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
March 5, 2013 AGENDA

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
March 5, 2013 AGENDA

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Aye/Nay</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOE President Alan Barone</td>
<td></td>
</tr>
<tr>
<td>BOE Vice President Sue Gilmore</td>
<td></td>
</tr>
<tr>
<td>BOE Trustee Mike Bakatsias</td>
<td></td>
</tr>
<tr>
<td>BOE Trustee Thomas Miller</td>
<td></td>
</tr>
<tr>
<td>BOE Trustee Debra Pagano</td>
<td></td>
</tr>
<tr>
<td>BOE Trustee Mike Reid</td>
<td></td>
</tr>
<tr>
<td>BOE Trustee Kim Sweeney</td>
<td></td>
</tr>
</tbody>
</table>

**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 or securities held by such public body, but only when publicity would substantially affect the value thereof.

**ADJOURNMENT**
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

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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
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

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Operating System</th>
<th>Networking</th>
<th>Device Type</th>
<th>Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1 GHz or faster processor</td>
<td>- Windows 7</td>
<td>Wired or Wireless</td>
<td>Desktops, laptops, netbooks, thin clients, and tablets that meet the specifications of Operating System, Security, etc.**</td>
<td>- Headphones</td>
</tr>
<tr>
<td>- 1 GB RAM or greater memory</td>
<td>- Mac 10.7 (Lion)</td>
<td></td>
<td></td>
<td>- Microphones</td>
</tr>
<tr>
<td>- 9.5 inch or larger screen</td>
<td>- Chrome</td>
<td></td>
<td></td>
<td>- Keyboards for tablets</td>
</tr>
<tr>
<td>size</td>
<td>- Apple iOS 6.0+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- 1024x768 screen resolution</td>
<td>- Android 4.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**...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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total Devices</th>
<th># Devices Meeting All Minimum Requirements</th>
<th>% Devices Meeting All Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGHLAND ELEMENTARY SCHOOL</td>
<td>75</td>
<td>40</td>
<td>53%</td>
</tr>
<tr>
<td>HIGHLAND HIGH SCHOOL</td>
<td>147</td>
<td>97</td>
<td>66%</td>
</tr>
<tr>
<td>HIGHLAND MIDDLE SCHOOL</td>
<td>65</td>
<td>40</td>
<td>62%</td>
</tr>
</tbody>
</table>

Recommended Requirements – beyond 2015

<table>
<thead>
<tr>
<th>Organization</th>
<th>Total Devices</th>
<th># Devices Meeting All Recommended Requirements</th>
<th>% Devices Meeting All Recommended Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGHLAND ELEMENTARY SCHOOL</td>
<td>75</td>
<td>24</td>
<td>32%</td>
</tr>
<tr>
<td>HIGHLAND HIGH SCHOOL</td>
<td>147</td>
<td>23</td>
<td>16%</td>
</tr>
<tr>
<td>HIGHLAND MIDDLE SCHOOL</td>
<td>65</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

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
    - Grade K-8 school with 100 students per grade
    - Grade K-12 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 students within the Grades 3-5 tested grade span
    - 200 students in each of two tested grade spans – Grades 3-5 and 6-8
    - 300 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)
### PARCC Technology Readiness Tool – Devices Current Status

<table>
<thead>
<tr>
<th>Devices Meeting Recommendations</th>
<th>Recommended Numbers Needed per Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>~50</td>
</tr>
<tr>
<td>High</td>
<td>23</td>
</tr>
<tr>
<td>Middle</td>
<td>0</td>
</tr>
</tbody>
</table>

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.
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.
March 5, 2013

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

Authentic Work: Sensible Costs: Building Better Lives

Futures Education
Richard Labrie, M.A. Senior Financial Consultant

John McGuire, M.Ed. Executive Director, NY

Michael Neiman, Ph.D. Executive Vice President

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

Asking the fundamental question: Can we improve the delivery of services within school districts that we served, began to students. Both we, and the districts that we served, began to more global level in the effective and efficient delivery of services that we were not necessarily contributing to improvements at a Services within school districts, it became evident as contractors, A Brief History of the CESAs: As Futures' personnel began providing educational services analyses (CESAs)
A Forum for Discussion of the Analyses

