

Highland Central School District

AGENDA

Board of Education Meeting

Tuesday, March 5, 2013

6:00 Executive Session Pending on Board Approval

7:00 pm Regular Meeting held in the High School Cafeteria



EXECUTIVE SESSION: PENDING ON BOARD APPROVAL

BE IT RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss:

- Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law
- The Medical, financial or credit, employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

- a) Elizabeth Trainor, High School Cook
- b) Alessia Cutugno, Sarah Kassel and Saige Greenwell are recognized with honorable mentions for their participation in the United Nations General Assembly. Their working paper was the first of the conference to garner enough support for a formal vote.

SPECIAL PRESENTATION

- a) Washington Club
Washington Club representatives Sarah Kassel and Hannah Peterson will be requesting Board approval for trip to Toronto, Canada on April 19th – April 21st for approximately 45-50 students.
- b) Futures, Inc – Presentation on HCSD Special Education Program

PUBLIC COMMENTS:

Any topic related to the agenda may be addressed except for personnel or specific student issues.

The school board encourages public participation at its meetings. To allow for efficiency in conducting meetings and to give each speaker a fair opportunity to present his/her views the following shall apply to the public speaking portion of the agenda.

- Each speaker shall state their name;
- Any questions/concerns be submitted in writing with speaker's contact information (name/address/phone number);
- Each speaker shall be limited to a time agreed upon by the Board;
- The Board will not permit discussion involving individual personnel or students;
- Direct all remarks to chair. Community members may not poll individual Board members nor debate other community members in attendance.

Members of the community are encouraged to also present their comments in writing. Undue interruption or other interference with the orderly conduct of the Board of Education business will not be allowed. Defamatory or abusive remarks are always out of order.

DRAFT BUDGET PRESENTATION - Administration will present first draft budget.

ACCEPTANCE OF REPORTS:

BE IT RESOLVED that the Board of Education acknowledges reviewing the following report:

- a) Board of Education Meeting Minutes – February 19, 2013

CURRICULUM AND INSTRUCTION:

- a) Director's Report - Each month the Director's will provide the board with an update.

PERSONNEL:

- a) Maternity Leave

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following request for maternity leave:

Krista Petrosoff

Position: English Teacher

Effective Date: On or about May 6, 2013 – June 30, 2013

BUSINESS AND OPERATIONS:

- a) Budget Transfers

BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following budget transfers totaling \$847,750:

- Budget Transfer Numbers 5506 & 5416 \$ 89,000
- Budget Transfer Number 5518 \$ 363,750
- Budget Transfer Number 5543 \$ 395,000

- b) Cooperative Bid Resolution

WHEREAS, it would be in the joint interest of the Highland Central School District to participate in cooperative bids with other school districts and Rockland BOCES for the

years 2013-2014, as provided by General Municipal Law, Section 119-0, for the purchase of:

DIESEL FUEL

WHEREAS, each BOARD retains the legal authority to contract with the successful vendor(s) and shall not be bound by purchase contracts or other agreements made by the other BOARD(s) THEREFORE:

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this BOARD agrees to bid its required amount of said product jointly with the other school districts and Rockland BOCES.

BE IT FURTHER RESOLVED that the BOARD OF EDUCATION of the Highland Central School District hereby agrees to participate in such cooperative bid for 2013-2014. The bid will be advertised in the Rockland Journal News and Rockland County Times in accordance with the applicable provisions of Section 103 and Article 5-G of the General Municipal Law.

