

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA

Monday, April 19, 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 April 19, 2021. Emails received after 2:00 p.m. on April 19, 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. Board of Education Regular Meeting - March 8, 2021 *Page 3*
 - b. Board of Education District Meeting - Public Hearing - April 5, 2021 *Page 10*
 - c. Board of Education Special Meeting - April 5, 2021 *Page 12*
- 4. STUDENT REPORT**
 - a. Monthly Report
- 5. PUBLIC COMMENT**
- 6. SUPERINTENDENT'S REPORT**
 - a. Personnel Report *Page 14*
 - b. Superintendent Report *Page 15*
 - c. Revisions to 2021-2022 Approved School Calendar *Page 18*
 - d. Update on End of Year - COVID Updates, Exams, Prom, Senior Events, Graduation
- 7. CORRESPONDENCE**
- 8. CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. ACES
 2. Ad Hoc School Safety
 3. CABA
 4. Curriculum
 5. District Health and Safety
 6. District Technology
 - a. Monthly Report *Page 19*
 7. Facilities
 - a. Monthly Report *Page 20*
 8. Finance
 - a. Discussion and Possible Action on Contracts over \$35,000
 1. Financial software *Page 21*
 2. Facilities
 - Snow Removal, Ice Control, and Sanding Services *Page 22*
 - District Chiller Maintenance *Page 22*
 - Building Controls *Page 22*

PLEASE POST

PLEASE POST

- Site-Based Grounds Maintenance *Page 23*
 - Safety Services *Page 23*
 - Trash and Recycling Services *Page 24*
 - Cooling Tower Piping *Page 24*
 - 3. Athletic Trainer Services *Page 24*
 - b. Discussion and Possible Action on Athletic Project Change Order *Page 26*
 - c. Discussion of Monthly Financial Statements *Page 28*
 - d. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 59*
 - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Page 61*
 - f. Informational:
 - 1. Project Expenditure Report *Page 66*
 - 2. Discussion and Possible Action on Pension Amendment Information *Page 68*
 - 9. Policy
 - a. First Read
 - 1. Policy 6172.4 Title 1 Parent and Family Engagement *Page 73*
 - 2. Policy 4111.3 Minority Recruitment *Page 74*
 - 3. Policy 4112.8 Nepotism: Employment of Relatives *Page 75*
 - b. Second Read
 - 1. Policy 3560 Capital Outlay *Page 77*
 - 2. Policy 5125 Student Records; Confidentiality *Page 78*
 - 3. Policy 4111 Recruitment and Selection *Page 95*
 - 4. Policy 4112.1 Contracts of Employment *Page 97*
 - 5. Policy 4112.2 Certification *Page 98*
 - 6. Policy 4112.5 Security Check/Fingerprinting *Page 99*
 - 10. Personnel
 - a. Discussion and Possible Action on Non-renewal of Teacher Contract *Page 101*
- 9. NEW BUSINESS**
- 10. ITEMS FOR THE NEXT AGENDA** – Due to Chairperson by April 30, 2021
- 11. ADJOURNMENT**



Jennifer P. Byars
Superintendent of Schools

JPB/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

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

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

BOARD MEMBERS PRESENT

John Belfonti, Christopher Browe, Shannan Carlson, Steven DeMaio, Carla Eichler, Robyn Berke (remote), Paul Davis (remote), George Howard (remote), Andrea Hubbard (remote), Sheila McCreven (remote), Patrick Reed (remote), Patricia Cardozo (departed 7:44 p.m.), Dr. Jennifer Turner (remote, arrived 6:35 p.m.)

BOARD MEMBERS ABSENT

None

STUDENT REPRESENTATIVES PRESENT

Alison Bowler (remote), Caroline Chen (remote)

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Shaun DeRosa, Kathy Kovalik, Dr. Marie McPadden, Stephen Martoni, Anna Mahon (remote)

1. CALL TO ORDER

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

Chairperson Belfonti called for a moment of silence to honor and remember Raymond Heenie, 8th grade student at Amity Middle School in Orange

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. APPROVAL OF MINUTES

- a. Regular Board of Education Meeting – February 8, 2021

*MOTION by Shannan Carlson, SECOND by Patricia Cardozo, to approve minutes as submitted
VOTES IN FAVOR, 12 (unanimous)*

4. RECOGNITION OF NATIONAL MERIT SCHOLARSHIP FINALISTS

Presented by Anna Mahon

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

5. STUDENT REPORT

- a. Monthly Report

6. PUBLIC COMMENT

7. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report
 - 1. Board of Education Appreciation Month Recognition

Presented by Dr. Byars

- c. COVID-19 and Instructional Models Updates

8. PRESENTATION AND POSSIBLE ACTION ON SUPERINTENDENT'S PROPOSED 2021-2022 BUDGET

MOTION by Steven Demaio, SECOND by Patricia Cardozo, to approve the proposed budget for the fiscal year 2021-2022 in the gross amount of \$51,698,207 and the net amount of \$50,495,237

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

MOTION by Shannan Carlson, SECOND by Steven DeMaio to authorize Amity Regional School District No. 5 to prepare an Explanatory Text for the Budget Referendum Question: BE IT RESOLVED, that the Secretary of the Board of Education of Amity Regional School District No. 5 is authorized to prepare, print, and distribute a concise explanatory text of the budget referendum question which, by vote of the member towns, which text shall not advocate either the approval or disapproval of the question and shall otherwise be prepared in accordance with Connecticut General Statutes Section 9-369b.

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

9. DISCUSSION AND POSSIBLE ACTION ON EDUCATIONAL RESEARCH PROPOSAL IN AMITY REGIONAL SCHOOL DISTRICT NO. 5

MOTION by Shannan Carlson, SECOND by Carla Eichler, to approve Educational Research Proposal in Amity Regional School District No. 5
VOTES IN FAVOR, 13 (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 Textbook Proposals

1. PSYCHOLOGY – LE - Grade 12: Thinking About Psychology, the Science of Mind and Behavior, High School Version, 4th Edition
2. ANATOMY AND PHYSIOLOGY - LEVEL 1/2/3 - Grades 11, 12: Essentials of Anatomy & Physiology 12th Edition
3. ANATOMY AND PHYSIOLOGY – LEVEL HONORS – Grades 11,12: Fundamentals of Anatomy and Physiology 11th Edition

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

MOTION by Christopher Browe, SECOND by Shannan Carlson, to approve textbook proposals for: Thinking About Psychology, the Science of Mind and Behavior, High School Version, 4th Edition; Essentials of Anatomy & Physiology 12th Edition; and Fundamentals of Anatomy and Physiology 11th Edition

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

5. District Health and Safety
6. District Technology
 - a. Monthly Report
7. Facilities
 - a. Monthly Report
8. Finance
 - a. Discussion and Possible Action of Awarding Contracts Over \$35,000 (from bond proceeds)
 1. HVAC Projects at Amity Regional High School

MOTION by Christopher Browe, SECOND by Patricia Cardozo, to award Sav-Mor Cooling and Heating Inc. of Southington, CT the contract for replacement of 3 air handlers, duct work and VAV modifications, baseboard heating installation, supply and installation of two cooling coils for existing roof top unit at Amity Regional High School including 3 alternates (return air fans and isolation valves) at the bid price, including the 3 alternates of \$1,219,600

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

MOTION by Christopher Browe, SECOND by Shannan Carlson, to vote on all budget transfers of \$3,000 or more at the same time

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

MOTION by Shannan Carlson, SECOND by Patricia Cardozo to approve the following budget transfers:

from the transportation line to cover the fuel costs budgeted, monies previously transferred to cover COVID costs:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2700-5510	Transportation	\$18,630	
05-14-2700-5627	Transportation Supplies		\$18,630

between special education accounts to cover costs for professional technical services and transportation in the special education department:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6110-5560	Tuition - Private	\$ 25,500	
04-13-2190-5330	Professional Technical Services		\$ 25,500
04-12-6116-5510	Transportation - SPED Public	\$ 3,524	
04-13-2190-5590	Other Purchased Services		\$ 3,524

from Facilities Contingency account to cover snow removal through February:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Contingency – Facilities	\$ 23,025	
01-14-2600-5420	Repair & Maintenance		\$ 5,425
02-14-2600-5420	Repair & Maintenance		\$ 2,100
03-14-2600-5420	Repair & Maintenance		\$15,500

VOTES IN FAVOR, 13 (unanimous)

MOTION CARRIED

9. Policy

a. First Read

1. Policy 5125 Student Records; Confidentiality
2. Policy 4111 Recruitment and Selection
3. Policy 4112.1 Contracts of Employment

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

4. Policy 4112.2 Certification
5. Policy 4112.5 Security Check/Fingerprinting
- b. Second Read
 1. Policy 3324.1 Contracts
 2. Policy 3560 Capital Outlay
 3. Policy 5118 Non-Resident Attendance
 4. Policy 4000 Concepts and Roles in Personnel
 5. Policy 4212.42 Drug and Alcohol Testing for School Bus Drivers
 6. Policy 5131.6 Alcohol Use, Drugs, and Tobacco

MOTION by Sheila McCreven, SECOND by Christopher Browe, to vote on all 2nd Read policies at the same time except Policy 3560 Capital Outlay

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Christopher Browe, SECOND by Sheila McCreven to accept Policy 3324.1 Contracts, Policy 5118 Non-Resident Attendance, Policy 4000 Concepts and Roles in Personnel, Policy 4212.42 Drug and Alcohol Testing for School Bus Drivers, and Policy 5131.6 Alcohol Use, Drugs, and Tobacco

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Sheila McCreven, SECOND by Christopher Browe, to send Policy 3560 back to Policy Committee for further review

MOTION withdrawn by Sheila McCreven

10. Personnel

12. NEW BUSINESS

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MARCH 8, 2021 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

13. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by March 22, 2021

14. ADJOURNMENT

MOTION by Shannan Carlson, SECOND by Steven DeMaio, to adjourn meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 8:06 p.m.

