

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

August 6, 2013

OPERATIONS AND MAINTENANCE REPORT

GENERAL

- The Custodial crews are going through the buildings; all furniture is removed from the rooms and washed down, floors are stripped and waxed with multiple coats, windows walls and boards are cleaned. Carpets are cleaned where needed and repairs are made as necessary.

GROUNDS

- Beginning to prepare sports fields for fall sports.
- The hydrant used for watering the H/S football field was leaking and the Highland Water District assisted with repairs.
- A small sinkhole developed in the M/S parking lot to the rear of the building. The Highland Water Department was asked to camera the sewer and roof drain lines from the M/S building to ensure there were no problems that may have caused the sinkhole. This sinkhole may have resulted from the previous problem related to the town's sewer line running through the rear parking area (this was repaired a few years ago).

The pavement was removed by the Highland Water District and replaced by the Town of Lloyd Highway Department.

FACILITIES

- Building preparation for the upcoming school year is moving along well.
- The records room construction is complete. On time and on budget. The materials for this project were grant funded. We have relocated the records from the basement storage area of the M/S to the new records room. We will begin collecting other records stored throughout the district and move them to this facility, also. We are anticipating acquiring an additional grant to sort, classify and destroy records as needed, to control the volume of records we are storing.

- Old cleaning chemicals, floor coating chemicals, old paints and some obsolete Xerox materials stored in the area that became the records storage area have been properly disposed of through Miller Environmental Group. In conjunction, some unwanted and potentially unstable science lab chemicals were also disposed of with these materials to combine and reduce costs.
- The maintenance crew is moving air conditioning units and installing handicap rails as needed for 504 compliance for students who are relocating to different rooms or buildings.
- Work has begun on replacing some window shades in the buildings.

EQUIPMENT

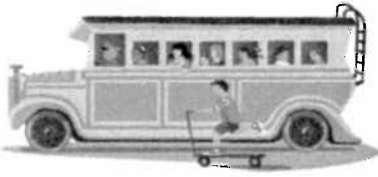
- The fuel tank on the International dump truck developed a leak from rusting. This is being repaired.

SCHOOL BUS MAINTENANCE

- Thirty-five (35) buses have been inspected so far on this year's inspection cycle. All have passed. 100%.
- All motor vehicle waste fluids that were being stored in drums behind the bus garage have been disposed of. Proper documented waste disposal systems have been implemented to ensure these materials are no longer stored on site and are disposed of correctly.

PERSONNEL

- One Custodial Worker opening at this time. This position will be filled in September.



**TRANSPORTATION DEPARTMENT
HIGHLAND CENTRAL SCHOOL DISTRICT
320 Pancake Hollow Road, Highland, NY 12528**

TO: Deborah Haab
FROM: Debbie Tompkins
RE: Directors report to BOE
DATE: August 1, 2013

- 1. The Transportation Department has been very busy this summer getting ready for a new school year.**
- 2. Work has begun on the new camera system and will continue through out the summer.**
- 3. The Department of Motor Vehicles has issued new federal medical self- certifications requirements for commercial drivers. All drivers will be receiving a letter from the Motor Vehicle Department asking them to certify the type of commercial motor vehicle operation they perform. The driver has to fill out a form and send it back to Motor Vehicle with a copy of their medical card. It is the responsibility of the driver to certify.**
- 4. Summer runs should be finished by August 16th and shortly after fall sports will be starting.**
- 5. The first mandatory bus safety drill will take place on September 12th during the morning drop off. We will be working with the Highland fire Department to help with the drill.**
- 6. Drivers and Attendants will receive mandatory training the first week in September. The training will focus on bullying, student management, violence and bus stop safety.**

“BUS SAFTEY IS ONE STOP AT A TIME”

Carol Potash - August, 2013



Instructional Technology

Infrastructure Upgrade

During the week of July 22nd, Annese, Corp. sent a team of 4 network engineers to install our new equipment. The major switch upgrades were successful, with some minor glitches that were resolved for the install to continue.

All of the buildings and users should experience significant computing speeds, as a result.

Fiber Connections

What we discovered during the upgrade is the need to clean up some of our older fiber connections between buildings. Basically, some of the connecting pieces just need to be upgraded and repaired and I do not expect these repairs to be too costly. I am in the process of getting a quote, and will update you when I can.