A vote was taken upon the foregoing resolution as follows:

<u>Name</u>	<u>Aye/Nay</u>
BOE President Alan Barone	
BOE Vice President Sue Gilmore	
BOE Trustee Mike Bakatsias	
BOE Trustee Thomas Miller	
BOE Trustee Debra Pagano	
BOE Trustee Mike Reid	
BOE Trustee Kim Sweeney	

STUDENT REPRESENTATIVE COMMENTS – Nikhil Tikoo

SUPERINTENDENT COMMENTS:

BOARD OF EDUCATION:

New Business:

- a) Ulster County School Boards Association – Meeting scheduled for March 14, 2013
- b) Proposal to Provide a Comprehensive Policy Manual
- c) Correspondence – Any correspondence received by the Board may be discussed.
- d) Future BOE Agenda Items

Old Business:

March 5, 2013 AGENDA

- a) Washington Club - Toronto Trip
BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools approves the overnight trip for high school students to attend the trip to Toronto, Canada on April 19th – April 21st for approximately 45-50 students.
- b) Capital Project – Discussion
- c) Livestream - Discussion
- d) Board Priorities
 - 1) Improving Building Facilities;
 - 2) Education Improvement;
 - 3) Improving Community Relations;
 - 4) Improving Fiscal Fitness

PUBLIC COMMENTS:

Any topic related to the agenda may be addressed except for personnel or specific student issues.

EXECUTIVE SESSION: Anticipated upon Board approval

BE IT RESOLVED, that the Board of Education of the Highland Central School District conduct an Executive Session to discuss the following topics:

- 1. ☐ Matters which will imperil the public safety if disclosed;
- 2. ☐ Any matter which may disclose the identity of law enforcement agent or informer;
- 3. ☐ Information relating to current or future investigations or prosecution of criminal offices, which would imperil effective law enforcement if disclosed;
- 4. ☐ Discussions regarding proposed, pending, or current litigation;
- 5. ☒ Collective Negotiations pursuant to Article 14 (Taylor Law) of the Civil Service Law;
- 6. ☒ The Medical, financial or credit, employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- 7. ☐ The preparation, grading or administration of examinations;
- 8. ☐ A proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

ADJOURNMENT

COOPERATIVE BID RESOLUTION

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A vote was taken upon the foregoing resolution as follows:

BOE President Alan Barone
BOE Vice President Sue Gilmore
BOE Trustee Mike Bakatsias
BOE Trustee Thomas Miller
BOE Trustee Debra Pagano
BOE Trustee Mike Reid
BOE Trustee Kim Sweeney

There being votes in favor and in opposition, the resolution was declared carried.

Signature, District Clerk

Date of Board Meeting



Technology Services Report

March 5, 2013

Carol Potash


Desktop Support

- Since 11/1/2012, there have been 327 support tickets opened, of which 28 are pending. Reminder that this ONLY includes people who actually put the request through the ticketing system. We get dozens of phone calls, e-mails, and requests for assistance outside of this system, daily.

Network Challenges

- Since September, we have had a number of network issues, causing down-time. Much of it has been sporadic, and not resulting in district wide down time. Some of the issues have been:
 - Hardware failure on 2 servers, requiring repair and/or replacement
 - Virus attacks on 2 separate occasions
 - Rogue DHCP server on the network – stops many workstations from being able to function because they are not getting a proper IP address
 - Bad virus definitions – pushed out by the company, causing all Enterprise users of that product to have their networks slow to a crawl when trying to access the Internet
 - Internet filter issues requiring us to push ahead an upgrade to the appliance
 - Windows 7 and Windows Server 2008 Group Policy issues

On the Horizon

- Wireless project for the High School should begin on March 7th. Installation of an Enterprise Controller will allow us to configure and control wireless access points throughout most of the district. The purchase and installation of access points will continue for some time.
- Windows XP – end of life. Need to upgrade workstations to Windows 7 before Microsoft pulls support on April, 2014.
 - Need to implement testing for Virtual Desktop Deployment. Test different virtualization platforms.
 - Determine exact numbers of desktops that will not support Windows 7 and figure out how to replace, even with a virtual desktop.
- PARCC – Technology Readiness – Looms large.  See attached reports.
- Staffing concerns remain. We have a number network 'projects' on our plate and with all of the technical issues, it is difficult to get the work done. The addition of a BOCES person one day a week helps, but ideally, we could use more full-time staff, or this BOCES person for more than one day per week. If we undertake some of the projects on the timeline such as the Infrastructure Upgrade, assisting with security camera systems, transportation systems, upgrading phone systems, etc., then we need to be available to support these systems.



