

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, April 20, 2020, 6:30 pm

VIRTUAL MEETING – [CLICK HERE TO VIEW THIS MEETING](#)

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – March 9, 2020 *Page 3*
- 3. STUDENT REPORT**
 - a. Monthly Report
- 4. SUPERINTENDENT’S REPORT**
 - a. Personnel Report *Page 10*
 - b. Superintendent Report *Page 11*
- 5. CHAIRMAN’S REPORT**
 - a. Committee Reports
 1. District Technology
 - a. Monthly Report *Page 14*
 2. Facilities
 - a. Monthly Report *Page 15*
 - b. School Closure Report *Page 16*
 3. Finance
 - a. Discussion and Possible Action on Contracts over \$35,000
 1. Athletic Trainer *Page 17*
 2. Snow Removal, Ice Control and Sanding *Page 17*
 3. Trash and Recycling Removal Services *Page 18*
 4. Safety Services *Page 18*
 5. Technology Infrastructure *Page 18*
 - b. Discussion of Monthly Financial Statements *Page 20*
 - c. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 48*
 - d. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Page 50*
 - e. Discussion and Possible Action on Board of Education Approved Budget, Annual District Meeting, and Preparation of Explanatory Text *Page 52*

f. Other

1. Investment and Borrowing Information *Page 54*
2. Upcoming Meetings
 - Public Hearing -- Monday, April 27, 2020 at 6:30 p.m. - VIRTUAL
 - Annual Meeting -- Monday, May 4, 2020 at 5:30 p.m. -- VIRTUAL

6. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by May 4, 2020

7. ADJOURNMENT



Jennifer P. Byars
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
MARCH 9, 2020 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

Chairperson John Belfonti, Robyn Berke, Christopher Browe, Patricia Cardozo, Shannan Carlson, Paul Davis, Steven DeMaio, Carla Eichler, George Howard, Andrea Hubbard, Sheila McCreven, Dr. Jennifer Turner, Patrick Reed (arrived 6:40 pm)

BOARD MEMBERS ABSENT

None

STUDENT REPRESENTATIVES PRESENT

Caroline Chen, Olivia Gross, Ella Marin

STUDENT REPRESENTATIVES ABSENT

None

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Michael Blumenthal, Vittoria Fielosh, Barbara Ceneri, Bobbie Miller, Sarah Sharkey, Matthew Stanley, Ken Clark, Kathy Burke, Stephan Ciceron, Peter Downhour, Ernest Goodwin, Kathleen Kovalik, Anna Mahon, Dr. Marie McPadden, Tom Norton, Elena Serapiglia, Karen Steele, Dr. Jason Tracy

1. CALL TO ORDER

Chairperson Belfonti called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. APPROVAL OF MINUTES

- a. Regular Board of Education Meeting – February 10, 2020

MOTION by George Howard, Second by Shannan Carlson, to approve minutes with edit

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 9, 2020 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

- b. Special Board of Education Meeting -- February 20, 2020

*MOTION by George Howard, Second by Shannan Carlson, to approve minutes
VOTES IN FAVOR, 9 (Hubbard, Howard, Davis, McCreven, Browe, Turner, Cardozo)
ABSTAINED, 2 (DeMaio, Eichler)
MOTION CARRIED*

4. PRESENTATION OF CABE COMMUNICATIONS AWARD OF EXCELLENCE

Presented by Bob Guthrie, Connecticut Association of Boards of Education, Inc. (CABE)

5. RECOGNITION OF NATIONAL MERIT SCHOLARSHIP FINALISTS

Presented by Anna Mahon, Dr. Jennifer Byars, and John Belfonti

6. STUDENT REPORT

- a. Monthly Report

Chairperson Belfonti called meeting recess at 6:50 p.m.
Chairperson Belfonti called the meeting back to order at 6:55 p.m.

7. PUBLIC COMMENT

Citizens spoke.

Teacher's union president spoke.

8. DISCUSSION AND POSSIBLE ACTION ON SPRING 2021 INTERNATIONAL TRIP FOR AMITY REGIONAL HIGH SCHOOL STUDENTS

No discussion or action taken

9. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report

10. CORRESPONDENCE

Carla Eichler reported that 12 emails were received regarding the athletic fields and 2 emails were received regarding an athletic event.

11. 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
 - a. Monthly Report
 - 7. Facilities
 - a. Monthly Report

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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8. Finance
 - a. Discussion and Possible Action on Contracts over \$35,000
 1. Auditing Services
 2. Investment Consultant
 3. Health Insurance Consultant

MOTION by Steven DeMaio, Second by Christopher Browe, to accept the following 3 motions at the same time:

1. *Auditing Services -- to award the Professional Auditing Services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut at the proposed price of \$31,250 for July 1, 2020 to June 30, 2021 and \$31,500 for July 1, 2021 to June 30, 2022. The Board reserves the right to cancel the contract if Mahoney Sabol & Company, LLP. fails to perform in a satisfactory manner, as determined by the Superintendent of Schools*
2. *Investment Consultants -- to award the Investment Services Consulting to Fiduciary Investment Advisors, LLC, of Windsor, Connecticut at the proposed price of \$19,000 for July 1, 2020 to June 30, 2021 and July 1, 2021 to June 30, 2022. The Board reserves the right to cancel the contract if FIA, LLC. fails to perform in a satisfactory manner, as determined by the Superintendent of Schools*
3. *Health Insurance Consultant -- to award the Health and Welfare Benefits Consultant to, USI Insurance Services, LLC, of Meriden, Connecticut at the proposed price of \$31,500 for July 1, 2020 to June 30, 2021 and July 1, 2021 to June 30, 2022. The Board reserves the right to cancel the contract if USI Insurance Services, LLC. fails to perform in a satisfactory manner, as determined by the Superintendent of Schools*

*VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED*

- b. Discussion of Monthly Statements
- c. Director of Finance and Administration Approved Transfers Under \$3,000

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 9, 2020 REGULAR MEETING MINUTES
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d. Discussion and Possible Action on Budget Transfers over \$3,000

MOTION by George Howard, Second by Steven DeMaio, to approve the following 2 motions at the same time:

1. *approve the following budget transfer to cover the initial costs of the construction administration for the HVAC facilities project:*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-14-2600-5330	Professional Technical Services		\$9,000
05-14-2600-5715	Facilities Contingency	\$9,000	

2. *approve The following budget transfer to cover the transportation costs for public transportation into the District:*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
04-12-6130-5510	Private Out Transportation	\$12,000	
04-12-6116-5510	Public In Transportation		\$12,000

VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

e. Proposed Budget Update

Board of Education will hold a Special Meeting on March 11, 2020 for discussion and possible action on 2020-2021 Budget

f. Other

1. Food Service Update

9. Policy

a. First Read

1. Policy 4112.6 Personnel Records

2. Policy 5132 Dress and Grooming

MOTION by Robyn Berke, Second by Paul Davis, to move the policies listed under First Read as edited to Second Read at the next Amity Board of Education Regular Meeting

VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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b. Second Read

1. Policy 0200 District Goals for Student Accomplishment
2. Policy 3231 Medical Reimbursement for Special Education Students
3. Policy 3432 Budget & Expense Report/Annual Financial Statement
4. Policy 5118.1 Homeless Students
5. Policy 5124.1 Reporting to Parents
6. Policy 5141 Student Health Services
7. Policy 5142 Student Safety
8. Policy 6145 Extra Class Activities
9. Policy 6145.2 Instruction Interscholastic/Intramural Athletics

MOTION by Carla Eichler, Second by Paul Davis, to vote on policies listed in Second Read section all together
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

MOTION by Sheila McCreven, Second by Dr. Turner, to approve with edits policies listed in Second Read section all together
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

10. Personnel

12. PROPOSED TRANSPORTATION AGREEMENT (Executive Session anticipated)

MOTION by Steven DeMaio, Second by Patrick Reed, to enter Executive Session and invite Dr. Byars and Theresa Lumas
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Entered Executive Session at 8:01 p.m.

Exited Executive Session at 8:40 p.m.

- a. Discussion and Possible Action on Proposed Transportation Agreement for Preparation of Transportation Contracts

MOTION by Shannan Carlson, Second by George Howard, to approve proposed transportation agreement for preparation of transportation contracts
VOTES IN FAVOR, 9 (Howard, Davis, McCreven, Reed, Turner, Cardozo, Eichler, Carlson, Berke)
ABSTAINED, 2 (DeMaio, Hubbard)
OPPOSED, 1 (Browe)

13. NEW BUSINESS

14. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by March 23, 2020

15. ADJOURNMENT

MOTION by Robyn Berke, Second by Shannan Carlson, to adjourn the meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 8:46 p.m.

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

April 20, 2020

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

+ NEW HIRES-SUBSTITUTES: NONE

+ NEW HIRES-NON-CERTIFIED:

Nora Paille – Paraprofessional – Amity Middle School-Bethany

+ NEW HIRES-COACHES: NONE

+ TRANSFERS: NONE

+ RESIGNATIONS:

Jesse DiPietro – Asst Varsity Boys Soccer Coach – ARHS, eff. 03/05/2020

Stephanie Esposito – Asst. Girls Lacrosse Coach – ARHS, eff. 02/11/2020

+ RETIREMENTS:

Jim Saisa – Director of Facilities, District Office, eff. 09/30/2020

Gregory Shulman – Lead Night Custodian, Amity Regional High School, eff. 08/31/2020

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Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

Superintendent's Report – April 2020

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

Offsite Learning: On Monday, March 23, 2020 we began implementing our [Offsite Learning Plan](#). Teachers and administrators have been working diligently over the past few weeks to prepare meaningful lessons and were anxious to reconnect with their students. A flexible schedule was provided to all teachers with planning time, instructional time, and student contact time. This process was successfully facilitated for the past three weeks. Paraprofessionals received training to work with students in need of support as recommended by school counselors. Teachers also identified students in need of support and were in contact with interventionists, who then followed-up providing support to those students identified. The technology team and library media specialists have provided daily workshops in Zoom, integrating curriculum in a distance learning platform, and how to connect with students. All schools made arrangements for parents and students to retrieve resources (books, instruments, etc.).

