

AMITY REGIONAL SCHOOL DISTRICT NO. 5

*Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525*

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA

*Monday, September 9, 2019, 6:30 pm
25 Newton Road, Woodbridge, CT*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ELECTION OF DEPUTY TREASURER**
- 4. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – August 12, 2019 (*Enclosure Page 3*)
- 5. STUDENT REPORT**
- 6. PUBLIC COMMENT**
- 7. CORRESPONDENCE**
- 8. SUPERINTENDENT’S REPORT**
 - a. Personnel Report (*Enclosure Page 7*)
 - b. Superintendent Report (*Enclosure Page 8*)
- 9. CHAIRMAN’S REPORT**
 - a. Committee Reports
 1. Finance
 - a. Presentation on All-Weather Field and Athletic Facilities Projects
 - b. Discussion and Possible Action on Capital Improvement Projects to Send to a Bond Referendum (*Enclosure Page 11*)
 - c. Discussion of Monthly Financial Statements (*Enclosure Page 13*)
 - d. Director of Finance and Administration Approved Transfers Under \$3,000 (*Enclosure Page 40*)
 - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More (*Enclosure Page 41*)
 2. ACES
 3. Ad Hoc School Safety
 4. CABA
 5. Curriculum
 - a. State Testing Results 2018-19
 6. District Health and Safety
 7. District Technology
 8. Facilities (*Enclosure Page 42*)
 9. Policy
 10. Personnel
- 10. NEW BUSINESS**
- 11. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by October 8, 2019**
- 12. ADJOURNMENT**



Jennifer P. Byars

PLEASE POST

PLEASE POST

Superintendent of Schools

JPB/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

***Working to "enable every Amity student to become a lifelong learner
and a literate, caring, creative and effective world citizen." District Mission Statement***

If you require accommodations to participate because of a disability,
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
AUGUST 12, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

Robyn Berke, Patricia Cardozo, Shannan Carlson, George Howard, Andrea Hubbard, Sheila McCreven, Patrick Reed, Dr. Jennifer Turner

BOARD MEMBERS ABSENT

John Belfonti, Christopher Browe, Steven DeMaio, Carla Eichler, Amy Esposito

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Kathleen Kovalik, Peter Downhour, Ernest Goodwin, Matthew Stanley

1. CALL TO ORDER

Vice Chairperson Patricia Cardozo called the meeting to order at 6:30 pm

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. SWEARING IN OF NEW BOARD OF EDUCATION MEMBERS: Andrea Hubbard and Patrick Reed

Oath of Office administered by Vice Chairperson Patricia Cardozo

4. APPROVAL OF MINUTES

- a. Regular Board of Education Meeting – June 10, 2019

MOTION by Sheila McCreven, Second by Patricia Cardozo, to approved minutes as submitted
VOTES IN FAVOR, 4 (Cardozo, Howard, Hubbard, McCreven)
ABSTAINED, 4 (Berke, Carlson, Reed, Turner)
MOTION CARRIED

5. PUBLIC COMMENT

Citizen spoke and submitted a letter and petition to the Board of Education Secretary.

Student spoke.

6. CORRESPONDENCE

None

7. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report

8. CHAIRMAN'S REPORT

- a. Committee Reports
 - 1. ACES
 - 2. Ad Hoc School Safety
 - 3. CABB
 - 4. Curriculum
 - 5. District Health and Safety
 - 6. District Technology
 - 7. Facilities

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
AUGUST 12, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

8. Finance

- a. Discussion of Second Quarter 2019 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust
- b. Presentation and Discussion of 2020-2021 Budget Calendar
- c. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures
- d. Discussion and Possible Action on Spend-Down of Remaining 2017 Bond Funds

MOTION by Shannan Carlson, Second by Robyn Berke to designate the remaining funds from the 2017 bond issue be utilize to replace an air handler unit in the custodial storage area and multiple VAV boxes

VOTES IN FAVOR, 8 (unanimous)

MOTION CARRIED

- e. Discussion of Monthly Financial Statements
 1. Fiscal Year 2018-2019
 2. Fiscal Year 2019-2020
- f. Director of Finance and Administration Approved Transfers Under \$3,000
 1. Fiscal Year 2018-2019
- g. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 1. Fiscal Year 2018-2019 (information only –approved in June)
- h. Other
 1. Discussion of Capital Projects for Potential Bond Issue

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
AUGUST 12, 2019 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

9. Policy

a. Second Read

1. P5145.42
2. P3513.1
3. P3515
4. P6163.32

MOTION BY Shannan Carlson, Second by George Howard, to approve policy numbers 5145.42, 3513.1, 3515, and 6163.32 as submitted
VOTES IN FAVOR, 8 (unanimous)
MOTION CARRIED

10. Personnel

9. NEW BUSINESS

None

10. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by August 28, 2019

11. ADJOURNMENT

MOTION BY Sheila McCreven, Second by Shannan Carlson, to adjourn meeting
VOTES IN FAVOR, 8 (unanimous)
MOTION CARRIED

Meeting adjourned at 7:30 pm

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

September 9, 2019

To: Members of the Board of Education
From: Jennifer P. Byars, Ed.D., Superintendent of Schools
Re: Personnel Report

NEW HIRES-CERTIFIED:

• **Amity Regional High School:**

Elizabeth Benedict – F/T Special Education Teacher– Elizabeth, an Amity alumna, joins the Amity staff bringing 11 years of special education experience from Waterbury Public Schools and Emmett O'Brien Technical High School. She earned her Bachelor's Degree in Special Education from Southern Connecticut State University and her Master's Degree in School Counseling from Saint Joseph's College.

Michael Gelada – .6 FTE Math Teacher – Michael brings 23 years of experience to Amity as a Math Teacher, a Math Department Chair and most recently an Assistant Principal in Vernon Public Schools, but his love for classroom teaching brought him to Amity. Michael earned his Bachelor's Degree in Finance from the University of Connecticut and his Master's Degree in Education and 6th Year Certificate in Educational Leadership both from the University of Bridgeport.

- **Amity Regional Middle School – Bethany:** NONE
- **Amity Regional Middle School – Orange:** NONE

NEW HIRES-NON-CERTIFIED:

Elizabeth Peterson – Paraprofessional, Amity Regional High School

Kaitlyn Kiely – Part-Time Vocational Paraprofessional

Darcia Siclari – Full Time Security Guard, Amity Regional High School

George Cuzio – Full Time Security Guard, Amity Regional High School

Anthony Kacprzyski – Part Time Security Guard, Amity Regional High School

David Maus – Full Time Security Guard, Amity Middle School-Bethany

Angel Rivera – Part Time Security Guard, Amity Middle School-Orange

Douglas Goodhue – Full Time Evening Custodian, Amity Middle School-Bethany

NEW HIRES-COACHES: NONE

NEW HIRES-SUBSTITUTES:

Jesse DiPietro – 5 Day Bench Substitute – Amity Regional High School

Ed Meade – 4 Day Bench Substitute – Amity Middle School-Bethany

Andrea Fleischman – Short Term Math Substitute – Amity Middle School-Bethany

Carley Vesneski – Short Term School Psychologist Substitute – Amity Regional High School

TRANSFER(S):

Sarah Dowling – F/T Math Teacher at Amity Regional Middle School-Bethany to F/T Math Teacher at Amity Regional High School, effective 08/26/2019

RESIGNATION(S):

Greg Twohill – Co-Ed Cross Country Coach, Amity Middle School-Orange, eff. 08/09/2019

Deborah Hull – F/T School Psychologist, Amity Regional High School, eff. 08/15/2019

Jillian Barnych – F/T Math Teacher – Amity Regional High School, eff. 08/19/2019

RETIREMENT(S): NONE

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Superintendent of Schools

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Superintendent's Report – September 2019

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

Convocation 2019-2020: During Convocation on August 27th, the district goals and focus work was presented to all the staff. The work we will be undertaking this year includes: developing our Portrait of a Graduate; establishing a comprehensive district vision and process for curriculum development and evaluation; continuing the implementation of 1:1 devices and using technology to transform learning; and adjusting our professional learning and evaluation plan as we enter into the second year of our new model. We will also continue to look at supporting students' social learning and their emotional needs. Building principals introduced all new staff and Steven Anderson provided a keynote address on technology integration. Following the keynote, teachers met in the cafeteria for roundtable discussions led by Mr. Anderson and spent the afternoon in technology workshops.