Respectfully submitted,
Pamela Pero
Pamela Pero, Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
APRIL 5, 2021 DISTRICT MEETING – PUBLIC HEARING MINUTES
6:30 P.M.
100 Ohman Avenue, Orange, CT

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Patrick Reed

STUDENT REPRESENTATIVES PRESENT

Alison Bowler (remote)

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Stefan Ciceron

Chairperson Belfonti opened the meeting at 6:35 p.m.

MOTION by Patricia Cardozo, SECOND by Christopher Browe, to nominate John Belfonti Chairperson of District Meeting - Public Hearing

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Christopher Browe, SECOND by Shannan Carlson, to close nominations for Chairperson of District Meeting - Public Hearing

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Patricia Cardozo, SECOND by Andrea Hubbard, to nominate Carla Eichler Secretary of District Meeting - Public Hearing

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

MOTION by Christopher Browe, SECOND by Shannan Carlson, to close nominations for Secretary of District Meeting - Public Hearing

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
APRIL 5, 2021 DISTRICT MEETING – PUBLIC HEARING MINUTES
6:30 P.M.
100 Ohman Avenue, Orange, CT

1. CALL TO ORDER

Chairperson Belfonti called the meeting to order at 6:37 p.m.

2. PRESENT AND CONDUCT A HEARING ON THE 2021-2022 AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION PROPOSED OPERATING BUDGET

Dr. Byars presented the 2021-2022 Amity Regional School District No. 5 Board of Education proposed budget.

3. PUBLIC COMMENT

None

Chairperson Belfonti acknowledged that no Public Comment was received and that the Board of Education will meet immediately after this meeting for a Special Meeting.

4. ADJOURNMENT

MOTION by Andrea Hubbard, SECOND by Patricia Cardozo, to adjourn meeting
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

Meeting adjourned at 6:44 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
APRIL 5, 2021 SPECIAL MEETING MINUTES
6:46 P.M.
100 Ohman Avenue, Orange, CT

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Sheila McCreven

STUDENT REPRESENTATIVES PRESENT

Alison Bowler (remote)

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Stephan Ciceron

1. CALL TO ORDER

Chairperson Belfonti called the meeting to order at 6:46 p.m.

2. DISCUSSION AND POSSIBLE ACTION ON PROPOSED 2021-2022 BUDGET

MOTION by Christopher Browe, SECOND by Shannan Carlson, to approve the proposed 2021-2022 budget for the fiscal year 2021-2022 in the gross amount of \$51,698,207 and the net amount of \$50,495,237 to be submitted to Referendum on Wednesday, May 5, 2021
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

3. SET ANNUAL DISTRICT MEETING DATE OF MAY 4, 2021 AND REFERENDUM DATE OF MAY 5, 2021

MOTION by Patricia Cardozo, SECOND by Patrick Reed, to set the Annual District Meeting date for Tuesday, May 4, 2021 at 5:30 p.m., location to be determined.
VOTES IN FAVOR, 12 (unanimous)
MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
APRIL 5, 2021 SPECIAL MEETING MINUTES
6:46 P.M.
100 Ohman Avenue, Orange, CT

4. ADJOURNMENT

MOTION by Patrick Reed, SECOND by Shannan Carlson, to adjourn meeting

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Recording Clerk

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

April 19, 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: NONE

NEW HIRES-NON-CERTIFIED:

Karen Shilling – Paraprofessional – Amity Regional High School

NEW HIRES-COACHES:

Akeem Elliott-Lazarus – Asst. Boys Outdoor Track & Field Coach - 2021 Spring Season – ARHS
Dominique Burrell – Asst. Boys Outdoor Track & Field Coach - 2021 Spring Season – ARHS
Nicholas Zukauskas – Asst. Boys Lacrosse Co-Coach - 2021 Spring Season – ARHS
Cory Balog – Asst. Boys Lacrosse Co-Coach - 2021 Spring Season – ARHS
Tyshawn Cannon – Asst. Girls Lacrosse Coach - 2021 Spring Season – ARHS

TRANSFERS:

Beth Mazzabufi – 12 Month Category II Administrative Assistant at Amity Middle School-Bethany to the position of 12 Month Category III Administrative Assistant at Amity Middle School-Bethany, effective 07/12/2021.

Eric Bacik – School Psychologist at Amity Middle School-Orange to the position of Mental Health Clinician at Amity Middle School-Bethany, effective 2021-2022 school year.

RESIGNATIONS:

Isabella Ferraro – Asst. Girls Lacrosse Amity Regional High School, eff. 3/15/2021
Patrick Rocco – Asst. Boys Lacrosse Amity Regional High School, eff. 3/15/2021
William Steinbrick – Asst. Boys Outdoor Track & Field Coach Amity Reg. High School, eff. 3/26/2021
Liam Norton – Asst. Boys Outdoor Track & Field Coach Amity Regional High School, eff. 3/26/2021

RETIREMENTS:

Eleanor Valeriano-Stephens – Math Teacher, Amity Middle School-Orange, eff. 06/30/2021
Karen Steele – Science Teacher, Amity Middle School-Orange, eff. 06/30/2021
Susan Criscuolo – Category II Administrative Assistant, Amity Regional High School, eff. 06/30/2021

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

Superintendent's Report – April 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

CAS-CIAC Student Equity Advisory Board: Amity Regional High School is represented by Melinda Lu and Colby O'Connor on the CAS-CIAC Student Equity Advisory Board (SEAB). They recently participated in the [SEAB Video Project](#) and showcased the wisdom, courage, and hope of so many of our student athletes around the State of Connecticut.

Guided Study Program Initiative: The ARHS School Psychologists and Counseling Department have organized and begun a support program for students who are struggling academically or with engaging positively in school. Counselors nominated any students they feel would benefit from this program, which has been meeting from 1:00-3:00 on Tuesdays, Wednesdays, and Thursdays throughout the month of April as a pilot. The program will continue for the month of May if participation and responses are positive.

Rotations Return to the Middle Schools: AMSO and AMSB students will resume rotating between classes. Allowing students to move from class to class provides students with physical activity as they transition between classes. The movement from class to class also provides a brain break and assists students in transitioning from one academic discipline to another. This is also excellent preparation for the expectations we will have for all students for the 2021-2022 school year.

Reader's Workshop Preparation: The middle school ELA teachers and reading consultants will meet for a joint meeting in April to continue discussing a group focus book: *A Novel Approach* by Kate Roberts. Other items for discussion will be the upcoming Readers Workshop training scheduled for May 12, 2021 and planning for summer curriculum writing.

SSLP/SIP Update: As of April 9, 2021, 235 members of the Class of 2021 have registered and begun the process of arranging for site placements/projects for the Senior Service Learning Program or Senior Interest Project. This is roughly 65% of the senior class.

Music Performance Returns to the Middle Schools: Students in band will once again begin to play instruments in school and students in choir will begin singing in class. The plan to return to allowing students to perform aligns with the most recent state guidelines and was approved by the Orange Health Department and Quinnipiack Valley Health District.

Nature's Classroom at AMSB: We are excited to be bringing Nature's Classroom to Amity Middle School Bethany this year for our 7th AND 8th graders! This in-school "field trip" will take place over several days in April and May for our 7th and 8th graders, separated by team.

Unified Sports: Unified Sports at ARHS is continuing in April with an event on April 20th focusing on events created by the Health Promotions class at ARHS. A special thank you to Wendy Carrafiello, Bernadette Schwartz, and Eric Rothbart for their work on this.

Amity Transition Academy Update: Students at Amity Transition Academy will return to community based vocational experiences the week of April 19th. The transition back to vocational experiences is being coordinated with our local health departments and the individual employers. Amity Transition Academy will be hosting a virtual open house on April 21, 2021.

Pupil Services Update: On April 9, 2021 the BOWA Directors and Coordinators of PPS met to continue their work regarding alignment and coordination of services. PPS Coordinator Kristi Bellara will be facilitating a BOWA wide Speech and Language meeting on April 26, 2021. As a group, BOWA PPS is looking to provide our related service providers increased non-evaluative clinical supervision meeting times. On April 8, 2021, Pupil Services Director Tom Brant co-facilitated a discussion regarding the School Psychology Guidelines during the School Psychology Communities of Practice hosted by the RESC Alliance.