Teachers Put Fall Professional Development Experience to Use During Off-Site Learning: During the Convocation professional learning for the 2019-2020 school year, teachers were presented with various technology platforms that would help facilitate the integration of technology in to their everyday teaching. Despite only having one year of experience as a 1:1 environment in 7th grade last year, many teachers worked on piloting platforms, such as FlipGrid and NearPod, along with enhancing use of Kahoot, Study Island, etc. Since the sudden move to off-site learning, these experiences have been put to good use and allowed teachers to be in a slightly better position to handle the crisis. Along with being open to using new technologies such as Zoom, Google Hangouts, many teachers started working on posting narrated PowerPoint presentations and notes for their students almost immediately upon closing school in mid-March.

Amity Teachers On-going Professional Development Opportunities: The Amity technology team, the Library Media Specialists, and several teachers have offered a variety of technology based professional development opportunities to teachers since the start of off-site learning. These workshops are offered several times per week and are designed to support teachers not only in the use of technology, but also in the shift in their instructional practices required to successfully meet the needs of student using the off-site learning platform.

Collaboration and Planning Continues: Curriculum meetings for 7-12 content leaders and department chairs planned for April include ELA, Science, Social Studies, Fine and Performing

Arts, PE/Health, World Language and Math. District meetings planned for April include Reading. Various department, team, and content meetings for teacher check-ins have been organized weekly.

AMSO Outstanding Performance in New England Math League Contest: AMSO ranked second in the Connecticut Region. We are proud to have an 8th grade student who was the number one student in the Connecticut region and ranked number two in the entire league.

Chinese Language Honors Society Induction: Despite the school closure, Chinese Language Teacher Xia Feng was still able to organize and host the 2020 induction ceremony of new members of the Amity Chapter of the National Chinese Honor Society on March 31, 2020 over Zoom. She did a wonderful job, and even in these difficult times, she called attention to the work that her current officers had done over the past year, and recognized the hard work of the new inductees. (Credit to E. Serapiglia for the explanation and information)

Drowsy Chaperone Rehearsal Continues: Despite the school closure, the cast and crew for the ARHS Spring Musical continues to rehearse (remotely) for an as-of-yet-to-be-determined opening night. These students and advisors have demonstrated an unyielding commitment to this production, continuing to rehearse for multiple hours every week.

Fiber Arts Project: Earlier in March, AMSB students had an opportunity to create a fiber art piece expressing what they have learned about a 19th century social reformer. Heather Stoltz, a fiber artist, visited our school to guide students in the creation of their artwork. The fiber art pieces students created were really impressive! This project was made possible through the generous grant of the Jamie A. Hulley Arts Foundation.

Resources

Supporting Community Efforts: Local engineer Yaron Baitch has made and distributed over 400 face shields to the following organizations: Woodbridge Police and Fire, Northeast Medical Group, Yale Hospitalists, Wallingford Police Department, Area VNAs, Connecticut State Police, and Orange Police Department. This would not have been possible without the use of the printers borrowed from both middle schools. Not only are they helping with the production, they allow him to refine the design and print new prototypes on the Amity printers without interrupting current production. They are also being used to print spare parts needed to keep the production running smoothly.

Continuing to Keep School Open Amidst Crisis: The high school administration has worked collaboratively with the administrative assistants to come up with a solid plan for the offices to be open, including the attendance desk and counseling department, while continuing to keep staff members safe. Some administrative assistants are able to work exclusively from home by having phone lines forwarded and being available to work with administrators remotely throughout the day. There is a small “skeleton crew” of staff and administrators who oversee on-sight operations daily.

AMSB Class Trips: All AMSB class trips are canceled for the remainder of this school year. The trips that have been canceled are: Nature’s Classroom, Woosley Hall, Aladdin NYC, Adjudication trip to 6 Flags, and Holiday Hill. Refunds for the Nature’s Classroom trip were processed and refunds/reimbursements for the other trips are being discussed with the outside vendors.

Grab and Go Lunches at ARHS & AMSO: Due to increased need in the Orange community, preparation of Grab and Go lunches has been expanded to the AMSO kitchen. Since the start of the program on March 18, 2020 through April 14, 2020, Amity has served 6,957 meals to children in our towns.

Climate

Pupil Services: During our closure, students at Amity Transition Academy participated in a virtual dance competition where everyone enjoyed showing off their dance moves! The School Psychologists and School Counselors at ARHS developed a voice over PowerPoint with 25 coping skills that will be shared with our community. Finally, the Pupil Services Department is looking to develop a series of Zoom/Webinar sessions that will be shared with parents on various special education and mental health topics.

ARHS Administrators Reach Out to Students and Staff: As part of the ongoing crisis management, the high school administrators have worked to support students and staff through directly reaching out to individuals, making videos to address each grade on Spartan Seminar Days, working synchronously with faculty on a daily basis to trouble shoot problems and sending messages to parents and community members to encourage them to stay hopeful. In addition to working with students on academics, administrators have also been “meeting” with students to discuss concerns, specifically through student government, and encouraging clubs to meet virtually.

AMSO Teachers Send Meals to Yale: AMSO teachers donated over \$300 to provide meals to health care workers. The money donated was used to purchase food from a local restaurant and thus teachers were able to support both our healthcare workers and local businesses.

Middle Schools Have Virtual Spirit Weeks: Last week, AMSO students participated in their first virtual spirit week. Students were encouraged to share photos of themselves participating in a variety of activities to build community and encourage positive social connection. All photos were posted on the AMSO Twitter page. Last week was also the online spirit week at AMSB. Students were encouraged to show off their wacky hairdos, favorite book, comfy pajamas, and their best black and gold! Pictures were included on the next day’s morning announcements.

AMSB Morning Announcements: Every morning Mr. Orie sends the students and staff a morning “newz real”. Starting our day with the same routine we have every day provides the students with a sense of connection and normalcy...and gives Mr. Orie a forum to show off his acting skills!! Recently, Mr. Orie has started including students as “guest hosts”.

Gold Pen Award Program: Nominations have been collected for review to honor outstanding teachers through the Gold Pen Award Program. This program was inaugurated as a means to recognize teachers who are dependable, hardworking, committed to students, and whose contributions to the district are recognized and valued by their peers. The Gold Pen Award is truly a special significant and prestigious award because their peers select the winners. We plan to acknowledge this year’s recipients at Convocation in August 2020.

STEAM Day Cancelled: Amity is saddened to inform you that the Fifth Annual Amity STEAM Day scheduled for May 27, 2020 has been canceled this year. We look forward to planning for the 2020-2021 academic year.

April, 2020

March Ticket Summary

Tickets addressed and closed: 223

Tickets open: 3

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

Technology Department Monthly Report

Completed Projects:

- Carefully examined all 6 bid submissions for the infrastructure upgrades and selected the best solution for our specific needs
- Completed e-rate 470 form for securing funds towards the infrastructure upgrades
- New Promethean boards have been installed in Special Education classrooms in the Orange and Science room in Bethany Middle School
- Transitioned into an off-site learning model for technology due to current COVID-19 conditions
- Distributed devices (Chromebooks, Hot-spots, monitors, etc.) to students and staff as needed to support off-site learning

Projects in process:

- Continuing to support off-site learning through technology using hardware, software, training, support, and any other methods available
- Deployed test pilot of Aristotle software for 1:1 devices that could help us combine two current products into a single, more cost effective solution
- Participating in the Preliminary Design Committee for stadium renovations
- Gathering data on deployed 1:1 device management and filtering service (Aristotle).
- Working on implementing a demo for new visitor management system, current self-serve kiosk system is end of life and longer fits with the District's visitor security model
- Testing and gathering data through a "proof of concept" deployment of possible new wireless infrastructure.
- Writing RFP for 1:1 devices for next year's 9th and 10th grade students
- Writing RFP for Teacher Devices to support 1:1 initiative in the HS

Outstanding issues to be addressed:

- Storage Area Network (SANs) appliances are end-of-life and beginning to fail
- Investigating solutions for the PA sound system in the presentation room for Board of Ed meetings as well as identifying possible new locations for future BoE meetings starting next year

CLEAN
SAFE
HEALTHY
SCHOOLS

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Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- It was requested to add a second actor preparation area in the Green Room of the auditorium at Amity Regional High School. Our in-house personnel repurposed counters and electrical power bars from other locations to accomplish this work.
- The new stall dividers that were ordered for the boys restroom in the math wing at Amity Regional High School were delivered and installed by in-house personnel.
- New LED fixtures were ordered and installed on the three courtyard poles at Amity Middle School, Orange Campus. This was done by in-house personnel.
- All buildings have been completely cleaned and disinfected by our outstanding custodial staff.
- A new cabinet heater was installed in the corridor by the girl's locker room at Amity Regional High School. The work was done by in-house personnel.
- A new data rack was installed in the HVAC equipment mezzanine at Amity Regional High School by in-house personnel.
- The honey bee enclosure was relocated from the roof of Amity Regional High School to an area next to the grounds garage.
- A new on-board battery charger was ordered and installed on the auto scrubber at Amity Middle School, Bethany Campus by in-house personnel.
- The man-lift at Amity Middle School, Bethany Campus, was inspected and repaired.

Projects in process:

- The newest student-led project of construction of two storage buildings across from the loading dock at Amity Regional High School has commenced. The first building's foundation, floor, roof, walls and partial siding have been installed to date. The roll-up door was also installed. Construction of sections of the second shed has begun.
- Engineering and design has commenced for the Athletic Fields projects at Amity Regional High School.
- The gym floors in all three schools are being prepared and re-finished by in-house personnel to get a jump on summer work.
- The annual cleaning of the internal tubes on the chillers at Amity Regional High School has begun. In-house personnel is completing the work.