Spartan Stories 2019-2020 Kick-Off Celebration: On Wednesday, August 28th, we welcomed two alumni – Darren Haynes, Class of 1999 and Margaux Farrell, Class of 2008—back to Amity to help kick off our 2019-2020 school year. Students listened to each of the speakers during the morning program and participated in some opening-of-school activities in homeroom. Both Darren and Margaux supported this year's school-wide theme of "Be true, Be you" by reflecting on overcoming adversity, establishing solid relationships, and believing in your own strength by working to be your best self. Both of this year's speakers are also former successful post-high school athletes and are successful professionals in news media.

Introduction of "restorative circles": Following a 2-day training for the entire district administrative team where the concept of "restorative circles" was introduced, the high school administration used the practice during the final building leadership team meeting of the summer. As part of the meeting initiation, goal setting and closure, the members of the meeting sat in a circle to answer questions. This approach is used organically in many of the high school classes (i.e. Socratic Seminars, fishbowl discussions, etc) and is a wonderful way to build a sense of community while also establishing goals and directions for a group.

Tech Bootcamp for Middle School Students: 7th grade students in both middle schools spent the day working with academic and Life Arts teachers for an introduction to all the various technologies devices and platforms they will use as an Amity student. Students participated in a variety of learning stations and activities. Students rotated through groups where they logged into their PowerSchool Unified Classroom, Google, and Microsoft accounts, set up their digital files, and completed a variety of tasks designed to orient them to Amity's technology and the district laptops.

MSB Seventh Grade Parent/Student Activities: On Thursday, August 22nd, we had three important events for parents and students: the distribution of HP ProBook devices to all families in the cafeterias; the Woodbridge Youth Services Welcome Back Picnic for students; and the “Strategies for Success” orientation/workshop for parents.

Teacher Educator and Mentoring Program (TEAM): Amity has nine beginning teachers who will participate in the Teacher Educator and Mentoring Program (TEAM). This program provides new teachers to Amity a professional growth model that incorporates the CT Standards for Professional Learning. Beginning teachers focus on one module per semester researching, facilitating newly learned information, and writing a reflection paper for each module. A series of five modules are required to be completed within the first two years of teaching in Connecticut including Classroom Environment, Planning, Instruction, Assessment, and Professional Responsibilities. Once the five modules are successfully completed, the teacher is able to advance their certification.

September Committee Meetings: Curriculum meetings planned for September for grade 7-12 content leaders and department chairs include Science, Social Studies, English Language Arts (ELA), Scientifically Research Based Intervention (SRBI), Math, and Music. Other meetings planned for September include Professional Development and Evaluation Committee, TEAM Coordinating Committee, and District Reading.

Pupil Services: Congratulations to Ms. Vicki Fielosh who delivered her teacher of the year speech at Convocation this year. Ms. Fielosh is a Special Education teacher at AMSO. The new dining hall has opened at Albertus Magnus and our students at Amity Transition Academy are enjoying their employment in the new dining hall! The first *Coffee with the Director* and *Open Office Hours* occurred recently with positive feedback from those in attendance. Future *Coffee with the Director* are September 13th from 8-9:30 a.m. and October 18th from 7:30-9:00 a.m. Future *Open Office Hours* (7:30-8:30 a.m.) are September 19th; October 2nd and October 28th; November 7th, December 10th, January 8th, February 13th, March 3rd, April 24th, and May 26th.

Resources

GCN Roll-out: The initial year of the Global Compliance Network (GCN) Online Mandated Trainings was well received by staff. The GCN platform will operate on a three-year cycle to provide mandated training videos to staff members. A timeline was provided to faculty and staff identifying the trainings that must be completed for the 2019-2020 academic year.

Greater Migration to PowerSchool Tools: Throughout the summer, the high school administrative team worked closely with the District Technology Department to create a more streamlined approach by using E-Collect forms through PowerSchool to complete many procedural aspects of school, including online field trip forms/permission slips, teacher sign-ups for computer labs throughout the building, and teacher demographic information. Success of these programs may be rolled out to the middle school later this year or in the next year.

New Security Guards: The additional security guards at all of our schools spent the first week of school learning the building, meeting students and staff, and becoming familiar with the school procedures. We welcome them to the school community.

Jamie Hulley Arts Foundation Grants: AMSB received three \$1,000 grants from the Jamie Hulley Arts Foundation. One grant is for an eighth grade social reform/fiber art project; the second is to bring in an African assembly tied to the seventh grade social studies curriculum; and the last is to support the AMSB school musical. The Jamie Hulley Arts Foundation also supplied matching funding to AMSB & AMSO so the schools could jointly purchase new microphones for their respective musicals.

Computer Labs Room Conversions: Two of the AMSB computer lab rooms were reconfigured to better meet the needs of students, as they are no longer needed as labs due to the addition of 1:1 devices to

all students. One is now a health room with space better able to accommodate student wellness activities. The other is now a general music room, which can accommodate more students.

Donation Accepted: Thanks is extended to John Pellicani for his donation of a drum set to Amity Middle School Bethany. This kit will no doubt be used by Amity students for many years to come.

Climate

OBOA Discussion Opportunities: Amity high school students, faculty and community members were invited to participate in a One Book One Amity ice cream social event coupled with small group discussions. The discussions were focused on the book *Dear Evan Hanson*, the choice for everyone to read this past summer. The entire school participated in conversations on Wednesday, September 4th.

Link Crew Class of 2023 Orientation: On Friday, August 23rd, the Link Crew Coordinators and all 66 Link Crew Leaders (current juniors and seniors at ARHS) welcomed the Class of 2023 to Amity Regional High School during the annual Link Crew Orientation Day. While the day is voluntary for first year students, over 95% of the incoming students attended and participated in icebreaker activities, team-building exercises, tours and other orientation program activities. The 9th grade students are split up in to groups of 10-11 and are paired with 2 Link Crew Leaders with whom they will work throughout the entire school year.

ARHS Spirit Fridays: As has become the established practice, the faculty, staff, and student body will be encouraged to participate in ARHS Spirit Fridays throughout the year. Faculty and staff are given a school T-shirt each year to promote a sense of unity and are encouraged to wear their Amity gear every Friday as well as on other special occasions, such as the 1st day of school for students.

AMSO Welcome: We welcomed 367 students to the Amity school community. Students participated in a welcome assembly and spent the first days of school getting acquainted with their teachers and peers through team building exercises.

Informative Parent Presentation: AMSO Parents also had the opportunity to attend a presentation sponsored by the Bethany, Orange, Woodbridge Drug and Alcohol Action Committee. "Hidden in Plain Sight" was a powerful presentation to assist parents in understanding how drugs can be easily hidden in a child's bedroom.

PTSO Welcome Back Celebrations: Thank you to all the PTSOs who sponsored welcome back food and activities for teachers and staff.

AMSO students encouraged to be environmentally friendly: AMSO has expanded the use of recycling food waste in the cafeteria. Students are encouraged to separate the food waste which will be used elsewhere for composting. A similar program was run at AMSB last year. Students are also being asked to bring in refillable water bottles to limit the number of plastic bottles brought to school daily.

AMSB Seventh Grade Orientation/Team Building Activities: Seventh grade teachers conducted several team-building and orientation activities during the first few days of school to help seventh graders with the transition to AMSB.

Middle School Advisory Updates: The AMSO advisory committee shared the plans for this year's advisory program. The advisory will continue to focus on community building both with the school and the greater community through participation in community activities and service projects. Our first advisory is scheduled for Sept. 13th. AMSB introduced their exciting new advisory program to all of their students. The advisory assignments are on AMSB student schedules. Teachers and administrators have been planning and preparing for this implementation for several years.

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Jennifer P. Byars
Superintendent of Schools

Jennifer.byars@amityregion5.org
203.397.4824

To: Amity Finance Committee and Amity Board of Education
From: Dr. Jennifer Byars, Superintendent of Schools
Re: Bonding Process for Facilities Projects
Date: September 3, 2019

The following projects were reviewed and approved by the Amity Facilities Committee in July 2019. Most items were identified for several years on the 5-Year Capital Plan as part of a bonded project. Other items are more recent additions as we continuously review our needs.