Technical Requirements – Minimum and Recommended

Minimum Specifications

Minimum Specifications address the oldest operating systems and lowest levels of hardware capacity that can reasonably be compatible with PARCC computer-based assessments in 2014-2015.

- Minimum Specifications apply to existing school technology inventories.
- Computers meeting the Minimum Specifications can be considered as satisfying PARCC guidelines for **2014-2015**.

Computers with these minimum specifications may not be adequate beyond the second year of PARCC assessments in **2015-2016**. PARCC recommends that schools upgrade or replace computers with older operating systems and lower memory capacities to **Recommended Specifications** levels as soon as possible.

- Computers meeting the **Recommended Specifications** can be expected to satisfy PARCC guidelines through the **2018-2019** school year.

Minimum Guidelines* for New Hardware Purchases

*Minimum = Recommended

Hardware	Operating System	Networking	Device Type	Accessories
<ul style="list-style-type: none"> - 1 GHz or faster processor - 1 GB RAM or greater memory - 9.5 inch or larger screen size - 1024x768 screen resolution 	<ul style="list-style-type: none"> - Windows 7 - Mac 10.7 (Lion) - Chrome - Apple iOS 6.0+ - Android 4.0 	Wired or Wireless	Desktops, laptops, netbooks, thin clients, and tablets that meet the specifications of Operating System, Security, etc.**	<ul style="list-style-type: none"> - Headphones - Microphones - Keyboards for tablets

** ...must have the administrative tools and capabilities to “lock down” the device to temporarily disable features, functionalities, and applications that could present a security risk during test administration, and should not prevent a PARCC secure browser or other test software to be determined from entering the computer into lock down mode. Features that will need to be controlled during test administration include, but are not limited to, unrestricted Internet access, cameras (still and video), screen capture (live and recorded), email, instant messaging, Bluetooth connections, application switching, and printing.



PARCC Technology Readiness Tool – Devices Current Status

The devices put into the tool are ones that are currently in our computer labs and libraries. They also include any mobile labs that the district currently has, as well as iPad carts. iPads, however, will probably not be available for use due to the fact that they may not be able to be secured the way the State mandates.

As of February 27, 2013, this is Highland's status for expectation of Technology Readiness:

Minimum Requirements – can use for 2014 - 15

Organization	Total Devices	# Devices Meeting All Minimum Requirements	% Devices Meeting All Minimum Requirements
HIGHLAND ELEMENTARY SCHOOL	75	40	53%
HIGHLAND HIGH SCHOOL	147	97	66%
HIGHLAND MIDDLE SCHOOL	65	40	62%

Recommended Requirements – beyond 2015

Organization	Total Devices	# Devices Meeting All Recommended Requirements	% Devices Meeting All Recommended Requirements
HIGHLAND ELEMENTARY SCHOOL	75	24	32%
HIGHLAND HIGH SCHOOL	147	23	16%
HIGHLAND MIDDLE SCHOOL	65	0	0%

Note: There are 25 more devices for the Elementary School that have not been calculated in these numbers, but they will meet the Recommended Requirements.

Device Numbers – Recommendations

Since the details of the PARCC administration are not yet determined, it is advisable that schools and districts aspire toward the capacity to administer a computer-based assessment simultaneously to all students in a single tested grade within an elementary, middle, or high school grade span (i.e., Grades 3-5 or 6-8 or 9-12). Schools that enroll multiple grade spans (e.g., a K-8 school) should aspire to have sufficient devices to test multiple grades simultaneously. See below for a summary.