Outstanding issues to be addressed:

- None at this time.

Amity Regional School District No. 5

CLEAN

SAFE

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SCHOOLS

Facilities Department In-House Projects During Coronavirus Shutdown

Completed Projects:

- All areas of all buildings were thoroughly cleaned and disinfected.
- The gyms at all three buildings were thoroughly cleaned. This included the high dusting of all ceiling girders, ductwork, and light fixtures in addition to the walls and bleachers.
- The gym floors were sanded and refinished at all three buildings.
- The cafeterias have been cleaned, stripped and refinished at Amity Middle School, Bethany Campus and Amity Regional High School. This includes all tables.
- The Presentation Room at Amity Regional High School was cleaned and the floors stripped and refinished.
- Concrete repairs to the sidewalks in the courtyard at Amity Regional High School have been completed. This was needed due to salt corrosion of the concrete.
- The library areas at all three buildings have been cleaned, disinfected, and steam cleaned.
- Daily cleaning and disinfection of occupied areas is on-going. All building occupants must check in and out with security at the front entrances, thus we have knowledge of any area that needs attention on a daily basis.
- Interior glass has been summer cleaned.

Projects in process:

- The cafeteria at Amity Middle School, Orange Campus is being refinished.
- Exterior windows at all three buildings are being washed as weather allows.
- The classroom furniture at Amity Middle School, Orange Campus is being degummed and cleaned.
- All of the remaining green painted metal work from the 90's vintage construction, such as railings in the stairwells and academic wings, are being prepared and painted our current brown color.
- The in-house VFD replacement project, originally scheduled for the summer, is underway.
- All door closers are being adjusted for proper tension and those with leaking cylinders are being replaced.
- Unoccupied office areas area being summer cleaned. This includes removing the furniture and steam cleaning the carpets or refinishing the floors.
- Painting of corridor walls in all three buildings has started.
- Exterior door weather stripping is being examined for wear and being replaced as necessary.

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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: Award of Contract over \$35,000
Date: April 12, 2020

Athletics:

1. Athletic Trainer Service :

The District has contracted the Athletic Trainer Contract with Rehabilitation Associates, Inc., which provides an Athletic Trainer with ‘general liability and professional liability insurance for its services, including specifically all services of a certified athletic trainer’. We have been very satisfied with the performance of the Athletic Trainer provided by Rehabilitation Associates, Inc.

The Administration negotiated the contract renewal with Rehab Associates. The contract is currently \$62,081.00. The Administration is requesting the Board of Education waive the bid requirement and award Rehab Associates a one-year contract for \$63,633.00, a 2.5% increase.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to...

...waive the bid requirement and award the athletic trainer services to Rehab Associates for \$63,633.00, for one year.

Facilities:

1. Snow Removal, Ice Control & Sanding Services:

I recommend that we award year two of a three year contract the for Snow and Ice Removal to Denny Landscaping for bid prices outlined in the bid dated April 4, 2019.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

...the snow removal, ice control and sanding services to Denny Landscaping Ltd of Orange, Connecticut, for July 1, 2020 to June 30, 2021, the second year of a three-year contract. The Board reserves the right to cancel the contract if Denny Landscaping Ltd of Orange, CT fails to perform in a satisfactory manner.

2. Trash and Recycling Removal Services:

I am recommending the Amity Board of Education award year three of a three-year contract for the Trash and Recycling Removal Services to All American Waste, LLC at a price of \$38,614.98 not including extra charges for additional pickups. This is Option year three of a three-year contract totaling \$115,844.94.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... year three of a three-year contract for the Trash and Recycling Removal Services to All American Waste, LLC at a price of \$38,614.98 not including extra charges for additional pickups. This is Option year three of a three-year contract totaling \$115,844.94. The Board reserves the right to cancel the contract if All American Waste, LLC fails to perform in a satisfactory manner.

3. Safety Services:

I am recommending the Amity Board of Education award year one of a three-year contract for the School Safety Services to Fuss & O'Neill at a price of \$13,450. Pricing is from the State of Connecticut Contract.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... year one of a three-year contract for the School Safety Services to Fuss & O'Neill of Manchester, CT at a price of \$13,450 from the State Contracting Portal.

Technology:

Network Infrastructure Upgrade:

The District requested proposals for a design to upgrade the current network structure and the required equipment to implement the design. A walk through was on January 28, 2020, eight vendors attended. The current network structure and necessary mapping information was shared with prospective bidders. Six vendors bid solutions for redesigning the current network structure.

The bids ranged from \$667,216 to \$1,477,750. The layouts proposed varied greatly from the lowest to the highest bidder.

Shaun DeRosa, Director of Technology, is recommending the District award the contract to, TBNG Consulting; the complete amount over 5 years amounting to \$1,477,750. The proposal submitted by TBNG was the only solution that provides the district with upgraded capacity to allow us the ability to support our growing environment. All other bids amounted to a newer version of our current capacity while the TBNG solution expanded our capacity. The TBNG bid was the only one to offer multi-gig ports on all switches, which would eliminate bottlenecks in our data closets. They also proposed failover and load balancing services in all three locations while other proposals only offered those capabilities in two locations. TBNG was also the only proposal that included a new security audit after the work was complete to provide a refreshed baseline for our security posture as well as additional outdoor Wi-Fi access points for the athletic fields and stadium. In summation, the proposal submitted by TBNG is the only one I feel would move the District forward to meet the demands associated with other District initiatives as opposed to maintaining the status quo and leaving us in a situation where we will quickly outgrow the capabilities of our network.

The project was bid as a five-year lease purchase. The District Administration has applied for e-rate funds for the eligible equipment. Those rebates would apply in 2020-2021 and forward. There is some equipment that is not eligible for reimbursement and is proposed for use of year-end funds. There is a \$300,000 budget transfer requested this month. The remaining items and the e-rate eligible items will be computed in the five-year lease purchase. This should bring the annual amount within our budgeted figure for 2020-21 of \$225,000.

Amity Finance Committee:

Move to recommend the Amity Board of Education award–

Amity Board of Education:

Move to award –

...the infrastructure upgrade project to TBNG of Milford, Connecticut at the proposed price of \$1,477,750. The District Administration will purchase \$300,000 of equipment with year-end funds, and finance the remaining balance and apply e-rate credits to the payments.

**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	FEB 2020	CHANGE	MAR 2020	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	275,754	5,703	281,457	32,880	FAV
3	OTHER STATE GRANTS	798,102	592,878	724,091	0	724,091	131,213	FAV
4	MISCELLANEOUS INCOME	92,101	78,885	67,010	(6,000)	61,010	(17,875)	UNF
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,404,547	49,548,307	49,694,822	(297)	49,694,525	146,218	FAV
7	SALARIES	25,483,077	26,655,424	26,556,063	(190,000)	26,366,063	(289,361)	FAV
8	BENEFITS	5,641,173	5,980,496	6,009,239	138,750	6,147,989	167,493	UNF
9	PURCHASED SERVICES	7,863,484	8,497,804	7,968,598	(85,704)	7,882,894	(614,910)	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	3,035,812	56,806	3,092,618	119,590	UNF
12	EQUIPMENT	272,162	250,547	250,547	300,000	550,547	300,000	UNF
13	IMPROVEMENTS / CONTINGENCY	365,447	464,000	368,159	0	368,159	(95,841)	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	47,371,520	49,548,307	48,915,426	219,852	49,135,278	(413,029)	FAV
17	SUBTOTAL	2,033,027	0	779,396	(220,149)	559,247	559,247	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)	2,199,272	0	779,396	(220,149)	559,247	559,247	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	FEB 2020	CHANGE	MAR 2020	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	398	29,398	398	FAV
7	INVESTMENT INCOME	130,966	75,000	60,000	2,709	62,709	(12,291)	UNF
8	ATHLETICS	18,375	25,000	23,000	2,300	25,300	300	FAV
9	TUITION REVENUE	108,642	90,535	133,936	0	133,936	43,401	FAV
10	TRANSPORTATION INCOME	26,510	26,000	26,776	296	27,072	1,072	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	324,088	248,577	275,754	5,703	281,457	32,880	FAV
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	798,102	592,878	724,091	0	724,091	131,213	FAV
15	OTHER STATE GRANTS	798,102	592,878	724,091	0	724,091	131,213	FAV
16	RENTAL INCOME	12,850	21,000	15,000	(6,000)	9,000	(12,000)	UNF
17	INTERGOVERNMENTAL REVENUE	29,572	32,885	32,885	0	32,885	0	FAV
18	OTHER REVENUE	49,679	25,000	19,125	0	19,125	(5,875)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	92,101	78,885	67,010	(6,000)	61,010	(17,875)	UNF
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,404,547	49,548,307	49,694,822	(297)	49,694,525	146,218	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
LINE	CATEGORY	2018-2019 ACTUAL	2019-2020 BUDGET	FEB 2020 FORECAST	CHANGE INCR./(DECR.)	MAR 2020 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	20,936,740	21,776,498	21,688,829	(150,000)	21,538,829	(237,669)	FAV
2	5112-CLASSIFIED SALARIES	4,546,337	4,878,926	4,867,234	(40,000)	4,827,234	(51,692)	FAV
3	SALARIES	25,483,077	26,655,424	26,556,063	(190,000)	26,366,063	(289,361)	FAV
4	5200-MEDICARE - ER	345,833	364,933	383,587	(1,450)	382,137	17,204	UNF
5	5210-FICA - ER	281,164	287,766	305,431	(6,200)	299,231	11,465	UNF
6	5220-WORKERS' COMPENSATION	226,473	237,774	204,511	0	204,511	(33,263)	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	43,328	0	43,328	(1,251)	FAV
10	5275-DISABILITY INSURANCE	9,501	10,222	10,421	0	10,421	199	UNF
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	96,525	0	96,525	26,738	UNF
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	146,400	156,400	146,400	UNF
16	5291-CLOTHING ALLOWANCE	1,188	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,641,173	5,980,496	6,009,239	138,750	6,147,989	167,493	UNF
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	18,005	39,700	19,700	0	19,700	(20,000)	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	1,548,699	(94,532)	1,454,167	(13,702)	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	3,108,294	(76,172)	3,032,122	(68,415)	FAV
23	5521-GENERAL LIABILITY INSURANCE	232,530	243,217	239,163	0	239,163	(4,054)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	130,974	115,356	109,876	0	109,876	(5,480)	FAV
25	5560-TUITION EXPENSE	3,072,286	3,213,232	2,624,973	(15,000)	2,609,973	(603,259)	FAV
26	5590-OTHER PURCHASED SERVICES	77,336	103,867	103,867	100,000	203,867	100,000	UNF
27	PURCHASED SERVICES	7,863,484	8,497,804	7,968,598	(85,704)	7,882,894	(614,910)	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	FEB 2020	CHANGE	MAR 2020	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	663,399	(19,097)	644,302	(51,744)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	837,744	752,384	819,225	(27,300)	791,925	39,541	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	55,206	0	55,206	(10,000)	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	200,737	103,203	303,940	141,793	UNF
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	3,035,812	56,806	3,092,618	119,590	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	300,000	421,965	300,000	UNF
44	EQUIPMENT	272,162	250,547	250,547	300,000	550,547	300,000	UNF
45	5715-IMPROVEMENTS TO BUILDING	350,884	133,000	128,900	0	128,900	(4,100)	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(64,741)	0	(64,741)	(64,741)	FAV
46	5720-IMPROVEMENTS TO SITES	14,563	81,000	74,000	0	74,000	(7,000)	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	(20,000)	0	(20,000)	(20,000)	FAV
48	IMPROVEMENTS / CONTINGENCY	365,447	464,000	368,159	0	368,159	(95,841)	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	47,371,520	49,548,307	48,915,426	219,852	49,135,278	(413,029)	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 2019-2020**



