditorium. The project was planned and managed through the Office of Facilities Management, eliminating the added cost of an outside project management company.
- Worked with our facilities planning project manager to obtain final approval for the Smart Schools project. This will allow work to commence in late summer or early fall of 2025.
- Worked with the Office of Business & Finance to facilitate budget amendment that financed several facilities upgrades district-wide, including classroom furniture replacement, flooring, and carpet replacement.
- Managed the Ontario County Work Force summer program through the Office of Facilities Management. Coordinated with several other departments within the district to help facilitate summer jobs for approximately 10 students of high school age within Ontario County.
- Resurfaced and repainted the high school main gym floor on a very tight schedule allowing the superintendent's conference days to be held as scheduled.
- Attended several professional development opportunities on school safety to support role as the assistant safety officer.
- Fully staffed the maintenance unit and developed its capabilities.

Improvement Plans for Next Year

- Review and update the five-year Capital Facilities Plan (CFP). Implement an annual review process of the plan and make updates as necessary.
- Review five-year Building Condition Survey (BCS) and confirm alignment to CFP.
- Review and digest the new Safe Schools by Design Act requirements recently signed into law.
- Continue to work with the Labella team on the design of the 2025–27 capital improvement project. Work to stay on schedule for submission to State Education Department (SED) in early September with a goal of bid opening in early March, with physical work to start in the spring of 2026.
- Start and complete the 2025–26 capital outlay project that was approved by the voters with the 2025–26

budget vote. (Submission to SED for approval.)
- Start the Smart Schools project site work with current plan to be completed by the end of the summer of 2026.
- Complete the new required training for the district's local education agency contact person and the designated person (director of facilities fills both roles).
- Continue to expand the training program for custodial staff, district-wide (five to six trainings per school year). This will be a multi-year process.
- Send mechanics additional training for building management and access control systems.
- Continue focused efforts on the development of a positive culture within the department.
- Develop contingency plan to fill vacancies caused by retirements.
- 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.
- Work with the safety officer on moving forward with the creation of an Executive Safety Committee.
- Work with the safety officer to create a district-wide lockdown team. This team would oversee all lockdown drills held within the district, helping to create one standard of expectations.

Business and Finance

Significant Accomplishments

- Successfully administered the 2024–25 budget.
- Passed the 2025–26 budget, which received an 80.11% approval rating by voters.
- Worked with the director of transportation and head mechanic to ensure all 2024–25 transportation vehicles will be undercoated.
- Passed the zero-tax impact project, which received an 81.82% approval rating by voters.
- Hired three+one, financial management services, to maximize district investment.
- Successfully implemented the plan to bring business office functions back in-house, hiring necessary individuals.
- Built positive relationships with union leadership.
- Assisted district-level leaders in ensuring that financial concerns are addressed promptly.
- Successfully moved Geneva High School extracurricular accounting onto nVision (district's financial software).
- Created job descriptions for extracurricular club advisors.
- Implemented a review of current business office processes and procedures to ensure efficiency and clarity.
- Served as a resource to the superintendent in any area as requested and assisted the board clerk in areas involving finance and operations.
- Continued preparations for the potential zero-emission bus mandate.
- Worked with the grants coordinator to ensure budgeting accuracy for staff.
- Provided mentoring support for the new business office staff.

Improvement Plans for Next Year

- Continue to improve the financial position of the district and enhance district investments.
- Hold monthly meetings with the directors of transportation and food services.
- Appoint a deputy treasurer to act as backup to the treasurer.
- Complete cross-training for all business office staff to ensure the continuation of service in case of a prolonged absence.
- Develop a three-year budget projection.
- Provide mentoring support for the new business office staff.
- Implement an electronic time sheet and attendance system.
- 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 the 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 2025–26

North Street School

- 4-H Club,
- 4th and 5th Grade Band,
- 4th and 5th Grade Chorus,
- Art Club,
- Cursive Club (morning),
- ELA Tutoring (morning and afternoon),
- Game Club,
- Intramural Club,
- Intramurals PE (morning),
- Jazz Band,
- Makers Club,
- Math Tutoring (morning and afternoon),
- Readers Theater Club (afternoon),
- STEAM Club,
- Student Government Club, and
- WIN Tutoring (morning and afternoon).