Recommended Device Counts for Goal-Setting Purposes

2 Grade Configuration

One Tested Grade Span (Grades 3-5 or 6-8 or 9-12)

Grade K-5 school with 100 students per grade

Recommended Count (one CBT-compatible device for each student in the largest tested grade within each tested grade span)
100

(100 students within the Grades 3-5 tested grade span)

Two Tested Grade Spans (Grades K-8 or 6-12)

Grade K-8 school with 100 students per grade

200
(100 students in each of two tested grade spans – Grades 3-5 and 6-8)

Three Tested Grade Spans (Grades K-12)

Grade K-12 school with 100 students per grade

300
(100 students in each of three tested grade spans – Grades 3-5 and 6-8)

(From Ken Wagner letter to Superintendents, Jan. 2013, Technology Purchases to Support the Implementation of the New York State P-12 Common Core Learning Standards)



Partnership for Assessment of
Readiness for College and Careers

PARCC Technology Readiness Tool – Devices Current Status

	Devices Meeting Recommendations	Recommended Numbers Needed per Principal
Elementary	~50	250 - 300
High	23	250 - 300
Middle	0	250 - 300

Current estimated cost of a Dell workstation on NYS contract = ~\$600.

Current estimated cost of a laptop on NYS contract = \$7-800.

HIGHLAND CENTRAL SCHOOL DISTRICT

INTRADISTRICT COMMUNICATION

To: Ms. Deborah Haab, Superintendent of Schools

From: Ms. Maria McCarthy, Food Service Director

Date: February 25, 2013

Subject: January 2013 – Activity Report for Food Service Department

A) Meal Counts

- 1) Breakfast – average meal count is now averaging 256 per day. The highest breakfast count was 290. These figures only include reimbursable meals, not a la carte sales. Participation was 14%.
- 2) Lunch – average meal count is now 953 per day. The highest lunch meal count was 1016 per day. Participation was 53%.

B) Activity

Attended the Regional Industry Seminar in Fishkill, New York to preview commodity options that will be available for the 2013/2014 school year.

If you need further information, please contact my office.



HIGHLAND CENTRAL SCHOOL DISTRICT

320 Pancake Hollow Rd., Highland, NY 12528

OPERATIONS & MAINTENANCE DEPARTMENT

Peter D. Miller, DIRECTOR

(845) 691-1045 - Fax (845) 691-1016

February 28, 2013

Ms. Deborah A Haab
Superintendent of Schools
Highland Central School District
320 Pancake Hollow Road
Highland, New York 12528

RE: **NYSDOT Bus Safety Inspection Program**

Ms. Haab:

On the following dates the NYDOT conducted inspections of Highland Central School District buses:

2/25/2013 Bus #'s 140, 141, 162, 160, 147, 146
2/13/2013 Bus # 161
2/1/2013 Bus #'s 155, 145, 125, 142, 154, 135, 136
12/20/2012 Bus #'s 158, 153, 129, 127, 126, 111, 157
12/7/2012 Bus #'s 123, 115, 113, 159, 124, 128
11/13/2012 Bus #'s 152, 134
10/25/2012 Bus #'s 138, 131, 132, 133, 150, 151

All of the above buses passed. In the current inspection cycle for this school year, eighty-one (81) buses have been inspected. Seventy-nine (79) passed; two (2) failed; yielding a 97.53% passing rate for the school bus fleet.

If you have any comments or any questions, please contact me.

Peter D. Miller
Director of Operations & Maintenance.





Futures Education

Authentic Work : Sensible Costs : Building Better Lives

Clinical and Educational Services Analysis Summary: Presentation to Highland Central Board of Education

March 5, 2013



Highland Central School District
Excellence in Education



Team Members

Michael Neiman, Ph.D., Executive Vice President

John McGuire, M.Ed., Executive Director, NY

Richard LaBrie, M.A. Senior Financial Consultant



A Brief History of the Clinical and Educational Services Analysis (CESA)

The rationale of the CESA: As Futures' personnel began providing services within school districts, it became evident as contractors that we were not necessarily contributing to improvements at a more global level in the effective and efficient delivery of services to students. Both we, and the districts that we served, began asking the fundamental question: Can we improve the delivery of services within existing fiscal and personnel resources?