An Overview of the Findings of the Analyses

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

Session Agenda
Work Load, Financial, and Comparative Analyses

Site Visits

Document Reviews

Consultatory qualitative information from a variety of perspectives

Review were interviewed in order to attain valuable and
para-educators, and administrators involved in the area (s) under

• A representative number of related service providers, educators,

• Review

• Particular areas of expertise and relevance to the area (s) under

• Interview questions were catered according to the interviewees'

• All interviews were confidential, allowing for candid responses

Interviews

Methodology and Presentation
Futures

The horizontal alignment, or the connectivity, of special education supports to general education standards is evidenced by the quality IEPs and the engagement and availability of resources and materials.

- By CSE stakeholders,

Environments are very well communicated, and for the most part understood,

- The concepts of a free appropriate public education and least restrictive

- Of the District's commitment to their professional growth.

- In the face of budget struggles was cited as an example

- Development (PD) and the continuation of relevant professional

- Staff have a high degree of confidence in the District's ability to effectively

- General educators that "all kids are our kids." There exists a pervasive culture of ownership among special

Program Review
Areas of Challenge

Program Review (cont.)
Further enhance the exit and entry criteria for the self-contained programs.

· These outcomes can be "owned" by all staff and used as teachable moments.
· Tighten up the data associated with the IST process.
· In conjunction with the Director of Special Services, find ways to increase outcomes of their special education programs.
· Through the use of Professional Learning Communities, enhance the capabilities of principals to support the legal, programmatic, and fiscal

Opportunities

Program Review (cont.)
<table>
<thead>
<tr>
<th>8:5:1</th>
<th>10:5:1</th>
<th>(-) 4</th>
<th>24</th>
<th>20</th>
<th>Paraprofessionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:1</td>
<td>2:1:1</td>
<td>(-) 1</td>
<td>11</td>
<td>10</td>
<td>Behavioral Health (9:6) worker, 12 counselors</td>
</tr>
<tr>
<td>80:1</td>
<td>105:1</td>
<td>(-) 6</td>
<td>2:6</td>
<td>2</td>
<td>Pathology Pathology</td>
</tr>
</tbody>
</table>

Within or slightly below expected levels, language pathologists, and behavioral health providers are considered to be:

With respect to personnel, the numbers of paraprofessionals, speech-language pathologists, and others correspond to expenditures of $2 million require immediate attention from fiscal perspectives. Both programmatic and fiscal perspectives:

The district's number (39) of students in out of district placements and

Findings

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

<table>
<thead>
<tr>
<th></th>
<th>10:1</th>
<th>8.75:1</th>
<th>(+) 3</th>
<th>21</th>
<th>24</th>
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<tbody>
<tr>
<td>Teachers</td>
<td></td>
<td></td>
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<tr>
<td>Special Education</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>350:1</td>
<td>121:1</td>
<td>(+) 4</td>
<td>6.6</td>
<td>2</td>
<td></td>
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<tr>
<td>Physical Therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Occupational Therapy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>180:1</td>
<td>105:1</td>
<td>(+) 8.8</td>
<td>1.2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Expected levels for Physical Therapy, and Occupational Therapy staff are considered to be above average.

With respect to personnel, the numbers of Special Education teachers findings:

Financial Review (cont.)
Findings

Financial Review (cont.)

utilized and represents an $80,000 shortfall annually.

The fee for service of the Municipal Medical Program is being under-
Recommendations (cont.)
Those falling between 1% and 1.6 SDs 68%  
Those falling between 2.5% and 2 SDs 95%  
Those falling below 2.5% SDs 7%  

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

Stating Implications (long term)  

Recommendations  

Financial Review (cont.)
with greater oversight of processes and procedures.

- Medical revenues can be enhanced significantly (i.e., $80,000 annually).

- Cost avoidance of $56,000 annually.

Result in the elimination of one bus and consolidation of routes, resulting in

- The acquisition of computerized routing and scheduling software could address a myriad of student disabilities.

- A comprehensive bring back program and the need for skilled staff to

avoidance of $20,000 annually. However, this needs to be weighed against

Recommendations

Financial Review (cont.)
This projection assumes existing purchases or exchanges of expenditures accurately reflect the needs of the district.