Phone System Connectivity

Currently, we are having some connectivity issues with the phone system since the network upgrade. BOCES is looking at the Time Warner connection that is used as a part of this and will get back to us. We know it is not a Lightpath issue, nor is it an NEC phone system issue, since we have had both of these companies analyze their equipment. I will report back when I know more information.

Workstations

The Tech Dept. is in the process of upgrading all computers to Windows 7. We have a server in place that pushes a virtual desktop to our older computers. So far, so good. (They seem to be running much better.) Any of these older machines that do not run any longer will be replaced by a 'thin client' running a virtualized desktop. These will be cheaper or comparable in price but should require much less Tech. Support for repairs and maintenance.

I will have a number count in the fall when all of the rooms will be setup.

2012 – 2013

End of Year Report
For The
Highland Central School District
Food Service Department

Foodservice Department 2012/2013 School-Year

I Highlights

A) Meals Served

School Lunches:	School Breakfast:
55,379 Eligible Free Lunches	24,932 Free Breakfast
22,110 Eligible Reduced Price Lunches	7,973 Reduced Price Breakfasts
<u>82,609</u> Full Price Lunches	<u>13,013</u> Full Price Breakfasts
160,098 Total Student Lunches	45,918 Total Student Breakfast

Total Reimbursable School Meals (breakfast and lunch) totaled 206,016. Down 2,776 meals from the previous year.

- There was a decrease of 4,021 reimbursable lunches served.
- There was an increase of 1,245 reimbursable breakfast meals served overall.

B) Analysis

Average Daily Lunch – 936 per day (down 18 per day)
Average Participation (all schools) – 51.52% (down 1.98%)
Number of Serving Days – 171 (1 days more than last year)

Average Breakfast – 262 per day (up 10 per day)
Average participation – 14.5% (same as last year)
Number of Serving Days – 175 (2 days less than last year)

NOTE: The above figures include regents testing days, field days, class trips, early release days. These events impact meal counts, a la carte sales, government reimbursement dollars received and the quantity of government food provided to the program.

The students eligible for free and reduced meals as of June 2013 is 32.7%, down from 33.6% in June 2012.

The average enrollment for 2011/12 was 1868 students vs. 2012/2013 at 1902 students.

Adult meals have decrease from 4,612 last year to 3,370 this year, resulting in an decrease of 1242 meals.

II Improvements to Program

- 1) Ten food service staff is now Serve Safe Certified. Additional staff will attend the fall class.
- 2) Now offer a variety of raw vegetables in all schools daily.

III Areas of Concern For 2013-14 School Year

- 1) The Economy
 - Students have less money to spend resulting in the decrease of meals purchased as well as a la carte sales.
 - Lay-offs in our area from IBM, schools and hospitals.
- 2) Declining lunch sales and increased cost of food.

IV Short Term Recommendations

- 1) Provide more time for students to eat breakfast and/or allow them to bring breakfast into the classroom.
- 2) Allow students, at the high school who opt out of lunch, to get a meal to go and eat it in the classroom.
- 3) Replace the outdoor freezer at the elementary school, possibly with a larger unit. This unit is getting old and sometimes leaks in the winter months causing the fan inside to freeze up.

V Long Term Recommendations

- 1) Continue to replace equipment as it ages.

HIGHLAND CENTRAL SCHOOL DISTRICT

INTRADISTRICT COMMUNICATION

To: Ms. Deborah Haab, Superintendent of Schools

From: Ms. Maria McCarthy, Foodservice Director

Date: July 12, 2013

Subject: June 2013 – Activity Report for Foodservices

A) Meal Counts

- 1) Breakfast – average meal count is 242 per day. The highest breakfast count was 312. These figures only include reimbursable meals, not a la carte sales. There were 14 serving days. Participation was 13.6%
- 2) Lunch – average meal count is 811 per day. The highest lunch count was 991. There were 11 serving days. Participation was 45.6%. Participation in June is low due to regents testing, field day, end of the year parties and school trips.

B) Highlights

- 1) Provided refreshments for the Junior Honor Society.
- 2) Attended a meeting offered by Child Nutrition to discuss the new breakfast regulations that is required to be in place by September 2013.
- 3) Food service staff assisted with Elementary school field days. Lunch was provided to the students by the PTSA.
- 4) Provided refreshments for the Sports Awards reception.
- 5) Provided refreshments for the Elementary and Middle school moving up ceremonies as well as the High school graduation.

If you need further information, please contact my office.

Attachment (End of Year Report)