MARCH 2020

2019-2020 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$599,247 FAV, previously \$779,396 FAV, which appears on page 1, column 6, line 20. The forecast includes the use of the fund balance available to support end-of-year purchases for items removed from the fiscal year 2020-2021 budget request, support a portion of rebuilding of our technology infrastructure, transferring funds into the school lunch program, and reserve 1%, or \$495,482 for the capital nonrecurring fund. The forecast does not yet reflect \$147,855 of expenses on items reduced from the fiscal year 2020-21 budget. These items will be included in the next month's forecast. These include security cameras, digital whiteboards, computers, 3D printers, a cheerleading mat and other items deemed necessary either to age and condition for replacement or additional safety measures.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$146,218 FAV, previously \$146,515 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. *The forecast projects less interest income due to declining interest rates, \$12,291 UNF, previously \$15,000 UNF.*

<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%
September	0.397%	1.98%
October	0.390%	1.97%
November	0.397%	1.76%
December	0.395%	1.73%
January	0.390%	1.75%
February	0.390%	1.65%

March

0.395%

1.15%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on actual collected to date and no additional revenue, \$300 FAV.

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 *\$43,401 FAV* previously \$43,401 FAV as one tuition student did not enroll during September.

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 is based on budgeted costs for placements and transportation. This is based on a 73% reimbursement rate. *The forecast reflects estimated revenue based on the March SEDAC-G report, less high cost reimbursements projected to be \$131,213 FAV. The changes in special education tuition expenses are based on current student services resulting in the increased revenue. Any adjustments to tuition, individual services, and transportation will impact the 2020-21 payment.*

LINE 16 on Page 2: RENTAL INCOME:

The forecast is projecting to be under budget based on actual year-to-date rental uses and the closure of our buildings for rentals due to COVID19, *\$12,000 UNF, previously \$6,000 UNF.*

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 actual and expected to be under budget, *\$5,875 UNF.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$413,029 FAV, previously, \$566,265 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. *The current projection is for \$237,669 FAV previously \$87,669 FAV due to school closures, estimates include \$60,000 for in-house substitutes, \$30,000 for substitute service, and \$60,000 for spring coaches.*

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. *The current projection shows \$51,692 FAV previously \$11,692 FAV updated overtime costs which are expected to be very minimal for April-June.*

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

The forecast is based on the budget for current staff. *Medicare taxes are projected to be \$17,204 UNF, previously \$18,654 UNF and FICA is projected to be \$11,465 UNF previously \$17,665 UNF. This estimates are adjusting for reduced salaries due to COVID19.*

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 and a payroll audit rebate of \$6,769 FAV received in February, compared to a budgeted cost of \$5,000. *Total savings YTD \$33,263 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
JUL	\$ 366,182	\$ 358,094	\$ 8,088	\$ 292,718	\$ 254,849
AUG	\$ 383,765	\$ 395,099	\$ (11,334)	\$ 282,192	\$ 374,433
SEP	\$ 317,685	\$ 323,626	\$ (5,941)	\$ 376,576	\$ 219,176
OCT	\$ 383,369	\$ 326,479	\$ 56,890	\$ 245,938	\$ 271,340
NOV	\$ 370,672	\$ 402,013	\$ (31,341)	\$ 418,110	\$ 353,747
DEC	\$ 403,126	\$ 443,211	\$ (40,085)	\$ 334,678	\$ 318,839
JAN	\$ 348,820	\$ 307,554	\$ 41,266	\$ 331,129	\$ 191,730
FEB	\$ 124,317	\$ 325,589	\$ (201,271)	\$ 384,149	\$ 172,313
MAR	\$ 276,832	\$ 351,628	\$ (74,796)	\$ 363,660	\$ 288,923
APR	\$ 335,660	\$ 335,660	\$ -	\$ 278,082	\$ 213,346
MAY	\$ 408,891	\$ 408,891	\$ -	\$ 363,382	\$ 343,550
JUN	\$ 316,608	\$ 316,608	\$ -	\$ 224,419	\$ 253,461
TOTALS	\$ 4,035,927	\$ 4,294,451	\$ (258,524)	\$ 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%	94.0%

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
<i>SEP</i>	\$ 46,307	\$ 73,957	\$ (27,650)	\$ 63,599	\$ 73,886
<i>OCT</i>	\$ 70,245	\$ 77,716	\$ (7,471)	\$ 63,213	\$ 85,237
<i>NOV</i>	\$ 59,406	\$ 52,886	\$ 6,520	\$ 71,815	\$ 58,958
<i>DEC</i>	\$ 62,365	\$ 47,488	\$ 14,877	\$ 70,016	\$ 45,657
<i>JAN</i>	\$ 73,157	\$ 46,861	\$ 26,296	\$ 78,786	\$ 45,850
<i>FEB</i>	\$ 57,592	\$ 46,138	\$ 11,453	\$ 66,033	\$ 45,666
<i>MAR</i>	\$ 58,624	\$ 40,994	\$ 17,630	\$ 38,918	\$ 45,850
<i>APR</i>	\$ 46,953	\$ 46,953	\$ -	\$ 69,321	\$ 46,217
<i>MAY</i>	\$ 46,271	\$ 46,271	\$ -	\$ 76,505	\$ 46,034
<i>JUN</i>	\$ 45,507	\$ 45,507	\$ -	\$ 72,044	\$ 46,401
TOTALS	\$ 694,779	\$ 687,370	\$ 7,409	\$ 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. The current forecast projects this account will be \$26,738 UNF previously \$26,738 UNF over budget due to changes in staffing.

LINE 15 on Page 3: 5290-UNEMPLOYMENT:

The forecast is an estimate of 20 substitutes collecting 16 weeks, \$146,400 UNF.

LINE 20 on Page 3: 5330-PROFESSIONAL TECHNICAL SERVICES:

Savings estimated due to COVID-19 include officials for spring sports reduced, \$6,000 FAV, athletic training services eliminated for April and May, \$12,416 FAV, SRO at the high school not assigned for portion of March, all of April and May, \$63,700 FAV offset by previously requested transfers for professional services, architect and engineering, net \$13,702 FAV

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a negative balance \$7,757 UNF is unchanged and under review. Other transportation is forecasted under budget by \$76,172 FAV, net for transportation is \$68,415 FAV, previously, \$7,757 UNF. The forecast reflects a reduction in field trips for the remainder of the year and athletic trips for 2/3 of the season. The base contract for bus transportation is under negotiation.

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 \$603,259 FAV previously, \$588,259 FAV variance. The forecast is based on current students and their placements. Payments for tuition are under review to determine remaining balance. The Director of Pupil Services is discussing with providers the continuation of services through distance learning and the ability to provide the previously agreed upon additional supports if applicable.

Tuition for the vo-ag schools has a projected variance of *\$49,027 FAV, previously \$49,027 FAV.*

	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 BUDGET	FY19-20 FORECAST
Sound	4	3	4	6	7	6 (6)
Trumbull	3	3	6	4	4	4
Nonnewaug	3(5) ^a	3	4	6	4	5(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	0	0	0
Highville Charter School	0	0	1	0	0	0
Totals	12(14)	11	16	16	15	15(15)

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

ECA is projected variance *to be on budget, previously on budget* due to a change in 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	20(20)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$554,232 FAV previously \$539,232 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 (7)
Private SPED	26	27	20	22	24	18 (19)
Totals	32	35	28	33	33	25(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. *After 6 months of data, the usage is projected to be 3,252,524 kwh at a cost of \$0.1768/kwh for a projected surplus of \$48,097 FAV.*

ELECTRICITY (KILOWATT HOURS)

MONTH	2019-2020 FORECAST	2019-2020 BUDGET	VARIANCE	2018-2019 ACTUAL	2017-2018 ACTUAL
<i>JUL</i>	<i>306,744</i>	269,018	<i>37,726</i>	104,580	259,046
<i>AUG</i>	<i>298,187</i>	304,346	<i>(6,159)</i>	152,275	286,777
<i>SEP</i>	<i>255,198</i>	332,452	<i>(77,254)</i>	314,178	285,740
<i>OCT</i>	<i>294,827</i>	286,440	<i>8,387</i>	271,919	280,876
<i>NOV</i>	<i>243,754</i>	273,758	<i>(30,004)</i>	249,759	259,631
<i>DEC</i>	<i>250,944</i>	273,807	<i>(22,863)</i>	247,237	272,198
<i>JAN</i>	<i>266,227</i>	277,778	<i>(11,551)</i>	274,992	266,633
<i>FEB</i>	<i>251,802</i>	287,065	<i>(35,263)</i>	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	3,259,789	3,396,770	(136,981)	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 usage at \$21,353 or **\$3,647 FAV previously, \$3,647 FAV** after fuel cell credits of \$2,709 and revised quarterly charges were calculated.

