

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, January 11, 2021 6:30 pm
100 Ohman Avenue, Orange, CT

[CLICK HERE TO VIEW THIS MEETING](#)

Attendance in-person at this meeting is closed to the public; however, public comment can be emailed to pamela.pero@amityregion5.org by 2:00 p.m. on January 11, 2021. Emails received after 2:00 p.m. on January 11, 2021 will be forwarded to the Amity Regional School District No. 5 Board of Education as Correspondence but will not be admitted as part of this meeting. Anonymous items will be forwarded to the Amity Regional School District No. 5 Board of Education as Correspondence but will not be admitted as Public Comment for this meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – December 14, 2020 *Page 3*
- 4. RECOGNITION OF CAPSS AWARDS *Page 15***
- 5. STUDENT REPORT**
 - a. Monthly Report
- 6. PUBLIC COMMENT**
- 7. PRESENTATION AND POSSIBLE ACTION ON SUPERINTENDENT’S PROPOSED 2021-2022 BUDGET**
- 8. SUPERINTENDENT’S REPORT**
 - a. Personnel Report *Page 16*
 - b. Superintendent Report *Page 17*
 - c. COVID 19 Updates
- 9. CORRESPONDENCE**
- 10. CHAIRMAN’S REPORT**
 - a. Committee Reports
 1. ACES
 2. Ad Hoc School Safety
 3. CABE
 4. Curriculum
 5. District Health and Safety
 6. District Technology
 - a. Monthly Report *Page 20*
 7. Facilities
 - a. Monthly Report *Page 21*

- 8. Finance
 - a. Discussion of Monthly Financial Statements *Page 22*
 - b. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 51*
 - c. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Page 52*
- 9. Policy
 - a. Second Read
 - 1. Policy 6114.8 Pandemic/Epidemic Emergencies *Page 54*
 - 2. Policy 3541.33 Special Education Students *Page 56*
 - 3. Policy 3542 Purpose and Facilities: Food Service *Page 58*
 - 4. Policy 3542.31 Free or Reduced Lunches (National School Lunch Program) *Page 59*
 - 5. Policy 3542.33 Food Sales Other than National School Lunch Program *Page 60*
 - 6. Policy 3542.43 Charging Policy *Page 61*
 - 7. Policy 3543.11 Printing and Duplicating Copyrighted Material *Page 66*
- 10. Personnel

11. NEW BUSINESS

12. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by January 25, 2021

13. 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
DECEMBER 14, 2020 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

BOARD MEMBERS PRESENT

John Belfonti, Christopher Browe, Patricia Cardozo, Steven DeMaio, George Howard, Patrick Reed, Robyn Berke (remote), Shannan Carlson (remote), Paul Davis (remote), Andrea Hubbard (remote), Sheila McCreven (remote), Dr. Jennifer Turner (remote)

BOARD MEMBERS ABSENT

Carla Eichler

STUDENT REPRESENTATIVES PRESENT

Alison Bowler (remote), Caroline Chen (remote)

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Stefan Ciceron, Shaun DeRosa, Anna Mahon, Stephen Martoni, Dr. Marie McPadden

1. **CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:35 p.m.

2. **PLEDGE OF ALLEGIANCE**

Recited by those present

3. **APPROVAL OF MINUTES**

- a. Regular Board of Education Meeting - November 9, 2020

MOTION by George Howard, Second by Steven DeMaio, to approve minutes as submitted

VOTES IN FAVOR, 11 (Belfonti, Browe, Cardozo, Carlson, Davis, DeMaio, Howard, Hubbard, McCreven, Reed, Turner)

ABSTAINED, 1 (Berke)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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b. Special Board of Education Meeting - November 23, 2020

MOTION by Patricia Cardozo, Second by Christopher Browe, to approve minutes as submitted
VOTES IN FAVOR, 10 (Belfonti, Browe, Cardozo, Carlson, Davis, DeMaio, Howard, Hubbard, McCreven, Turner)
ABSTAINED, 2 (Berke, Reed)
MOTION CARRIED

c. Special Board of Education Meeting - December 8, 2020

MOTION by Shannan Carlson, Second by George Howard, to approve minutes as submitted
VOTES IN FAVOR, 11 (Belfonti, Berke, Browe, Cardozo, Carlson, Davis, DeMaio, Howard, McCreven, Reed, Turner)
ABSTAINED, 1 (Hubbard)
MOTION CARRIED

4. STUDENT REPORT

a. Monthly Report

5. PRESENTATION AND POSSIBLE ACTION ON AUDITED 2019-2020 FINANCIAL STATEMENTS

Presented by Mike Van Deventer and Samantha Thomas, Mahoney Sabol

6. PUBLIC COMMENT

None

7. 2021-2022 BUDGET PRESENTATIONS

a. Amity Regional High School

Presented by Anna Mahon

b. Pupil Personnel

Presented by Thomas Brant

- c. Technology

Presented by Shaun DeRosa

8. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report
- c. COVID-19 Updates

9. DISCUSSION AND POSSIBLE ACTION ON SETTING 2021-2022 ACADEMIC CALENDAR

MOTION by Steven DeMaio, Second by Patrick Reed, to approve the 2021-2022 Academic Calendar
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

10. CORRESPONDENCE

11. CHAIRMAN'S REPORT

- a. Committee Reports
 - 1. ACES
 - 2. Ad Hoc School Safety
 - 3. CABE
 - 4. Curriculum
- a. Discussion and Possible Action on New Courses
 - 1. Adaptive Science
 - 2. Unified Science

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 14, 2020 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

3. Theater 3: Play Production
4. True Crimes Narratives
5. 21st Century Transition Skills

MOTION BY Christopher Browe, Second by Robyn Berke, to approve the following new courses: Adaptive Science, Unified Science, Theater 3: Play Production, True Crimes Narratives, and 21st Century Transition Skills

VOTES IN FAVOR, (12) unanimous

MOTION CARRIED

b. Discussion and Possible Action on Course Modification Proposals

1. Study Skills/Academic Skills
2. Theater 1: Acting Fundamentals
3. Theater 2: Advanced Acting
4. Technical Theater

MOTION by George Howard, Second by Steven DeMaio, to approve the following course modification proposals: Study Skills/Academic Skills, Theater 1: Acting Fundamentals, Theater 2: Advanced Acting, and Technical Theater

VOTES IN FAVOR, (12) unanimous

MOTION CARRIED

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
 DECEMBER 14, 2020 REGULAR MEETING MINUTES
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8. Finance

- a. Discussion and Possible Action on Returning Unspent Funds to Member Towns

MOTION by Christopher Browe, Second by Steven DeMaio, to accept the Annual Financial Statements for the period ending June 30, 2020, and authorize the Superintendent of Schools to return to the Member Towns a balance of \$1,986,234, as follows:

<i>Town of Bethany</i>	<i>\$ 386,924</i>
<i>Town of Orange</i>	<i>\$1,010,114</i>
<i>Town of Woodbridge</i>	<i>\$ 611,196</i>
TOTAL	\$1,986,234

VOTES IN FAVOR, 11 (Belfonti, Browe, Cardozo, Carlson, Davis, DeMaio, Howard, Hubbard, McCreven, Reed, Turner)

ABSTAINED, 1 (Berke)

MOTION CARRIED

- b. 2021-2022 Budget Update
- c. Discussion of Monthly Financial Statements
- d. Director of Finance and Administration Approved Transfers Under \$3,000
- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More

MOTION by Patricia Cardozo, Second by Christopher Browe, to vote on both motions listed below at the same time

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Christopher Browe, Second by Paul Davis, to approve the two motions listed below at the same time

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

The following budget transfer to cover the installation of the new heating supply line:

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FROM</i>	<i>TO</i>
<i>05-14-2600-5715</i>	<i>Improvements to Bldgs/Contingency</i>	<i>\$53,420</i>	
<i>03-14-2600-5420</i>	<i>Repair & Maintenance</i>		<i>\$53,420</i>

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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The following budget transfer to cover the cost of operations including staff, personal protective equipment, distance learning tools and equipment, and cleaning supplies, \$362,730.

ORG	OBJECT	COMMENT	FROM	TO
05142675	5111	Certified Salaries		\$ 226,578
05142675	5730	Equipment		\$ 63,263
05142675	5690	Other Supplies		\$ 25,231
05142675	5613	Maintenance Supplies		\$ 22,218
05142675	5112	Classified Salaries		\$ 18,340
05142675	5330	Professional Technical Services		\$ 3,981
05142675	5611	Instructional Supplies		\$ 2,155
05142675	5440	Rentals		\$ 1,270
05142675	5590	Other Purchased Services		\$ 382
05132212	5322	Instructional Program Improvement	\$ 3,015	
05132213	5322	Instructional Program Improvement	\$ 315	
01111005	5330	Professional Technical Services	\$ 330	
01111010	5330	Professional Technical Services	\$ 236	
01113202	5330	Professional Technical Services	\$ 937	
01132120	5330	Professional Technical Services	\$ 249	
01132220	5330	Professional Technical Services	\$ 85	
01132400	5330	Professional Technical Services	\$ 895	
02111010	5330	Professional Technical Services	\$ 300	
02113202	5330	Professional Technical Services	\$ 863	
02132120	5330	Professional Technical Services	\$ 345	
02132220	5330	Professional Technical Services	\$ 210	
02132400	5330	Professional Technical Services	\$ 1,095	
03111010	5330	Professional Technical Services	\$ 524	
03111011	5330	Professional Technical Services	\$ 75	
03113202	5330	Professional Technical Services	\$ 29,814	
03121203	5330	Professional Technical Services	\$ 2,625	
03132120	5330	Professional Technical Services	\$ 150	
03132220	5330	Professional Technical Services	\$ 2,000	
03132400	5330	Professional Technical Services	\$ 27,622	
04121200	5330	Professional Technical Services	\$ 3,375	
04121206	5330	Professional Technical Services	\$ 375	
04122151	5330	Professional Technical Services	\$ 9,000	
04132130	5330	Professional Technical Services	\$ 14,130	
04132140	5330	Professional Technical Services	\$ 6,375	
04132190	5330	Professional Technical Services	\$ 25,500	
05142600	5330	Professional Technical Services	\$ 2,700	

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05142660	5330	Professional Technical Services	\$ 998	
01132400	5440	Rentals	\$ 387	
01142600	5440	Rentals	\$ 113	
02113202	5440	Rentals	\$ 144	
02132400	5440	Rentals	\$ 437	
03113202	5440	Rentals	\$ 11,679	
03132400	5440	Rentals	\$ 750	
03142600	5440	Rentals	\$ 536	
04121206	5440	Rentals	\$ 3,000	
01132400	5550	Communications	\$ 150	
02132400	5550	Communications	\$ 200	
03132400	5550	Communications	\$ 2,100	
05142320	5550	Communications	\$ 7,864	
05142350	5550	Communications	\$ 6,840	
01132400	5580	Staff Travel	\$ 98	
02132400	5580	Staff Travel	\$ 210	
03132400	5580	Staff Travel	\$ 675	
04121206	5580	Staff Travel	\$ 300	
04132190	5580	Staff Travel	\$ 450	
05132212	5580	Staff Travel	\$ 120	
05132213	5580	Staff Travel	\$ 495	
05142320	5580	Staff Travel	\$ 750	
05142350	5580	Staff Travel	\$ 180	
05142600	5580	Staff Travel	\$ 450	
01132400	5581	Travel-Conferences	\$ 534	
02132400	5581	Travel-Conferences	\$ 477	
03111001	5581	Travel-Conferences	\$ 75	
03111013	5581	Travel-Conferences	\$ 150	
03132120	5581	Travel-Conferences	\$ 150	
04121200	5581	Travel-Conferences	\$ 225	
04132140	5581	Travel-Conferences	\$ 210	
04132190	5581	Travel-Conferences	\$ 225	
05132212	5581	Travel-Conferences	\$ 1,635	
05132213	5581	Travel-Conferences	\$ 1,775	
05142320	5581	Travel-Conferences	\$ 90	
05142350	5581	Travel-Conferences	\$ 1,350	
01113202	5590	Other Purchased Services	\$ 60	
01132120	5590	Other Purchased Services	\$ 125	
01132400	5590	Other Purchased Services	\$ 514	