List of Facilities Projects for Question 1 on the referendum:

The Facilities Committee met on July 16, 2019 and voted to recommend the following facilities projects for a bond referendum:

\$1,830,680	Replace 8 air handlers installed in 1993 that feed several classroom areas, Counseling department, cafeteria, and main gym of Amity Regional High School, adding air conditioning to the small gym, and a variable air volume (VAV) control and zoning modifications in the Counseling area. All items were identified in the vanZelm Condition Assessment report dated January 11, 2016.
\$ 245,000	Design and install acoustical improvements in the gymnasiums and cafeteria to improve sound quality and dampen noise level at each middle school
\$ 140,000	Refurbish chillers at Amity Regional High School
\$ 600,000	<u>Parking lot replacement at Amity Regional High School</u>
\$2,815,680	Estimated costs
\$ 281,568	Contingency
\$ 97,052	<u>Cost of Issuance</u>
\$3,194,300	Total Cost for Question 1

Motions:

Amity Finance Committee-

Move to recommend the Amity Board of Education direct...

Amity Board of Education-

Move to direct...

...The Administration set the required meeting dates, draft the resolution, complete the legal documents and notifications to conduct a referendum to bond for funding the above list of facilities projects totaling \$3,194,300.

List of Athletic Facilities Projects for Question 2 on the referendum:

\$ 317,990	Install ADA walkway, bleachers and scoreboard on field #3 at Amity Regional High School
	Replace track, lights, and scoreboard and install all weather field at Stadium field
<u>\$2,810,859</u>	<u>at Amity Regional High School</u>
\$3,128,849	Estimated costs
\$ 312,099	Contingency
<u>\$ 97,052</u>	<u>Cost of Issuance</u>
\$3,538,000	Total Cost for Question 2
\$3,194,300	Facilities Projects
<u>\$3,538,000</u>	<u>Athletic Complex Projects</u>
\$6,732,300	Estimated Principal to borrow

Motions:

Amity Finance Committee-

Move to recommend the Amity Board of Education direct...

Amity Board of Education-

Move to direct...

...The Administration set the required meeting dates, draft the resolution, complete the legal documents and notifications to conduct a referendum to bond for funding the above list of athletic facilities projects totaling \$3,538,000.

Key Dates:

09/09/2019	Amity Finance Board and Amity Board of Education take action to direct Administration to proceed planning a referendum to secure funding for the above items.
Sep-Oct	Presentation to each member town Board of Selectmen
10/21/19	Amity Finance Committee discusses and possibly takes action on resolution and Public Hearing date
10/21/19	Amity Board of Education discusses and possibly takes action resolution and Public Hearing date
11/04/19	Public Hearing followed by Board Meeting to take possible action
12/04/19	Referendum held from 6:00 a.m. to 8:00 p.m.
Jan-Feb 2020	Competitive bond sale
Mar 2020	District receives funds and issues purchase orders
Post-Grad.	Work commences in summer 2020

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	JUL 20	CHANGE	AUG 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
2	OTHER REVENUE	324,088	248,577	312,355	0	312,355	63,778	FAV
3	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
4	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,404,547	49,548,307	49,612,085	0	49,612,085	63,778	FAV
7	SALARIES	25,482,003	26,655,424	26,655,424	0	26,655,424	0	FAV
8	BENEFITS	5,641,173	5,980,496	5,959,002	0	5,959,002	(21,494)	FAV
9	PURCHASED SERVICES	7,863,484	8,497,804	8,368,955	(458,727)	7,910,228	(587,576)	FAV
10	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	2,973,028	6,241	2,979,269	6,241	UNF
12	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
13	IMPROVEMENTS / CONTINGENCY	365,447	464,000	464,000	(6,241)	457,759	(6,241)	FAV
14	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	47,370,446	49,548,307	49,397,964	(458,727)	48,939,237	(609,070)	FAV
17	SUBTOTAL	2,034,101	0	214,121	458,727	672,848	672,848	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	166,245	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	2,200,346	0	214,121	458,727	672,848	672,848	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	JUL 20	CHANGE	AUG 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,295,901	8,926,150	8,926,150	0	8,926,150	0	FAV
2	ORANGE ALLOCATION	24,181,870	24,736,074	24,736,074	0	24,736,074	0	FAV
3	WOODBIDGE ALLOCATION	14,712,485	14,965,743	14,965,743	0	14,965,743	0	FAV
4	MEMBER TOWN ALLOCATIONS	48,190,256	48,627,967	48,627,967	0	48,627,967	0	FAV
5	ADULT EDUCATION	3,626	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	35,969	29,000	29,000	0	29,000	0	FAV
7	INVESTMENT INCOME	130,966	75,000	75,000	0	75,000	0	FAV
8	ATHLETICS	18,375	25,000	25,000	0	25,000	0	FAV
9	TUITION REVENUE	108,642	90,535	154,313	0	154,313	63,778	FAV
10	TRANSPORTATION INCOME	26,510	26,000	26,000	0	26,000	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	324,088	248,577	312,355	0	312,355	63,778	FAV
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
15	OTHER STATE GRANTS	798,102	592,878	592,878	0	592,878	0	FAV
16	RENTAL INCOME	12,850	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	29,572	32,885	32,885	0	32,885	0	FAV
18	OTHER REVENUE	49,679	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	92,101	78,885	78,885	0	78,885	0	FAV
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,404,547	49,548,307	49,612,085	0	49,612,085	63,778	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	JUL 20	CHANGE	AUG 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	20,935,666	21,776,498	21,776,498	0	21,776,498	0	FAV
2	5112-CLASSIFIED SALARIES	4,546,337	4,878,926	4,878,926	0	4,878,926	0	FAV
3	SALARIES	25,482,003	26,655,424	26,655,424	0	26,655,424	0	FAV
4	5200-MEDICARE - ER	345,833	364,933	364,933	0	364,933	0	FAV
5	5210-FICA - ER	281,164	287,766	287,766	0	287,766	0	FAV
6	5220-WORKERS' COMPENSATION	226,473	237,774	216,280	0	216,280	(21,494)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,696,434	4,060,498	4,060,498	0	4,060,498	0	FAV
8	5860-OPEB TRUST	62,910	40,950	40,950	0	40,950	0	FAV
9	5260-LIFE INSURANCE	41,677	44,579	44,579	0	44,579	0	FAV
10	5275-DISABILITY INSURANCE	9,501	10,222	10,222	0	10,222	0	FAV
11	5280-PENSION PLAN - CLASSIFIED	892,845	851,987	851,987	0	851,987	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	70,117	69,787	69,787	0	69,787	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	1,921	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	1,000	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	1,000	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	9,110	10,000	10,000	0	10,000	0	FAV
16	5291-CLOTHING ALLOWANCE	1,188	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,641,173	5,980,496	5,959,002	0	5,959,002	(21,494)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	18,005	39,700	39,700	0	39,700	0	FAV
19	5327-DATA PROCESSING	90,178	95,276	95,276	0	95,276	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,297,214	1,467,869	1,467,869	0	1,467,869	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	80,176	118,750	118,750	0	118,750	0	FAV
22	5510-PUPIL TRANSPORTATION	2,864,785	3,100,537	3,054,537	(17,792)	3,036,745	(63,792)	FAV
23	5521-GENERAL LIABILITY INSURANCE	232,530	243,217	243,217	(4,054)	239,163	(4,054)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	130,974	115,356	99,876	10,000	109,876	(5,480)	FAV
25	5560-TUITION EXPENSE	3,072,286	3,213,232	3,145,863	(446,881)	2,698,982	(514,250)	FAV
26	5590-OTHER PURCHASED SERVICES	77,336	103,867	103,867	0	103,867	0	FAV
27	PURCHASED SERVICES	7,863,484	8,497,804	8,368,955	(458,727)	7,910,228	(587,576)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2019-2020