Geneva Middle School

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

Geneva High School

- 12:1:1 Club,
- Chamber Choir,
- Class of 2026,
- Class of 2027,
- Class of 2028,
- Class of 2029,
- Drama Club,
- Green Club,
- Hispanic Leadership Club,
- Marching Band,
- Model UN,
- National Honor Society,
- Quiz Bowl,
- Seneca Saga (yearbook),
- Ski Club,
- Social Justice Club,
- Student Council,
- Trail Blazer Club, and
- Varsity Club.

GENEVA CITY SCHOOLS

Communications

Significant Accomplishments

- Redesigned, updated, and launched new website platform with Finalsite.
- Launched *Insight Geneva* (district print newsletter).
    - Worked with new press to improve print quality.
    - Redesigned and updated layout.
    - Published first Annual Report.
- Increased *District Insight* (video newsletter) engagement through incorporating staff and student interviews.
- Created and disseminated emergency code notification guidelines for building leadership.
- Regularly assisted district and building leadership with crisis communications.
- Drafted press releases and pitched stories to local news media.
- Managed all district social media:
    - Facebook followers: 3,591,
    - Instagram followers: 1,594, and
    - LinkedIn followers: 577.
- Monitored and increased brand compliance across district.
- Aligned building-level family handbooks with district branding and style.
- Implemented administrative team proofreading and review process.
- Continued increasing building-level use of ThoughtExchange surveys and coordinated survey schedules.
- Continued digitizing and simplifying public-facing forms.
- Increased district-level communications satisfaction score to 77%.
- Oversaw district translation and interpretation services.

Improvement Plans for Next Year

- Improve website accessibility and quality.
- Design and publish Vision Plan.
- Increase employee newsletter engagement and relevance.
- Assist district and building leadership with crisis communications.
- Draft press releases and pitch stories to local news media.
- Manage all district social media.
- Enhance brand visibility; monitor and increase brand compliance.
- Expand administrative use of Grammarly and continue to review all wide-reaching publications.
- Expand district use of ThoughtExchange surveys.
- Continue digitizing and simplifying public-facing forms.
- Work with the Office of Human Resources to increase employee recognition opportunities.
- Increase district-level communications satisfaction score to 80%.
- Streamline translation and interpretation services.

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 un-enrolled students with all building clerical staff via Unique Identification Audit System (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/behavioral).
- Successfully conducted end-of-year data rollover for the 2024–25 school year.
- Collaborated with building-level leadership on auditing attendance and discipline data.
- Worked 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.
- Completed the Civil Rights Data Collection (CRDC) federal report.
- Uploaded all district benchmark data into the SchoolTool User Defined Assessment (UDA) feature for building the multi-tiered student support (MTSS) process.

Improvement Plans for Next Year

- Continue to refine auditing of the data entry processes with building and district personnel.
- Continue to actively participate 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 the School Management System
- (SMS).
- Facilitate Power BI and SchoolTool Advanced Analytics Data Dashboards implementation to strengthen data analysis for each building's MTSS teams.
- Continue providing data reports in prompt, easily understood formats for staff to make actionable decisions.

Early College High School (ECHS) Program

Significant Accomplishments

- Successfully launched first ECHS cohort (freshman class).
    - Cohort 1 size: 63 freshmen; 54% economically disadvantaged; 62% first-generation prospective college-goers (exceeds grant requirement).
    - Attendance: 94% average daily rate (vs. 90% school-wide).
    - Retention: 95% of cohort 1 students remain in the program to continue on to Grade 10 Smart Scholars ECHS; four out of 67 students withdrew due to attending school in another district.
- Started Cohort 2 recruitment.
    - 56 accepted students as of June 2025 (meets grant requirement).
- Established academic foundations for program.
    - Offered the first Finger Lakes Community College (FLCC) Gemini course (3 credits) for freshmen at Geneva High School (GHS)—students completed coursework in GST 116: College Studies.
    - Students were introduced to rigorous, pre-AP-level content in core subjects, preparing them for future dual enrollment coursework.
- Increased collaboration among Geneva High School (GHS) administration, counselors, and ECHS director to ensure:
    - Courses in pathways scope and sequence are offered by qualified staff.
    - ECHS students are placed in necessary courses to accrue college credits aligned with selected pathway.
- Structured 2025 Summer Learning & Enrichment.
    - 95% of Cohort 1 will attend two-week summer experience in July 2025:
        - Week 1: FLCC Gemini class CSC 135: Core Word and college readiness and wellness workshops at FLCC Canandaigua.
        - Week 2: FLCC Gemini CSC 135: Core Word and field-based experiences at Cornell University, Cornell AgriTech, University of Rochester Medicine/Finger Lakes Health, North East College of Health Sciences, Hobart and William Smith Colleges (HWS), and Wegmans.
- Cohort 2 will attend a one-day freshman orientation at GHS and an ECHS orientation at FLCC Canandaigua campus in August 2025.
- Launched pilot tutoring in math and writing.
- Introduced student progress tracking systems in partnership with FLCC.
- In collaboration with GHS College and Career Center, created 45-minute Structured Study Halls staffed by certified teachers and peer mentors.
- Held quarterly academic counselor check-ins with ECHS director; individual learning plans created for 100% of students.
- Continued Partnership Development.
    - Successfully facilitated ECHS Steering Committee of district leaders, higher education partners, and community industry partners.
    - Three subcommittees completed viable draft 9–12 scope and sequence of courses for each pathway (humanities, computer programming and healthcare professions).
    - Successfully planned two-week summer learning experience with courses and field trips for cohort 1 students.
    - Reviewed grant expectations, set goals, and brainstormed strategies to accomplish goals.
    - Facilitated weekly meetings with FLCC concurrent enrollment liaison to ensure program requirements are met.
    - Served as a model program to provide ongoing support to area districts that have been awarded the ECHS grant.