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02113202	5590	Other Purchased Services	\$ 60	
02132120	5590	Other Purchased Services	\$ 75	
02132400	5590	Other Purchased Services	\$ 668	
03113202	5590	Other Purchased Services	\$ 864	
03132120	5590	Other Purchased Services	\$ 1,982	
04132190	5590	Other Purchased Services	\$ 3,172	
05132212	5590	Other Purchased Services	\$ 375	
05132213	5590	Other Purchased Services	\$ 1,720	
05142310	5590	Other Purchased Services	\$ 1,500	
05142320	5590	Other Purchased Services	\$ 3,750	
01111001	5611	Instructional Supplies	\$ 555	
01111005	5611	Instructional Supplies	\$ 594	
01111006	5611	Instructional Supplies	\$ 967	
01111007	5611	Instructional Supplies	\$ 94	
01111008	5611	Instructional Supplies	\$ 1,155	
01111009	5611	Instructional Supplies	\$ 179	
01111010	5611	Instructional Supplies	\$ 974	
01111011	5611	Instructional Supplies	\$ 428	
01111013	5611	Instructional Supplies	\$ 633	
01111014	5611	Instructional Supplies	\$ 497	
01111015	5611	Instructional Supplies	\$ 329	
01111016	5611	Instructional Supplies	\$ 141	
01132120	5611	Instructional Supplies	\$ 63	
01132220	5611	Instructional Supplies	\$ 165	
01142219	5611	Instructional Supplies	\$ 807	
02111001	5611	Instructional Supplies	\$ 563	
02111005	5611	Instructional Supplies	\$ 721	
02111006	5611	Instructional Supplies	\$ 1,196	
02111007	5611	Instructional Supplies	\$ 105	
02111008	5611	Instructional Supplies	\$ 1,202	
02111009	5611	Instructional Supplies	\$ 513	
02111010	5611	Instructional Supplies	\$ 954	
02111011	5611	Instructional Supplies	\$ 565	
02111013	5611	Instructional Supplies	\$ 1,111	
02111014	5611	Instructional Supplies	\$ 819	
02111015	5611	Instructional Supplies	\$ 93	
02111016	5611	Instructional Supplies	\$ 360	
02132120	5611	Instructional Supplies	\$ 105	
02132220	5611	Instructional Supplies	\$ 165	

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02142219	5611	Instructional Supplies	\$ 1,732	
03111001	5611	Instructional Supplies	\$ 3,582	
03111003	5611	Instructional Supplies	\$ 192	
03111006	5611	Instructional Supplies	\$ 375	
03111007	5611	Instructional Supplies	\$ 4,004	
03111005	5611	Instructional Supplies	\$ 3,867	
03111009	5611	Instructional Supplies	\$ 1,238	
03111010	5611	Instructional Supplies	\$ 1,562	
03111011	5611	Instructional Supplies	\$ 1,296	
03111013	5611	Instructional Supplies	\$ 9,015	
03111014	5611	Instructional Supplies	\$ 204	
03111015	5611	Instructional Supplies	\$ 1,043	
03111016	5611	Instructional Supplies	\$ 838	
03111017	5611	Instructional Supplies	\$ 150	
03121203	5611	Instructional Supplies	\$ 170	
03132120	5611	Instructional Supplies	\$ 600	
03132220	5611	Instructional Supplies	\$ 500	
03132400	5611	Instructional Supplies	\$ 450	
03142219	5611	Instructional Supplies	\$ 4,811	
04121200	5611	Instructional Supplies	\$ 698	
04121201	5611	Instructional Supplies	\$ 135	
04121206	5611	Instructional Supplies	\$ 225	
04122150	5611	Instructional Supplies	\$ 113	
04132140	5611	Instructional Supplies	\$ 75	
05132212	5611	Instructional Supplies	\$ 2,085	
05132213	5611	Instructional Supplies	\$ 150	
05142700	5627	Transportation Supplies	\$ 18,630	
01132220	5642	Library Texts & Supplies	\$ 735	
02132220	5642	Library Texts & Supplies	\$ 880	
03132220	5642	Library Texts & Supplies	\$ 2,667	
01111005	5690	Other Supplies	\$ 68	
01111010	5690	Other Supplies	\$ 258	
01111013	5690	Other Supplies	\$ 258	
01111016	5690	Other Supplies	\$ 126	
01113201	5690	Other Supplies	\$ 95	
01113202	5690	Other Supplies	\$ 1,903	
01132120	5690	Other Supplies	\$ 173	
01132130	5690	Other Supplies	\$ 284	
01132220	5690	Other Supplies	\$ 480	

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01132400	5690	Other Supplies	\$ 297	
01142219	5690	Other Supplies	\$ 639	
02111009	5690	Other Supplies	\$ 71	
02111013	5690	Other Supplies	\$ 144	
02111016	5690	Other Supplies	\$ 210	
02113201	5690	Other Supplies	\$ 120	
02113202	5690	Other Supplies	\$ 1,918	
02132120	5690	Other Supplies	\$ 113	
02132130	5690	Other Supplies	\$ 240	
02132220	5690	Other Supplies	\$ 433	
02132400	5690	Other Supplies	\$ 271	
03111005	5690	Other Supplies	\$ 210	
03111014	5690	Other Supplies	\$ 75	
03111016	5690	Other Supplies	\$ 105	
03113202	5690	Other Supplies	\$ 15,322	
03121203	5690	Other Supplies	\$ 263	
03132130	5690	Other Supplies	\$ 285	
03132400	5690	Other Supplies	\$ 75	
04121200	5690	Other Supplies	\$ 135	
04121201	5690	Other Supplies	\$ 101	
04121206	5690	Other Supplies	\$ 173	
04122151	5690	Other Supplies	\$ 1,275	
04132190	5690	Other Supplies	\$ 555	
05132213	5690	Other Supplies	\$ 587	
05142310	5690	Other Supplies	\$ 600	
05142320	5690	Other Supplies	\$ 1,500	
05142350	5690	Other Supplies	\$ 44,522	
05142510	5690	Other Supplies	\$ 450	
05142600	5690	Other Supplies	\$ 1,200	
01111009	5810	Dues & Fees	\$ 94	
01111010	5810	Dues & Fees	\$ 69	
01111011	5810	Dues & Fees	\$ 75	
01111015	5810	Dues & Fees	\$ 83	
01113202	5810	Dues & Fees	\$ 75	
01132400	5810	Dues & Fees	\$ 341	
02111006	5810	Dues & Fees	\$ 75	
02111010	5810	Dues & Fees	\$ 109	
02113202	5810	Dues & Fees	\$ 60	
02132400	5810	Dues & Fees	\$ 463	

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03111001	5810	Dues & Fees	\$ 75	
03111003	5810	Dues & Fees	\$ 113	
03111005	5810	Dues & Fees	\$ 93	
03111006	5810	Dues & Fees	\$ 264	
03111009	5810	Dues & Fees	\$ 60	
03111010	5810	Dues & Fees	\$ 167	
03111013	5810	Dues & Fees	\$ 1,125	
03111015	5810	Dues & Fees	\$ 188	
03111016	5810	Dues & Fees	\$ 90	
03113202	5810	Dues & Fees	\$ 5,156	
03132400	5810	Dues & Fees	\$ 2,100	
04132140	5810	Dues & Fees	\$ 189	
04132190	5810	Dues & Fees	\$ 105	
05142310	5810	Dues & Fees	\$ 3,450	
05142320	5810	Dues & Fees	\$ 675	
			\$ 362,730	\$ 362,730

9. Policy

a. First Read

1. Policy 6114.8 Pandemic/Epidemic Emergencies
2. Policy 3541.33 Special Education Students
3. Policy 3542.1 Purpose and Facilities: Food Service
4. Policy 3542.31 Free or Reduced Lunches (National School Lunch Program)
5. Policy 3542.33 Food Sales Other than National School Lunch Program
6. Policy 3542.43 Charging Policy
7. Policy 3543.11 Printing and Duplicating Copyrighted Material

b. Second Read

1. Policy 3532 Liability Insurance

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
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2. Policy 3532.3 Responsibility for Loss or Damage of Personal Property on School Premises
3. Policy 3541.32 Special Transportation for School-Related Trips
4. Policy 6171 Special Education

MOTION by Christopher Browe, Second by Patrick Reed, to vote on all Second Read policies at the same time: Policy 3532 Liability Insurance, Policy 3532.3 Responsibility for Loss or Damage of Personal Property on School Premises, Policy 3541.32 Special Transportation for School-Related Trips, and Policy 6171 Special Education
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

MOTION by Christopher Browe, Second by Shannan Carlson, to approve all Second Read policies at the same time: Policy 3532 Liability Insurance, Policy 3532.3 Responsibility for Loss or Damage of Personal Property on School Premises, Policy 3541.32 Special Transportation for School-Related Trips, and Policy 6171 Special Education
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

10. Personnel

12. **NEW BUSINESS**

13. **ITEMS FOR THE NEXT AGENDA** – Due to Chairperson by December 28, 2020

14. **ADJOURNMENT**

MOTION by Patricia Cardozo, Second by Paul Davis, to adjourn meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Pamela Pero
Pamela Pero, Recording Secretary



2020-2021

CAPSS

**Superintendent Student Award
Recognition Program**

Awards are based on: "Community service and service to others; Academic process (relative to ability); and Leadership service to the school community.

Amity Regional Middle School Bethany Award Recipients:

👍 **Adrian Frankiewicz**

👍 **Elizabeth Grant**

Amity Regional Middle School Orange Award Recipients:

👍 **Maya Quaranta**

👍 **Colin Spoerndle**

Amity Regional High School Award Recipients:

👍 **Sydney Cohen**

👍 **Ian Glassman**

👍 **Simon Khairallah**

👍 **Savannah Kusnitz**

👍 **Nicholas Matalote**

👍 **Bethany Qian**

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

January 11, 2021

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-BENCH/LONG TERM SUBSTITUTES:

Sean Carroll – Long Term Substitute English Teacher – Amity Regional High School

NEW HIRES-NON-CERTIFIED:

April Holeva – Part Time AM Bus Monitor/Paraprofessional – District Program

NEW HIRES-COACHES: NONE

TRANSFERS:

Akeem Elliott-Lazarus – 5 day Bench Substitute at Amity Regional High School to the position of Paraprofessional/PM Bus Monitor at Amity Regional High School, effective 1/11/2021

RESIGNATIONS:

Liam Norton – Asst. Boys Indoor Track and Asst. Boys Outdoor Track and Field Coach – ARHS,
 eff. 12/16/2020

RETIREMENTS: NONE

COVID RELATED STAFF DATA:

CRW – Covid Remote Work – Remote teleworking from home due to approved ADA Accommodations
ADA: Longer term approvals for remote work-Covid related
Quarantine: Temporary approval for remote work – Covid Related
Non-CRW – Out due to covid related reason, not approved for remote work

As of Jan. 11, 2021	B	O	W	DO	Total
CRW - Cert ADA	2	3	11	0	16
CRW – Non Cert ADA	1	1	0	0	2
CRW- Cert Quarantine	0	0	2	0	2
CRW-Non Cert Quarantine	0	0	0	0	0
Non CRW – Cert	0	0	0	0	0
Non CRW – Non Cert	1	0	1	0	2



Dr. Jennifer P. Byars
Superintendent of Schools

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203.392.2106

Superintendent's Report – January 2021

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

Continuing to Prepare for Academic Success: Students and teachers in Advanced Placement classes are continuing to prepare for the planned May exams by incorporating meaningful experiences and assessments in to their daily lessons. In order to provide the most appropriate learning and assessment experience for all students this year, there will be no comprehensive midterm examination period at the conclusion of 2nd marking period.

Collaborative College Planning: The Counseling Departments at Amity High School, Fairfield Ludlowe High School, Trumbull High School, and Pomperaug High School have partnered to offer multiple virtual presentations that will explore a variety of topics to address all students' post-secondary goals. The presentations will include topics such as the college application components, NCAA college recruitment, community college, military, gap years, and navigating Naviance.

AMSO and AMSB Debate Team News: On Saturday, December 19, 2020, Amity Middle School students from Orange and Bethany attended the first competitive debate tournament of the season sponsored by the Connecticut Middle School Debate League. Three hundred debaters from 19 schools competed. Three of the seven Amity teams won all three of the preliminary rounds.

AMSO 8th Grade Cross Team Collaboration: 8th grade students on Team S and Team T had the opportunity to work collaboratively with their peers on a research project in preparation for reading *Of Mice and Men*. The learning task allowed students to work with peers outside of their cohort which was a welcome change for students. Students can expect more collaborative opportunities to reach out beyond their cohort group as the unit continues.

Voluntary Professional Learning: Voluntary professional learning sessions will continue throughout January on Thursday afternoons. Sessions will include focusing on technology tools and apps that are particularly useful for hybrid/remote instruction.