DEGREE DAYS

There are 3,534 degree days to date compared to 3,645 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 a transfer was approved in September from the facilities contingency account. The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. A transfer request was approved in October for \$49,500 to cover the replacement. Transfers totaling \$11,100 UNF were approved for Bethany and Orange Middle School as repairs are running higher than usual. Chiller repairs, tree removal, removing sludge in the boiler, and generator repairs are a few examples. ***Bills for snow removal year-to-date are \$40,200, the budget is \$67,500. Forecast currently indicating budget for snow removal will be under budget \$27,300 FAV.***

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 under budget **\$10,000 FAV**; the fuel cell heat exchanger is performing properly.

LINE 38 on Page 4: 5641-TEXTS & DIGITAL RESOURCES:

Two transfers were approved in January to support purchasing texts for math: statistics class and science: physics classes. The text can be used now and this will offset the increase to the 2020-21 budget. ***The AFC approved removing \$108,903 from the fiscal year 2020-2021 budget in order to reduce the increase. This month's forecast assumes the Board of Education will also approve that reduction to the budget. The \$118,203 increase is to purchase texts and digital licenses for World Language at Bethany Middle School and the high school (Orange Middle School purchase is still in the 2020-21 budget); science for grade 7 at both middle schools; and psychology texts at the high school. This account is projected to be \$141,793 UNF previously \$38,590 UNF. \$15,000 approved earlier this year for a statistics texts is not needed. The staff reviewed the newest edition in March and found the revisions were not significant enough to warrant purchasing new texts.***

LINE 43 on Page 4: 5731-EQUIPMENT REPLACEMENT:

Shaun DeRosa, the Director of Technology requested proposals for updating the current infrastructure across the District. A walk-through was held on January 28, 2020 and bids were due on February 19, 2020. Eight vendors attended the walk-through and six

vendors submitted proposals. The recommendation for the Board's consideration is to award the bid to TBNG Consulting at a price of \$1,477,750. Some items are eligible for e-rate funding and will be part of a five-year lease purchase option and \$300,000 of the ineligible items will be purchased with end-of-year funds. The e-rate application and lease terms will be finalized once the vendor is awarded the contract. The account will be \$300,000 UNF over budget if contract and transfer is approved this month.

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 a transfer was approved in September. The well at Bethany Middle School developed a problem with the pressure tank. The system needs to be updated to a pump and VFD system. The plans have been approved by the State. There was a transfer request in October for \$49,500 to cover the replacement. *A transfer this month is requested for engineering services for the upcoming HVAC projects, \$9,000 UNF. The current balance is \$35,259 FAV.*

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. \$20,000 UNF was transferred in December to cover design work for the approved athletic facility projects. *Current Contingency balance is \$130,000 FAV.*

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2019-2020

TOTAL ANNUAL SAVINGS TO-DATE OF: \$42,097

\$11,319 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.

\$ 2,600 Adult Education Shared Agreement: The Director of Finance & Administration negotiated a lower rate for the mandated high school equivalency and English as a Second Language programs sponsored by Hamden Public Schools.

\$23,250 E-Rate Credits: The District's application for E-Rate credits is approved. The amount reflects discounted invoices for the CEN – state provided internet connection.

\$1,428 Invoice Review – Tracy Daigle, Facilities Coordinator, relentlessly pursued our service contract pricing for elevator service with Kone. Due to her diligence and knowledge of US Communities contract rates, she saved the District \$1,428 on recent service calls as they were billed at the incorrect rate.

\$3,500 Re-purposed Materials: There was a request for adding a second actor preparation area in the green room of the auditorium at Amity Regional High School. In-house personnel re-purposed counters, electrical strips, and brackets from other areas of the District and installed all items. The savings estimated by re-purposing over buying new is \$3,500.

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-committee>
- 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 2018-2019 - \$52,451 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- 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).

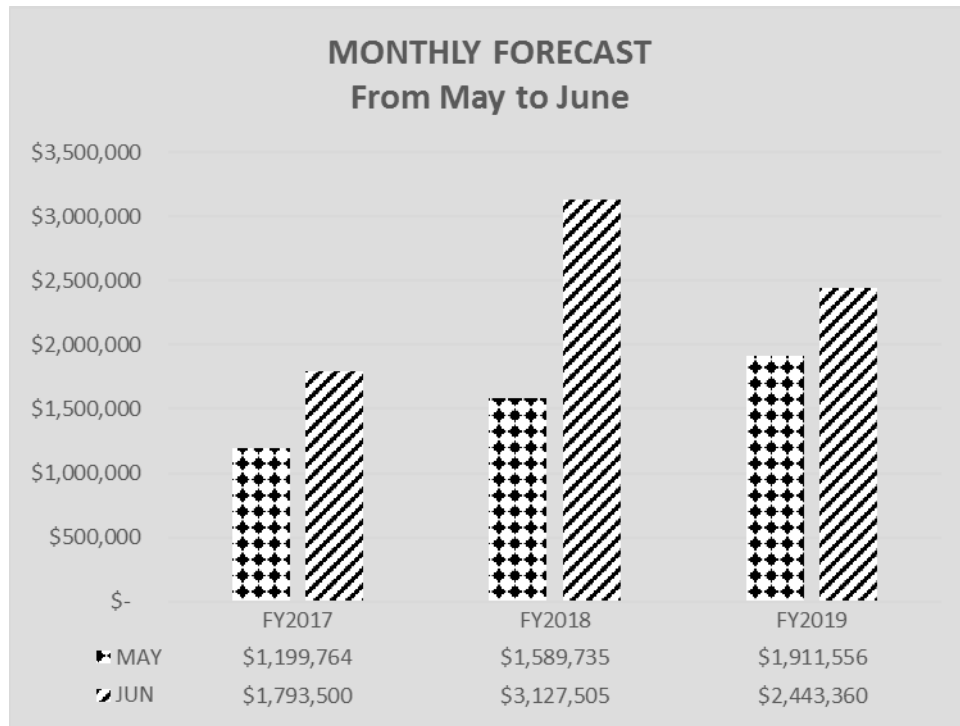
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 audited fund balance is \$2,033,027. 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. The source of the available funds is 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**

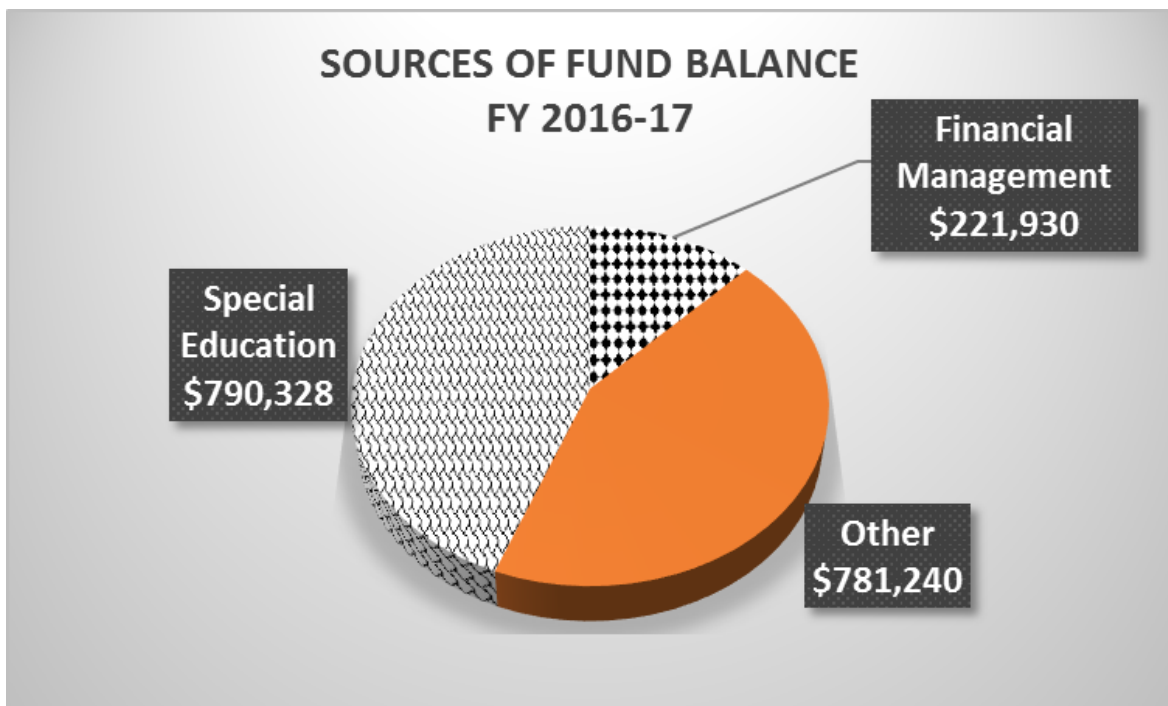
\$230,437 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching 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.