- Improved communication with ECHS Families and Community.
    - Summer 2024: Sent introductory program information letter from Geneva High School principal and Early College High School director, inviting families to register their current 8th graders for the program.
    - Fall, winter and spring 2024–25: Sent multiple ParentSquare communications with link to a Google Form registration to all 8th-grade families (English and Spanish).
    - Fall 2024: Attended GMS Open House tabling event; recruited 12 families for 2025–26 school year.
    - Fall 2024: Facilitated ECHS family information night at GMS.
    - Winter 2025: Served as focus topic for superintendent's monthly message to community.
    - January 2025: GHS counselors and College and Career staff visited classrooms and communicated the opportunity to current 8th graders.
    - Held organic conversations at local Geneva events, and announcements by school administrators at building events, e.g. band and chorus concerts, orientations, parent meetings, etc.
- Successfully planned and implemented communication of interview times and location to students and parents through ParentSquare messaging.
    - Created and distributed spreadsheet of student names and interview dates and times that was shared by GMS assistant principal to 8th-grade red and black team teachers.
    - Successfully completed 55 student in-person individual interviews conducted by ECHS director and FLCC concurrent enrollment liaison throughout May 2025 in GMS student services conference room.

Improvement Plans for Next Year

- Continue to improve on recruitment plans to recruit a minimum of 60 students for the current and future cohorts, maintaining momentum and expanding outreach efforts.
- Continue to build a stable network of community partners to create internship opportunities aligned with student career pathways.
- Continue to improve parent communication by sending key information (deadlines, events, requirements) as far in advance as possible to support family planning and engagement.
- Continue to work with higher education partners to resolve scheduling conflicts between FLCC course and GHS master schedule.
- Continue collaborating with current and future affiliated colleges to clarify and define each college program pathway, ensuring alignment and transparency for students and staff.
- Continue to enhance communication and collaboration among GHS administrators and staff to ensure student success.
- Build a dedicated ECHS web page hosted by Geneva CSD.
- Develop a shared ECHS student dashboard with real-time data tracking.
- Collaborate with FLCC and New York Stated Education Department to align credit-tracking systems (district data coordinator).

Food Services

Significant Accomplishments

- Replaced all dry storage shelving at West Street School (WSS); also replaced and upgraded water softener at WSS.
- Instituted a birthday card and muffin program for staff on their birthdays.
- Reviewed and edited all order forms for accuracy and pricing.
- Increased student involvement:
    - Introduced “Try it Tuesday” to all schools — students vote, and well-received items have been added to the menu.
    - Hosted Beach Day at WSS, and offered a one-day specialty lunch named after Principal Matt Heath at the middle school.
- Reviewed catering menu, and purchased platters, branded table runners, and three new chafing dishes.
- Offered an expanded CARES Night menu to help bring more families in, setting record participation numbers.

Improvement Plans for Next Year

- Train cafeteria monitors in allergy awareness, similar to the training provided to food service staff.
- Identify ways to increase staff buy-in and recognize growth.
- Continue to improve school menus to remain nutritionally sound while incorporating new items to keep them fun and exciting.
- Increase student participation in all schools across all meal periods.