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2018-2019	2019-2020	JUL 20	CHANGE	AUG 20	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	717,838	809,210	809,210	0	809,210	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,850,000	3,750,000	3,750,000	0	3,750,000	0	FAV
30	DEBT SERVICE	4,567,838	4,559,210	4,559,210	0	4,559,210	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	667,107	696,046	696,046	0	696,046	0	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	837,744	752,384	752,384	6,241	758,625	6,241	UNF
33	5611-INSTRUCTIONAL SUPPLIES	358,160	382,393	382,393	0	382,393	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	212,558	229,057	229,057	0	229,057	0	FAV
35	5620-OIL USED FOR HEATING	53,664	42,700	42,700	0	42,700	0	FAV
36	5621-NATURAL GAS	70,333	65,206	65,206	0	65,206	0	FAV
37	5627-TRANSPORTATION SUPPLIES	110,671	122,400	122,400	0	122,400	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	170,997	162,147	162,147	0	162,147	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	22,067	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	547,533	499,080	499,080	0	499,080	0	FAV
41	SUPPLIES (INCLUDING UTILITIES)	3,050,834	2,973,028	2,973,028	6,241	2,979,269	6,241	UNF
42	5730-EQUIPMENT - NEW	65,980	128,582	128,582	0	128,582	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	206,182	121,965	121,965	0	121,965	0	FAV
44	EQUIPMENT	272,162	250,547	250,547	0	250,547	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	350,884	133,000	133,000	0	133,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	(6,241)	(6,241)	(6,241)	FAV
46	5720-IMPROVEMENTS TO SITES	14,563	81,000	81,000	0	81,000	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	IMPROVEMENTS / CONTINGENCY	365,447	464,000	464,000	(6,241)	457,759	(6,241)	FAV
49	5580-STAFF TRAVEL	15,571	25,350	25,350	0	25,350	0	FAV
50	5581-TRAVEL - CONFERENCES	26,235	37,445	37,445	0	37,445	0	FAV
51	5810-DUES & FEES	85,699	105,003	105,003	0	105,003	0	FAV
52	DUES AND FEES	127,505	167,798	167,798	0	167,798	0	FAV
53	5856-TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	47,370,446	49,548,307	49,397,964	(458,727)	48,939,237	(609,070)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2018-2019**



AUG 2019

2019-2020 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$672,848 FAV**, previously **\$214,121 FAV**, which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$63,778 FAV**, previously **\$63,778 FAV**, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on projected State payments budgeted.

LINE 6 on Page 2: PARKING INCOME:

The forecast is based on budget.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain steady and revenue will be as budgeted.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2019	0.393%	2.35%
August	0.395%	2.16%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on budget.

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on five tuition students. The actual tuition charged is higher than budgeted since the rate is set after the budget referendum is past. Four new tuition students enrolled in the District, including the child of a staff member at a reduced rate. The projected variance is **\$63,778 FAV**.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments for magnet school transportation budgeted.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The current projection based on budgeted costs for placements and transportation. This is based on a 75% reimbursement rate.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on budget.

LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:

The forecast is based on the budget for shared services agreement with the Town of Woodbridge and the Woodbridge Board of Education for technology services.

LINE 18 on Page 2: OTHER REVENUE:

The forecast is based on budget.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$609,070 FAV, previously, \$150,343 FAV* which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The forecast is based on budget. There are still open positions and the forecast will be updated after the school year begins.

LINES 4 & 5 on Page 3: 5200 & 5210-MEDICARE & FICA:

The forecast is based on the budget for current staff.

LINE 6: 5220 on Page 3-WORKERS' COMPENSATION:

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for *\$21,494 FAV*.

LINES 7 on Page 3: 5255-MEDICAL AND DENTAL INSURANCE:

The forecast assumes actual claims of current employees and retirees will be the same as the budget. The projected monthly budget is based on an average of five years of claims.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	\$ 366,182	\$ 358,094	\$ 8,088	\$ 292,718	\$ 254,849
<i>AUG</i>	\$ 383,765	\$ 395,099	\$ (11,334)	\$ 282,192	\$ 374,433
<i>SEP</i>	\$ 323,626	\$ 323,626	\$ -	\$ 376,576	\$ 219,176
<i>OCT</i>	\$ 326,479	\$ 326,479	\$ -	\$ 245,938	\$ 271,340
<i>NOV</i>	\$ 402,013	\$ 402,013	\$ -	\$ 418,110	\$ 353,747
<i>DEC</i>	\$ 443,211	\$ 443,211	\$ -	\$ 334,678	\$ 318,839
<i>JAN</i>	\$ 307,554	\$ 307,554	\$ -	\$ 331,129	\$ 191,730
<i>FEB</i>	\$ 325,589	\$ 325,589	\$ -	\$ 384,149	\$ 172,313
<i>MAR</i>	\$ 351,628	\$ 351,628	\$ -	\$ 363,660	\$ 288,923
<i>APR</i>	\$ 335,660	\$ 335,660	\$ -	\$ 278,082	\$ 213,346
<i>MAY</i>	\$ 408,891	\$ 408,891	\$ -	\$ 363,382	\$ 343,550
<i>JUN</i>	\$ 316,608	\$ 316,608	\$ -	\$ 224,419	\$ 253,461
TOTALS	\$ 4,291,205	\$ 4,294,451	\$ (3,246)	\$ 3,895,033	\$ 3,255,706

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 FORECAST
99.9%	85.2%	72.1%	92.2%	100%

Note: 2019-2020 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

**FEES OF CURRENT EMPLOYEES AND RETIREES
(Stop-Loss Premiums, Network Access Fees, and Other Fees)**

MONTH	2019-2020 ACTUAL	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017- 2018 ACTUAL
<i>JUL</i>	\$ 65,692	\$ 78,882	\$ (13,190)	\$ 63,793	\$ 84,939
<i>AUG</i>	\$ 62,661	\$ 83,717	\$ (21,056)	\$ 60,070	\$ 96,820
SEP	\$ 73,957	\$ 73,957	\$ -	\$ 63,599	\$ 73,886
OCT	\$ 77,716	\$ 77,716	\$ -	\$ 63,213	\$ 85,237
NOV	\$ 52,886	\$ 52,886	\$ -	\$ 71,815	\$ 58,958
DEC	\$ 47,488	\$ 47,488	\$ -	\$ 70,016	\$ 45,657
JAN	\$ 46,861	\$ 46,861	\$ -	\$ 78,786	\$ 45,850
FEB	\$ 46,138	\$ 46,138	\$ -	\$ 66,033	\$ 45,666
MAR	\$ 40,994	\$ 40,994	\$ -	\$ 38,918	\$ 45,850
APR	\$ 46,953	\$ 46,953	\$ -	\$ 69,321	\$ 46,217
MAY	\$ 46,271	\$ 46,271	\$ -	\$ 76,505	\$ 46,034
JUN	\$ 45,507	\$ 45,507	\$ -	\$ 72,044	\$ 46,401
TOTALS	\$ 653,124	\$ 687,370	\$ (34,246)	\$ 794,113	\$ 721,515

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff.

LINE 12 on Page 3: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:

Based on last year's expenditures this account is expected to be over budget. Estimates will be available in October.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a balance of \$63,792 FAV, previously, \$46,000 FAV. The forecast is based on the current transportation needs of the students.

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: *Student Accident insurance renewed at a flat rate, saving \$4,054 FAV.*

LINE 24 on Page 3: 5550-COMMUNICATION: TEL, POST, ETC:

E-Rate funding was approved for the current fiscal year. The District is receiving discounted invoices for the CEN service provided by the State of Connecticut - \$15,480 FAV. *The forecast includes an estimate of \$10,000 UNF to cover the cost of a bond referendum for all 3 towns. Only the District's cost was budgeted. \$5,480 FAV, previously \$15,480 FAV.*

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition is currently forecasted to have a \$514,250 FAV previously, \$67,369 FAV variance. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of **\$64,014 FAV, previously \$77,659 FAV.** Vo-Ag Enrollment is down by three students.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Sound	4	3	4	6	7	4 (5)
Trumbull	3	3	6	4	4	4
Nonnewaug	3(5) ^a	3	4	6	4	4(5)
Common Ground Charter HS	1	1	0	0	0	0
ACES Wintergreen Magnet	0	0	0	0	0	0
King Robinson Magnet	1	1	0	0	0	0
Engineering Science Magnet	0	0	1	1	0	0
Highville Charter School	0	0	1	1	0	0
Totals	9	11	15	16	15	12 (14)

Note ^a: Two students left on April 15, 2016.