Curriculum Articulation Continues: A curriculum articulation meeting was held with high school English teachers to discuss how a workshop model is being facilitated in their classes. The middle school ELA teachers and reading consultants will meet for a joint meeting to discuss The Readers Workshop Model, training for that spring, and summer curriculum writing. A math curriculum articulation meeting was held to discuss the criteria for middle school math placement for incoming seventh graders. Several alternate assessment options were discussed for possible adoption in the future.

New Textbook Adoption: The District Steering met to review new textbook proposals for possible adoption. The Board of Education Curriculum Committee was provided the information at the January committee meeting and these textbooks will be brought to the BOE for adoption in February.

Pupil Services Update: Ms. Kristi Bellara returned from her temporary leave and we are excited to have her back. Unified Sports hosted a holiday themed virtual gathering prior to the winter recess. During the month of January, middle school special education teachers will be completing advanced professional development in the area of Structured Literacy.

End of Quarter 2 at AMSB: January 22nd marks the end of Quarter 2. Teachers are working with students and families to wrap up any missing or late work so they can submit mid-year progress marks and provide students with feedback.

Mix It Up Days: The Green Team at Bethany Middle School mixed it up for a team wide activity day before the winter break. Students were able to interact virtually, play games, and solve problems with kids in other cohorts. It was great fun, and students enjoyed the team building experiences.

Resources

Restorative Practices: The Amity cadre of teachers and administrators who attended the Restorative Practices Train the Trainer professional learning are busy planning a voluntary informational session during February. The long-term goal is to provide initial training for all Amity teachers.

Substitute Teaching Force: Amity is appreciative of the substitutes who have assisted in keeping our schools open. Many thanks to Dr. McPadden who has worked closely with neighboring universities to get college students as substitutes and interns. Thanks also to Mrs. LaPlante for reaching out to recent graduates who are also becoming members of our substitute force.

Parent Teacher Conferences: Parent teacher conferences for the middle schools will be held on February 4th and 10th. They will be held virtually and sign up for the February 4th conferences will begin on January 25th.

Climate

Amity Orange PTSO Supports Teachers and Students: Our thanks to the PTSO for providing delicious treats and beverages for the AMSO holiday luncheon. Their support and kindness is very much appreciated.

AMSO Spirit Week: Students and staff showed their school spirit December 21-23, 2020. Students enjoyed wearing pajamas, showing off their holiday sweaters and ending the week wearing their Amity gear.

Faculty/Staff Donations: Wendy Carrafiello continued to organize the ARHS/Amity Holiday Bear program this year by collecting money to donate to DCF on behalf of Amity Faculty and Staff. The response was so overwhelming, some of the donations were given to Amity families in need to supplement the PTSO Gift Basket initiative and the ARHS Time of Your Life Fund:

\$200 - CEA/CEF Holiday Bear (\$100 from HS/\$50 from each MS)

\$150 - Time of Your Life Fund

\$600 - PTSO Community Family Donation

From Wendy – "The holiday season looks different this year, but your holiday spirit is the same as always!"

Teen Teaching Pajama Drive: Even though the Amity Teen Teaching program is unable to participate in the regular visits to Wexler Grant Elementary/Middle School this year, the Amity students and advisor

were able to collect over 600 donations for their annual pajama drive, which were distributed at the school before the holiday break.

Continued Focus on Faculty/Staff Connections: In a continued effort to keep the faculty and staff connected during the orchestrated remote-only week, Associate Principal Monica Kreuzer continued to share interesting facts about our faculty/staff through her “New Year/Knew You” Google form and emails. This week’s emails are a follow up to the post-Thanksgiving emails and are meant to help build a positive community among the adults in the building.

Compliance with Sexual Harassment Training Requirements: The Commission on Human Rights and Opportunities requires all workplace employees to attend a two-hour statutory mandated training in Sexual Harassment which is planned for January 28, 2021 and February 11, 2021 for Amity employees.

SEL Focus at AMSB: The January faculty meeting was held on January 4th and the staff engaged in our ongoing effort to support and reflect on our social and emotional learning as adults. We will continue to focus on emotional well-being for staff at each faculty meeting this year.

PTSO at AMSB: Our wonderful PTSO distributed a hot chocolate “Snowman Kit” to each student and staff member prior to our December break. Students were encouraged to celebrate being a kid over the break by playing in the snow and warming back up with a hot cocoa!

Student Musical Club Community Outreach: Three ARHS 11th grade students started the Music for the Community club this year with strings teacher Mrs. Serio serving as advisor. As reported by club founder Liam Tassielo, “since we could not go around to different Senior living facilities and houses this year, we compiled a short holiday video that had been sent out to different senior facilities and senior people. Please take time to [watch the video here](#).”

January, 2021

Dec. Ticket Summary

Tickets addressed and closed: 47

Tickets open: 0

Amity Regional School District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

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Amity Regional School District No. 5

Technology Department Monthly Report

Completed Projects:

- Infrastructure update project
 - Backup Firewall appliance installation in Bethany and Orange is complete
 - Final testing and configuration of servers is complete
- Scanners for every classroom to handle student attendance have arrived, installation at all three locations is complete, custom programming to support our current schedule is in final testing. Scheduled deployment is after Holiday Break.
 - Initial deployment will be in small "pilot" groups
 - Full deployment will follow two weeks after successful pilot
- Final construction of the entrance to the Student Led Help Desk is scheduled to be complete Friday, Jan. 8

Projects in process:

- We are waiting for replacement switches from our project vendor to address the noise level of the switches in 4 classroom environments
- Current options for moving staff storage drives into the cloud are being investigated and a planned migration of the data is expected in late January
- We have received 16 more indoor/outdoor security cameras and are working with building administration to identify exact locations for installation
- Options for off-site, cloud based backup repositories are being assessed to address the need for isolated storage of critical data backups
- Building next year's budget based on complete review of existing line items as well as assessing current budget requests
- Technicians have been addressing support tickets for both students and staff to support the transition to the current hybrid model.
- Final steps in Infrastructure Upgrade
 - Guest WiFi portal is being tested, expected deployment mid-January
 - Knowledge Transfer will begin mid-January
 - Security baseline audit of new network

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- Boiler hot water return line at Amity High School has been repaired.
- New help desk doorway has been installed at Amity High School.
- Additional security window film was added to all three buildings to enhance security measures.
- Bethany gym was completely cleaned top to bottom by JP Maguire associates: all surfaces were wiped off and cleaned including bleachers, exterior ductwork, all stage equipment, walls, gym pads, etc.

Projects in process:

- The last portion of the dishwasher at Amity High School is being repaired.
- Looking into the District's storage needs and options for the modular building in Bethany.
- An acoustical study is being done in both middle schools to decide the best product and design to help the noise problems in the gym and cafeterias.
- Preparations are underway to start the demolition of the Orange modular building.
- Refinishing of the gym floor at Amity Middle School Bethany is underway by Dalene flooring. A new patch of flooring was added to repair the damaged section. The floor was sanded down to bare wood, all new game lines will be laid out ,and the floor will be coated with a water-based polyurethane finish.
- The existing stage curtains will be removed, since they cannot be properly cleaned due to the flame retardant they are treated with. New curtains will be installed by Northeast Stage Company.

Outstanding issues to be addressed:

- Once the Bethany gym floor is finished, there will be a complete cleaning of the roof-top air handler and all interior ductwork will be professionally cleaned.
- After the determination has been made as to the cause of the fire, if needed, a plan of action will be made for replacement of fixtures in the gym.

Amity Regional School
District No. 5

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Woodbridge, CT 06525

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2020-2021**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2019-2020	2020-2021	NOV 2020	CHANGE	DEC 2020	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	48,627,967	49,760,789	49,760,789	0	49,760,789	0	FAV
2	OTHER REVENUE	262,141	248,317	146,714	(5,250)	141,464	(106,853)	UNF
3	OTHER STATE GRANTS	758,946	731,653	942,439	0	942,439	210,786	FAV
4	MISCELLANEOUS INCOME	70,134	43,750	29,750	(5,000)	24,750	(19,000)	UNF
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,719,188	50,784,509	50,879,692	(10,250)	50,869,442	84,933	FAV
7	SALARIES	25,967,645	27,168,752	27,197,478	(45,998)	27,151,480	(17,272)	FAV
8	BENEFITS	5,141,056	6,186,149	6,182,452	0	6,182,452	(3,697)	FAV
9	PURCHASED SERVICES	7,565,040	9,450,642	9,414,166	(1,880)	9,412,286	(38,356)	FAV
10	DEBT SERVICE	4,559,210	4,453,835	4,453,835	0	4,453,835	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,935,589	2,907,974	2,850,242	17,500	2,867,742	(40,232)	FAV
12	EQUIPMENT	771,215	134,053	197,316	0	197,316	63,263	UNF
13	IMPROVEMENTS / CONTINGENCY	222,666	305,940	252,520	(17,500)	235,020	(70,920)	FAV
14	DUES AND FEES	110,508	177,164	159,389	0	159,389	(17,775)	FAV
15	TRANSFER ACCOUNT	495,482	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	47,768,411	50,784,509	50,707,398	(47,878)	50,659,520	(124,989)	FAV
17	SUBTOTAL	1,950,777	0	172,294	37,628	209,922	209,922	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	35,457	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	1,986,234	0	172,294	37,628	209,922	209,922	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 2020-2021**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2019-2020	2020-2021	NOV 2020	CHANGE	DEC 2020	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.))	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	8,926,150	9,000,731	9,000,731	0	9,000,731	0	FAV
2	ORANGE ALLOCATION	24,736,074	25,003,802	25,003,802	0	25,003,802	0	FAV
3	WOODBIDGE ALLOCATION	14,965,743	15,756,256	15,756,256	0	15,756,256	0	FAV
4	MEMBER TOWN ALLOCATIONS	48,627,967	49,760,789	49,760,789	0	49,760,789	0	FAV
5	ADULT EDUCATION	3,748	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	20,865	32,000	18,111	0	18,111	(13,889)	UNF
7	INVESTMENT INCOME	52,292	35,000	8,750	(5,250)	3,500	(31,500)	UNF
8	ATHLETICS	25,300	22,000	5,500	0	5,500	(16,500)	UNF
9	TUITION REVENUE	133,936	129,675	91,811	0	91,811	(37,864)	UNF
10	TRANSPORTATION INCOME	26,000	26,600	19,500	0	19,500	(7,100)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	262,141	248,317	146,714	(5,250)	141,464	(106,853)	UNF
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	758,946	731,653	942,439	0	942,439	210,786	FAV
15	OTHER STATE GRANTS	758,946	731,653	942,439	0	942,439	210,786	FAV
16	RENTAL INCOME	18,177	14,000	0	0	0	(14,000)	UNF
17	INTERGOVERNMENTAL REVENUE	32,884	4,750	4,750	0	4,750	0	FAV
18	OTHER REVENUE	19,073	25,000	25,000	(5,000)	20,000	(5,000)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	70,134	43,750	29,750	(5,000)	24,750	(19,000)	UNF
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,719,188	50,784,509	50,879,692	(10,250)	50,869,442	84,933	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 2020-2021**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2019-2020	2020-2021	NOV 2020	CHANGE	DEC 2020	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	21,243,071	22,123,005	22,155,325	(45,000)	22,110,325	(12,680)	FAV
2	5112-CLASSIFIED SALARIES	4,724,574	5,045,747	5,042,153	(998)	5,041,155	(4,592)	FAV
3	SALARIES	25,967,645	27,168,752	27,197,478	(45,998)	27,151,480	(17,272)	FAV
4	5200-MEDICARE - ER	354,550	393,384	393,384	0	393,384	0	FAV
5	5210-FICA - ER	293,447	315,690	315,690	0	315,690	0	FAV
6	5220-WORKERS' COMPENSATION	203,071	237,774	215,228	0	215,228	(22,546)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,134,277	4,229,925	4,229,925	0	4,229,925	0	FAV
8	5860-OPEB TRUST	40,950	31,678	31,678	0	31,678	0	FAV
9	5260-LIFE INSURANCE	42,820	47,280	45,772	0	45,772	(1,508)	FAV
10	5275-DISABILITY INSURANCE	10,277	10,529	10,886	0	10,886	357	UNF
11	5280-PENSION PLAN - CLASSIFIED	851,987	790,234	790,234	0	790,234	0	FAV
12	5281-DEFINED CONTRIBUTION RETIREMENT PLAN	99,079	120,224	120,224	0	120,224	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	0	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	0	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	109,160	7,431	27,431	0	27,431	20,000	UNF
16	5291-CLOTHING ALLOWANCE	1,438	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,141,056	6,186,149	6,182,452	0	6,182,452	(3,697)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	21,594	22,200	18,870	0	18,870	(3,330)	FAV
19	5327-DATA PROCESSING	110,412	102,829	102,829	0	102,829	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,385,205	1,759,359	1,905,245	0	1,905,245	145,886	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	48,229	113,634	97,858	0	97,858	(15,776)	FAV
22	5510-PUPIL TRANSPORTATION	2,861,329	3,544,897	3,316,723	(25,572)	3,291,151	(253,746)	FAV
23	5521-GENERAL LIABILITY INSURANCE	238,281	247,562	249,804	0	249,804	2,242	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	77,186	114,356	95,324	0	95,324	(19,032)	FAV
25	5560-TUITION EXPENSE	2,640,986	3,446,498	3,442,689	23,692	3,466,381	19,883	UNF
26	5590-OTHER PURCHASED SERVICES	181,818	99,307	184,824	0	184,824	85,517	UNF
27	PURCHASED SERVICES	7,565,040	9,450,642	9,414,166	(1,880)	9,412,286	(38,356)	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 2020-2021**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2019-2020	2020-2021	NOV 2020	CHANGE	DEC 2020	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	809,210	788,835	788,835	0	788,835	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,750,000	3,665,000	3,665,000	0	3,665,000	0	FAV
30	DEBT SERVICE	4,559,210	4,453,835	4,453,835	0	4,453,835	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	620,438	709,866	703,219	0	703,219	(6,647)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	774,787	761,354	814,774	0	814,774	53,420	UNF
33	5611-INSTRUCTIONAL SUPPLIES	311,910	366,196	313,188	0	313,188	(53,008)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	228,327	229,557	251,775	0	251,775	22,218	UNF
35	5620-OIL USED FOR HEATING	42,700	42,700	42,700	0	42,700	0	FAV
36	5621-NATURAL GAS	47,475	67,173	67,173	0	67,173	0	FAV
37	5627-TRANSPORTATION SUPPLIES	96,789	124,202	105,572	0	105,572	(18,630)	FAV
38	5641-TEXTS & DIGITAL RESOURCES	291,630	63,778	63,778	0	63,778	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	18,584	20,215	15,933	0	15,933	(4,282)	FAV
40	5690-OTHER SUPPLIES	502,949	522,933	472,130	17,500	489,630	(33,303)	FAV
41	SUPPLIES (INCLUDING UTILITIES)	2,935,589	2,907,974	2,850,242	17,500	2,867,742	(40,232)	FAV
42	5730-EQUIPMENT - NEW	332,148	70,947	134,210	0	134,210	63,263	UNF
43	5731-EQUIPMENT - REPLACEMENT	439,067	63,106	63,106	0	63,106	0	FAV
44	EQUIPMENT	771,215	134,053	197,316	0	197,316	63,263	UNF
45	5715-IMPROVEMENTS TO BUILDING	160,841	55,940	55,940	0	55,940	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(53,420)	0	(53,420)	(53,420)	FAV
46	5720-IMPROVEMENTS TO SITES	61,825	0	0	0	0	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	(17,500)	(17,500)	FAV
48	IMPROVEMENTS / CONTINGENCY	222,666	305,940	252,520	(17,500)	235,020	(70,920)	FAV
49	5580-STAFF TRAVEL	10,723	24,850	18,637	0	18,637	(6,213)	FAV
50	5581-TRAVEL - CONFERENCES	22,406	46,660	35,098	0	35,098	(11,562)	FAV
51	5810-DUES & FEES	77,379	105,654	105,654	0	105,654	0	FAV
52	DUES AND FEES	110,508	177,164	159,389	0	159,389	(17,775)	FAV
53	5856-TRANSFER ACCOUNT	495,482	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	47,768,411	50,784,509	50,707,398	(47,878)	50,659,520	(124,989)	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 2020-2021**