Grants

Significant Accomplishments

- Provided fiscal oversight of grants to ensure that we are maximizing funding.
- Enhanced our working relationship with New York State Education Department (NYSED) grant reviewers.
- Processed applications, amendments, desk reviews, and surveys in a timely and efficient manner to meet critical mandated 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, which was submitted two weeks prior to the deadline. Grants finance approval was dated Dec. 6, 2024.
- Presented consultant agreements for board approval.
- Worked under the direction of the assistant superintendent for business to identify possible general fund expenditures that could be redirected to appropriate grants.
- Assisted director of food services to identify grant funding for equipment from the New York State Child Nutrition Office.
- Reviewed and corrected budget coding to ensure grant funding maximization.
- Worked with all stakeholders to ensure that they had an awareness of the grant requirements and utilization as outlined in the grant narrative.
- Established a positive working relationship with the Education Stabilization Fund grant reviewer; documents were submitted as requested with the help of the entire business office. The district received feedback on our submission and is working with the respective departments to respond to the requests no later than the deadline of July 23, 2025.

Improvement Plans for Next Year

- Enhance communication between staff and administration regarding deadlines and use of carryover funds.
- Closely monitor the Contract for Excellence (C4E) to ensure full usage.
- Review salaries in January–February to ensure that all staff are being charged to the appropriate grant.

Head Start/Universal Pre-K (UPK)

Significant Accomplishments

- Added a full-day 3-year-old classroom to our preschool program.
- Hired a science, technology, engineering, art, and math (STEAM) teacher to support preschool students and reinforce Tier 1 instruction in math skills.
- Trained seven preschool teachers in Language Essentials for Teachers of Reading and Spelling (LETRS). All preschool teachers and the education and disabilities coach have now completed LETRS training.
- Scored above all quality and competitive thresholds (emotional support, classroom organization, instructional support) in the Classroom Assessment Scoring System (CLASS).
- Hosted professional development with Teaching Strategies GOLD and purposeful play for 30 teachers and teaching assistants from Geneva Head Start/UPK and our community partners, Phelps Community Center, Happiness House, and the Geneva YMCA, during superintendent conference days on Oct. 11, 2024, and March 14, 2025.
- Hosted five education students from Hobart and William Smith Colleges in the fall.
- Participated in the New Roots Fair to support refugees and immigrants.
- Made Head Start applications available on the district website.
- Presented data at the fall gathering for Geneva 2030 and Success for Geneva's Children.
- Updated the school readiness goals to reflect the diverse developmental needs of young learners while maintaining a commitment to high standards. The revised goals align with the Profile and Portrait of a Graduate.
- Hosted a Geneva High School student through the spring Student Teacher Assistant Program (STAP).
- Collaborated with Geneva Reads to develop a book list, including one bilingual English/Spanish book per month and one book in either language, with families receiving a copy in their preferred language.
- Organized a series of successful parent engagement events, including:
    - Pumpkin Painting family event,
    - Harvest Dinner,
    - Smith Opera House—Goodnight Moon & Runaway Bunny,
    - Bird Feeder family event for the 3-year-old rooms,
    - Valentine's Dance,
    - STEAM Night,
    - Literacy Night,
    - Stokoe Farms animal experience on-site for the 3-year-olds,
    - Seneca Park Zoo field trip for the 4-year-olds, and
    - Moving Up Ceremony.

Improvement Plans for Next Year

- Convert two half-day 3-year-old rooms into full-day programs.
- Add a full-day multi-age room.
- Increase opportunities for parent engagement, focusing on student learning and child development.
- Explore the implementation of a new student management system, Go Engage, to replace Child Outcomes Planning Administration (COPA).
- Use the Early Childhood Environment Rating Scale (ECERS) observation data to strengthen the classroom practices.
- Increase parent participation on Policy Council.
- Purchase and implement the Frog Street curriculum, an age-appropriate program, for the 3-year-old classes. Frog Street incorporates several practices from the science of reading, including phonological awareness, print awareness, alphabet knowledge, and vocabulary development.
- Reorganize staffing to better meet program needs by converting the RN position to a health care manager

role (filled by a licensed social worker).
- Explore options for after-school wrap care.

Human Resources

Significant Accomplishments

- Implemented an employee-funded district dental program.
- Negotiated independent contracts.
- Implemented electronic teacher observation process.
- Updated recruitment video, promoting HR branding.
- Increased activities for employee wellness (Healthy Minds, Wellness Newsletter, Plant-Based Eating Program).
- Established pipeline with area teacher preparation programs.
- Used recruiting platforms to include Online Application System (OLAS), RecruitFront and Handshake to cover job postings state-wide.
- 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.
- Improved overall retention of staff (in comparison to the last three years).
- Secured quality candidates to fill difficult positions (technology, speech, special education, English as a new language).
- 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 human resources functions were intact (tenure reviews, staff retention, counseling guidance).