ECA is projected variance *to be over budget, by \$10,290 UNF* due to higher enrollment.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
ECA	22	15	19	24	20	22

Public (ACES) and private out-of-district placements are currently less than anticipated, \$409,432 FAV but typically there are many changes during the year.

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Public SPED	6	8	8	11	9	7 (8)

Private SPED	26	27	20	22	24	19 (18)
Totals	32	35	28	33	33	26(26)

LINE 31 on Page 4: 5410-UTILITIES, EXCLUDING HEAT:

The 2019-2020 budget for electricity assumes the use of 3,396,770 kilowatt hours at an average price of \$0.1834 per kilowatt hour, or a cost of \$622,967.

ELECTRICITY (KILOWATT HOURS)

MONTH	2019-2020 FORECAST	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
JUL	269,018	269,018	-	104,580	259,046
AUG	304,346	304,346	-	152,275	286,777
SEP	332,452	332,452	-	314,178	285,740
OCT	286,440	286,440	-	271,919	280,876
NOV	273,758	273,758	-	249,759	259,631
DEC	273,807	273,807	-	247,237	272,198
JAN	277,778	277,778	-	274,992	266,633
FEB	287,065	287,065	-	263,959	267,529
MAR	281,604	281,604	-	248,762	254,042
APR	279,004	279,004	-	262,037	268,701
MAY	284,892	284,892	-	276,658	226,981
JUN	246,606	246,606	-	91,898	226,863
Totals	3,396,770	3,396,770	-	2,758,254	3,155,017

Note: 2019-2020 Actual Kilowatt Hours shown in bold italics.

The budget assumes there will not be a Load Shed credit.

The budget for propane is \$2,250. The forecast is neutral.

The budget for water is \$45,829. The forecast is these charges will be as budgeted.

Sewer costs are budgeted at \$25,000. The forecast projects this usage will as budgeted.

DEGREE DAYS

There are 0 degree days to date compared to 0 last year at this time.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE:

A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and is a requested transfer from the facilities contingency account this month.

LINE 35 on Page 4: 5620-OIL:

Budget for the year is \$42,700. This is for a total of 20,000 gallons of heating oil at \$2.06 per gallon.

LINE 36 on Page 4: 5621-NATURAL GAS:

Budget for the year is \$65,206. The account is expected to be as budgeted.

LINE 45a on Page 4: 5850-FACILITIES CONTINGENCY:

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used. *A lift in the auto shop at Amity Regional High School failed inspection. The lift is obsolete. The cost of a new lift is \$6,241 UNF and is a requested transfer this month.*

LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2018-2019

TOTAL ANNUAL SAVINGS TO-DATE OF: \$52,451

\$13,946 Cable Advisory Grant: One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

\$10,840 Meter Rate: Jim Saisa negotiated with a lower rate for one of the sewer meters for the fuel cell. The fuel cell does not inject water into the sewer system and the meter charge was adjusted.

\$3,800 Science Textbooks: Enrollment in science course is higher than budgeted and more textbooks were needed. Mr. Amato, the Science Department Chairperson, negotiated with the textbook vendor for complimentary copies to supplement our order.

\$3,000 Freezer Coil – In-house personnel replaced a freezer coil at Amity High School at \$3,000 less than the quoted outside contractor price.

\$15,500 Truck Repairs: The District work truck, purchased in 2006, had developed some problems. Extensive use to salt the lots and sidewalks along with other heavy work use had rendered the truck bed unsafe and therefore, unusable. The truck was also in need of much needed maintenance such as brakes, front end work, and frame painting. Rather than request a replacement vehicle, the facilities department looked at options to make the truck safe and even more usable again. We purchased a stainless steel flat bed to replace the corroded stock bed and all of the other necessary parts to overhaul the truck. We involved our building maintainer, who is a talented mechanic, as well as the Career and Technical Education teachers and classes at Amity Regional High School. This was a valuable, real-life learning experience for the students in the Career and Technical Education classes. Together, the team replaced the bed on the truck, painted the frame, replaced the entire brake system, updated the lighting, and other minor needed repairs. The result is a nicely refurbished truck that has even greater flexibility to suit the Facility Department's needs. The total dollar layout was around \$4,500. The estimated cost if the truck was taken to an outside facility for the repairs is over \$10,000. The truck replacement cost, were it to be requested, would have been \$20,000 +. We are proud of our efforts to involve students and maximize value wherever we can.

\$4,865 Metal Fabrication: The in-floor grease pit in the kitchen at Amity Regional High School had deteriorated and became corroded over time. Our in-house maintainer obtained a price of \$5,000 to obtain a pre-fabricated replacement. This price was too high. We worked with the Industrial Arts department teachers. With their help, the students measured and designed a replacement. We ordered the materials and the students fabricated the new replacement. It was then installed by in-house personnel.

This cost of materials was \$135, thus saving \$4,865. It was another good project partnering with students to gain experience in a real-life fabrication.

\$500 Calculators: \$500 or more saved by the high school math department. Dameon Kellog researched buying refurbished calculators instead of new ones.

There is a detailed history of the District's efforts to save dollars and operate efficiently. This information is posted on the District's website:

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committe>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2017-2018 – \$746,688 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2016-2017 – \$595,302 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2015-2016 – \$125,911 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2014-2015 – \$139,721 <http://www.amityregion5.org/boe/sub-committees/finance-committee>

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

A forecast is a prediction or estimate of future events and trends. **It is only as good as the data available and the assumptions used.** We use current information and past history.

There are many factors, which can significantly impact expenditures, both positively and negatively (e.g., staff turnover, vacancies and leaves-of absence; medical and dental insurance claims when self-insured; special education expenditures; major facility repairs; snow removal).

To illustrate, a special education student could move into the District in mid-year and the cost impact could be over \$100,000 and/or we could have a 'bad claims year' and wipe out the Self Insurance Reserve Fund and need other funds to cover claims of current employees and retirees. If we do not have available funds to cover these and other potential shortfalls, the necessity to seek additional funding from the public would be our only option (as only the towns have a fund balance from prior years available to use in the case of an emergency).

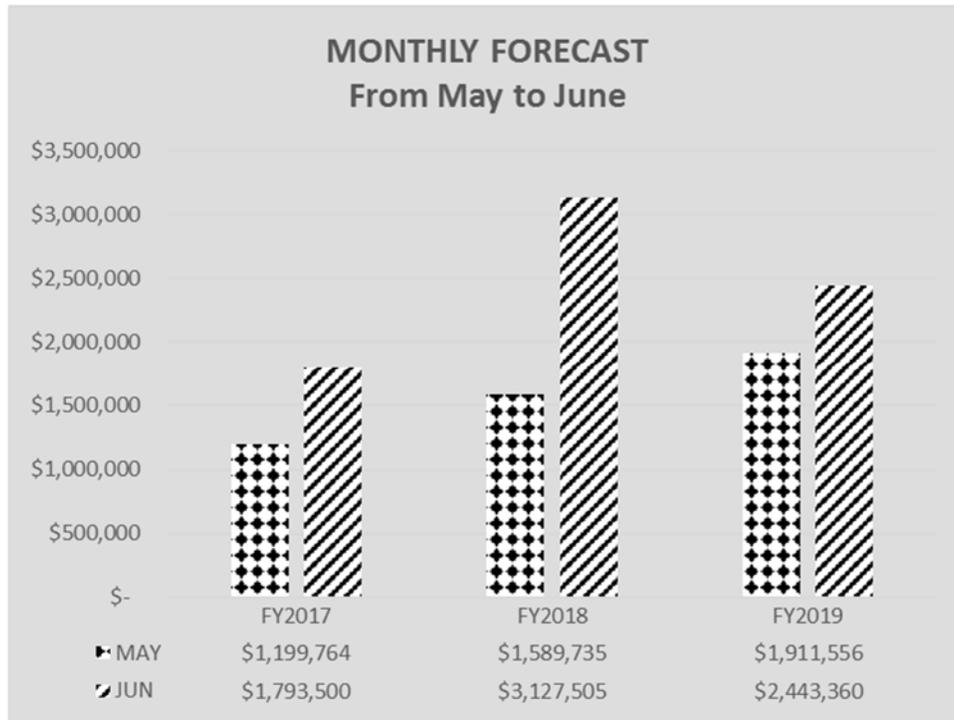
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account until it is absolutely necessary or we are close to yearend. The Superintendent of Schools and Director of Finance and Administration review and approve or deny all purchase orders. We are careful to make sure funds are only spent when necessary and not just because 'it is in the budget'. We are constantly faced with the 'what-ifs' of over expenditures in certain accounts. We need to be sure there are sufficient funds available. As a result, the fund balance has been larger towards the end of the fiscal year.