DECEMBER 2020

2020-2021 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$209,922 FAV previously, \$172,294 FAV.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$84,933 FAV previously \$95,183 UNF*, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on historical State payments.

LINE 6 on Page 2: PARKING INCOME:

The forecast estimates 50% of parking revenue will be collected, \$13,889 UNF, previously \$13,889 UNF.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation that interest rates will remain steady and revenue will be as budgeted. *The forecast projects less interest income due to declining interest rates, \$31,500 UNF previously \$26,250 UNF.*

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2020	.392%	.352%
August	.392%	.221%
September	.399%	.081%
October	.399%	.081%
November	.397%	.065%
December	.397%	.065%

LINE 8 on Page 2: ATHLETICS:

The forecast estimates a 50% reduction due to limited fan participation for at least one season, \$16,500 UNF previously, \$16,500 UNF.

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on seven tuition students. The actual tuition charged is higher (\$71 per year) than budgeted since the rate is set after the budget referendum is past. Two new tuition students enrolled in the District. *One student disenrolled, three students are*

moving into the District. The projected variance is \$37,864 UNF previously \$37,864 UNF.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments and enrollment for magnet school transportation budgeted, *estimated at \$19,500 which is \$7,100 UNF, previously \$7,100 UNF.*

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. Excess cost grant is expected to increase due to an increase of services. Tuition is increased for students moving into the District with unanticipated costs which will be partially reimbursed through the grant, *\$210,786 FAV previously, \$210,786 FAV.*

LINE 16 on Page 2: RENTAL INCOME:

The forecast estimates a 100% reduction based on limiting the use of the building for the year due to COVID19, *\$14,000 UNF previously, \$14,000 UNF.*

LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:

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

LINE 18 on Page 2: OTHER REVENUE:

The forecast is based on budget currently, *slightly less revenue is anticipated at this time, \$5,000 UNF previously, \$0 FAV.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$124,989 FAV previously \$77,111 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 need for additional coverage is anticipated. We intend to expand our use of bench subs to better ensure adequate class coverage and supervision in the buildings. All substitute position have not yet been filled. The District has not yet reached the budgeted amount of turnover savings, \$81,769 UNF. The current projection is \$34,328 UNF previously \$94,442 UNF. The forecast includes \$48,053 FAV grant funds pending State approval and \$61,818 FAV for vacancy filled by an outside consultant. Substitute fill rates are trending 54% higher and costs which reflect the rate increase are trending 82% higher than last year at this time. The forecast projection for substitute costs is reduced from \$195,168 higher UNF to \$150,168 UNF based on current data and remote sessions. *The current projection is \$12,680 FAV, previously \$32,320 UNF.*

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 need for additional support staff is anticipated as we increase building hours and occupancy.* The turnover factor is currently short of

the budget projection by \$752 UNF previously, \$16,185 UNF. There are still positions in transition and the turnover factor and classified budget is expected to be neutral. One position was no longer eligible for grant funds though a certified salary replaced the request, \$31,520 UNF. *The forecast reflect a changes due to staff vacancies of \$10,079 FAV and overtime estimates for the year reduced by \$25,035 due to no in-person events after school, net \$4,592 FAV, previously \$3,594 FAV.*

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

The forecast is based on the budget for current staff.

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

The workers' compensation premium is less than budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for \$9,190 FAV and a contract stabilization rate approved by the Board in May saved \$15,313 FAV. *Total savings YTD \$22,546 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. *Medical claims are lower, presumably due to routine office visits and medical tests being postponed. We expect claims will rise later in the year as employees and families return to routine care visits or possibly an increase in COVID treatments. Currently the account is running at 87.2% of claims, previously 87.3% of claims. The forecast projects the account will be neutral at this time.*

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2020-2021 ACTUAL	2020-2021 BUDGET	VARIANCE	2019-2020 ACTUAL	2018-2019 ACTUAL
<i>JUL</i>	<i>\$ 256,509</i>	\$ 408,015	<i>\$ (151,506)</i>	<i>\$ 366,182</i>	<i>\$ 292,718</i>
<i>AUG</i>	<i>\$ 200,490</i>	\$ 446,937	<i>\$ (246,447)</i>	<i>\$ 383,765</i>	<i>\$ 282,192</i>
<i>SEP</i>	<i>\$ 292,575</i>	\$ 365,001	<i>\$ (72,426)</i>	<i>\$ 317,685</i>	<i>\$ 376,576</i>
<i>OCT</i>	<i>\$ 293,360</i>	\$ 363,318	<i>\$ (69,958)</i>	<i>\$ 383,369</i>	<i>\$ 245,938</i>
<i>NOV</i>	<i>\$ 401,884</i>	\$ 453,630	<i>\$ (51,746)</i>	<i>\$ 370,672</i>	<i>\$ 418,110</i>
<i>DEC</i>	<i>\$ 482,778</i>	\$ 484,052	<i>\$ (1,274)</i>	<i>\$ 403,126</i>	<i>\$ 334,678</i>
<i>JAN</i>	<i>\$ 354,535</i>	\$ 354,535	<i>\$ -</i>	<i>\$ 348,820</i>	<i>\$ 331,129</i>
<i>FEB</i>	<i>\$ 307,567</i>	\$ 307,567	<i>\$ -</i>	<i>\$ 124,317</i>	<i>\$ 384,149</i>
<i>MAR</i>	<i>\$ 389,184</i>	\$ 389,184	<i>\$ -</i>	<i>\$ 276,832</i>	<i>\$ 363,660</i>
<i>APR</i>	<i>\$ 343,398</i>	\$ 343,398	<i>\$ -</i>	<i>\$ 196,735</i>	<i>\$ 278,082</i>
<i>MAY</i>	<i>\$ 409,054</i>	\$ 409,054	<i>\$ -</i>	<i>\$ 124,900</i>	<i>\$ 363,382</i>
<i>JUN</i>	<i>\$ 326,536</i>	\$ 326,536	<i>\$ -</i>	<i>\$ 194,428</i>	<i>\$ 224,419</i>
TOTALS	\$ 4,057,869	\$ 4,651,225	\$ (593,356)	\$ 3,490,831	\$ 3,895,033

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 FORECAST	2020-2021 FORECAST
85.2%	72.1%	92.2%	84.1%	100.0%

Note: 2020-2021 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	2020-2021 ACTUAL	2020-2021 BUDGET	VARIANCE	2019-2020 ACTUAL	2018-2019 ACTUAL
<i>JUL</i>	\$ 53,562	\$ 61,957	\$ (8,395)	\$ 65,692	\$ 63,793
<i>AUG</i>	\$ 50,187	\$ 65,755	\$ (15,568)	\$ 62,661	\$ 60,070
<i>SEP</i>	\$ 53,804	\$ 58,089	\$ (4,285)	\$ 46,306	\$ 63,599
<i>OCT</i>	\$ 55,100	\$ 61,041	\$ (5,941)	\$ 70,245	\$ 63,213
<i>NOV</i>	\$ 63,637	\$ 41,539	\$ 22,098	\$ 59,406	\$ 71,815
<i>DEC</i>	\$ 62,829	\$ 37,299	\$ 25,530	\$ 62,365	\$ 70,016
<i>JAN</i>	\$ 36,807	\$ 36,807	\$ -	\$ 73,157	\$ 78,786
<i>FEB</i>	\$ 36,239	\$ 36,239	\$ -	\$ 57,592	\$ 66,033
<i>MAR</i>	\$ 32,198	\$ 32,198	\$ -	\$ 58,624	\$ 38,918
<i>APR</i>	\$ 36,879	\$ 36,879	\$ -	\$ 57,573	\$ 69,321
<i>MAY</i>	\$ 36,343	\$ 36,343	\$ -	\$ 56,459	\$ 76,505
<i>JUN</i>	\$ 35,743	\$ 35,743	\$ -	\$ 56,502	\$ 72,044
TOTALS	\$ 553,327	\$ 539,887	\$ 13,440	\$ 726,582	\$ 794,113

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the actual staff, \$1,508 FAV.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff, \$357 UNF, previously, \$357 UNF.

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

The current forecast projects this account will be **neutral**.

LINE 15 on Page 3: 5290-UNEMPLOYMENT:

The forecast estimates the account may run \$20,000 UNF. The budget was reduced prior to the pandemic based on a low utilization for several years. Many of the current claimants will come off unemployment when we reopen. However, there are a number of claimants that are receiving benefits based on their past 24 months of work history with Amity and are not current employees. It is difficult to measure how many will remain on benefits. **\$20,000 UNF.**

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

Coverage is needed for an administrator on leave. Coverage is provided through an outside consultant, \$61,818 UNF. A transfer for these professional services was approved in October. Legal services are higher than budgeted due to COVID-19 environment. Legal expenses are running 25% higher than the first quarter last year. Many vendor contracts are reviewed to consider cancellations because of COVID-19, two bargaining units were scheduled to negotiate in the Spring of 2020 but were delayed until this fiscal year, and numerous labor and employment questions relating to COVID-19. The change in special

education laws increased the use of legal services. The legal budget if it continues at 25% higher will be \$82,000 UNF over budget, *total for these line items is forecasted at \$145,886 UNF.*

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a *\$96,122 FAV, previously, \$68,860 FAV* balance partly due to the first summer session being held virtually. *Late busses and field trips will be reduced due to COVID-19, currently assuming a 50% or \$157,624 FAV, previously \$157,624 FAV projection.*

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Student Accident insurance renewed slightly higher-\$922 UNF, LAP and several other policies came in lower-\$8,588 FAV and cyberinsurance is now a separate policy and not covered under general liability increases \$9,907 UNF for a total account increase of *\$2,242 UNF*

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

E-Rate funding is approved for the current fiscal year. *The District will receive discounted invoices for the CEN service provided by the State of Connecticut. The funding decision was announced this month and the District will save \$19,032 FAV.*

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition is currently forecasted to have a \$19,883 UNF previously \$3,809 FAV variance. The forecast is based on current students and their placements.