Improvement Plans for Next Year

- Improve on-boarding process for new staff with coordination between departments.
- Actively continue to seek out diverse candidates.
- Create training video on implicit bias.
- Attend conferences related to human resources to innovate human resources strategy.
- Update the Annual Professional Performance Review (APPR) plan.
- Reallocate responsibilities within the Office of Human Resources.

Registration and Placement

Significant Accomplishments

- Started kindergarten registration process earlier (March 17).
- Prepared for kindergarten orientation by creating folders for families with all registration information, including required documentation.
- Helped plan and attended Kindergarten Information Night.
- Updated all paper registration forms.
- Collaborated with data coordinator and the Office of Special Education to implement a spreadsheet for better communication and to keep enrollments up to date.
- Met with EduTech to review Head Start, pre-kindergarten, and special education coding; created a reference guide for all scenarios.
- 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.
- Implement new cumulative folder process to follow New York State Education Department guidelines.
- Reorganize registration forms on the website to create easier access.
- Implement an improved process for families regarding which forms need to be filled out online.
- Place all forms online, including Medicaid form. Continue to increase understanding of SchoolTool coding.

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.
- Supported each building in identifying tiered support, including Instructional Leadership Team (ILT), Instructional Support Team (IST), and Request for Assistance process (RFA).
- Continued restorative practices training and implementation.
- Created social-emotional learning modules to focus on self-awareness.
- Provided five mental health interns to our district's Office of Counseling Services for the 2024–25 school year, provided through our partnership with the Mental Health Demonstration Grant.
- Updated district lethality assessment (Columbia Brief Suicide Assessment) and process.
- Added a mental health counselor one day per week at Geneva High School through our partnership with Finger Lakes Area Counseling and Recovery Agency (FLACRA).
- Partnered with University of Rochester and Boys and Girls Club to add medication management check-in for students ages 12 and up.
- Used our social-emotional screener, the Devereux Student Strengths Assessment (DESSA), to provide tiered social-emotional support to students K–12.
- Added building-level speech support to the morning program at West Street School.
- Updated district Counseling Plan.
- Created a counseling handbook for each building (translated in Spanish).
- Trained all support staff in Therapeutic Crisis Interventions and Supports (TCIS).

Special Education

- Initiated planning to expand the continuum of services at Geneva High School to now include a 15:1:1 program at 9th grade.
- Initiated planning to expand the continuum of services at West Street School to include a 12:1:1 program in grades K–2.
- Provided monthly professional development (based on survey data) to our Office of Special Education to improve teaching, learning, and best practices in special education.
- Ensured students with disabilities received all related services during the summer program.
- Revised process for suspension of students with disabilities and manifestation determination review procedures.

Improvement Plans for Next Year

Student Supports

- Continue to work with multi-tiered system of supports (MTSS) teams to refine our structure, process, and procedures.
- Continue commitment to the Restore NY Grant in order to continue training staff and teachers in restorative practices.
- Identify leaders and building champions to train staff and teachers in restorative practices.
- Refine the social-emotional learning (SEL) curriculum to support integrated practices and align to MTSS and restorative work.
- Use the Tiered Fidelity Inventory to improve student outcomes through MTSS.

- Add a full-time mental health counselor at Geneva High School and Geneva Middle 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 to continue to expand our continuum of services.
- Create professional development opportunities to support improved practices of general education teachers.
- Train all staff in the use of Therapeutic Crisis Interventions and Supports (TCIS).
- Translate all Spanish Individual Education Plans (IEP) within Frontline for our Spanish-speaking families.
- Advocate for increased special education time to adhere to state regulations.

Teaching, Learning & Accountability

Significant Accomplishments

- Implemented Level 1, Language Essentials for Teachers of Reading and Spelling (LETRS) training to build knowledge of science of reading instructional practices:
    - Continued level 1 training, and
    - Began level 2 training.
- Continue to strengthen a Multi-tiered System of Support (MTSS) structure in each school:
    - Structured the Instructional Leadership Team (ILT).
    - Refined Intervention Support Team processes.
- Refined district instructional coaching to focus on cross-curricular integration.
- Conducted Data Wise training with instructional coaches:
    - Sequenced key tasks to inform school building implementation.
- Refined a pathway for accelerated math coursework for grades 6–8.
- Acquired a new Spanish language curriculum (Senderos).
- Continued to revise the code of conduct.
- Developed and progress-monitored each School Comprehensive Education Plan (SCEP) & District Comprehensive Education Plan (DCIP).
- Organized and implemented a Changemaker Hub to elevate student voice and shape the district's vision plan.
- Conducted a district-wide assessment inventory for literacy.
- Launched district-wide math challenge (Math Matters Challenge).
- Began analysis of student report card changes, focused on standards-based grading.
- Implemented a collaborative meeting structure in all schools to include a focused student attendance team.
- Continued practice of graduation tracking per student cohort.