District Meetings: District meetings scheduled for April include the District Professional Development and Evaluation Committee (PDEC) and a joint District Wellness & District Health and Safety Committee.

Resources

Master Scheduling Approach: In an effort to make the most efficacious use of our resources, the ARHS administration team will work collaboratively with counselors and department chairs to create a master schedule that is built on student requests and needs. This may result in a shift in teaching assignments and sections.

Spring Professional Learning: The reimagined professional learning for Amity teachers was planned with successful facilitation on March 19, 2021. PDEC along with a smaller subcommittee of members organized a day that included groups working on various areas of inspiration. Each group shared a brief summary of their plan, project, and/or prototype. AMSB will continue their work and sharing on their make-up day in June.

BOWA Math Articulation: A BOWA Math Articulation meeting was held on April 6, 2021. All four districts had representation by superintendents, directors of curriculum, math specialists and math teachers. The focus of the meeting was to develop unified BOWA math placement criteria for placing students into seventh grade Advanced Math. A subcommittee with a representative from each district will meet to further discuss and plan the week following spring break.

Climate

The Amity Youth Survey 2021 will be administered to all students in grades 7, 9, and 11. The survey is given every two years, allowing for Amity administration to review cohort results and current behavioral trends across the grades taking the survey. The third administration of the survey is planned for May 2021. Once the data is completed, the full report will be shared with the Board of Education at a future date. Administration of the survey will be in collaboration with BOWDAAC. BOWDAAC is the Bethany, Orange, Woodbridge Drug and Alcohol Action Committee. Jessica Simone is the new Director of BOWDAAC and is working closely with Amity and the administration of the 2021 Amity Youth Survey.

ARHS End-Of-Year Celebrations: The student class councils, faculty advisors and administrators are actively working toward organizing and planning end-of-year celebrations for the Classes of 2021 and 2022. Preliminary plans for the Class of 2021 include senior class picnic, on-campus prom, in-person senior awards night, and graduation. Plans for the Class of 2022 include an end-of-year class celebration and more class-specific experiences for the 2021-2022 school year.

ARHS Student Created Video for Return to School: Students created a welcome-back video for the return to full in-person learning with contributions from faculty, administrators, and other students. The video was one of hope and continuous encouragement to fight the pandemic through mitigation strategies; this video was shared with the entire school community through newsletters that weekend.

Spring Sports Returns to the Middle Schools: Having successfully completed the winter basketball season, AMSO and AMSB students have begun their baseball, softball, track, and volleyball seasons. Each team has a full roster of students and is looking forward to competing with area middle schools.

Paraprofessional Appreciation Week: April 5-9, 2021 was Paraprofessional Appreciation week. We are grateful for our amazing 31 paraprofessionals in Amity! Additionally, this month our paraprofessionals completed training with ACES regarding courageous conversations and implicit bias.

Earth Day at AMSO: The AMSO community will be participating in an “Earth Day” celebration on Wednesday, April 21, 2021. This event will include activities such as gardening, school grounds clean up, backyard games, nature walks, birdhouse and picnic table construction, and more. The goal is to help beautify and maintain the surrounding environment and to educate students about the importance of preserving and protecting the condition of our planet.

AMSO launches Rays Box of Sock: Students on Team T created collection boxes to be distributed throughout the area to collect new socks for a local homeless shelter. Ray’s Box of Socks is a way students are choosing to give back to the community in honor of their teammate Ray Heenie.

AMSB Continues Celebrating the Small Things: AMSB continues to celebrate the small things by acknowledging fun “national days” with support from our PTSO. The students and staff recently celebrated National Tootsie Roll Day by handing out tootsie rolls, and the National Day of Laughter where the day was spent telling dad jokes over the PA system!



Amity Regional School District No. 5

2021-2022 District Calendar



Date	Event or Holiday
August 25	Prof. Dev. - Teachers Only
August 26	Prof. Dev. - Teachers Only
August 30	First Day of School - Students <i>Early Dismissal</i>
August 31	Students <i>Early Dismissal</i>
September 6	Labor Day - No School
September 7	Rosh Hashana - No School
September 9	Back to School Night - Middle Schools
September 14	Back to School Night - ARHS - Grades 9&12
September 16	Yom Kippur - No School
September 22	Back to School Night - ARHS - Grades 10&11
September 23	Early Dismissal - Professional Development
October 11	Columbus/Indigenous Peoples Day - No School
October 14	Early Dismissal - Professional Development
November 2	Prof. Dev. - Teachers Only
November 10	Parent Conferences - Middle Schools
November 11	Parent Conferences - High School
November 17	Parent Conferences - High School
November 18	Parent Conferences - Middle Schools
November 24	Early Dismissal
November 25, 26	Thanksgiving - No School
December 1	Parent Conferences - MS/HS - <i>Early Dismissal</i>
December 9	Early Dismissal - Professional Development
December 23	Early Dismissal
December 24 - January 2	Holiday Recess
January 13	Early Dismissal - Professional Development
January 17	Martin Luther King, Jr. Day - No School
February 2	Parent Conferences - High School
February 3	Parent Conferences - Middle Schools
February 9	Parent Conferences - Middle Schools
February 17	Early Dismissal - Professional Development
February 21, 22	Winter Recess
March 18	Prof. Dev. - Teachers Only
April 11 - April 15	Spring Recess
April 28	Early Dismissal - Professional Development
May 30	Memorial Day - No School
June 9	Last Day of School - Students

August 2021 (2/2)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021 (19/21)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021 (20/41)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021 (19/60)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021 (17/77)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022 (20/97)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022 (18/115)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022 (22/137)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022 (16/153)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022 (21/174)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022 (7/181)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022 (0)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2021-2022

If emergency closings extend beyond June 30, 2022, then any additional days will be taken from Spring Recess, beginning with April 11, 2022. Amity Regional High School
Graduation is traditionally held on the actual last day of school for students. Total Days For Students = 181; Total Days For Teachers = 185

April, 2021

March Ticket Summary

Tickets addressed and closed: 33

Tickets open: 0

HS Student Help Desk

Students helped: 214

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Technology Department Monthly Report

Completed Projects:

- Replacement switches from our project vendor to address the noise level of the switches in 4 classroom environments have arrived and been installed
- New security cameras have been installed at the stadium field
- Student IDs have been distributed and are being used in the middle school to help track student lunches in a safe “non-contact” manner

Projects in process:

- Classroom scanners for attendance
 - Initial deployment is in small “pilot” groups and is continuing
 - Full deployment will follow after successful pilot
- RFP has been issued for student devices for next year’s 7th and 10th grades; the 2021-2022 school year will be the District’s first full year, full population 1:1 learning environment
- We have received 16 more indoor/outdoor security cameras and are working with building administration to identify exact locations for installation
 - Many of the locations, including replacements, will require new data cable to be pulled
 - We have identified more than 16 locations in need and have begun to prioritize locations while documenting future needs
- New cable runs are being pulled to install outdoor wireless access points to provide internet access to the outdoor fields
- Options for off-site, cloud based backup repositories are being assessed to address the need for isolated storage of critical data backups
 - Currently cost for the amount of storage space needed has been an obstacle, as a result we are also exploring cost associated with building our own “cloud”
 - Also looking into possibility of building a shared cloud with BOWA districts
- Technicians have been addressing support tickets for both students and staff to support the transition to the current learning model.
- New Student led help desk ready to staffed by student workers
 - Student applicants are being sought and interviews being scheduled
 - A limited student workforce has begun staffing the help desk on a part-time basis

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- The doorway for the student help desk was installed.
- Stage curtains have been installed on the stage at AMSB.

Projects in process:

- ARHS Track and Field project is underway.
- AMSO modular building should be demolished over April Break.
- Various maintenance projects will be completed over April Break including painting, cleaning, and scheduled work requests.
- Scheduled maintenance work will be performed on air handling systems and chillers.
- Reviewing the District's storage needs and options for the modular building at AMSB.
- An acoustical study is being done in both middle schools to decide the best product and design to help the noise problems in the gyms and cafeterias.
- The student-led project of storage building construction is underway. Construction of the second shed has begun.
- The air handler replacement at ARHS went to bid; the bid was awarded to SAV MOR heating and cooling.
- The replacement of the cooling tower piping at ARHS went out for bid.
- Spring grounds cleanup has started.
- Replacing light fixtures in both middle school gymnasiums with fixtures that are comparable to the fixtures at ARHS. The verbal report on the AMSB fire did not find conclusive evidence concerning the fixtures. However, this replacement will be done by our in-house electrician as an additional and proactive safety measure.
- The wall in room 375 at ARHS will be opened up over April Break to provide an easier view into the back of the room. This area was originally a dark room and is now used as classroom space

Outstanding issues to be addressed:

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



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

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

To: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Award of Contracts of \$35,000 or More

Date: April 5, 2021

I recommend the following contracts over \$35,000 be awarded by the Amity Board of Education and waive the bid process in the Board's Policy on purchasing procedures:

1. Financial Accounting Systems FY22:

We have been successfully using the Tyler Technologies (MUNIS) Financial Accounting Systems. The current support contract ends on June 30, 2021. Tyler Technologies has provided me with a quote of \$76,733.97. This is a 3% increase. We are currently paying \$74,499 this fiscal year. This is their standard pricing for clients. It is a strong financial system and we have had it in place since 2001. There are regular updates and enhancements.