The ultimate purpose of our consultative projects, which include 200 schools districts across the country, including 16 in New York, are to support our partners as fellow practitioners in a collaborative process in order to provide services that are more effective and efficient.

Session Agenda

The presenters prefer that this session is “free form” and interactive. Our purpose is to provide a springboard for a discussion of the current strengths, challenges, and opportunities for the District with respect to its special education programs and services and in general to provide:

- An Overview of the Findings of the Analysis
- A Forum for Discussion of the Analysis

Methodology and Presentation

Interviews

- All interviews were confidential, allowing for candid responses
- Interview questions were catered according to the interviewees' particular areas of expertise and relevance to the area (s) under review
- A representative number of related service providers, educators, para-educators, and administrators involved in the area (s) under review were interviewed in order to attain valuable and contributory qualitative information from a variety of perspectives

Document Reviews

Site Visits

Work Load, Financial, and Comparative Analyses

Program Review

Strengths

- There exists a pervasive culture of ownership among special and general educators that “all kids are our kids.”
- Staff have a high degree of confidence in the District’s ability to effectively program for students, and take pride in HCSD’s regional reputation as a center of excellence. The continuance of relevant professional development (PD) in the face of budget struggles was cited as an example of the District’s commitment to their professional growth.
- The concepts of a Free Appropriate Public Education and Least Restrictive Environment are very well communicated, and for the most part understood, by CSE stakeholders.
- The horizontal alignment, or the connectivity of special education supports to general education standards, is evidenced by the quality IEPs and the linkage and availability of resources and materials

Program Review (cont.)

Areas of Challenge

- Although there is an excellent culture of mutual purpose, ownership, and collegiality, the newly introduced teacher evaluation system (APPR), lack of common planning time, increased classroom sizes, and a perceived lack of connectivity to the Director of Student Services were cited as barriers to maintaining or enhancing services.
- Despite the generosity and availability of PD, materials, and resources, there were reports that PD was not always of thematic relevance and IT and resources were not always aligned with, or supportive of, Common Core Standards.
- The early intervening processes, or Instructional Support Teams, are viewed as being inconsistent in their application and subsequent efficacy across the District.

Opportunities

Program Review (cont.)

- Through the use of Professional Learning Communities, enhance the capacities of principals to support the legal, programmatic, and fiscal outcomes of their special education programs.
- In conjunction with the Director of Special Services, find ways to increase her practical visibility within the District to support personnel (administrative and instructional) in their ability to support students.
- Tighten up the data associated with the IST process with associated reporting out of this data to school staff via monthly meetings; in this manner, these outcomes can be "owned" by all staff and used as teachable moments.
- Further enhance the exit and entry criteria for the self-contained programs, thereby enhancing vertical alignment and CSE stakeholder understanding.

Financial Review

Findings

- The District's number (39) of students in out of district placements and corresponding expenditures of \$2 million require immediate attention from both programmatic and fiscal perspectives.
- With respect to personnel, the numbers of para-professionals, speech-language pathologists, and behavioral health providers are considered to be within or slightly below expected levels.

Speech-Language Pathology	2	2.6	(-) .6	105:1	80:1
Behavioral Health (9.6 Psychology, 1 social worker, 12 counselors)	10	11	(-) 1	21:1	19:1
Paraprofessionals	20	24	(-) 4	10.5:1	8.5:1

Financial Review (cont.)

Findings

- With respect to personnel, the numbers of special education teachers, physical therapy, and occupational therapy staff are considered to be above expected levels.