Improvement Plans for Next Year

- Complete level 1 LETRS training for cohorts 5 and 6.
- Continue level 2 LETRS training for cohorts 1 and 2.
- Explore graduation pathways and ensure alignment with the Blue Ribbon Commission's recommendations (New York Inspires).
- Update and improve the curricular resources for science instruction (focusing on grades 9–12).
- Continue to progress monitor the SCEP and DCIP.
- Continue to strengthen professional development aligned with DCIP and SCEP and educator needs.
- Provide training to teachers at Geneva Middle School in support of Reveal Math implementation.
- Continue the roll-out of restorative practices professional learning for staff.
- Continue monitoring of curriculum development via guidance from the English language arts (ELA) curriculum audit.
- Continue streamlining district and school collaboration teams to align with the MTSS framework.
- Implement a balanced approach to curriculum development, allowing all core content areas to be adequately addressed.
- Implement a consistent literacy foundational skills assessment (DIBELS).
- Implement a new K–5 student report card.
- Continue refinement of the 6–12 student report card.
- Initiate the district's attendance initiative.
- Improve instructional practices for English language learners (ELLs) through gap analysis.
- Shift instructional focus to support enhanced student engagement district-wide.

Technology

Significant Accomplishments

- Streamlined systems for Chromebook distribution, collection, repair, and communication by adding a teaching assistant assigned to the Office of Information Technology.
- Implemented a new phone system for the district.
- Offered staff professional development centered on data security and privacy.
- Enhanced security measures by implementing multi-factor authentication for Google and ClassLink.
- Revised the Acceptable Use Policy for staff and will distribute this to all staff in fall 2025.
- Created a K–5 and 6–12 Acceptable Use Policy for students.
- Upgraded PCs to Windows 11.
- Transitioned to a statewide resource registry to obtain vendor data protection agreements.
- Developed a consistent system for imaging laptops and desktops.
- Migrated to a cloud-based solution to manage, patch, and secure all Windows devices.
- Developed an off-boarding checklist for retirements and resignations.
- Upgraded wireless access points and network switches across the district.

Improvement Plans for Next Year

- Conduct a thorough evaluation of the potential benefits and challenges of transitioning from Microsoft 365 to Google and make recommendations to the superintendent.
- Manage printing through the elimination of individual classroom printers district-wide.
- Continue to build staff capacity with teacher-leaders to offer professional learning opportunities to staff on various instructional programs the district has approved for use.
- Update our password policy for staff.
- Continue to update active directory to ensure accuracy with accounts, groups, and computers.
- Collaborate with the Office of Teaching, Learning, & Accountability to develop grade-level lessons on the appropriate use of technology. Topics may include typing, digital citizenship, online safety, cyberbullying awareness, digital footprint, academic integrity, and digital ethics.
- Conduct a district-wide audit of Geneva and BOCES fixed assets.
- Streamline the onboarding process for new staff receiving a district-issued device.
- Revise roles and permissions matrix for all critical systems.
- Remove users' drives and ensure all staff save files to their OneDrive.
- Upgrade the storage area network (SAN).
- Install an internal backup system consisting of an exagrid, tape library, and backup server.

Transportation

Significant Accomplishments

- Trained office staff in Traversa Advanced Routing Software.
- Fully implemented Traversa Advanced Trips in April (all building secretaries are trained and currently using the new program.)
- Received two new Expeditions on June 20, 2025.
- Obtained 100% passing rate of Office of Transportation vehicle inspections (includes 77 inspections); state average is 95.9%.
- Purchased new buses over time so that all regular daily bus runs have air conditioning and are equipped with Surveillance 2/47 camera systems.
- Worked with New York Bus Sales to apply for New York State Energy Research and Development Authority and Environmental Protection Agency grants.

Improvement Plans for Next Year

- Implement My Ride K–12 parent app.
- Recruit and retain highly qualified drivers.
- Create plans to support efficient routing to reduce bus runs.
- Upgrade bus wash.
- Hire new mechanic.

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