I recommend we extend the contract with Tyler Technologies MUNIS for a one-year period. The Amity Board of Education would need to waive the bid requirement.

Recommended Motions:

Amity Finance Committee:

Recommend to the Amity Board of Education to:

Amity Board of Education:

Move to:

... extend the contract with Tyler Technologies for the MUNIS Financial Accounting Systems for a cost of \$76,733.97. The Amity Board of Education waives the bid requirement.

Facilities:

1. Snow Removal, Ice Control & Sanding Services FY22:

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

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

...the snow removal, ice control and sanding services to Denny Landscaping Ltd of Orange, Connecticut, for July 1, 2021 to June 30, 2022, the third year of a three-year contract. The Board reserves the right to cancel the contract if Denny Landscaping Ltd of Orange, CT fails to perform in a satisfactory manner.

2. District Chiller Maintenance Contract FY22:

I am recommending the Amity Board of Education award year two of a three contract for the district chiller maintenance to Trane Building Services.

Trane Building Services provides preventive maintenance and seasonal service on the Trane chillers at our three schools. Trane has provided these services on the chillers since they were installed fourteen years ago. This contract is proprietary since it is Trane equipment, and Trane has done a good job supporting and servicing our equipment.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

...the district chiller maintenance contract to Trane Building Services (local Trane office in Rocky Hill, Connecticut) for the second year of a three-year contract commencing July 2021, through June 2022, for \$14,312. The total of the three-year contract is \$42,949.00. This is a sole source vendor for the District's Trane equipment, and thereby, the sealed bid requirements are not required. The Board reserves the right to cancel the contract if Trane Building Services fails to perform in a satisfactory manner.

3. Siemens Building Controls Service Contract FY22:

The District has been using Siemens Industry, Inc. for servicing of the building controls at Amity Regional High School. This is a sole source vendor. The second year of an annual contract is \$29,293. The current 3 year contract totals \$87,923.00

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... the building controls contract to Siemens Industry, Inc. for the annual contract at the price of \$29,293.00 The Board reserves the right to cancel the contract if Siemens Industry, Inc. fails to perform in a satisfactory manner.

4. Site-Based Grounds Maintenance Program FY22:

Sports Turf was awarded a three-year contract beginning July 1, 2019. The vendor has been serving the District since 1999. Sports Turf of Connecticut of Orange, CT has provided outstanding service and many extra services above the contract requirements. I am recommending the Board award the contract for year three of a three-year period, beginning July 1, 2021 at the current price of \$218,000.00.

Amity Finance Committee

Move to recommend the Board award ...

Amity Board of Education

Move to award...

.... the site-based grounds maintenance program for July 1, 2021 to June 30, 2022 to Sports Turf of Connecticut of Orange, Connecticut, at the price of \$218,000.00 for year three of a three-year contract period. The Board reserves the right to cancel the contract if Sports Turf of Connecticut of Orange, Connecticut, fails to perform in a satisfactory manner.

5. Safety Services FY22:

I am recommending the Amity Board of Education award year two of a three-year contract for the School Safety Services to Fuss & O'Neill at a price of \$13,410. Pricing is from the State of Connecticut Contract. The current 3 year contract totals \$36,130.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... year two of a three-year contract for the School Safety Services to Fuss & O'Neill of Manchester, CT at a price of \$13,410.00 from the State Contracting Portal.

6. Trash and Recycling Removal Services FY22:

I am recommending the Amity Board of Education extend the current three-year contract for the Trash and Recycling Removal Services to All American Waste, LLC at a price of \$38,614.98 not including extra charges for additional pickups. All American Waste, LLC has offered to hold prices at the 20-21 fiscal year prices. The original contract was for three-years totaling \$115,844.94.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

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

7. Cooling Tower Piping – Amity High School FY21:

The replacement of piping on the cooling tower was removed from 2021-2022 capital plan and budget request. The project replaces internally corroded steel piping with PVC piping. It was identified as a possible end of year purchase. The project was bid in late March and 4 proposals were submitted ranging from \$32,534 to \$67,296. F & F Mechanical of North Haven is the lowest bidder

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... the replacement of piping on the cooling tower at Amity High School to F & F Mechanical at a price of \$32,534.

Athletics:

1. Athletic Trainer Service FY22:

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

The Administration negotiated the contract renewal with Rehab Associates. The contract is currently \$63,633.00. The Administration is requesting the Board of Education waive the bid requirement and award Rehab Associates a one-year contract for \$64,600, a 1.52% increase.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to...

...waive the bid requirement and award the athletic trainer services to Rehab Associates for \$64,600.00, for one year.

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: Capital Projects FY 2020-21 Change Order and Budget Transfer

Date: April 11, 2021

Stadium Project Change Order #2:

The asphalt entrances to the stadium are worn and cracked. The entrances will sustain more impact during the current construction project. The second phase of paving the parking lot would incorporate this area but will not take place until the stadium work is complete, perhaps not until the summer of 2022. The Athletic Director, Mr. Goodwin, is working with the Amity Booster Club to develop a plan for the main entrance through the gate to the edge of the field house. This can be done after the stadium work is complete and will be brought to the Facilities Committee and Board of Education for review. The secondary entrance for service vehicles abuts the track as does the walkway area to the track entrance and in front of the home bleachers. The optimal time to reclaim the asphalt and incorporate paving and concrete walkway in this area would be during the stadium project. Contracting with another vendor to pave areas that abut a newly installed track with a 50 year expectancy creates greater liability for the District. Allowing the current contractor to manage the work avoids that liability and fits better into the timeframe. This area of asphalt would be reclaimed in the early stages of the current stadium project. The estimate for the replacing the secondary entrance and walkway with asphalt and concrete is \$ 86,900.00. I am still negotiating with FieldTurf on the proposal. These charges will be paid from the Bond Contingency Account in the Capital and Nonrecurring Account. The balance in the Bond Contingency Account is currently \$484,078 and would be \$397,178 if this transfer is approved. Change Order #1 is still in review and will be brought the Facilities and Board Meetings in May for review and approval. Change Order #1 addresses price increases for certain materials and wages due to the delaying the project from 2020 to 2021.

Motions for Change Order:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

Reclaim the asphalt of the secondary entrance and walkways to the stadium and replace during the course of the stadium project. The cost is not to exceed \$86,900.00.

Motions for Budget Transfer:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve ...

For the Amity Board of Education:

Move to approve...

A transfer from Bond Contingency Account to the Athletic Project Account. Reclaim the asphalt of the secondary entrance and walkways to the stadium and replace during the course of the stadium project. at Amity High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
17-00-15-0047-5720	Bond Contingency	\$86,900	
17-00-15-0047-5720	Athletic Projects		\$86,900

Motions for Budget Transfer HVAC Project approved in March:

The second phase of the HVAC project was awarded to SAV-MOR in March and the request outlined the funding but a formal budget request was omitted. That request follows:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve ...

For the Amity Board of Education:

Move to approve...

A transfer from Bond Cost of Issuance Account and Contingency Account to the HVAC Project Account.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
17-00-15-0053-5715	Bond Contingency	\$ 2,764	
17-00-15-0051-5330	Cost of Issuance	\$39,156	
17-00-15-0048-5715	HVAC - AHS		\$41,920