Tuition for the vo-ag schools has a projected variance of *\$50,889 FAV previously \$56,581 FAV.*

	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 BUDGET	FY20-21 FORECAST
Sound	3	4	6	6	8	5(5)
Trumbull	3	6	4	4	5	3(3)
Nonnewaug	3	4	6	5	7	7(7)
Common Ground Charter HS	1	0	0	0	1	1(1)
Betsy Ross Magnet	0	0	0	0	0	1(0)
King Robinson Magnet	1	0	0	0	0	0
Engineering Science Magnet	0	1	0	0	0	0
Highville Charter School	0	1	0	0	0	0
Totals	11	16	16	15	21	17(16)

ECA is projected variance *to be \$25,928 FAV previously \$25,928 FAV, below budget, with five less students enrolled than budgeted.*

	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 BUDGET	FY20-21 FORECAST
ECA	15	19	24	21	21	16(16)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$96,700 UNF previously \$78,700 UNF. There are more outplaced students who recently moved into the District.

	FY16-17 ACTUAL	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 BUDGET	FY20-21 FORECAST
Public SPED	8	8	11	8	9	7(7)
Private SPED	27	20	22	18	29	31(31)
Totals	35	28	33	26	38	38(38)

LINE 26 on Page 3: 5590-OTHER PURCHASED SERVICES:

The forecast assumes a transfer into the cafeteria fund to cover operations due to losses in the program. The year-to-date projection for the café fund is \$153,395 UNF. The volume of meals is significantly impacted by no in-person dining option and near zero ala carte sales. Typical November ala carte sales are \$28,923 and this year ala carte revenue for November was \$175. Also 13,681 meals were served in November of 2019 and just 3,734 meals were served in November 2020. We meet regularly to discuss options to increase participation. We plan to expand the Friday offering of 2 meals to 4 to cover Saturday. This will benefit the families participating and generate a larger State reimbursement. The current estimate that the Board will need to transfer from the general fund is \$100,000 UNF and is included in this month's forecast.

LINE 30 on Page 4: 5830 & 5910-DEBT SERVICE :

Debt service is \$54,962 overbudget of the estimate for the new bond. There was premium paid by purchaser to offset this increase so the budget will remain neutral and this variance is paid from bond proceeds.

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

The 2020-2021 budget for electricity assumes the use of 3,189,868 kilowatt hours at an average price of \$0.19661 per kilowatt hour, or a cost of \$627,736. *Current kilowatt hours are down but with the increased full capacity run times for HVAC systems during the pandemic, it is anticipated the hours will rise over the next months. The usage is projected to be on budget, neutral.*

ELECTRICITY (KILOWATT HOURS)

MONTH	2020-2021 FORECAST	2020-2021 BUDGET	VARIANCE	2019-2020 ACTUAL	2018-2019 ACTUAL
<i>JUL</i>	<i>254,693</i>	261,716	<i>(7,023)</i>	306,744	104,580
<i>AUG</i>	<i>96,300</i>	292,794	<i>(196,494)</i>	298,187	152,275
<i>SEP</i>	<i>297,628</i>	308,389	<i>(10,761)</i>	255,198	314,178
<i>OCT</i>	<i>272,258</i>	282,314	<i>(10,056)</i>	294,827	271,919
<i>NOV</i>	<i>290,214</i>	260,774	<i>29,440</i>	243,754	249,759
DEC	260,198	260,198	-	250,944	247,237
JAN	268,460	268,460	-	266,227	274,992
FEB	269,090	269,090	-	251,802	263,959
MAR	256,461	256,461	-	217,683	248,762
APR	260,337	260,337	-	232,983	262,037
MAY	246,095	246,095	-	145,568	276,658
JUN	223,240	223,240	-	239,032	91,898
Totals	2,994,974	3,189,868	(194,894)	3,002,949	2,758,254

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

The budget assumes there will not be a Load Shed credit. Building had limited use in FY20 from March 13-June 30. The delivery charge has increased significantly since last year. Currently we anticipate this may be partially offset by shorter operating days even with extended run time for air handlers. However, the delivery charges may put the accounts over even if kilowatt usage is down.

The budget for propane is \$3,330. *The forecast is neutral at this time.*

The budget for water is \$47,800. *The forecast is neutral at this time.*

Sewer costs are budgeted at \$31,000, costs are projected to be \$24,353. *The forecast is \$6,647 FAV at this time.*

DEGREE DAYS

There are 748 degree days to date compared to 799 last year at this time.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE: *There is an emergency repair to a leaking underground water line to the boiler at the high school quoted at \$53,420. A transfer was requested in December.*

LINE 35 & 36 on Page 4: 5620 & 5621-OIL & NATURAL GAS :

These accounts may be overbudget, though it is difficult to estimate how much at this time. We are increasing the percentage of outdoor air flow into the HVAC system per CDC recommendations. The actual temperatures for the winter months will greatly influence the need for additional heating fuel.

LINE 40 on Page 4: 5690-OTHER SUPPLIES:

The forecast reflects reimbursement from the Coronavirus Relief Fund grant and a budget transfer approved earlier this year for \$17,500 UNF for virus protection, \$50,803 FAV previously \$161,820 FAV as grants reimbursements were charged to appropriate accounts.

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. *There is an emergency repair to a leaking underground water line to the boiler at the high school quoted at \$53,420. A transfer was requested in December.*

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. A transfer was approved in November for \$17,500 for critical security license to cover the additional devices purchase this fiscal year.

LINES 49 & 50 on page 4: 5580 & 5581 STAFF TRAVEL AND TRAVEL - CONFERENCES :

A 10% reduction is assuming less travel between schools and to conferences. *The forecast is projected to on \$17,775 FAV previously \$17,775 FAV.*

COVID-19 EXPENDITURES: *Currently expenditures related to preparing for reopening in the COVID-19 environment are estimated at \$895,793 total, \$755,230 from current fiscal year. The two largest purchases are in the area of PPE of approximately \$124,791, \$37,185 on cleaning supplies, \$176,863 for social distancing measures, and \$257,314 for technology. There is a potential of spending \$252,135 for additional personnel to provide coverage for absences, remote teaching, and additional supervision for appropriate COVID-19 protocols. Expenses are across all object codes and will be funded with the funds held as a 15% encumbrance, in the amount of \$968,619 in regular accounts. A budget transfer is requested this month and we are liquidating \$497,352 of the encumbrances to cover costs. Currently the District was approved for \$55,040 in ESSER funds. These grant funds were utilized for summer programs and curriculum writing not included in the COVID-19 estimates. A second grant, Coronavirus Relief Funds (CRF) has a preliminary award to the District for \$240,120. The application is approval and funds are nearly exhausted. There are still more purchases to restock supplies anticipated.*

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2020-2021

TOTAL ANNUAL SAVINGS TO-DATE OF: \$128,408

\$19,268 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.

\$49,245 Pegpetia Grant: Jeremy Iverson also applied for and received a grant from PEGPETIA. Current advancements in video technology have overstepped the abilities of the current computer systems in use. In order to maintain effective practice in post-production, the editing systems must see an enhancement. Utilizing a new computer system with a better integrated graphics solution, greater allocations of available RAM, and a faster multi-core processor, will not only maximize productivity, but will satisfy the needs of the program in the immediate future. This will effectively allow students to work at a more rigorous level. Time management and project completion will also be impacted, affording students more time in developing advanced skills during the production process. This reduces the amounts that would be funded through the general fund

\$19,032 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.

\$28,339 Polycarbonate and Sheet Dividers for Social Distancing: The District's building maintainer has constructed approximately 113 protective barriers since March of 2020 for the classrooms and offices. The District orders polycarbonate and Randy Joiner skillfully measures, cuts and stabilizes the units for a custom fit. This includes science labs, offices and classrooms. Randy has also installed 41 curtain dividers in the District when more appropriate than a solid structure. The savings is estimated considering the cost of the polycarbonate and the estimate purchase of fully constructed dividers.

\$5,000 Math Textbooks: Dameon Kellogg, the Math Department chairperson consistently searches for used textbooks to replace lost books or fill enrollment needs.

\$7,524 Reduced Trash Pickups: The Director of Facilities, Steve Martoni, negotiated a revised schedule for trash pickups at all three buildings, saving \$1,254 per month. Less trash is generated without full cafeteria service and the hybrid/shortened day schedule of students.

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

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committe>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2019-2020 - \$43,497 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- 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).

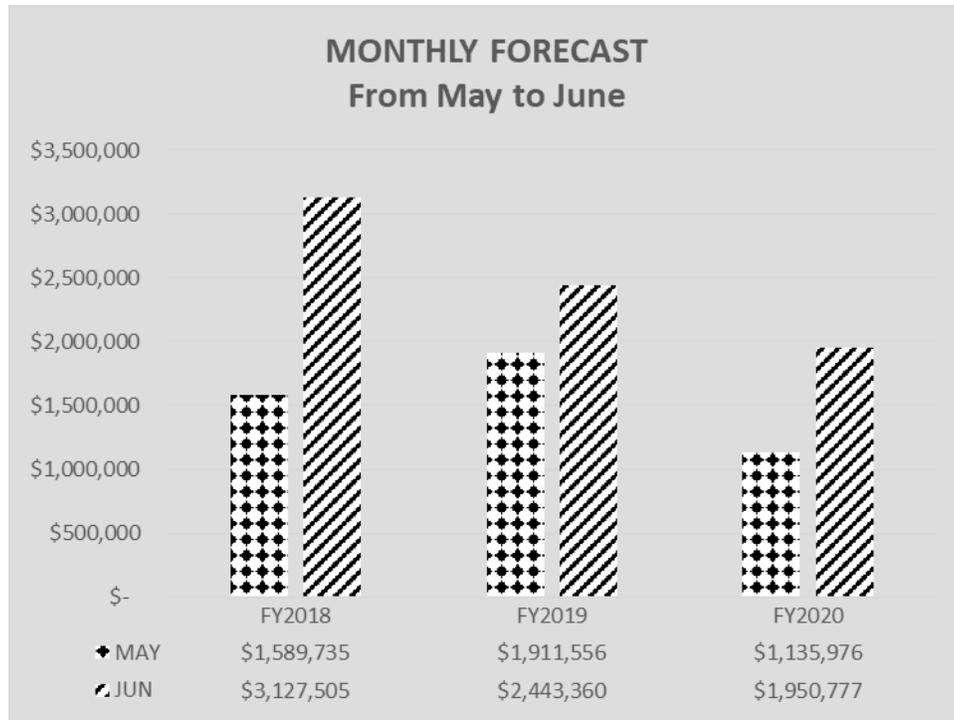
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

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.

FY2020:

The audited fund balance is \$1,950,777 after \$515,077 in EOY purchases and allocation of 1% or \$492,485 appropriated to Capital and Nonrecurring Account . The monthly forecast for May 2020 projected a fund balance of \$1,135,976. The change is **\$815,982 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance was the unsettled environment of the COVID-19 global pandemic. As of the May 2020 meeting, the Governor had not announced if schools would reopen prior to the end of the school year. School was eventually cancelled for the remainder of the year and almost all accounts were impacted. The changes from one month to the next month were, as follows:

- **\$121,462:** Certified and classified salaries were lower due to the school closures. Spring coaches salaries were reduced, substitutes and coverages were not needed, staff development hours, homebound instruction, chaperone duties, and overtime were all near zero.
- **\$296,642:** Medical & dental claims were lower due to the COVID-19 global pandemic. Routine office visits and medical tests were postponed all spring across the region. Since we are self-insured, actual claims are not known until the end of the fiscal year. Unemployment claims, though high were lower than May's estimate. The District has not experienced claims of this magnitude and estimating the actual costs were difficult. Many claims were in dispute. The change was \$26,000 FAV.
- **\$155,607** Purchased services were lower due to the COVID-19 global pandemic. There were no athletic contests, which reduced the annual number of game day staff and officials paid. Less need for printed materials, postage, end of year celebrations, graduation and stepping up costs, and athletic rentals were less due to the social distancing requirements.
- **\$76,091:** Transportation and fuel costs for busses were lower due to the COVID-19 global pandemic. Contracts were renegotiated in May but with school cancellation final for the year, additional savings resulted. There were no late runs, athletic trips, or field trips at the end of the year.
- **\$70,483:** Instructional supplies were lower due to the COVID-19 global pandemic. Consumable materials could not be utilized in the remote learning environment so there was a significant decrease in food for culinary, lumber and other raw materials for technology education and science lab materials.
- **\$54,739:** Communication costs were lower due to the COVID-19 global pandemic. Less postage, copy paper, and catering needs due to the remote learning environment.
- **\$35,521:** Rentals for fields, tables, chairs, tents, etc. were lower due to the COVID-19 global pandemic. End of year athletic contests were cancelled and ceremonies were done in a socially distance manner which eliminated the need for many items used for large crowd gatherings.
- **\$14,945:** Electricity usage was lower due to the COVID-19 global pandemic. Buildings had a few occupants during the March through June timeframe.