Occupational Therapy	2	1.2	(+) .8	105:1	180:1
Physical Therapy	1	.6	(+) .4	210:1	350:1
Special Education Teachers	24	21	(+) 3	8.75:1	10:1

- The District is to commended for operating an efficient and effective self-operated transportation system.

Financial Review (cont.)

Findings

- The fee for service of the Municipal Medicaid program is being underutilized and represents an \$80,000 shortfall annually.

Financial Review (cont.)

Recommendations

- Continue to build in-district capacities for both bring-back and keep-in programs. An investment in a “point person” to support the behavioral-mental health components of students and to follow students in both out of district and in district programs.
- Create criteria for related services for both in district and out of district students that correlates student need with level of service. This is essential to “right size” workloads and is a critical component to control costs of services for students currently in out of district placements.

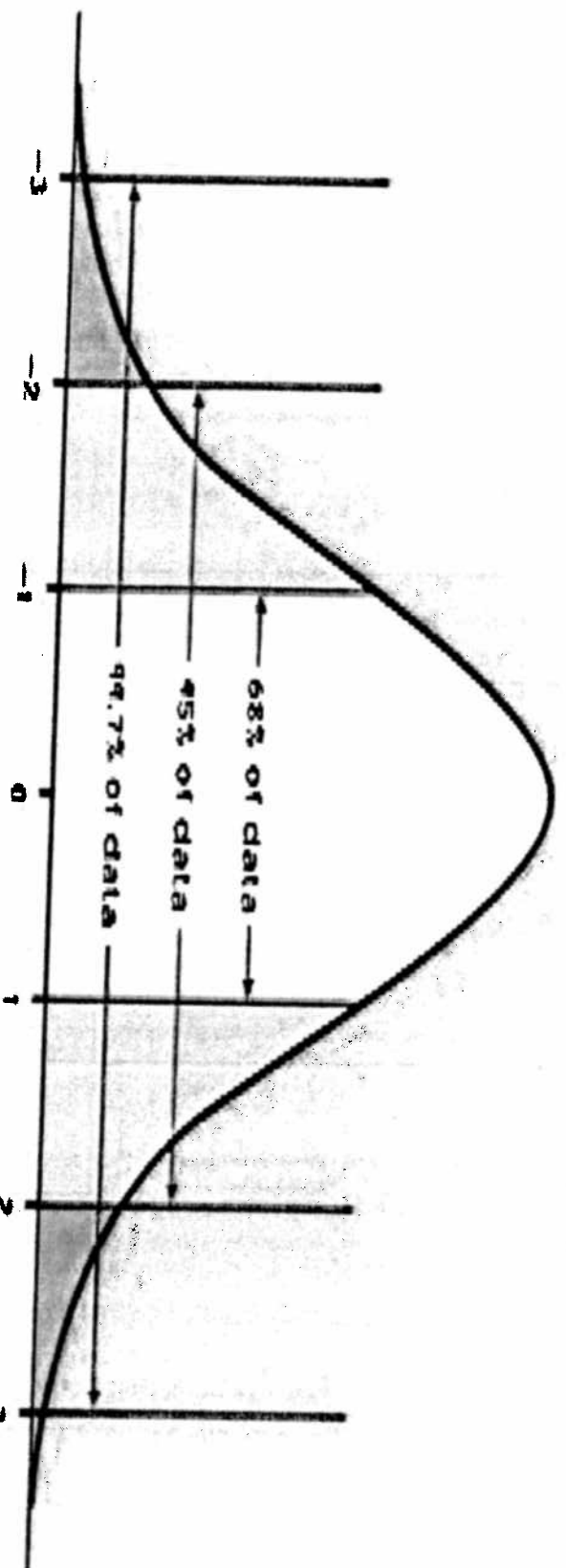
Financial Review (cont.)