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	FEB 2021	CHANGE	MAR 2021	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	150,887	2,436	153,323	(94,994)	UNF
3	OTHER STATE GRANTS	758,946	731,653	942,744	142,105	1,084,849	353,196	FAV
4	MISCELLANEOUS INCOME	70,134	43,750	24,775	(1,615)	23,160	(20,590)	UNF
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	49,719,188	50,784,509	50,879,195	142,926	51,022,121	237,612	FAV
7	SALARIES	25,967,645	27,168,752	27,075,425	(208,068)	26,867,357	(301,395)	FAV
8	BENEFITS	5,141,056	6,186,149	5,929,505	(30,946)	5,898,559	(287,590)	FAV
9	PURCHASED SERVICES	7,565,040	9,450,642	9,279,020	(164,813)	9,114,207	(336,435)	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	2,859,397	24,712	2,884,109	(23,865)	FAV
12	EQUIPMENT	771,215	134,053	197,316	88,840	286,156	152,103	UNF
13	IMPROVEMENTS / CONTINGENCY	222,666	305,940	136,995	(3,996)	132,999	(172,941)	FAV
14	DUES AND FEES	110,508	177,164	159,389	(15,000)	144,389	(32,775)	FAV
15	TRANSFER ACCOUNT	495,482	0	507,844	0	507,844	507,844	UNF
16	TOTAL EXPENDITURES	47,768,411	50,784,509	50,598,726	(309,271)	50,289,455	(495,054)	FAV
17	SUBTOTAL	1,950,777	0	280,470	452,197	732,666	732,666	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	280,470	452,197	732,666	732,666	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	FEB 2021	CHANGE	MAR 2021	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	21,956	576	22,532	(9,468)	UNF
7	INVESTMENT INCOME	52,292	35,000	3,500	0	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	97,389	1,860	99,249	(30,426)	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	150,887	2,436	153,323	(94,994)	UNF
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	758,946	731,653	942,744	142,105	1,084,849	353,196	FAV
15	OTHER STATE GRANTS	758,946	731,653	942,744	142,105	1,084,849	353,196	FAV
16	RENTAL INCOME	18,177	14,000	25	0	25	(13,975)	UNF
17	INTERGOVERNMENTAL REVENUE	32,884	4,750	4,750	0	4,750	0	FAV
18	OTHER REVENUE	19,073	25,000	20,000	(1,615)	18,385	(6,615)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	70,134	43,750	24,775	(1,615)	23,160	(20,590)	UNF
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	49,719,188	50,784,509	50,879,195	142,926	51,022,121	237,612	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	FEB 2021	CHANGE	MAR 2021	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	21,243,071	22,123,005	22,059,991	(184,831)	21,875,160	(247,845)	FAV
2	5112-CLASSIFIED SALARIES	4,724,574	5,045,747	5,015,434	(23,237)	4,992,197	(53,550)	FAV
3	SALARIES	25,967,645	27,168,752	27,075,425	(208,068)	26,867,357	(301,395)	FAV
4	5200-MEDICARE - ER	354,550	393,384	393,106	0	393,106	(278)	FAV
5	5210-FICA - ER	293,447	315,690	301,803	0	301,803	(13,887)	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	4,007,143	(35,581)	3,971,562	(258,363)	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	72	10,958	429	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	4,563	124,787	4,563	UNF
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	11,431	0	11,431	4,000	UNF
16	5291-CLOTHING ALLOWANCE	1,438	2,000	2,000	0	2,000	0	FAV
17	BENEFITS	5,141,056	6,186,149	5,929,505	(30,946)	5,898,559	(287,590)	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	1,930,745	0	1,930,745	171,386	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	3,157,046	(51,055)	3,105,991	(438,906)	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	3,388,196	(113,758)	3,274,438	(172,060)	FAV
26	5590-OTHER PURCHASED SERVICES	181,818	99,307	238,348	0	238,348	139,041	UNF
27	PURCHASED SERVICES	7,565,040	9,450,642	9,279,020	(164,813)	9,114,207	(336,435)	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	FEB 2021	CHANGE	MAR 2021	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	653,219	0	653,219	(56,647)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	774,787	761,354	837,799	3,300	841,099	79,745	UNF
33	5611-INSTRUCTIONAL SUPPLIES	311,910	366,196	313,188	(14,583)	298,605	(67,591)	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	15,300	58,000	15,300	UNF
36	5621-NATURAL GAS	47,475	67,173	67,173	0	67,173	0	FAV
37	5627-TRANSPORTATION SUPPLIES	96,789	124,202	124,202	0	124,202	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	291,630	63,778	63,778	20,695	84,473	20,695	UNF
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	489,630	0	489,630	(33,303)	FAV
41	SUPPLIES (INCLUDING UTILITIES)	2,935,589	2,907,974	2,859,397	24,712	2,884,109	(23,865)	FAV
42	5730-EQUIPMENT - NEW	332,148	70,947	134,210	33,300	167,510	96,563	UNF
43	5731-EQUIPMENT - REPLACEMENT	439,067	63,106	63,106	55,540	118,646	55,540	UNF
44	EQUIPMENT	771,215	134,053	197,316	88,840	286,156	152,103	UNF
45	5715-IMPROVEMENTS TO BUILDING	160,841	55,940	55,940	23,555	79,495	23,555	UNF
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(76,445)	(23,555)	(100,000)	(100,000)	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	(92,500)	(3,996)	(96,496)	(96,496)	FAV
48	IMPROVEMENTS / CONTINGENCY	222,666	305,940	136,995	(3,996)	132,999	(172,941)	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	(15,000)	90,654	(15,000)	FAV
52	DUES AND FEES	110,508	177,164	159,389	(15,000)	144,389	(32,775)	FAV
53	5856-TRANSFER ACCOUNT	495,482	0	507,844	0	507,844	507,844	UNF
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	47,768,411	50,784,509	50,598,726	(309,271)	50,289,455	(495,054)	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**



MARCH 2021

2020-2021 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$732,666 FAV previously, \$280,470 FAV, which appears on page 1, column 6, and line 20. The forecast does not yet include the use of the fund balance available to support all of the end-of-year purchases for items removed from the fiscal year 2021-2022 budget request but does now include transferring funds into the capital nonrecurring reserve 1% (current statute limit), or \$507,844. The end-of-year purchases identified total \$185,600 include digital whiteboards, computers, 3D printers, cooling tower repairs, concrete repairs, pipe insulations, science textbooks and other items deemed necessary either to age and condition for replacement or additional safety measures.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$237,612 FAV previously \$94,686 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, \$9,468 UNF, previously \$10,644 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 \$31,500 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%
January	.398%	.074%
February	.398%	.150%

March

.398%

.129%

LINE 8 on Page 2: ATHLETICS:

The forecast estimates a 75% reduction due to limited fan participation for all seasons, \$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 \$30,426 UNF previously \$32,286 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, *\$353,196 FAV previously, \$211,091 FAV. Changes to student placement since the most recent SEDAC-G filing of expenses favorably affects the tuition line now but not the current reimbursement revenue. Due to reporting cycles timelines, the reduction in review will affect the budget for next year, fiscal year 2021-22. This unfortunately creates a surplus in the current revenue budget and a deficit in revenue for fiscal year 2021-22 (assuming no new outplacements occur).*

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, *\$13,975 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, \$6,615 UNF previously, \$5,000 FAV.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$495,054 FAV previously \$185,784 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 \$247,845 FAV, previously \$63,015 FAV. The forecast reflects turnover savings year-to-date of \$98,552 unfilled coaching and activity positions for the fall and winter due to COVID restrictions, \$38,660 FAV, less coverage costs with remote work \$15,590 FAV, less in homebound tutoring costs of \$32,000, \$18,192 FAV for unpaid LOAs, \$32,395 FAV in substitute costs, and \$12,456 FAV less for degree changes.***

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 changes due to FAV, staff vacancies, including delay of student help desk rollout, of \$21,809 FAV, contract settlements and overtime estimates for the year reduced by \$31,741, due to no in-person events after school, net \$53,550 FAV, previously \$30,313 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 81.5% of claims, previously 84.0% of claims. The forecast projects the account that 30% of the current claims balance, \$258,363 of \$861,210 will not be spent. Claim payments lag about 90 days.***

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2020-2021 ACTUAL	2020-2021 BUDGET	VARIANCE	2019-2020 ACTUAL	2018-2019 ACTUAL
<i>JUL</i>	\$ 256,509	\$ 408,015	\$ (151,506)	\$ 366,182	\$ 292,718
<i>AUG</i>	\$ 200,490	\$ 446,937	\$ (246,447)	\$ 383,765	\$ 282,192
<i>SEP</i>	\$ 292,575	\$ 365,001	\$ (72,426)	\$ 317,685	\$ 376,576
<i>OCT</i>	\$ 293,360	\$ 363,318	\$ (69,958)	\$ 383,369	\$ 245,938
<i>NOV*</i>	\$ 409,279	\$ 453,630	\$ (44,351)	\$ 370,672	\$ 418,110
<i>DEC*</i>	\$ 489,999	\$ 484,052	\$ 5,947	\$ 403,126	\$ 334,678
<i>JAN</i>	\$ 253,077	\$ 354,535	\$ (101,458)	\$ 348,820	\$ 331,129
<i>FEB</i>	\$ 259,775	\$ 307,567	\$ (47,792)	\$ 124,317	\$ 384,149
<i>MAR</i>	\$ 255,965	\$ 389,184	\$ (133,219)	\$ 276,832	\$ 363,660
<i>APR</i>	\$ 343,398	\$ 343,398	\$ -	\$ 196,735	\$ 278,082
<i>MAY</i>	\$ 409,054	\$ 409,054	\$ -	\$ 124,900	\$ 363,382
<i>JUN</i>	\$ 326,536	\$ 326,536	\$ -	\$ 194,428	\$ 224,419
TOTALS	\$ 3,790,016	\$ 4,651,225	\$ (861,209)	\$ 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%	87.0%

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. *November & December Claims and Fees adjusted to record rebate credit postings.*

**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>	\$ 56,242	\$ 41,539	\$ 14,703	\$ 59,406	\$ 71,815
<i>DEC*</i>	\$ 55,608	\$ 37,299	\$ 18,309	\$ 62,365	\$ 70,016
<i>JAN</i>	\$ 11,403	\$ 36,807	\$ (25,404)	\$ 73,157	\$ 78,786
<i>FEB</i>	\$ 94,489	\$ 36,239	\$ 58,250	\$ 57,592	\$ 66,033
<i>MAR</i>	\$ 80,240	\$ 32,198	\$ 48,042	\$ 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	\$ 619,600	\$ 539,887	\$ 79,713	\$ 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, \$429 UNF, previously, \$357 UNF.