APPENDIX C

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>\$86,227</i>

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

FINANCIAL MANAGEMENT:

\$ 78,987

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$38,753. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440. This 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,

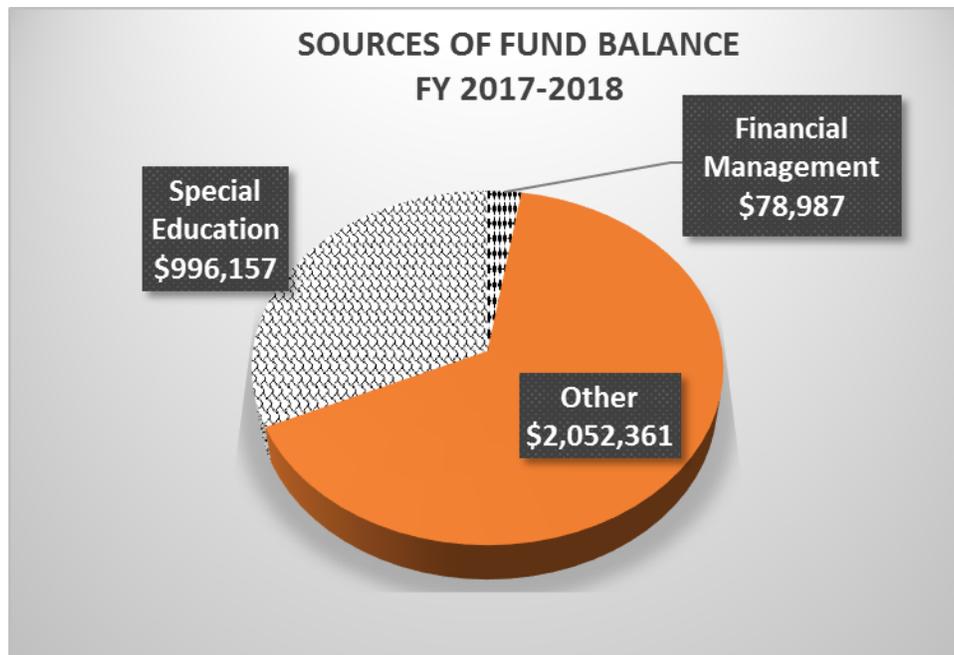
summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$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.

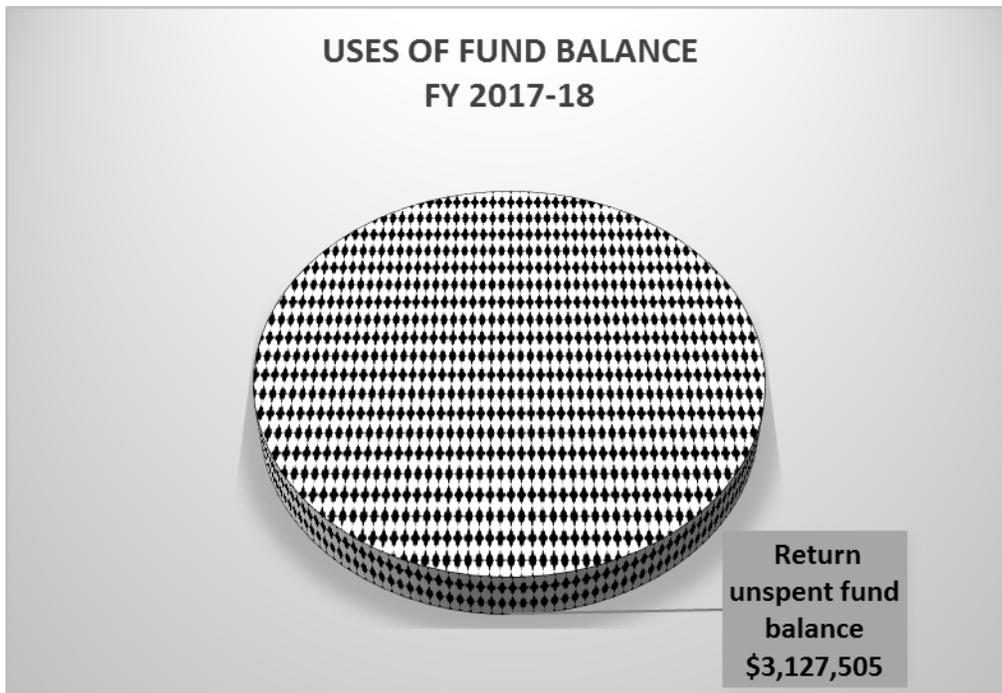
The primary sources of the fund balance are shown graphically below:



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 D

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 \$2,034,101 plus \$409,259 designated at year-end for security projects. These source of the available funds are described below.

FINANCIAL MANAGEMENT: **\$ 204,608**

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

SPECIAL EDUCATION (NET) **\$ 539,798**

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

OTHER: **\$ 1,289,695**

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

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

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

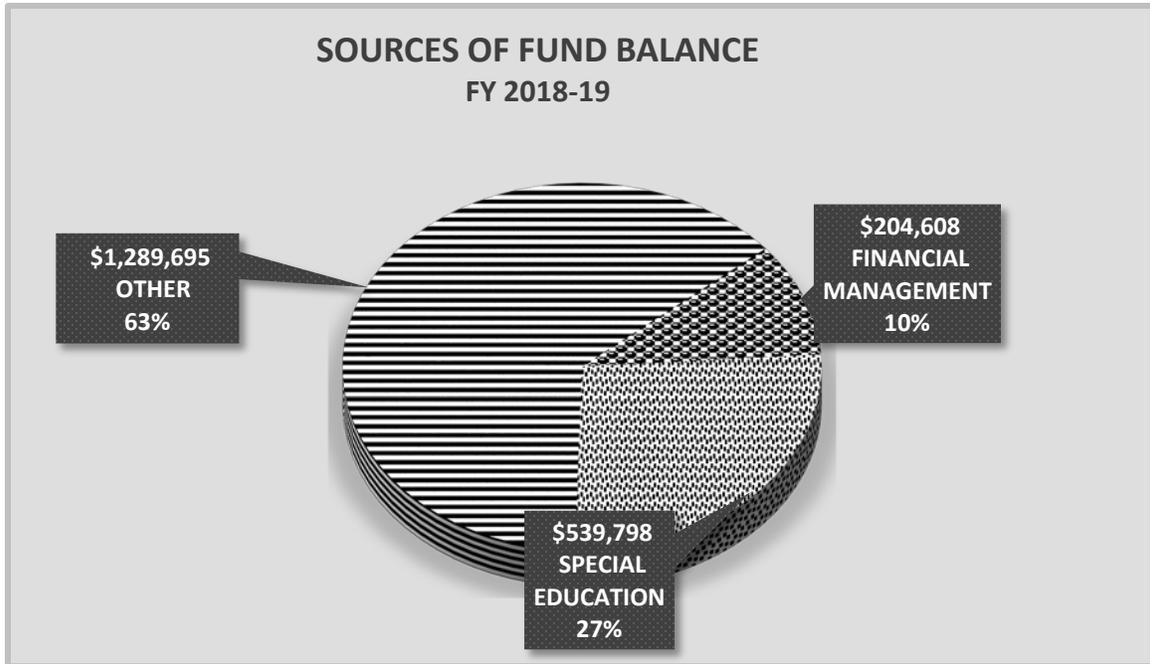
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were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

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

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

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

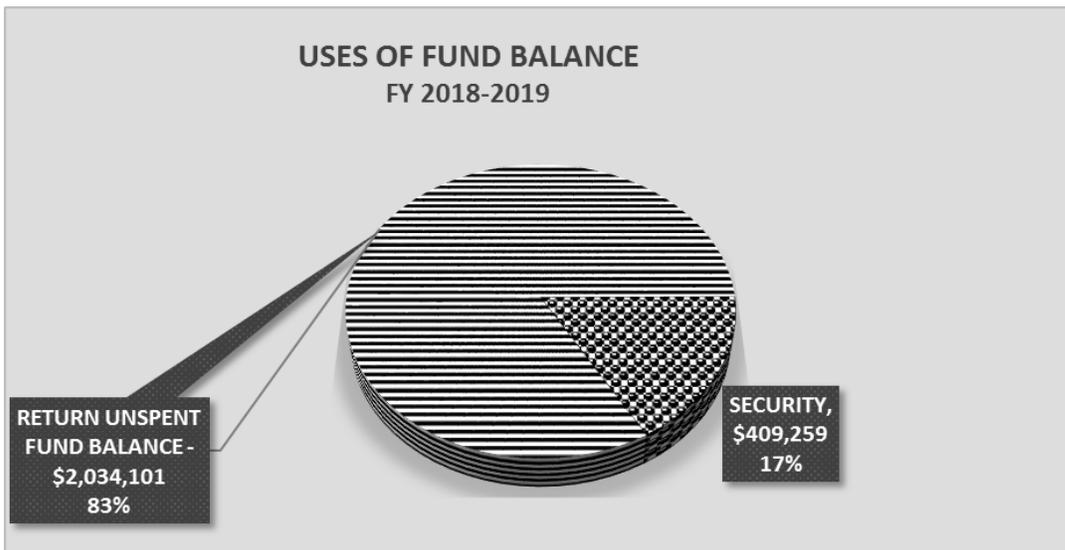
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX E

RECAP OF 2019-2020

Return Unspent Fund Balance:

The cancellation of 2018-2019 encumbrances of \$35,457 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 2019-2020, the funds will be returned.

<i>Bethany</i>	<i>\$ 6,839</i>
<i>Orange</i>	<i>\$ 17,792</i>
<i>Woodbridge</i>	<i><u>\$ 10,825</u></i>
<i>Total</i>	<i>\$ 35,457</i>

The audited fund balance for 2019-2020 is \$1,953,498, assuming the 1% or \$495,482 is transferred to the Capital Nonrecurring Account. The fund balance is net of \$515,077 of end-of-year expenditures that are posted in FY20. The source of the available funds are described below.

SUMMARY:

The monthly financial report for February 2020 as reported at the March AFC & BOE meetings forecasted a fund balance of \$799,396. Days later, on March 12, 2020, the District cancelled in-person instruction and learning. Most employees continued to work with the exception of substitute teachers. The hours of operation were still severely impacted as all after-school, weekend and evening activities were cancelled. This came at a time when schools would typically operate on extended schedules to accommodate sporting activities, overnight field trips, school plays, award ceremonies, stepping up and graduation ceremonies. Busses did not operate for 58 days in the District. Buildings remained open but with minimal staff as the majority of staff worked remotely, reducing utilities consumption. Contracts for professional services were re-negotiated or cancelled as were rentals of other fields, tables, and tents. Overtime and staff travel was non-existent and only a few conferences were held (via remote features).

FINANCIAL MANAGEMENT:

\$ 107,610

The turnover factor exceeded the budget by \$70,559. Administrators carefully consider salary placement for new hires. Some part-time vacancies were not filled during the shut-down. Liability, workers' compensation, and student accident insurance coverages were negotiated at a lower rate than anticipated, \$37,051.

SPECIAL EDUCATION:

\$ 580,502

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 \$580,502 prior to the shutdown.

SALARIES, MEDICAL, PURCHASED SERVICES (OTHER): \$2,273,224

\$627,603 SALARIES (OTHER): Teacher coverages, substitute costs, coaching stipends, overtime, homebound services, and chaperone stipends were some of the budgeted items affected by the remote instruction environment. Payroll taxes were down as result of the lower payroll costs. All after-school, evening and weekend activities were cancelled for typically the busiest time of the school year.