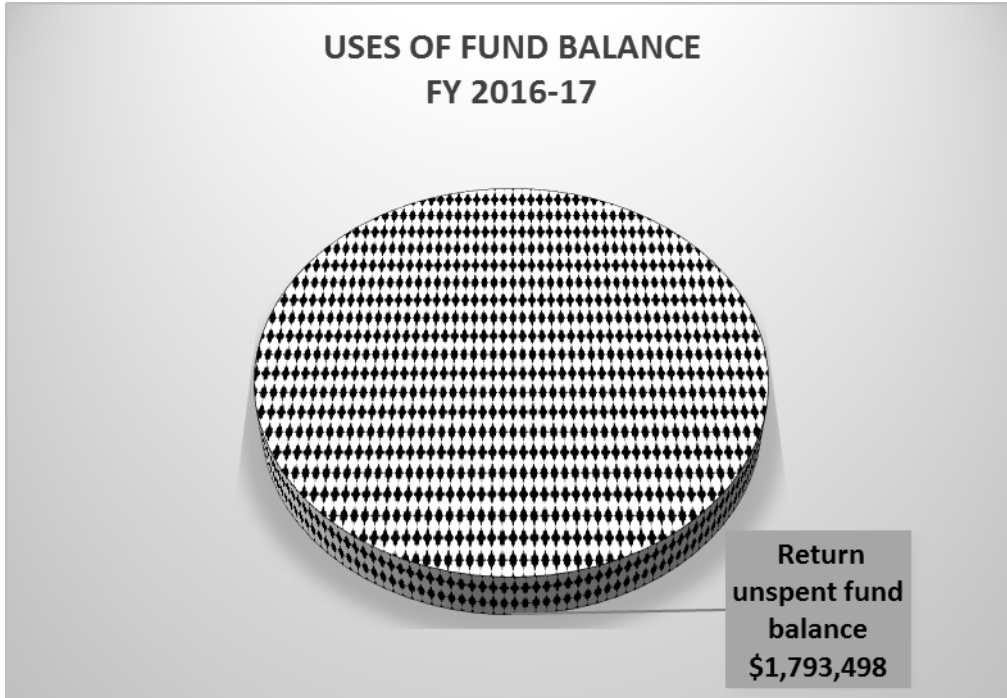
The primary sources of the fund balance are shown graphically below:



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. The source of the available funds is 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

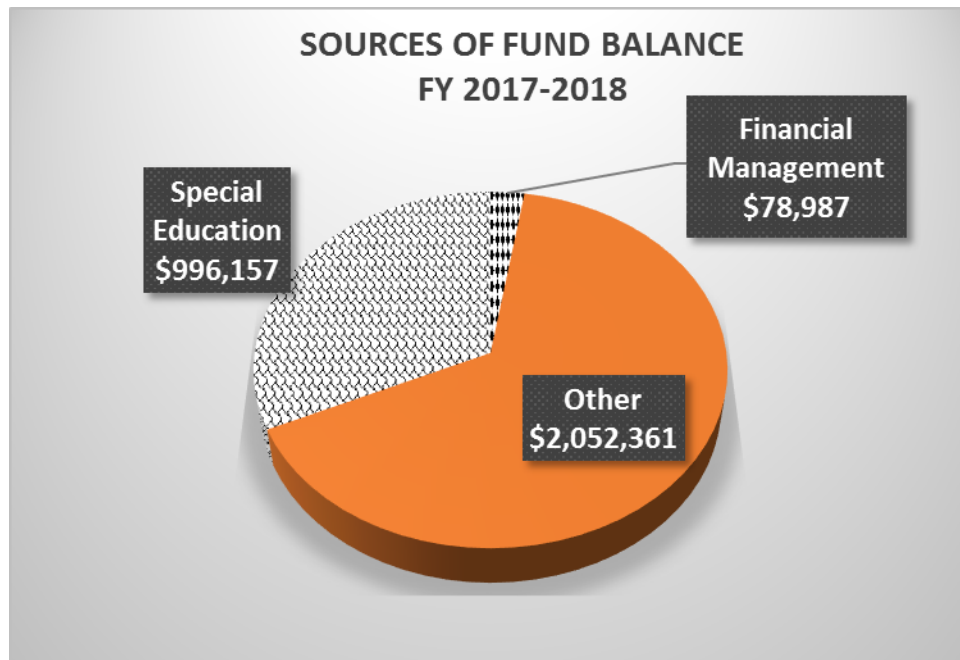
\$342,994 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching 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.

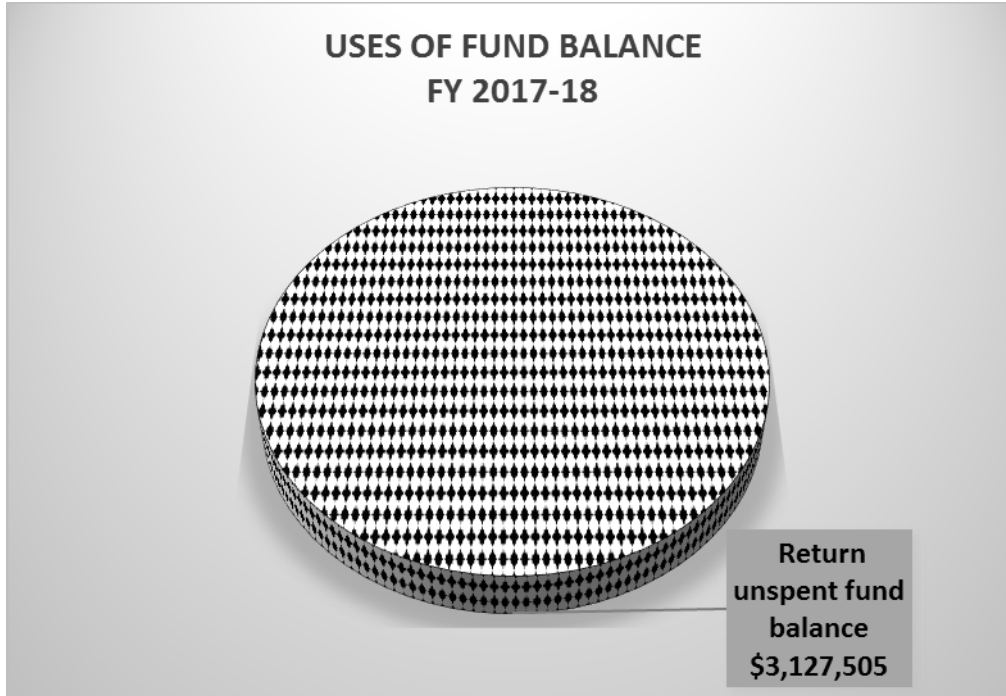
The primary sources of the fund balance are shown graphically below:



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 audited fund balance for 2018-2019 is \$2,033,027 plus \$409,259 designated at year-end for security projects. The source of the available funds is described below.

FINANCIAL MANAGEMENT:

\$ 204,608

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful in 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:

\$ 1,288,621

\$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.

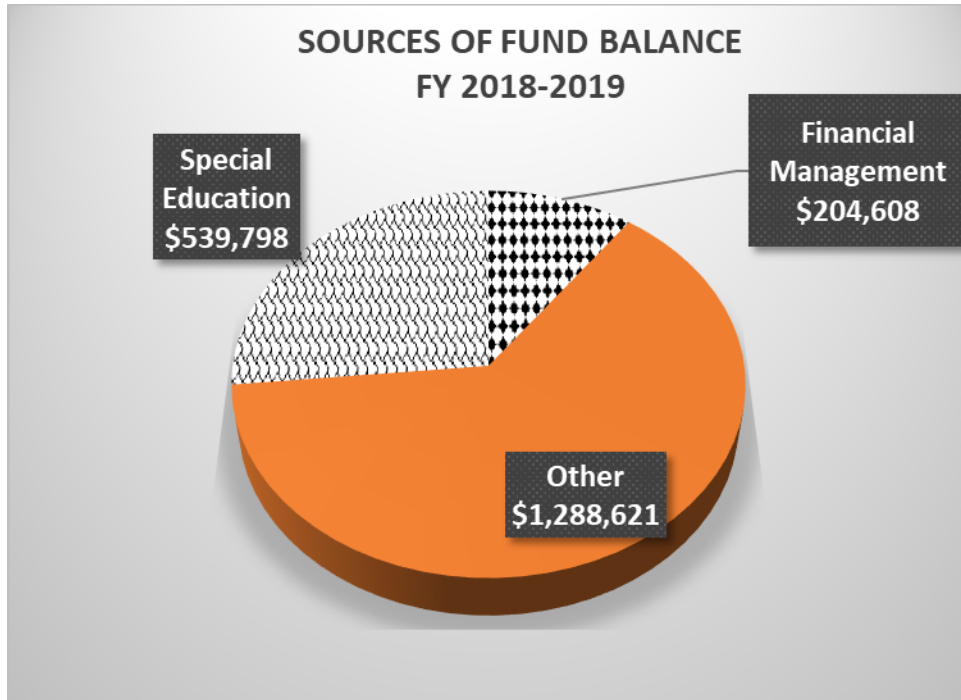
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were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

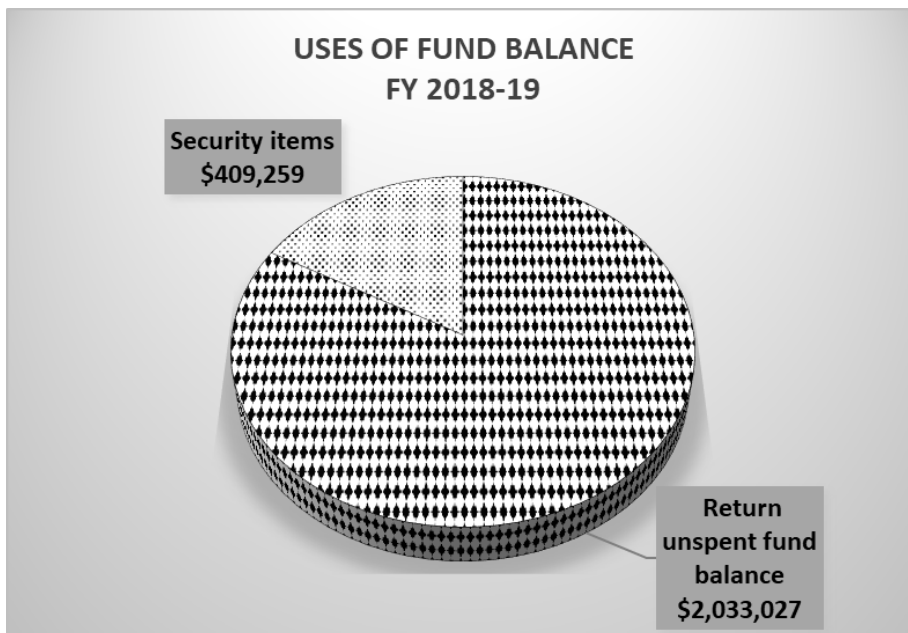
The primary sources of the fund balance are shown graphically below:



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

1. **\$409,259** was designated in June 2019 for security projects
2. **\$2,033,027** - Return of unspent fund balance upon audit completion.