Recommendations

Staffing Implications (long term)

Of All Students Falling Below 1 and 1 ½ SD Below the Mean (7%)

Those Falling Between 1 ½ and 2 SDs 68%
Those Falling Between 2 and 2 ½ SDs 25%
Those Falling Below 2 ½ SDs: 7%



Financial Review (cont.)

Recommendations

- Consider a greater proportion of OT and PT assistants for a potential cost-avoidance of \$50,000 annually. However, this needs to be weighed against a comprehensive bring back program and the need for skilled staff to address a myriad of student disabilities.
- The acquisition of computerized routing and scheduling software could result in the elimination of one bus and consolidation of routes, resulting in cost avoidance of \$56,000 annually.
- Medicaid revenues can be enhanced significantly (i.e., \$80,000 annually) with greater oversight of processes and procedures.



Conclusion

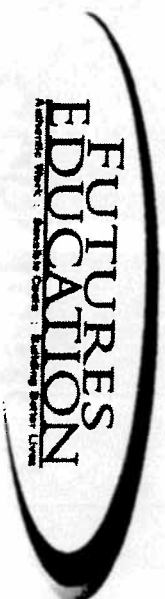


Mandates Resources



Highland Central School District
Excellence in Education

Discussion



Highland Central School District Fund Balance Projection for the period ending February 28, 2013

REVENUES:

	<u>Budget</u>	<u>Actual YTD</u>	<u>Anticipated</u>	<u>Estimated Variance</u>
Real Property Tax, STAR, PILOTS, Etc.	\$23,611,183.	\$23,607,707.		(\$3,476.)
Student Fees	\$0.	\$6,776.	\$0.	\$6,776.
Tuition, Health, Interest, Rent, Etc.	\$150,000.	\$59,517.		(\$78,582.)
Insurance Recoveries, Scrap, Etc	\$0.	\$8,434.	\$11,900.	\$8,434.
BOCES and Other Prior Year Refunds	\$225,000.	\$459,700.		\$234,700.
*Donations, E-rate, Etc.	\$7,000.	\$81,443.		\$74,443.
State Aid, Excess Cost, Etc.	\$10,123,375.	\$4,152,127.	\$6,100,787.	\$129,539.
BOCES Aid	\$938,544.	\$0.	\$871,999.	(\$66,545.)
Medicaid	\$25,000.	\$11,479.	\$12,000.	(\$1,521.)
Interfund Transfers	\$224,406.	\$224,406.		\$0.
Appropriated Fund Balance	\$900,000.		\$900,000.	\$0.
Prior Year Carryover	\$197,422.		\$197,422.	\$0.
TOTAL OF REVENUES:	\$36,401,930.	\$28,611,590.	\$8,094,108.	\$303,768.

APPROPRIATIONS:

**Salaries	\$16,850,302	\$8,935,330	\$7,733,736	\$181,236.
***Contractual, Supplies, Etc.	\$3,642,127	\$1,743,890	\$1,402,194	\$496,043.
***BOCES	\$3,637,018	\$2,378,925	\$1,252,574	\$5,519.
Benefits	\$9,772,337	\$6,152,381	\$3,571,325	\$48,631.
Debt Service	\$2,388,145	\$202,583	\$2,102,125	\$83,437.
Transfers to Other Funds	\$112,000	\$82,000	\$30,000	\$0.
TOTAL OF APPROPRIATIONS:	\$36,401,930.	\$19,495,110.	\$16,091,953.	\$814,866.

TOTAL Projected Fund Balance

\$1,118,634.

* Includes non reoccurring revenue settlement (Erate multiple years)

**Includes \$500K salaries for unencumbered expenses such as substitutes, leave replacements, etc.

***Includes \$340K for uncommitted/unencumbered services/costs

This projection assumes existing purchase orders/encumbrances accurately reflect the needs of the district.