\$926,221 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were lower than budgeted as hospitals and doctors suspended routine visits, diagnostic tests, and non-emergency procedures amid the pandemic. The insurance claims were running at 95.7% of budget through February 2020 and fell to 81.3% by the end of the year. Dental claims were near zero during the final quarter of the fiscal year.

\$228,156 TRANSPORTATION SERVICES: (OTHER): School busses did not transport students for daily runs, late runs, athletic events or extra-curricular activities from mid-March through the end of the school year. The daily contract was re-negotiated with transportation contractors while other services were cancelled entirely. Fuel cost were reduced as a result of the shutdown.

\$82,664 PURCHASED SERVICES (OTHER): Purchased services costs were lower due to several factors. Cancellation of spring sports resulted in fewer athletic contests and fewer officials, monitors, and scorekeepers, \$32,000 FAV; \$26,000 FAV was saved for contracted services changes with a less expensive provider and training of in-house staff, \$14,000 FAV was not spent on end of year programs and events; \$8,955 FAV was left from the NEASC budget.

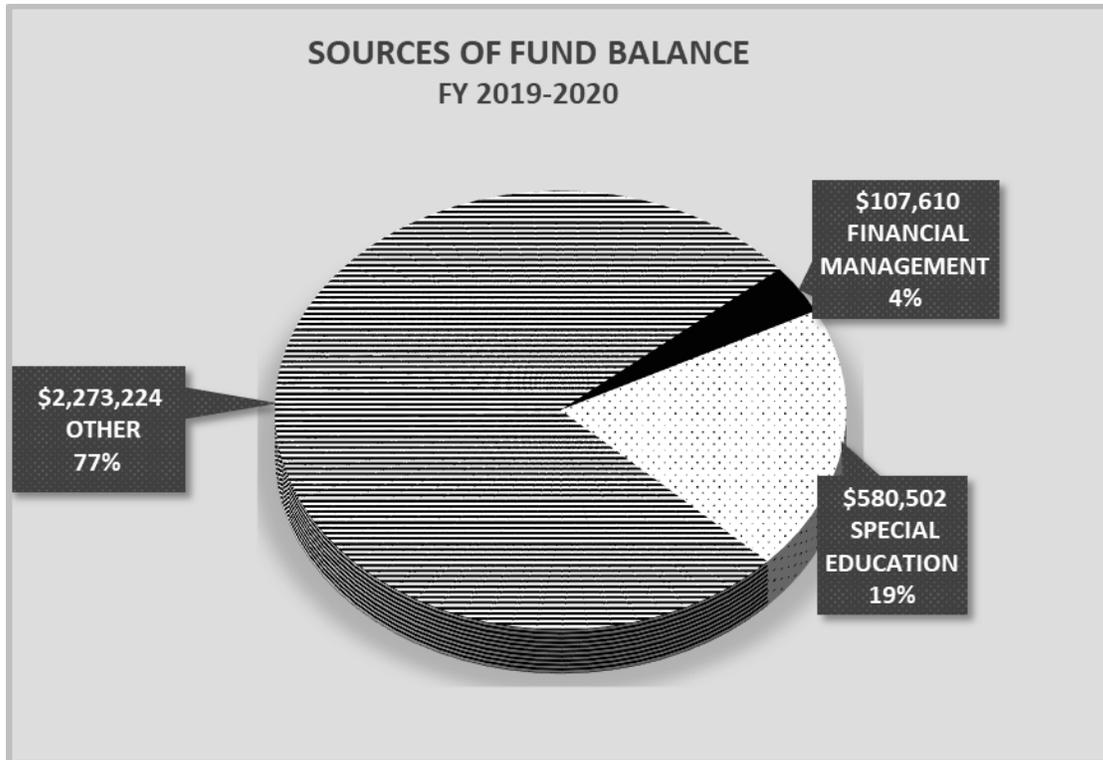
\$93,339 UTILITIES (OTHER): A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

\$57,290 STAFF TRAVEL AND CONFERENCES: Staff travel was halted in mid-March with many in-person conferences cancelled. Mileage payments for staff traveling between buildings and travel and accommodations for out of District travel were not needed during the final quarter of the school year.

\$70,483 INSTRUCTIONAL SUPPLIES (OTHER): Purchases and consumption of instructional materials was reduced during the remote instruction period. It was not feasible to use many art supplies, photography film, live specimens, lumber, and culinary supplies in a remote environment.

\$38,170 COMMUNICATIONS: TEL, POST, ETC. (OTHER): Less copy paper, postage, toner and other Xerox supplies were needed during the remote instruction period. The District also received a grant for internet 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. **\$1,950,777** - Return of unspent fund balance per audit.
2. **\$ 495,482** – Request for Capital Reserve (*pending)
3. **\$ 515,077** - End of Year Purchases

\$1,950,777 RETURN OF UNSPENT FUND BALANCE *pending audit*: the annual audit is usually presented to the Amity Finance Committee and Board of Education for acceptance in December or January. Funds are returned to member towns after completion and acceptance of the audit.

\$495,482 (1%) CAPITAL AND NONRECURRING ACCOUNT: The Amity Finance Committee and Board of Education approved moving forward in the process to transfer 1% of the FY20 budget surplus into the Capital and Nonrecurring account. This process is not finalized yet.

\$515,077 END OF YEAR PURCHASES (EOY):

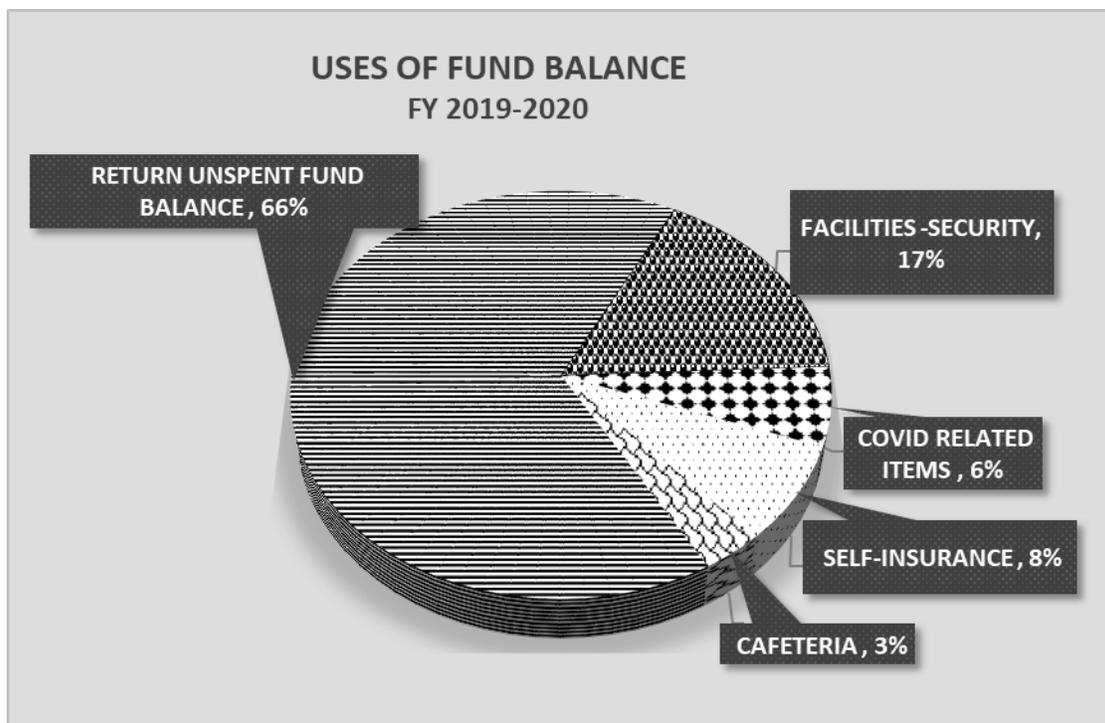
\$229,311 SELF-INSURANCE FUNDING. (EOY): The suspension of routine exams, diagnostic tests, dental appointments, and non-emergency surgeries reduced the medical claims for the final quarter of FY20. It is anticipated that once the State reopens the missed procedures will be scheduled, as well as those of age and need for the current year, and in a worse case scenario claims could rise due to COVID-19 treatments as the District reopens. This amount represents raising the self-insurance reserve from a 25% threshold of claims to 30% on a temporary basis of one year. If funds are not needed, the reserve

will be reduced to 25% and the funds will be utilized to offset the budget request for fiscal year 2021-22.

\$185,766 COVID-19 (EOY): Purchases of personal protective equipment such as masks, gowns, gloves, and face shields were made to prepare for reopening, recognizing none of these items were anticipated in developing the FY21 budget. Thermal security cameras were purchased to register temperatures and perform a mask check of staff and students arriving at main entrances of all three schools. Laptops for high school teachers were purchased to prepare for remote instruction upon reopening.

\$100,000 CAFETERIA (EOY): The District’s fund to support school lunch program has been running a deficit for three straight years. The ongoing repair and maintenance of aging equipment contributed to the deficit and the State’s change in eligibility status determination increased free and reduced lunch status. Next year appears to be even more challenging in the COVID-19 environment as we will have to change how service is provided, food is served, and food packaging. These necessary changes will increase costs with no anticipated increase in revenue.

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	\$ 358,085
Orange	\$ 992,321
Woodbridge	\$ 600,371
Total	\$1,950,777

Amity Regional School District No. 5 - Budget Transfers 2020-2021

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2021-Jul	56	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(678.00)	SCHOOLDUDE SRVC CONT (15% HOLD)
2021-Jul	56	05-14-2600-5690 OTHER SUPPLIES	678.00	SCHOOLDUDE SRVC CONT (15% HOLD)
2021-Jul	57	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(90.00)	EAGLE TRAILERS (15% HOLD)
2021-Jul	57	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	90.00	EAGLE TRAILERS (15% HOLD)
2021-Jul	69	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(446.00)	ADDITIONAL FUNDS EAGLE TRAILERS
2021-Jul	69	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	446.00	ADDITIONAL FUNDS EAGLE TRAILERS
2021-Jul	106	03-11-3202-5440 RENTALS-LAND,BLDG,EQUIPMENT	(150.00)	15% HOLD BACK-EAGLE LEASING
2021-Jul	106	02-11-3202-5440 RENTALS-LAND,BLDG,EQUIPMENT	150.00	15% HOLD BACK-EAGLE LEASING
2021-Sept	5	01-11-1005-5330 OTHER PROFESSIONAL & TECH SRVC	(600.00)	COVER COSTS OF ONLINE LICENSE
2021-Sept	5	01-11-1005-5641 TEXTBOOKS	600.00	COVER COSTS OF ONLINE LICENSE
2021-Sept	7	03-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	(1200.00)	UPDATE MASTERCAM SOFTWARE
2021-Sept	7	03-11-1008-5611 INSTRUCTIONAL SUPPLIES	1200.00	UPDATE MASTERCAM SOFTWARE
2021-Sept	8	01-11-1010-5690 OTHER SUPPLIES	(29.00)	COVER THE COST OF MEMBERSHIP F
2021-Sept	8	01-11-1010-5810 DUES & FEES	29.00	COVER THE COST OF MEMBERSHIP F
2021-Oct	11	04-12-6111-5560 TUITION	(110.00)	TRANSPORTATION EZRA ACADEMY
2021-Oct	11	05-14-2700-5513 TRANSPORTATION	110.00	TRANSPORTATION EZRA ACADEMY
2021-Oct	78	02-11-1010-5420 REPAIR & MAINTENANCE	(720.00)	MUSICAL INSTRUMENT RENTAL
2021-Oct	78	02-11-1010-5440 RENTALS	720.00	MUSICAL INSTRUMENT RENTAL
2021-Oct	103	05-14-2310-5810 DUES & FEES	166.00	Cover cost of BOE Dues & Fees
2021-Oct	103	05-14-2320-5810 DUES & FEES	(166.00)	Cover cost of BOE Dues & Fees
2021-Oct	106	03-12-1203-5611 INSTRUCTIONAL SUPPLIES	(375.00)	MEMBERSHIP FEES
2021-Oct	106	04-13-2190-5810 DUES & FEES	375.00	MEMBERSHIP FEES
2021-Nov	79	03-11-1001-5581 TRAVEL - CONFERENCES	(219.00)	COVER TEACHER DUES & FEES
2021-Nov	79	03-11-1001-5810 DUES & FEES	219.00	SCHOLASTICS COMPETITION
2021-Nov	123	01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(800.00)	ADDITIONAL CLASSROOM SUPPLIES
2021-Nov	123	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	800.00	ADDITIONAL CLASSROOM SUPPLIES
2021-Dec	416	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(709.00)	SNOW BLOWER REPLACEMENT
2021-Dec	416	03-14-2600-5731 EQUIPMENT REPLACEMENT	709.00	SNOW BLOWER REPLACEMENT

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: Jennifer Byars, Ed. D., Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Budget Transfers over \$3,000 for FY 2020-21
Date: January 5, 2021

Special Education:

Mr. Brant has requested two budget transfers to cover tuition and transportation costs. The funds will be transferred between special education accounts including transportation that are forecasted under budget. The special education budget will be nearly exhausted after these transfers and any new placements will require transfers from contingency.