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

<i>Town of Bethany</i>	<i>\$ 392,171</i>
<i>Town of Orange</i>	<i>\$1,020,173</i>
<i>Town of Woodbridge</i>	<i><u>\$ 620,683</u></i>
<i>Total</i>	<i>\$2,033,027</i>

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

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
2020-Aug	58	02-11-1011-5611 INSTRUCTIONAL SUPPLIES	(2,200.00)	8/16/2019 GYM EQUIPMENT
2020-Aug	58	02-11-1011-5730 EQUIPMENT - NEW	2,200.00	8/16/2019 GYM EQUIPMENT CAMERAS FOR ADDED PHOTO
2020-Sept	31	03-11-1001-5730 EQUIPMENT - NEW	2,900.00	CLASS CAMERAS FOR ADDED PHOTO
2020-Sept	31	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	(2,900.00)	CLASS TRANSPORTATION - ERZA
2020-Sept	46	04-12-6110-5510 PUPIL TRANSPORTATION	(1,470.00)	ACADEMY TRANSPORTATION - ERZA
2020-Sept	46	05-14-2700-5513 IN DISTRICT PRIVATE REG ED	1,470.00	ACADEMY
2020-Sept	49	02-13-2400-5731 EQUIPMENT - REPLACEMENT	500.00	ERGONOMIC CHAIR
2020-Sept	49	02-13-2400-5330 OTHER PROFESSIONAL & TECH SVCS	(500.00)	ERGONOMIC CHAIR
2020-Sept	128	04-12-6110-5510 PUPIL TRANSPORTATION	(297.00)	ECA
2020-Sept	125	05-14-2700-5515 OUT DISTRICT - PUBLIC REG ED	297.00	TRANSPORTATION - ACES
2020-Sept	210	02-13-2400-5581 TRAVEL - CONFERENCES	(50.00)	REG
2020-Sept	210	02-11-1008-5810 DUES&FEES	50.00	REG
2020-Oct	79	01-11-1008-5810 DUES&FEES	100.00	CONFERENCE FEE INCREASE
2020-Oct	79	01-11-1008-5611 INSTRUCTIONAL SUPPLIES	(100.00)	CONFERENCE FEE INCREASE
2020-Oct	149	03-11-1014-5611 INSTRUCTIONAL SUPPLIES	(15.00)	NEED MORE MAH TEXTS
2020-Oct	149	03-11-1014-5641 TEXTBOOKS	15.00	NEED MORE MAH TEXTS
2020-Oct	149	03-11-1014-5690 OTHER SUPPLIES	(458.00)	NEED MORE MAH TEXTS
2020-Oct	149	03-11-1014-5641 TEXTBOOKS	458.00	NEED MORE MAH TEXTS
2020-Oct	149	03-11-1014-5810 DUES&FEES	(5.00)	NEED MORE MAH TEXTS
2020-Oct	149	03-11-1014-5641 TEXTBOOKS	5.00	NEED MORE MAH TEXTS
2020-Oct	251	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	(396.00)	MOBY MAX LICENSE
2020-Oct	251	05-14-2350-5690 OTHER SUPPLIES	396.00	MOBY MAX LICENSE
2020-Oct	255	02-11-1009-5611 INSTRUCTIONAL SUPPLIES	(199.00)	MOBY MAX LICENSE
2020-Oct	255	05-14-2350-5690 OTHER SUPPLIES	199.00	MOBY MAX LICENSE
2020-Nov	144	01-11-1010-5330 OTHER PROFESSIONAL & TECH SVCS	(300.00)	CONCERT
2020-Nov	144	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	300.00	CONCERT
2020-Dec	15	04-12-6117-5560 TUITION	(2,984.00)	TRANSPORTATION - MEDICAL
2020-Dec	15	05-14-2700-5514 IN DISTRICT PUBLIC REG ED-MED	2,984.00	TRANSPORTATION - MEDICAL
2020-Dec	72	04-13-2190-5330 OTHER PROFESSIONAL & TECH SRVC	(55.00)	MEMBERSHIP DUES ASHA
2020-Dec	72	04-13-2190-5810 DUES & FEES	55.00	MEMBERSHIP DUES ASHA
2020-Dec	85	05-15-1026-5111 CERTIFIED SALARIES	(2,600.00)	VACANCY
2020-Dec	85	04-12-2150-5330 OTHER PROFESSIONAL & TECH SRVC	2,600.00	VACANCY
2020-Jan	173	02-11-1008-5420 REPAIRS, MAINTENANCE & CLEANING	(500.00)	PURCHASE FOR ELECTIVE
2020-Jan	173	02-11-1008-5690 OTHER SUPPLIES	500.00	PURCHASE FOR ELECTIVE
2020-Jan	187	04-13-2190-5330 OTHER PROFESSIONAL & TECH SRVC	(302.00)	FRONTLINE IEP/MEDICAID
2020-Jan	187	04-13-2190-5590 OTHER PURCHASED SERVICES	302.00	FRONTLINE IEP/MEDICAID
2020-Jan	213	05-13-2213-5810 DUES & FEES	(25.00)	CONFERENCE
2020-Jan	213	05-13-2213-5581 TRAVEL - CONFERENCES	25.00	CONFERENCE
2020-Jan	216	01-11-1014-5810 DUES & FEES	(42.00)	COVER COST OF
2020-Jan	216	01-11-1014-5641 TEXTBOOKS	42.00	COVER COST OF
2020-Jan	217	01-14-2600-5715 IMPROVEMENTS TO BUILDINGS	(2,067.00)	WINDOW FILM
2020-Jan	217	02-14-2600-5715 IMPROVEMENTS TO BUILDINGS	2,067.00	WINDOW FILM
2020-Feb	125	05-13-2212-5590 OTHER PURCHASED SERVICES	(1,306.00)	G.STACK AIA
2020-Feb	125	05-13-2213-5590 OTHER PURCHASED SERVICES	(950.00)	G.STACK AIA
2020-Feb	125	05-13-2212-5322 INSTRUCTIONAL PROG IMPROVEMENT	2,256.00	G.STACK AIA
2020-Feb	138	04-12-1200-5330 OTHER PROFESSIONAL & TECH SRVC	(495.00)	SUBSTITUTE FOR SPEECH
2020-Feb	138	04-12-2150-5330 OTHER PROFESSIONAL & TECH SRVC	495.00	SUBSTITUTE FOR SPEECH
2020-Feb	139	02-11-1010-5611 INSTRUCTIONAL SUPPLIES	(100.00)	INSTRUMENT REPAIR
2020-Feb	139	02-11-1010-5420 REPAIRS, MAINTENANCE & CLEANING	100.00	INSTRUMENT REPAIR
2020-Feb	172	03-13-2400-5333 NEASC	(2,200.00)	POWERSCHOOL UNIV.
2020-Feb	172	03-13-2400-5581 TRAVEL - CONFERENCES	2,200.00	POWERSCHOOL UNIV.

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

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
2020-Feb	178	01-11-1010-5420 REPAIRS, MAINTENANCE & CLEANING	(900.00)	PA SPEAKER - CONNECT PA SPEAKER - CONNECT
2020-Feb	178	01-11-1010-5730 EQUIPMENT - NEW	900.00	MORE INSTRU REPLACE
2020-Feb	197	03-13-2400-5333 NEASC	(1,200.00)	BREATHALYZERS REPLACE
2020-Feb	197	03-13-2400-5731 EQUIPMENT - REPLACEMENT	1,200.00	BREATHALYZERS
2020-Feb	198	03-13-2120-5330 OTHER PROFESSIONAL & TECH SRVC	(241.00)	PSAT BILL
2020-Feb	198	03-13-2120-5590 OTHER PURCHASED SERVICES	241.00	PSAT BILL
2020-Feb	199	03-13-2120-5611 INSTRUCTIONAL SUPPLIES	(765.00)	PSAT BILL
2020-Feb	199	03-13-2120-5590 OTHER PURCHASED SERVICES	765.00	PSAT BILL
2020-Feb	238	01-13-2220-5642 LIBRARY BOOKS & PERIODICALS	(1,200.00)	AV RECEIVER FOR MEDIA CENTER AV RECEIVER FOR MEDIA
2020-Feb	238	01-13-2220-5731 EQUIPMENT - REPLACEMENT	1,200.00	CENTER
2020-Mar	41	03-11-1016-5810 DUES & FEES	(675.00)	READING TECHNOLOGY
2020-Mar	41	03-11-1016-5690 OTHER SUPPLIES	(453.00)	READING TECHNOLOGY
2020-Mar	41	03-11-1016-5611 INSTRUCTIONAL SUPPLIES	(170.00)	READING TECHNOLOGY
2020-Mar	41	03-11-1016-5690 OTHER SUPPLIES	1,298.00	READING TECHNOLOGY
2020-Mar	42	05-13-2212-5810 DUES & FEES	(160.00)	YEAR OF SERVICE
2020-Mar	42	05-13-2213-5810 DUES & FEES	(325.00)	YEAR OF SERVICE
2020-Mar	42	05-13-2212-5611 INSTRUCTIONAL SUPPLIES	(184.00)	YEAR OF SERVICE
2020-Mar	42	05-13-2213-5580 STAFF TRAVEL	(200.00)	YEAR OF SERVICE
2020-Mar	42	05-13-2213-5690 OTHER SUPPLIES	869.00	YEAR OF SERVICE
2020-Mar	113	03-11-1001-5730 EQUIPMENT - NEW	(547.00)	REPLACE PRINTER FOR
2020-Mar	113	03-11-1001-5731 EQUIPMENT - REPLACEMENT	547.00	REPLACE PRINTER FOR
2020-Mar	113	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	(725.00)	REPLACE PRINTER FOR REPLACE PRINTER FOR
2020-Mar	113	03-11-1001-5731 EQUIPMENT - REPLACEMENT	725.00	ART NEEDED FOR LAX
2020-Mar	127	03-11-3202-5420 REPAIRS, MAINTENANCE & CLEANING	(2,000.00)	HELMETS NEEDED FOR LAX
2020-Mar	127	03-11-3202-5690 OTHER SUPPLIES	2,000.00	HELMETS