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

The current forecast projects this account will be \$4,563 UNF previously neutral.

LINE 15 on Page 3: 5290-UNEMPLOYMENT:

The forecast estimates the account may run \$4,000 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. *\$4,000 UNF previously, \$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 \$171,386 UNF previously \$145,886 UNF.*

LINE 21on Page 3: 5440-RENTALS:

The forecast estimate is these accounts will be \$15,776 under budget due to less rentals mainly for sports restricted during COVID-19. This includes pool rentals, van rentals, and off-site turf field rentals for practices.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projecting a \$254,937 FAV, previously, \$230,227 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 \$183,969 FAV, previously \$157,624 FAV projection for a total projection of \$438,906 FAV*

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 cyber-insurance 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 \$172,060 FAV previously \$58,302 FAV variance. The forecast is based on current students and their placements.

Tuition for the vo-ag schools has a projected variance of \$53,197 FAV previously \$53,197 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(17)

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, \$92,935 FAV previously \$20,823 UNF. There are more outplaced students who recently returned back to District in-house programs or moved out of 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	6(7)
Private SPED	27	20	22	18	29	28(29)
Totals	35	28	33	26	38	34(36)

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 \$150,000 UNF, previously \$100,00 UNF and a budget request of \$75,000 was approved in February. *The current estimate is a \$202,173 deficit in food services. The District was able to secure \$21,928 in ESSER II grant funding towards this deficit. There will be another transfer request in June to cover the updated estimated loss.*

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

Debt service is \$54,962 over budget 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 now projected to be under budget, \$35,000 FAV. Eight months of invoices have been received and are lower than expected. The lower usage is due to limited evening*

activities and several weeks of remote learning. The assumption considers the scheduled increase usage, increased occupants, and warmer weather will result in more typical usage in the spring.

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
<i>DEC</i>	<i>253,679</i>	260,198	<i>(6,519)</i>	250,944	247,237
<i>JAN</i>	<i>254,611</i>	268,460	<i>(13,849)</i>	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	2,974,606	3,189,868	(215,262)	3,002,949	2,758,254

Note: 2019-2020 Actual Kilowatt Hours during COVID shutdown 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 projects a savings of \$15,000 FAV.* Nine months of usage has been invoiced and costs are lower than expected. The lower usage is due to limited evening activities and several weeks of remote learning. The assumption considers the scheduled increase usage and increased occupants.

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 3,580 degree days to date compared to 3,534 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. *A transfer was requested last month for snow removal. Snow removal for March was \$3,300 bringing the total to \$93,825 year-to-date or \$26,325 UNF over budget.*

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

These accounts may be over budget, though it is difficult to estimate how much at this time. We are increasing the percentage of outdoor airflow into the HVAC system per CDC recommendations. The actual temperatures for the winter months will greatly influence the need for additional heating fuel. *These accounts are now projected to be on budget. There has not been a significant stretch of low temperatures and with the reduced occupancy in the evenings and remote learning days, the forecast is neutral.*

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, \$33,303 FAV previously \$50,803 FAV as grants reimbursements were charged to appropriate accounts.

LINE 42 on Page 4: 5730-EQUIPMENT - NEW:

The forecast reflects purchasing devices for support staff to work remotely. Many of the staff have managed to utilize chrome books from computer labs. These devices are not robust enough for many of the operational programs to run. These devices are for administrative assistants and paras. Current estimate if 37 devices at \$900 per device, totaling \$33,300 UNF. \$63,263 UNF was previously approved and transferred for COVID-19 related equipment needs. The account will be \$96,563 UNF if this request is approved. The device request will be brought to May or June meeting.

LINE 43 on Page 4: 5731-EQUIPMENT REPLACEMENT:

The forecast reflects the estimated costs of \$20,000 UNF for student devices that will be unreturnable at the end of the first 3-year lease cycle. The administration is working with the lease company to determine the fair market value of replacement items. The damaged devices will be retained in-house and utilized for parts in repairing other devices. The devices for the administrative staff are near the end of their useful life. The forecast estimates 20 devices at \$1,777 per device, totaling \$35,540 UNF. Requests will be brought to May or June meeting. This account will be \$55,540 UNF if transfer are approved.

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. A transfer was approved in March for snow removal for \$23,025 UNF. *The balance in the facility contingency will be zero if the transfer requested this month for cooling tower piping of \$23,555 is approved.*

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. A budget transfer was approved in February for food services for \$75,000 to cover losses in the food service program. *A transfer is requested this month for science textbooks for \$3,996. The balance in contingency will be \$53,504 if this transfer is approved.*

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.*

LINES 52 on page 4: 5810 DUES AND FEES:

The forecast estimates \$15,000 FAV in unspent dues and fees. Many entrance fees were reduced or waived during virtual programs. There were less athletic tournaments fees to pay.

COVID-19 EXPENDITURES: *Currently expenditures related to preparing for reopening in the COVID-19 environment are estimated at \$1,361,969 total, \$1,221,406 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 was approved liquidating \$497,352 of the encumbrances to cover costs. There is another budget transfer requested this month for \$58,994. The remaining \$222,469 left in the 15% encumbrance reserve will likely have to be released back the special education accounts in which it is being held. \$183,345 was released back to the original accounts in technology and facilities to cover expenses. Currently the District was approved for \$55,040 in ESSER funds. These grant funds were utilized for summer programs and curriculum writing are included in the COVID-19 estimates. A second grant, Coronavirus Relief Funds (CRF) has a preliminary award to the District for \$240,120. All awarded grant funds are exhausted. The District was notified that we can apply for another round of funding at the end of February. **This is identified as the ESSER II funding allotment of \$244,022 for the District. Districts are strongly encouraged to identified new costs in response to the COVID-19 environment. Areas of social emotional learning, devices, professional development for remote learning are some of the needs identified by the State Department. These funds will be for expenditures through September 2023. This funding was approved on Friday, April 9, 2021. A possible third ESSER grant is in formulation at the State level.***

LINE 53 on page 4: 5856 TRANSFER ACCOUNT: *The forecast projects 1%, \$507,844 of the operating budget will be available for transfer into the Capital Nonrecurring Account. The item will be presented after the final balance for the FY21 is confirmed at the August 2021 meeting.*

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-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 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).

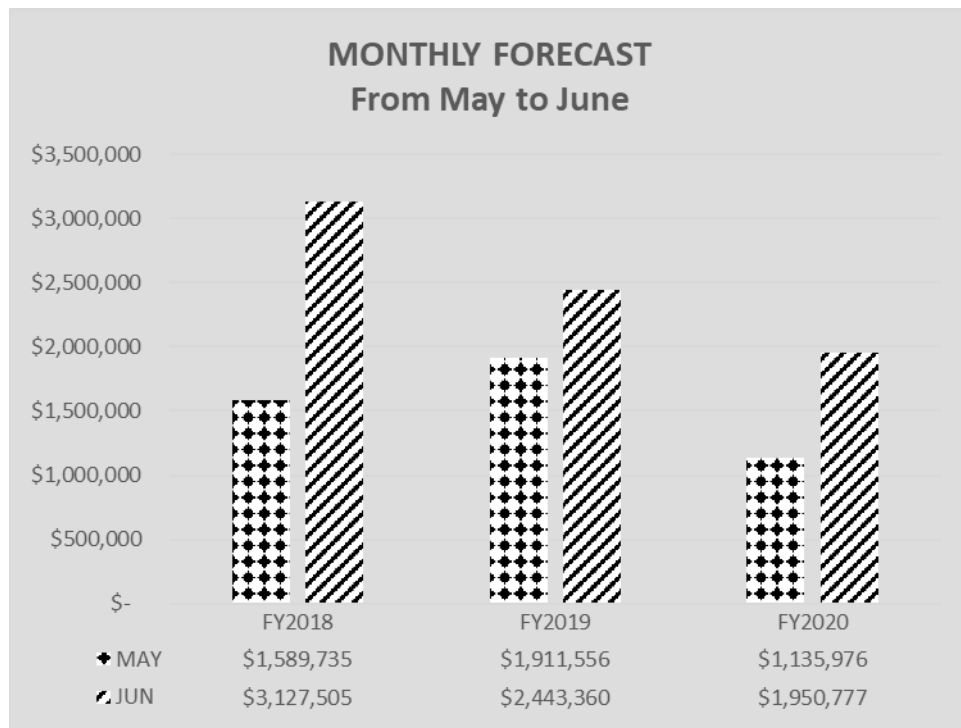
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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,