I am requesting to transfer funds from the special education accounts listed to private out placed tuition account.

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 private out placed tuition costs.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-1206-5440	Rentals	\$ 17,000	
04-12-6110-5560	Tuition –Sped Public Out	\$104,500	
04-12-6117-5560	Tuition – Reg Ed Public Out	\$ 18,207	
04-12-1206-5330	Professional & Technical Serv	\$ 2,125	
04-12-6111-5560	Tuition – Reg Ed Public Out	\$ 50,000	
04-12-6130-5561	Tuition –Sped Private Out		\$191,832

I am requesting to transfer funds from the special education accounts listed to transportation account for vocational schools

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 public transportation costs.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6110-5560	Tuition –Sped Public Out	\$4,046	
04-12-2700-5512	Transportation –Public Out		\$4,046

Staff Development:

Dr. McPadden has requested a budget transfer to cover the cost for professional learning for teachers and administrators. The cost of the consulting group is \$9,000 and the funds will be transferred from a staff development account that provides refreshments for training. Professional development sessions have been virtual this year and no refreshments have been provided.

I am requesting to transfer funds from the staff development other purchased services account to staff development professional and technical services account.

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 professional development consulting costs.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-13-2213-5590	Other Purchased Services	\$ 9,000	
05-13-2213-5322	Instructional Program Improvement		\$9,000

Instruction**Emergencies and Disaster Preparedness****Pandemic/Epidemic Emergencies**

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is threatened by a reasonably likely pandemic/epidemic outbreak. At all times the health, safety, and welfare of the students shall be of foremost concern along with the health, safety, and welfare of the ARSD employees and the overall health and welfare of the community.

Planning and Coordination

The Superintendent shall designate the School Nursing Coordinator or other appropriate staff members who, in conjunction with the School Medical Advisor, shall serve as a liaison between ARSD and local and state health officials. This designee and the School Medical Advisor are jointly responsible for connecting with health officials to identify local hazards, determining what crisis plans exist in the school district and community, and establishing procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials and shall keep the Superintendent advised when the risk of a pandemic or an epidemic of a serious illness has materially increased.

The School Nursing Coordinator and School Medical Advisor and/or other designees shall, in conjunction with local and state health officials, develop instructional materials designed to teach students about preventing or limiting the spread of communicable diseases. With fiscal concerns in mind ARSD shall purchase and store supplies necessary for an epidemic/pandemic outbreak including, but not limited to, disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the School Nursing Coordinator, School Medical Advisor, and/or local and state health officials. The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination, as recommended by state and national protocols. Local and state health officials shall be notified immediately. In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students. In the event of an evacuation, the Superintendent is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

Instruction**Emergencies and Disaster Preparedness****Pandemic/Epidemic Emergencies****Infection Control**

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school, until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that the person does not bear the risk of transmitting the communicable disease. Students with excessive absences due to a communicable disease shall be given reprieve from other Board policies relative to excessive student absences on individual and case-by-case bases. Efforts will be made by the staff to determine what, if any, school work the student can complete while absent. Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave.

Continuance of Education

Within the guidelines/approval of the Connecticut State Department of Education, the Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. The Superintendent, in consultation with the Board, may amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, the use of previously scheduled vacation days, and/or extending the school year beyond the previously established end of school year, within applicable statutory requirements.

(cf. 5141.22 - Communicable/Infectious Diseases)

(cf. 5141.6 - Crisis Management Plan)

(cf. 6114 - Emergencies and Disaster Preparedness)

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20

U.S.C. 1232g, 45 C.F.R. 99.

Business/Non-Instructional Operations

Transportation

Students with Disabilities

The Board of Education (Board) shall provide, as a related service, safe, and appropriate transportation as may be required to implement the individualized education program (“IEP”) for a student with a disability who may require such transportation as a related service. The Board shall comply with all State regulatory requirements pertaining to transportation as a related service including, but not limited to, the use of transportation aides when such aides are necessary to ensure safe and appropriate travel.

The Board’s transportation arrangements for students with disabilities shall comply with all applicable State laws and regulations pertaining to the licensing, equipment, operation, maintenance, and inspection of school buses and other transportation vehicles.

The Board shall annually review the transportation arrangements for students with disabilities residing in Amity Regional School District No. 5 (ARSD) and attending schools both within and outside of ARSD. The Board shall make any appropriate changes to the transportation arrangements which are necessary to ensure the safe transportation of such students.

Operators of school buses and other transportation vehicles shall be given such in-service training as is necessary to acquaint them with the specific needs of the students with disabilities being transported and to equip such operators to meet those needs. Operators shall apply all reasonable and necessary measures to ensure that students with disabilities are safely seated during transportation, in accordance with their needs.

Legal References: Individuals with Disabilities Education Act

300.8 Child with a disability

300.34 Related services

300.107 Nonacademic services

Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. Medicaid enrollment, participation and billing requirements. Development of individualized education program.

Policy adopted: AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Business/Non-Instructional Operations

Transportation

Students with Disabilities

Planning and placement team meetings. Public agency placements; apportionment of costs. Relationship of insurance to special education costs. Prohibition on punishing members of planning and placement teams for certain behavior during meetings

10-220m Review of transportation arrangements of special needs students

14-275c Regulations re school buses and motor vehicles used to transport students. Operators age seventh or older. Penalties.

Regulations of Connecticut State Agencies

10-76a-1 General definitions

10-76d-19 Transportation

14-275c-26 – Motor vehicles used to transport special education students
14-275c-35

Business/Non-Instructional Operations

Purpose and Facilities: Food Service

The school lunch program shall be an integral part of our total educational program. An attractive, wholesome, well balanced lunch is essential for the best work from the students.

The educational aspects of the school lunch will be the responsibility of each school administrator, subject to advice, counsel, and direction from the Superintendent of Schools, who is ultimately responsible for executing this policy.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees

State Board of Education Regulations.

10-215b-1 School lunch and nutrition programs.

Business/Non-Instructional Operations

Free or Reduced Lunches (National School Lunch Program)

The Amity Regional School District No. 5 (ARSD) will participate in the National School Lunch Program (NSLP) and may participate in the School Breakfast Programs (SBP). Authorization is granted to the Superintendent of Schools or his/her designee to act on behalf of the Board of Education (Board) for purposes of participating in these programs. The program will follow all state and federal guidelines. Dietary specifications will be fulfilled in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

(cf. 3542 – School Lunch Program)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-215b Duties of State Board of Education re: feeding program.

10-215b-1 Competitive foods.

10-216 Payment of expenses.

State Board of Education Regulations.

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.

Non-discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Assistance, 7 C.F.R. Part 15b (2001).

Business/Non-Instructional Operations

Food Sales Other than National School Lunch Program

Good nutrition is essential to peak academic performance for students and for long-term health. The Amity Regional School District No. 5 (ARSD) Board of Education (Board) supports nutrition programs and nutrition education as an integral part of a high-quality education. In order to ensure that foods served at ARSD schools address modern nutritional needs and to protect the health of students, the Principal will address control over the sale of non-cafeteria/competitive food. For purposes of this policy, “competitive food” means any food that is sold in competition with the school lunch or breakfast program.

ARSD will not permit the use of vending machines and the sale of competitive foods in the middle school and high school one hour prior to the first lunch period to one half hour after the last lunch period. The Principal is responsible for ensuring that foods from vending machines and other non-cafeteria/competitive foods are sold in compliance with federal guidelines and ARSD policy. The Superintendent of Schools is authorized to remove vending machines or discontinue the sale of competitive foods if not properly operated.

Legal Reference: National School Lunch Program and School Breakfast Program;
Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol.45,
No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42

U.S.C. 1751

7 CFR Parts 210 & 220 – Nutrition Standards in the National
School Lunch & School Breakfast Programs.

Non-discrimination on the Basis of Handicap in Programs or
Activities Receiving Federal Assistance, 7 C.F.R. Part 15b(2001)

Connecticut General Statutes

10-215f Certification that food meets nutrition standards

PA 06-63 An Act Concerning Healthy Food and Beverages in
Schools Regulations of Connecticut State Agencies - 10-21 5b-1
Competitive foods Regulations of Connecticut State Agencies –
10-21Sb-23 Income from the sale of food items

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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Business/Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the Amity Regional School District No. 5 (ARSD) food services program, that will enhance learning. The school nutrition program is an essential part of the education system, and by providing good tasting and nutritious meals in pleasant surroundings we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible secondary students enrolled in the ARSD schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the ARSD's finance department and food services program unless as allowed by law. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the ARSD's participation in the Child Nutrition Programs the Board approves the establishment of a system to allow a student to charge a meal. The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by ARSD; but on those occasions that a student does not have money, they will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following:

- A basic sandwich, fruit or vegetable, and milk; or
- Cereal and milk.

The cost of providing this alternate meal cannot be incurred by the school food service account, and the charge for this alternate meal will be at the current meal price.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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Business/Non-Instructional Operations

Food Service

Charging Policy

In order to sustain ARSD's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Definitions

"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

"Delinquent Debt" are unpaid meal charges, like any other money owed to the non-profit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" is when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the non-profit school food service account but must be restored using non-federal funds.

District-Wide

1. ARSD uses MyPaymentsPlus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, and make deposits to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$15.00. No snacks or a la carte items may be charged. When the charge limit is reached an alternate meal will be provided consisting of one or more choices listed above until the charges are paid in full.
2. Parents are responsible for providing meals or meal money for their student(s). Borrowing or charging is only in an emergency. Repayment is expected without delay.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Business/Non-Instructional Operations

Food Service

Charging Policy

Snack and a la carte purchases are cash only.

3. Although not required by law, because of ARSD's participation in the school Child Nutrition Programs the Board approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:
 - a. What can be charged;
 - b. The limit on the number of charges per student;
 - c. The system used for identifying and recording charged meals;
 - d. The system used for collection of repayments; and
 - e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

ARSD's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt" as defined, as long as it is considered collectible and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt and it is determined that further collection efforts are useless or too costly the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the non-profit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the ARSD website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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Business/Non-Instructional Operations

Food Service

Charging Policy

applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

ARSD's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542-FoodService)
(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs. State Board of Education Regulations
State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"
National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45

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Business/Non-Instructional Operations

Food Service

Charging Policy

No. 20, Tuesday, January 29, 1980, pp 6758-6772 USDA Guidance:
SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of
Delinquent Meal Payment"
SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge:
Proven Strategies from Our Nation's Schools"

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Business/Non-Instructional Operations

Printing and Duplicating Copyrighted Material

Photocopying, Computer Software Duplication, and Recording for Education Purposes

This policy is intended to mandate restrictions on illegal violations of the fair use doctrine, so as to ensure that teacher behavior within these areas of the instructional process is legal and ethical.

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software, unless copying falls within the bounds of fair use. Any duplication of copyrighted materials by ARSD employees, therefore, must be done with permission of the copyright holder or within the bounds of “fair use” as described below. Appropriate administrative regulations shall provide guidelines for employee compliance with this policy.

1. Copyright Law

“Congress shall have the power to promote the progress of science and the useful arts by securing to authors and inventors for limited times the exclusive right to their writings and inventions.” (Article I., Section 3, U.S. Constitution)

The following exclusive rights are enumerated by law:

- a. To reproduce the copyrighted work;
- b. To prepare derivative works based upon the copyrighted work;
- c. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership or by rental, lease, or lending;
- d. To perform the copyrighted work publicly; and
- e. To display the copyrighted work publicly (17USC106).

2. Fair Use Doctrine

In describing the purpose of “fair use” Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder’s permission, provided that four criteria are used to consider when determining if the classroom use is “fair.” These four criteria are:

- a. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
- b. The nature of the copyrighted work;
- c. The amount and substantiality of the portion used in relation to the copyrighted works as

Business/Non-Instructional Operations

Printing and Duplicating Copyrighted Material

- a whole; and
- d. The effect of the use upon the potential market for or value of the copyrighted work (17USC107).

The exclusive rights and fair use doctrine are the same for computer software and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)