TOTAL Projected Fund Balance

<table>
<thead>
<tr>
<th>$1,118,634.89</th>
<th>$1,160,914.93</th>
<th>$1,196,919.10</th>
<th>$1,239,910.30</th>
<th>$1,278,900.00</th>
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<tbody>
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<td>$921,000</td>
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<td>$168,851</td>
<td>$172,100</td>
<td>$175,350</td>
<td>$178,600</td>
<td>$181,850</td>
</tr>
</tbody>
</table>

TOTAL OF APPROPRIATIONS:

Funds Transfers to Other Funds
Debt Service
Bonds
BOCES...
...Supplies, etc.
...Continued, etc.
Appropriations:

Revenues:

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<th>$930,762.00</th>
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Revenues:

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<thead>
<tr>
<th>$930,762.00</th>
<th>$938,914.93</th>
<th>$948,919.10</th>
<th>$956,910.30</th>
<th>$964,900.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$804,922</td>
<td>$827,900</td>
<td>$848,915</td>
<td>$869,910</td>
<td>$888,900</td>
</tr>
<tr>
<td>$804,922</td>
<td>$827,900</td>
<td>$848,915</td>
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</tr>
<tr>
<td>$804,922</td>
<td>$827,900</td>
<td>$848,915</td>
<td>$869,910</td>
<td>$888,900</td>
</tr>
</tbody>
</table>

Fund Balance Projection

Highland Central School District

For the period ending February 28, 2013

Projected Variance

Estimated Variance

Budget

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

<table>
<thead>
<tr>
<th>Amount</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,178.63</td>
<td>$1,178.63</td>
<td>$1,178.63</td>
<td>$1,178.63</td>
</tr>
</tbody>
</table>

**TOTAL Projected Fund Balance**

<table>
<thead>
<tr>
<th>Appropriations:</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers to Other Funds</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Debt Service</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BOCES...</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Contractors' Supplies, etc.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Salaries</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL OF APPROPRIATIONS:**

<table>
<thead>
<tr>
<th>Source of Revenue:</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Carryover</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Appropriated Fund Balance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Intrafund Transfers</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Medical</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BOCES Aid</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sale and/or excess cost, etc.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Student Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Federal and/or other funds</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Real Property Tax, STAR, Pilots, etc.</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL OF REVENUES:**

<table>
<thead>
<tr>
<th>Fund Balance Projection</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Variance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Appropriated</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Budget</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Highland Central School District

For the period ending February 22, 2013

2/28/2013
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.
TO: Deborah Haab, Superintendent of Schools
FROM: Louise M. Lynch, School Business Administrator
DATE: February 21, 2013
RE: BUDGET TRANSFERS ~ 2012-13 school year

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

<table>
<thead>
<tr>
<th>Amount</th>
<th>From (Budget Code)</th>
<th>Description</th>
<th>To (Budget Code)</th>
<th>Description</th>
<th>Budget Transfer #</th>
</tr>
</thead>
<tbody>
<tr>
<td>($15,000.00)</td>
<td>A2110-201-01-0000</td>
<td>Regular Instruction - Equipment</td>
<td>A2630-201-01-0000</td>
<td>CAI Equipment</td>
<td>5506</td>
</tr>
<tr>
<td>$15,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($3,090.00)</td>
<td>A1320-160-00-0000</td>
<td>Auditor Sipend</td>
<td></td>
<td></td>
<td>5416</td>
</tr>
<tr>
<td>($6,190.00)</td>
<td>A1320-449-00-0000</td>
<td>Audit Contractual</td>
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<td></td>
<td>5416</td>
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<tr>
<td></td>
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<td></td>
<td>A1625-400-00-0000</td>
<td>Security Contractual</td>
<td>5506</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>($809.20)</td>
<td>A1320-449-00-0000</td>
<td>Audit Contractual</td>
<td></td>
<td></td>
<td>5506</td>
</tr>
<tr>
<td>($809.20)</td>
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<td></td>
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<td>5506</td>
</tr>
<tr>
<td>($63,000.00)</td>
<td>A2250-150-06-2112</td>
<td>Special Education Speech Salaries</td>
<td></td>
<td></td>
<td>5506</td>
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<tr>
<td>$63,000.00</td>
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<td></td>
<td>A2250-472-06-0000</td>
<td>Special Education Tuition</td>
<td>5506</td>
</tr>
<tr>
<td>$0.00</td>
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</table>