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: April 13, 2020

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

Technology:

1. Equipment - Replacement:

Shaun DeRosa, Director of Technology is recommending the District award the contract to TBNG Consulting; the complete amount over 5 years amounting to \$1,477,750. The proposal submitted by TBNG was the only solution that provides the district with upgraded capacity to allow us the ability to support our growing environment. All other bids amounted to a newer version of our current capacity while the TBNG solution expanded our capacity. The TBNG bid was the only one to offer multi-gig ports on all switches, which would eliminate bottlenecks in our data closets. They also proposed failover and load balancing services in all three locations while other proposals only offered those capabilities in two locations. TBNG was also the only proposal that included a new security audit after the work was complete to provide a refreshed baseline for our security posture as well as additional outdoor Wi-Fi access points for the athletic fields and stadium. In summation, the proposal submitted by TBNG is the only one I feel would move the District forward to meet the demands associated with other District initiatives as opposed to maintaining the status quo and leaving us in a situation where we will quickly outgrow the capabilities of our network.

The project was bid as a five-year lease purchase. The District Administration has applied for e-rate funds for the eligible equipment. Those rebates would apply in 2020-2021 and forward. There is some equipment that is not eligible for reimbursement and is proposed for use of yearend funds. There is a \$300,000 budget transfer requested this month. The remaining items and the e-rate eligible items will be computed in the five-year lease purchase. This should bring the annual amount within our budgeted figure for 2020-21 of \$225,000.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve ...

For the Amity Board of Education:

Move to approve...

The following budget transfer to cover the initial costs of the network infrastructure upgrade for the District

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5560	Tuition – Private out	\$300,000	
05-14-2350-5731	Equipment-Replacement		\$300,000

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



TO: Dr. Jennifer Byars, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: April 7, 2020

RE: 2020-2021 Budget

The Amity Board of Education deliberated on the budget at a special meeting on March 11, 2020. Some reductions brought the requested budget down to \$50,903,412 or a 2.73% increase.

The FY21 budget increase may be reduced to 2.49% by cutting \$118,903 budgeted for textbooks and making those purchases now. **This will create a dramatic upswing from FY21 budget to resume the 5-year textbook plan in FY22.** The forecast for the current month is favorable to support these purchases.

There are a number of unknowns in the FY21 budget in the current environment of COVID19. Areas of risks include excess costs revenue will be reduced in FY21 based on final costs for FY20 excess costs, special education services may increase, health insurance claims may raise due to COVID19, there is only 1 known retirement and 5 budgeted, and employee enrollment in the District's health insurance may increase if spouses become unemployed due to COVID19.

The Amity Finance Committee approved the budget again at a 2.49% increase, or \$50,784,509 at a special meeting on April 6, 2020.

The revised budget meeting schedule is as follows:

ALL MEETINGS WILL BE HELD VIRTUALLY

- Monday, April 20, 2020 - Regular Board Meeting with vote on budget, direct development of explanatory text, and set Annual Meeting Date
- Monday, April 27, 2020 – District Meeting – Public Hearing
- Monday, May 4, 2020 – Annual District Meeting
 - Amity Board of Education votes on FY21 Budget.

Town allocations at a budget increase of 2.73%:

CATEGORY	2019-2020 BUDGET	2020-2021 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
BETHANY ALLOCATION	8,926,150	9,022,239	96,089	1.08%
ORANGE ALLOCATION	24,736,074	25,063,548	327,474	1.32%
WOODBRIIDGE ALLOCATION	14,965,743	15,793,906	828,163	5.53%
MEMBER TOWN ALLOCATIONS	48,627,967	49,879,692	1,251,725	2.57%

Town allocations at a budget increase of 2.49%

CATEGORY	2019-2020 BUDGET	2020-2021 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
BETHANY ALLOCATION	8,926,150	9,000,731	74,581	0.84%
ORANGE ALLOCATION	24,736,074	25,003,802	267,728	1.08%
WOODBRIIDGE ALLOCATION	14,965,743	15,756,256	790,513	5.28%
MEMBER TOWN ALLOCATIONS	48,627,967	49,760,789	1,132,822	2.33%

- 1. Move to approve the budget for fiscal year 2020-2021 at \$50,903,412 gross and net of \$49,879,692, a 2.73% increase to be presented at the Annual Meeting (VIRTUAL) at 5:30 p.m. on Monday, May 4, 2020.*

OR:

Move to approve a budget for fiscal year 2020-2021 at \$50,784,509 gross and net of \$49,760,789, a 2.49% increase to be presented at the Annual Meeting (VIRTUAL) at 5:30 p.m. on Monday, May 4, 2020.

- 2. Move to authorize Amity Regional School District No. 5 to prepare an Explanatory Text for the Annual District Meeting: BE IT RESOLVED, that the Secretary of the Board of Education of Amity Regional School District No.5 is authorized to prepare, print and distribute a concise explanatory text of the budget question which, by vote of the Board of Education, which text shall not advocate either the approval or disapproval of the question and shall otherwise be prepared in accordance with Connecticut General Statutes Section 9-369b as revised by the Governor’s Executive Order 7C.*

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



TO: Dr. Jennifer Byars, Superintendent of Schools
FROM: Theresa Lumas, Director of Finance & Administration
DATE: April 11, 2020
RE: COVID19 Investment and Borrowing Impacts

The COVID-19 pandemic is creating stock market volatility that concerns us in many areas, including our Pension, OPEB, Sick & Severance funds' investments and our upcoming bond issue in July.

I contacted representatives of Fiduciary Investment Advisors (FIA), Steve Lemanski, Hooker & Holcombe (Actuaries) and Mark Chapman, Hilltop Securities (Bond Advisors) to gather insight on our current investments and expected borrowing.

From Mike Goss, FIA:

Market overview:

A volatile first quarter in the capital markets has drawn to a close.

The S&P 500 ended the quarter with a return of -19.6%, ahead of both small cap stocks (-30.6%) and non-U.S. stocks (-23.4%). Volatility in the equity market remains elevated but well below its peak earlier in March.

Fixed income held up relatively well in the quarter as interest rates plummeted (interest rates and bond prices move in opposite directions). The yield on 10-year Treasuries declined from 1.92% to 0.70% during the quarter and the Barclays Aggregate Bond Index returned 3.2%. However, riskier segments within fixed income paralleled the struggles in the equity markets, with the Barclays U.S. Corporate High Yield Index down 12.7% year-to-date.

Importantly for Municipal Plans:

While the recent legislation passed in response to COVID-19 (CARES Act) did not include specific provisions for municipal pension plans, please consider the following with respect to the recent market volatility:

- *For plans with a 7/1/2019 valuations to determine contributions for FY 2020-2021, the market impact to asset valuations won't impact next year's contribution but may impact FY 2021-22 contributions.*
- *Remember, asset smoothing can serve to mitigate impact of adverse market conditions. Plan sponsors should consult with their actuary to explore whether asset smoothing and/or other opportunities exist to help mitigate the impact of market losses, such as lengthening the amortization period. Again, please consult with your actuary with regard to your current plan design features*

Despite all the uncertainty, we continue to hold with confidence a few basic investing tenets. We remain advocates of maintaining a disciplined, thoughtful approach when investing across all client types. Market timing is difficult and often detrimental to long term investment results. Instead, investors should continue to focus on previously established strategic asset allocations, periodic rebalancing, and the ever-present benefits of diversification as guideposts amidst these volatile and turbulent markets.

We will continue to actively monitor the investment environment and report relevant information back to you on a regular basis.

Steve Lemanski, Hooker & Holcombe (Actuaries):

The budget for fiscal year 2020-2021 is based on the 2019 actuarial report and will not be impacted. The next actuarial report will cover July 1, 2019 through June 30, 2020 and will include this market volatility. Three months remain in the fiscal year and there have been many swings but it is still possible the market cover recover as quickly as it fell. The 2021-2022 budget will be impacted but there is a five-year smoothing mechanism applied to help mitigate the market losses and smooth out the annual contributions.

Mark Chapman, Hilltop Securities (Bond Advisors):

The District's pending bond sale may be impacted by the current market environment. Municipal bonds sales were down recently. There are wide swings in activity compared to slow changes usually seen in the municipal market. The market continues to normalize. The interest rates were the lowest in early March just prior to COVID-19 spread and the increases though significant have not yet reached the levels of 2008 financial crisis or other historic indicators. The District will have options for borrowing including short-term notes or bonds with call options if rates are high.