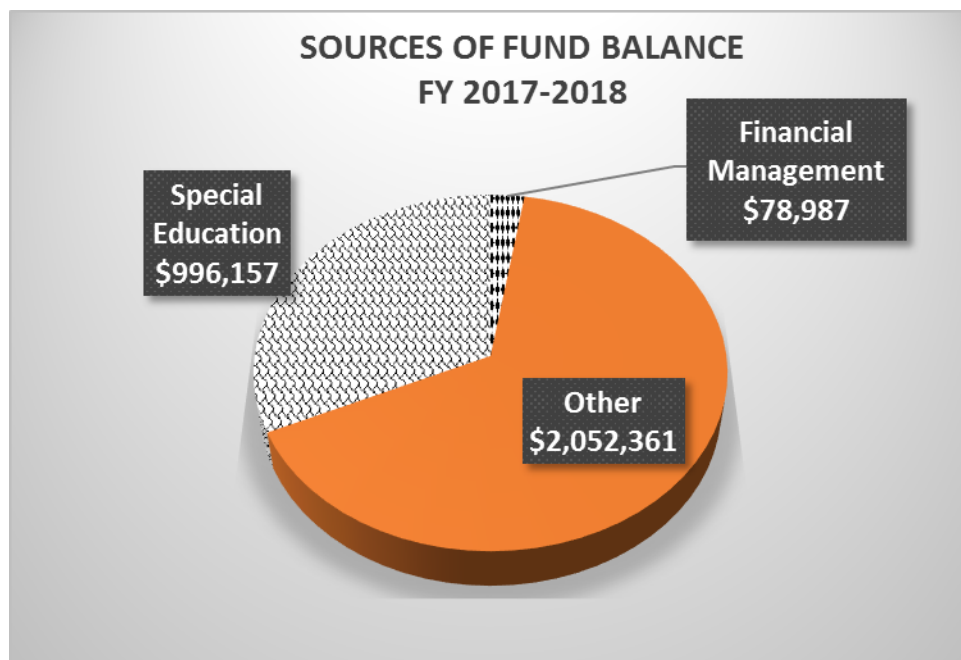
summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

\$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.

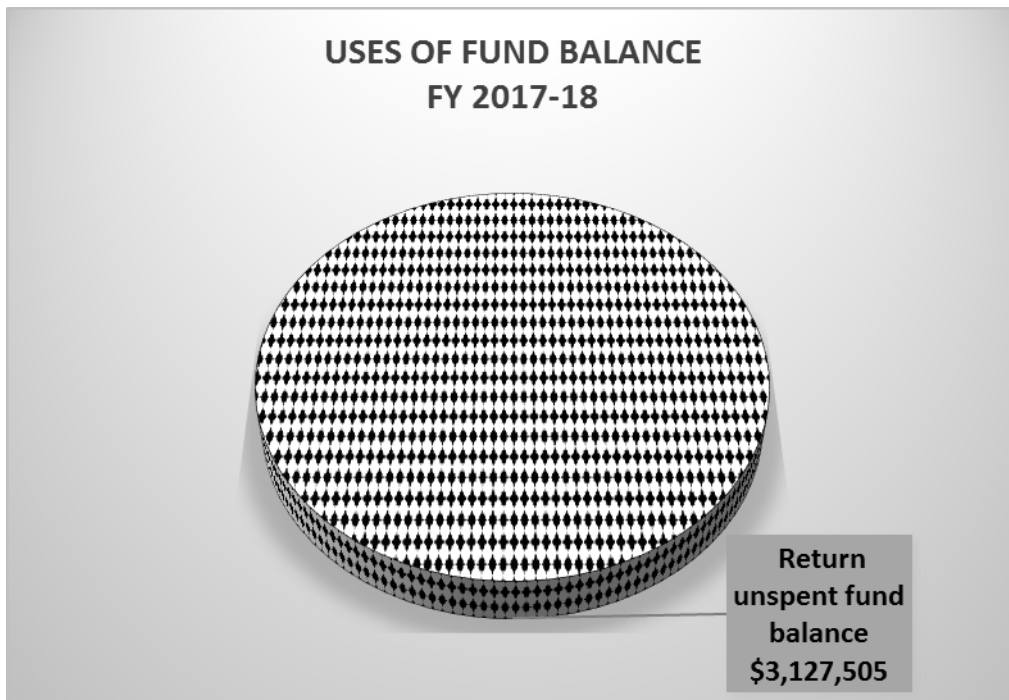
The primary sources of the fund balance are shown graphically below:



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>\$166,245</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.

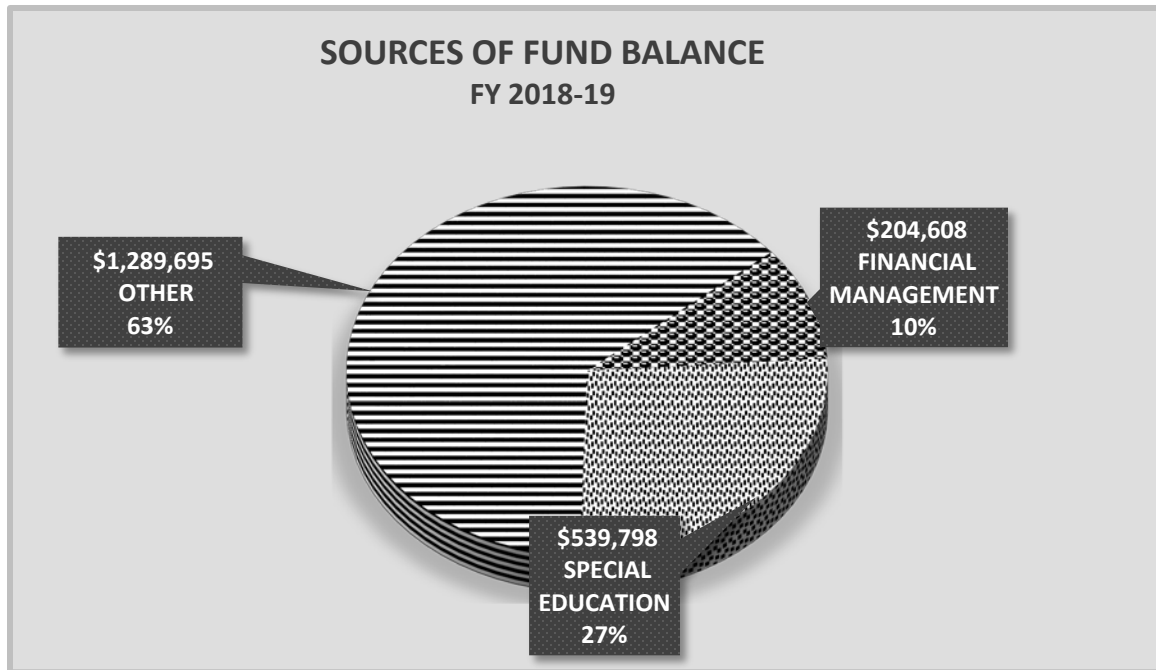
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were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

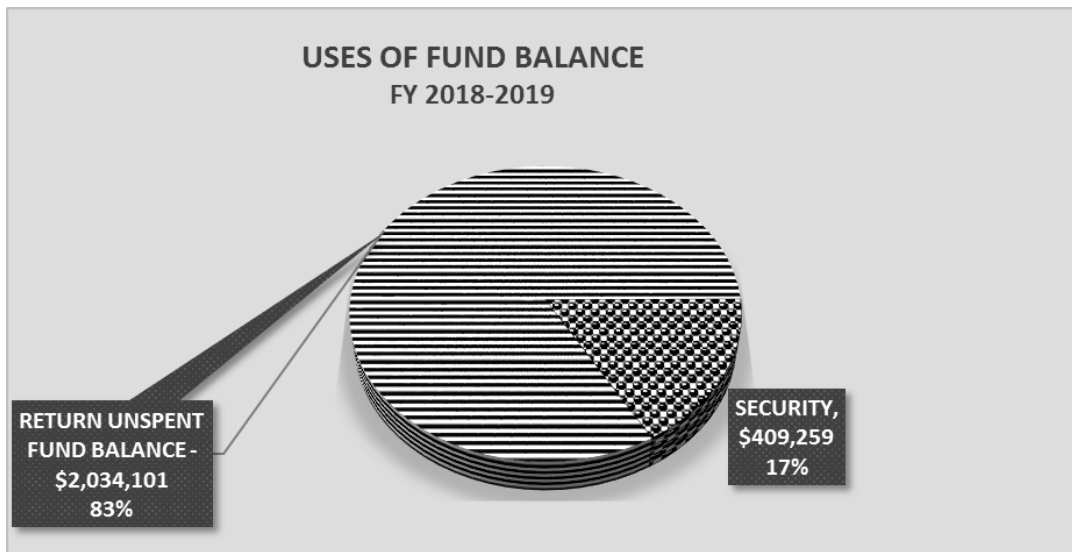
The primary sources of the fund balance are shown graphically below:



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, after 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 exceed 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.