Explaination: Reallocate $89,000

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
<th>Title:</th>
<th>(Originator)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Recommend: Approval ( ) Disapproval ( )

Remarks:

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
<th>Title:</th>
<th>School Business Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Date:</td>
<td>2/20/13</td>
</tr>
</tbody>
</table>

Recommend: Approval ( ) Disapproval ( )

Remarks:

<table>
<thead>
<tr>
<th>Signature:</th>
<th></th>
<th>Title:</th>
<th>Superintendent of Schools</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Date of Board Resolution
## Highland CSD 2012-13 Budget Transfer

<table>
<thead>
<tr>
<th>Amount</th>
<th>From (Budget Code)</th>
<th>Description</th>
<th>To (Budget Code)</th>
<th>Description</th>
<th>Budget Transfer #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$(13,750.00)</td>
<td>A1680-490-03-6050</td>
<td>Central Services BOCES</td>
<td></td>
<td></td>
<td>5518</td>
</tr>
<tr>
<td>$(185,000.00)</td>
<td>A2070-490-03-5550</td>
<td>Strategic Planning, Inservice - BOCES</td>
<td></td>
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<tr>
<td>$198,750.00</td>
<td>A2115-490-03-4020</td>
<td></td>
<td>A2115-490-03-4020</td>
<td>Regular Instruction - BOCES</td>
<td>5518</td>
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<tr>
<td>$165,000.00</td>
<td>A2250-490-03-2000</td>
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<td>A2250-490-03-2000</td>
<td>Special Education - BOCES</td>
<td>5518</td>
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<tr>
<td>$(165,000.00)</td>
<td>A2250-449-06-0000</td>
<td>Special Education Contractual</td>
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<td>5518</td>
</tr>
</tbody>
</table>

| $0.00     |                    |                              |                  |                              |                   |

**Explanation:** Reallocate $136,750 to BOCES Instruction

---

**Signature:**

(Originator)

**Title:**

---

**Recommend:** Approval ( ) Disapproval ( )

**Remarks:**

---

**Signature:** Louise M Lynch

**Title:** School Business Administrator

**Date:** 2/20/13

---

**Recommend:** Approval ( ) Disapproval ( )

**Remarks:**

---

**Signature:**

**Title:** Superintendent of Schools

**Date:**

---

**Date of Board Resolution**
<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
<th>From (Budget Code)</th>
<th>To (Budget Code)</th>
<th>Description</th>
<th>Budget Transfer #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$380,000</td>
<td>Health Insurance</td>
<td>A9560 800 00 0000</td>
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<td></td>
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<tr>
<td>($250,000)</td>
<td>Employees Retirement Contributions</td>
<td>A0010 800 00 0000</td>
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<td></td>
<td>5543</td>
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<tr>
<td>$96,000</td>
<td>Electricity</td>
<td>A1620 425 08 0000</td>
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<td></td>
<td>5543</td>
</tr>
<tr>
<td>$35,000</td>
<td>Gas</td>
<td>A1620 427 08 0000</td>
<td></td>
<td></td>
<td>5543</td>
</tr>
<tr>
<td>$15,000</td>
<td>Telephone</td>
<td>A1620 429 08 0000</td>
<td></td>
<td></td>
<td>5543</td>
</tr>
<tr>
<td>($15,000)</td>
<td>Fuel OIl</td>
<td>A1620 426 08 0000</td>
<td></td>
<td></td>
<td>5543</td>
</tr>
</tbody>
</table>

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

**Signature:** [Signature]

**Title:** (Originator)

**Recommend:** Approval ( ) Disapproval ( )

**Remarks:**

**Signature:** [Signature]

**Title:** School Business Administrator

**Date:** 2/21/13

**Recommend:** Approval ( ) Disapproval ( )

**Remarks:**

**Signature:** [Signature]

**Title:** Superintendent of Schools

**Date:**

**Date of Board Resolution:**