Furthermore, the monthly forecasts are based on the information available. We have had large, unexpected or highly unpredictable events at the end of the fiscal year (mostly of a positive nature), which have significantly change the forecast from May to June.

HISTORICAL:

The chart below depicts the yearend balance projected in May and June of each of the past three fiscal years.



The major contributors of the significant change from the May to June forecasts are detailed below.

FY2017:

The audited fund balance for 2016-2017 is \$1,793,498. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$593,736 higher than the prior month's forecast.

- **\$231,098:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$129,651:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Interns were fewer than budgeted.

Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.

- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30th to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.

FY2018:

The audited fund balance was \$3,127,505. The monthly forecast for May 2018 projected a fund balance of \$1,589,735, or **\$1,537,770 higher than the prior month’s forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$96,914:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$21,583:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible changes to outplacements and hospitalizations that did not occur.
- **\$741,387:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned these funds to the member towns.
- **\$129,529:** Lower legal expenses, speech therapy and occupational therapy professional services than anticipated.
- **\$25,989:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$10,299:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

FY2019:

The unaudited preliminary fund balance is \$2,034,101. The monthly forecast for May 2019 projected a fund balance of \$1,502,297 which included \$409,259 designated for security projects. The change is **\$531,804 higher than the prior month’s forecast**. The

major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$57,653:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. Many unpaid leaves occur at the end of the school year. We use conservative estimates in the forecasts based on past history.
- **\$137,507:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year.
- **\$150,147** Purchased services were lower than forecasted. There were fewer interns than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Less need for printed materials, postage, changes in special education transportation and athletic rentals were less than anticipated.
- **\$82,370:** Fuel costs for busses were less than anticipated. Repairs and maintenance costs for accounts other than facilities were down. Instructional supplies were less than anticipated.

APPENDIX C

RECAP OF 2016-2017

Return Unspent Fund Balance:

The cancellation of 2015-2016 encumbrances of \$25,133 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2016-2017, the funds will be returned.

<i>Bethany</i>	<i>\$ 5,232</i>
<i>Orange</i>	<i>\$ 12,415</i>
<i>Woodbridge</i>	<i><u>\$ 7,486</u></i>
<i>Total</i>	<i>\$ 25,133</i>

The audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

FINANCIAL MANAGEMENT: **\$ 246,520**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$55,152. Utilities for electricity, heating oil and natural gas were below budget by \$191,368 due to many conservation efforts and price negotiations.

SPECIAL EDUCATION (NET) **\$ 477,890**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The State reimbursement rate fluctuates throughout the year. Expenses were down \$790,238 which reduced revenue by \$477,890. The budget forecasted 70% reimbursement rate and the final rate was 76.9%.

SALARIES, MEDICAL, PURCHASED SERVICES (OTHER): **\$ 756,654**

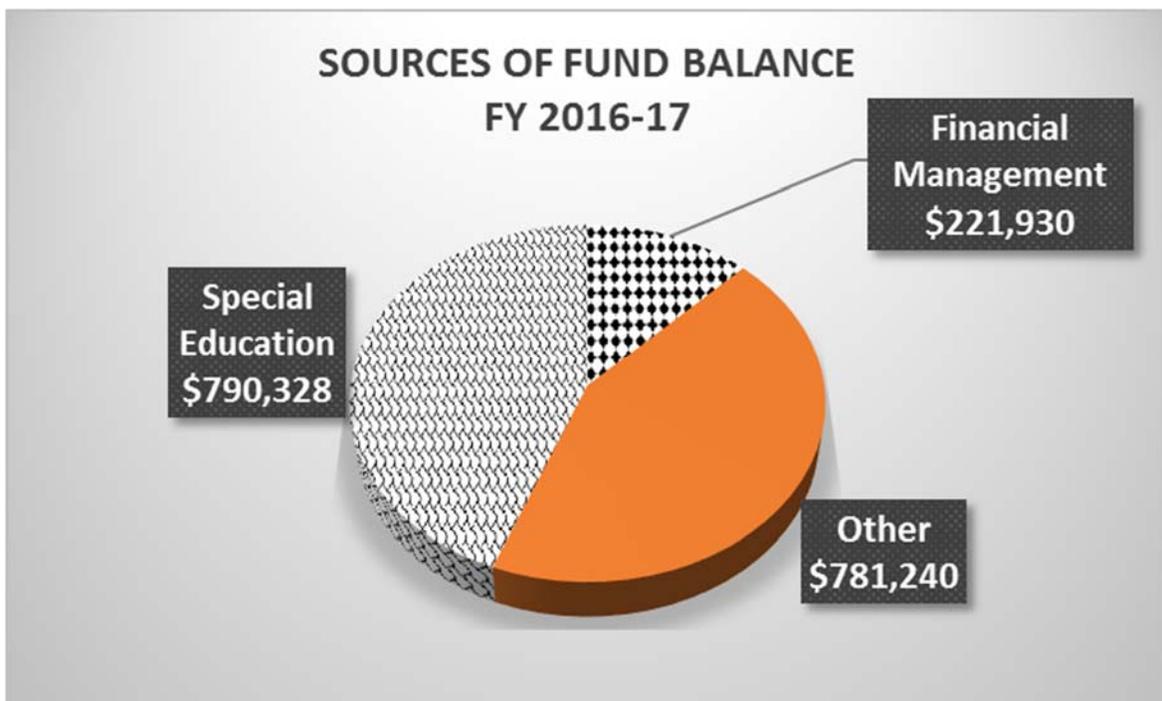
\$230,437 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$351,480 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other

components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

\$113,767 PURCHASED SERVICES (OTHER): Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

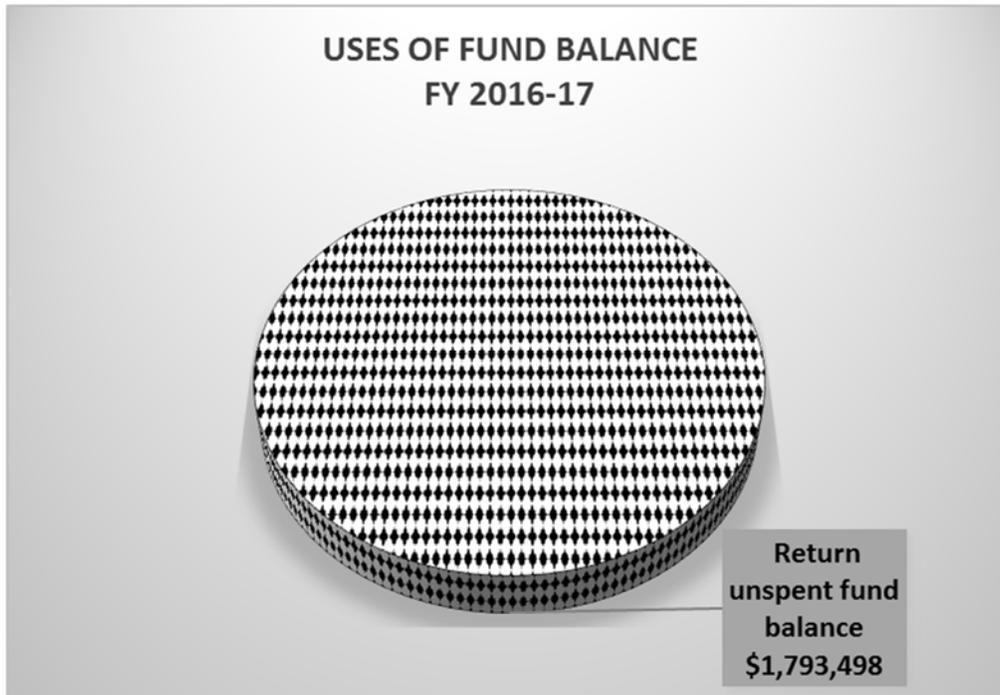
The primary sources of the fund balance are shown graphically below:



The Board of Education approved uses of the fund balance are, as follows:

1. **\$1,793,498** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The *audited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 365,676
Orange	\$ 874,151
Woodbridge	<u>\$ 553,671</u>
Total	\$1,793,498

APPENDIX D

RECAP OF 2017-2018

Return Unspent Fund Balance:

The cancellation of 2016-2017 encumbrances of \$86,227 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2017-2018, the funds will be returned.