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HIGHLAND CENTRAL SCHOOL DISTRICT

320 Pancake Hollow Rd., Highland, NY 12528

OPERATIONS & MAINTENANCE DEPARTMENT
Peter D. Miller, Superintendent of Buildings & Grounds

(845) 691-1046 - Fax (845) 691-1016

BOARD OF EDUCATION

March 5, 2013

OPERATIONS AND MAINTENANCE REPORT

GENERAL

- Buildings are in good shape.
- Awaiting the delivery of the last batch of portable radios to assist in alleviating issues with deliveries when the buildings are locked up during the school day. These radios will permit communication with Cafeteria staff to increase utilization of custodians and eliminate waiting periods for arriving deliveries at rear doors and dock. Four (4) of these radios will be used for the security personnel (SRO included) so the radios they are currently using can be returned back to the assigned staff members.

GROUNDS

- Grounds men are preparing for spring sports. Sports begin March 11th.
- Grounds men have begun cleaning up from the winter. The perimeters of all fields are being cleared of branches and downed limbs for student safety and mowing.

FACILITIES

- The maintenance men are finishing up the camera installations and the monitors in the main offices of the three (3) schools. Door bells for deliveries are next on this agenda.
- Heating issues in the schools have been minimal in the last few months compared to other years; keeping maintenance costs down.
- Johnson Controls has determined they will use the current HVAC operating system and HCSD vendor as their sub-contractor to complete the additional HVAC controls to the high school, middle school and the elementary school. This will make these systems substantially easier to maintain in the future without layers of operating systems being added due to additions to the system.

EQUIPMENT

- One Snow Blower out-of-service. Waiting for parts.

PERSONNEL

- One Custodial Worker opening at this time. Substitutes covering this position.



HIGHLAND CENTRAL SCHOOL DISTRICT

Business Office, 320 Pancake Hollow Road, Highland, New York 12528
Phone: (845) 691-1008 ~ Fax: (845) 691-1003

TO: Deborah Haab, Superintendent of Schools
FROM: Louise M. Lynch, School Business Administrator
DATE: February 21, 2013
RE: **BUDGET TRANSFERS ~ 2012-13 school year**

Louise M Lynch

Please have the Board approve the budget transfers totaling \$847,750 at the next board meeting.

• Budget Transfer Numbers 5506 & 5416	\$	89,000
• Budget Transfer Number 5518	\$	363,750
• Budget Transfer Number 5543	\$	395,000

If you have any questions, let me know.

Highland CSD 2012-13 Budget Transfer

Date: 2/20/2013

[illegible]

\$0.00

Explanation: Reallocate \$89,000

Signature: _____ (Originator)
Title: _____

Recommend: Approval (☒) Disapproval (☐)

Remarks: _____

Signature: Louise M Lynch Date: 2/20/13
Title: School Business Administrator

Recommend: Approval () Disapproval ()

Remarks: _____

Signature: _____
 Title: Superintendent of Schools
 Date: _____

Date of Board Resolution

Highland CSD 2012-13 Budget Transfer

Date: 2/20/2013

[illegible]

\$0.00

Explanation: Reallocate \$363,750 to BOCES Instruction

Signature: _____ (Originator)
Title: _____

Recommend: Approval (☒) Disapproval (☐)

Remarks:

Signature: [Signature]
Title: School Business Administrator

Date:

Recommend: Approval () Disapproval ()

Remarks:

Signature: _____
 Title: Superintendent of Schools
 Date: _____

Date of Board Resolution _____

Highland CSD 2012-13 Budget Transfer

Date: 2/20/2013

[illegible]

\$0.00

Explanation: Reallocate \$395,000 to Health Insurance & Telephone

Signature: _____ (Originator)

Title: _____

Recommend: Approval ☒ Disapproval ☐

Remarks: _____

Signature: Louise M. Lynch
Title: School Business Administrator

Date: 9/21/15

Recommend: Approval () Disapproval ()

Remarks:

Signature: _____

Title: Superintendent of Schools

Date: _____

Date of Board Resolution