<i>Bethany</i>	<i>\$17,581</i>
<i>Orange</i>	<i>\$42,027</i>
<i>Woodbridge</i>	<i><u>\$26,619</u></i>
<i>Total</i>	<i><u>\$86,227</u></i>

The audited fund balance for 2017-2018 is \$3,127,505. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 78,987

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$38,753. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. The District applied for a grant for displaced students to due hurricanes but received the grant award notice and funds after the fiscal year ended. Restraints of the grant did not allow us to spend it after the fiscal year so it became part of the fund balance.

SPECIAL EDUCATION (NET)

\$ 996,157

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

OTHER:

\$ 2,052,361

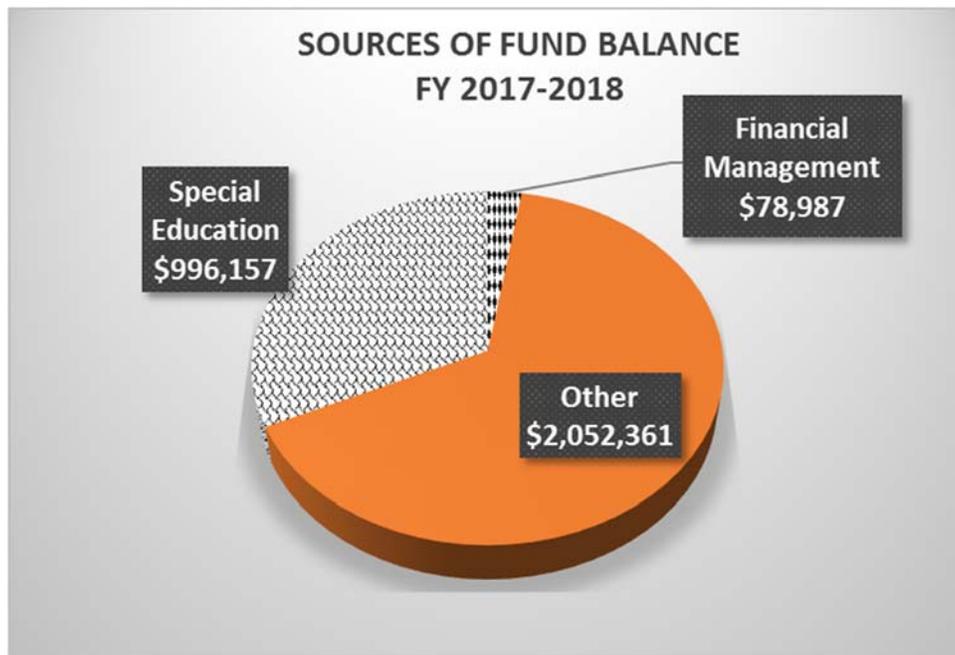
\$342,994 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$1,395,839 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were much lower than budgeted, only costing 72% of expected claims. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

\$29,913 FACILITIES (OTHER): The Director of Facilities manages projects and supplies in a very conservative manner. Many projects were completed in-house including tuck-point repair of the field house, concrete sidewalk patches and step repair, and electrical repairs.

\$29,177 STAFF TRAVEL, CONFERENCES AND DUES & FEES: Schedule conflicts precluding some staff from attending conferences, other staff were presenters at conferences and registration fees were waived, and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

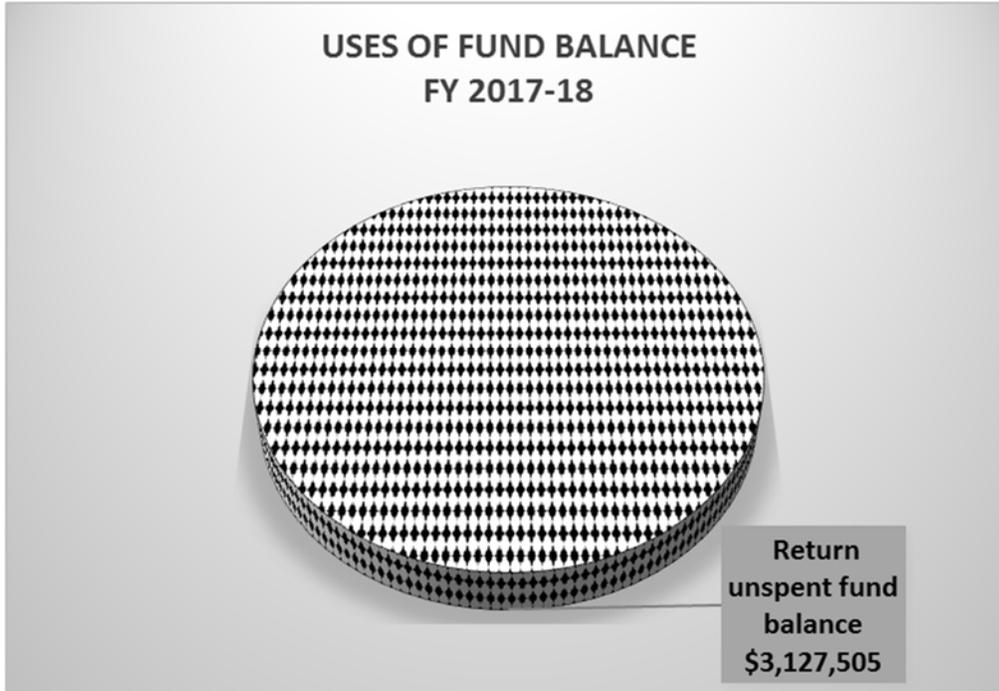
The primary sources of the fund balance are shown graphically below:



The use of the fund balance as voted on in the September 2108 AFC and BOE meetings is as follows:

1. **\$3,127,505** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The audited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 615,493</i>
<i>Town of Orange</i>	<i>\$1,556,778</i>
<i>Town of Woodbridge</i>	<i><u>\$ 955,234</u></i>
<i>Total</i>	<i>\$3,127,505</i>

APPENDIX E
RECAP OF 2018-2019

Return Unspent Fund Balance:

The cancellation of 2017-2018 encumbrances of \$166,245 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2018-2019, the funds will be returned.

<i>Bethany</i>	<i>\$32,717</i>
<i>Orange</i>	<i>\$82,752</i>
<i>Woodbridge</i>	<i><u>\$50,776</u></i>
<i>Total</i>	<i><u>\$166,245</u></i>

The *preliminary unaudited* fund balance for 2018-2019 is \$2,034,101 plus \$409,259 designated at year-end for security projects. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 204,608

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$52,451. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. \$5,000 less postage used due to digital communications. The District refinanced bonds and saved \$27,738 in interest payments. The District chose leasing 1:1 mobile devices as a more cost effective and technological practice, \$108,493. The device can be kept current for curriculum needs and the District is not responsible for disposals. Computers from the current computer labs at the middle schools provided a source of replacement computers and repair parts avoiding new purchases.

SPECIAL EDUCATION (NET)

\$ 539,798

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The Director of Pupil Services has been successful in establishing suitable programs for students within the District and a number of students have returned from outplacement.

OTHER:

\$ 1,289,695

\$346,235 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school

including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$387,507 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were slightly lower than budgeted, \$328,426, costing 92.2% of expected claims. There were some other savings with other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

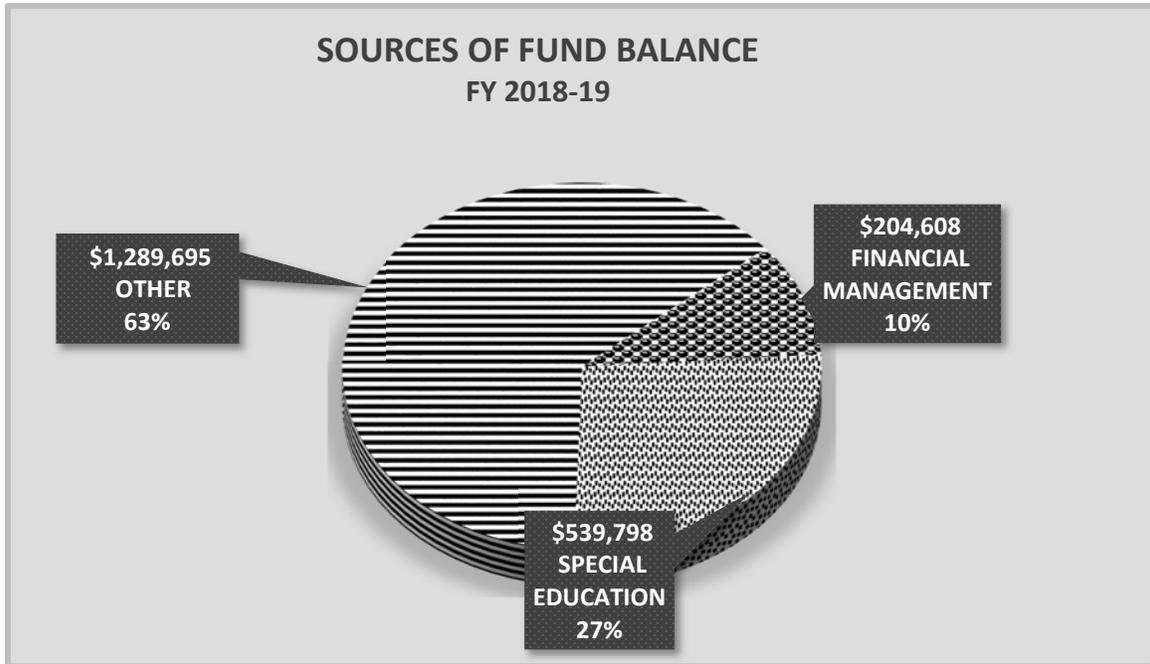
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were adjusted for the current budget cycle, 2019-2020.

\$79,974 SUPPLIES: Instructional supplies and transportation fuel were underbudget. The transportation fuel bid price was lower than budgeted and less fuel was used with some routes being reassigned. Mid-year staff changes may have impacted the spending in some instructional supply accounts. These areas were reviewed during the 2019-2020 budget and will be reviewed again during the upcoming budget process.

\$39,009 RENTALS: Athletic rentals were down \$19,552 due to lower ice rentals contract negotiated with new venue and the Town of Orange pool was being upgraded and was not available for part of the year. Another facility was used at lower cost. Special education rental of lease space was lower than anticipated and partially covered by a grant, \$17,400.

\$39,934 STAFF TRAVEL, CONFERENCES AND DUES & FEES: Schedule conflicts precluding some staff from attending conferences, grants funded some conferences, new staff attended fewer conferences and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

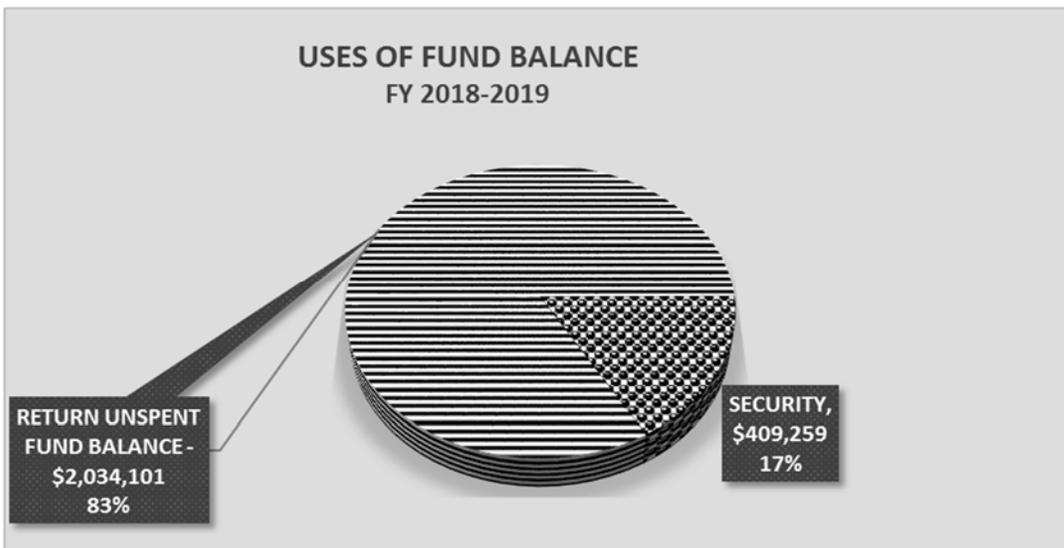
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed to return to the the member towns:

1. **\$409,259** was designated in June 2019 for security projects
2. **\$2,034,101** - Return of unspent fund balance upon audit completion.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

The preliminary unaudited unspent fund balance will be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	\$ 392,378
<i>Town of Orange</i>	\$1,020,712
<i>Town of Woodbridge</i>	<u>\$ 621,011</u>
<i>Total</i>	\$2,034,101

Amity Regional School District No. 5 - Budget Transfers 2019-2020

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2020-Aug	58	02111011-5611 INSTRUCTIONAL	(2,200.00)	8/16/2019 GYM
2020-Aug	58	02111011-5730 EQUIPMENT - NEW	2,200.00	8/16/2019 GYM

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas
Director of Finance and Administration
terry.lumas@amityregion5.org

Phone (203) 397-4813
Fax (203) 397-4864

To: Dr. Jennifer Byars, Superintendent of Schools
 From: Theresa Lumas, Director of Finance and Administration
 Re: Budget Transfers over \$3,000 - **Fiscal Year 2019-2020**
 Date: September 2, 2019

I recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request(s):

Facilities:

1. Auto Shop Lift Replacement:

One of the auto shop lifts at the high school failed inspection. The lift is obsolete and parts are no longer available for a repair. Jim Sais obtained a quote for replacing the lift. It will require a budget transfer from contingency, as the current lift cannot safely operate. There is a new auto shop teacher and the intent is to have a fully operational program this year after the modified program last year. It would be a real detriment to the auto shop to have only one lift usable.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5420	Repair & Maintenance		\$6,241
05-14-2600-5715	Contingency - Facilities	\$6,241	

CLEAN
SAFE
HEALTHY
SCHOOLS

Amity Regional School
District No. 5
25 Newton Road
Woodbridge, CT 06525
Phone: 203-397-4817
Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- The re-painting of the outside track at the stadium field at Amity Regional High School was completed.
- The glycol was failing at Amity Middle School, Orange Campus. Chemical testing revealed a high level of acidity due to the amount of times the closed system has been opened over the years to repair various pipe leaks. We awarded contracts to drain the system, flush the system, and replace all of the glycol with new. The project was completed in August
- A leak was detected in one of the chillers at Amity Regional High School during a preventive maintenance inspection. A PO was issued to determine where the leak was parts were ordered. Repairs were completed in August.
- The testing and servicing of the old switch gear at Amity Regional High School was completed on Saturday, August 24, 2019. Power was removed from the building by UI, testing and calibrating took place, and power was restored. The project went very smoothly.
- Concrete repairs were performed District-wide by in-house personnel.

Projects in process:

- The purchase orders were issued for the security vestibule projects. As of September 4, 2019, the projects are 99% done. Locks keyed on our proprietary system for the new doors are the only items left. Construction cores with keys are currently in place at the middle schools. The projects have gone very well so far.
- During routine preventive maintenance and safety inspection, it was determined that one of the two lifts in the auto shop at Amity Regional High School was damaged and that replacement parts may not be available due to the lift being obsolete. A purchase order was placed for a replacement lift and we are expecting delivery and installation during the middle of September, 2019.

Outstanding issues to be addressed:

- During a routine maintenance inspection by our certified water operator, Hungerford's, a leak was discovered on the underground pressure tank on the well system at Amity Middle School, Bethany Campus. The tank was taken off-line and temporary expansion tanks were installed on September 3, 2019. A quote is forthcoming to upgrade the system to a pump and variable frequency drive system, thus eliminating the need for pressure tanks and future issues like this.