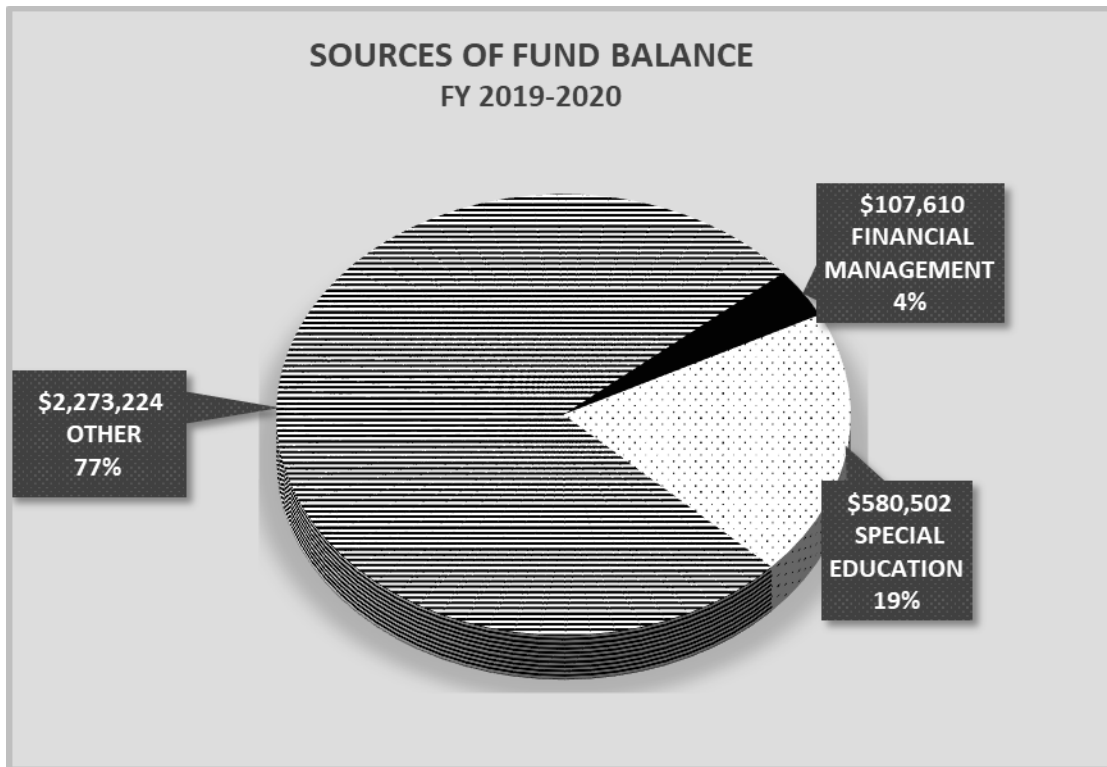
\$93,339 UTILITIES (OTHER): A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

\$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):

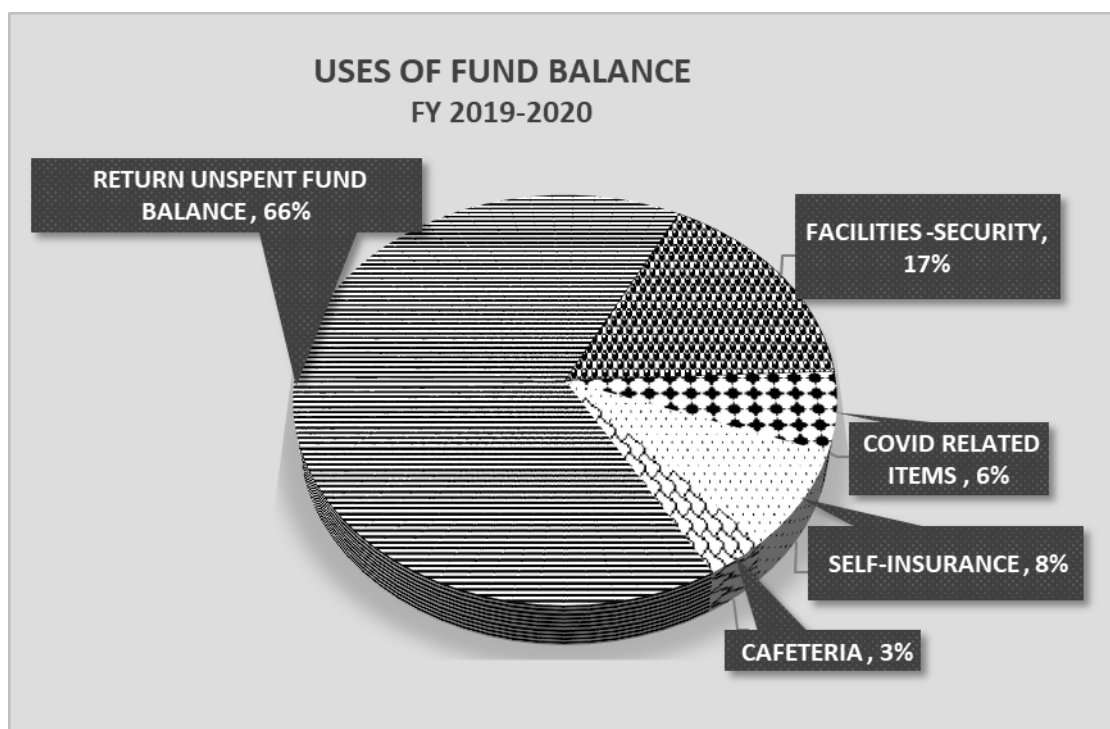
\$229,311 SELF-INSURANCE FUNDING. (EOY): The suspension of routine exams, diagnostic tests, dental appointments, and non-emergency surgeries reduced the medical claims for the final quarter of FY20. It is anticipated that once the State reopens the missed procedures will be scheduled, as well as those 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

MONTH/Y	R	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
JUL					
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
SEPT					
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
OCT					
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
NOV					
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
DEC					
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
JAN					
2021-Jan		17	04-12-1206-5580 STAFF TRAVELS	(225.00)	MEMBERSHIP RENEWAL ASHA DUES
2021-Jan		18	04-13-2190-5810 DUES & FEES	225.00	MEMBERSHIP RENEWAL ASHA DUES
2021-Jan		69	01-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	(483.00)	Supplies for Tinker Space
2021-Jan		69	01-13-2220-5690 OTHER SUPPLIES	483.00	Supplies for Tinker Space
FEB					
2021-Feb		17	03-11-3202-5810 DUES & FEES	(124.00)	HUDL price increase
2021-Feb		17	03-11-3202-5590 OTHER PURCHASED SERVICES	124.00	HUDL price increase
2021-Feb		19	03-13-2220-5810 DUES & FEES	(34.00)	Unused dues and conferences
2021-Feb		19	03-13-2220-5690 OTHER SUPPLIES	34.00	to cover database shortfall
2021-Feb		20	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	(42.00)	Cengage Learning price increas
2021-Feb		20	01-11-1014-5641 TEXTBOOKS	42.00	Cengage Learning price increas
2021-Feb		92	01-14-2700-5510 PUPIL TRANSPORTATION	(665.00)	Social Studies Amistad Program
2021-Feb		92	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	665.00	Social Studies Amistad Program
MARCH					
2021-Mar		6	05-13-2212-5581 TRAVEL - CONFERENCES	(701.00)	Courageous Conversations PD
2021-Mar		6	05-13-2212-5322 INSTRUCTIONAL PROG IMPROVEMENT	701.00	Courageous Conversations PD
2021-Mar		7	01-11-1005-5611 INSTRUCTIONAL SUPPLIES	(180.00)	Behaviorial Incentive Program
2021-Mar		7	01-11-1005-5690 OTHER SUPPLIES	180.00	Behaviorial Incentive Program
2021-Mar		8	01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(257.00)	online audio studio subscripti
2021-Mar		8	01-11-1010-5690 OTHER SUPPLIES	257.00	online audio studio subscripti
2021-Mar		26	02-13-2220-5611 INSTRUCTIONAL SUPPLIES	(886.00)	Media Center Books
2021-Mar		26	02-13-2220-5642 LIBRARY BOOKS & PERIODICALS	886.00	Media Center Books
2021-Mar		26	02-13-2220-5690 OTHER SUPPLIES	(1394.00)	Media Center Books
2021-Mar		26	02-13-2220-5642 LIBRARY BOOKS & PERIODICALS	1394.00	Media Center Books
2021-Mar		168	05-14-2310-5810 DUES & FEES	240.00	Membership fees increased

<u>MONTH/Y</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>R</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		
2021-Mar	168	05-14-2320-5810 DUES & FEES	(240.00)	Membership fees increased
2021-Mar	203	05-13-2213-5590 OTHER PURCHASED SERVICES	(748.00)	Years of Service Gifts
2021-Mar	203	05-13-2213-5690 OTHER SUPPLIES	748.00	Years of Service Gifts
2021-Mar	224	03-11-1001-5581 TRAVEL - CONFERENCES	(206.00)	no travel funds need for suppl
2021-Mar	224	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	206.00	no travel funds need for suppl
2021-Mar	225	03-11-1001-5730 EQUIPMENT - NEW	(200.00)	funds needed for instr supplie
2021-Mar	225	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	200.00	funds needed for instr supplie
2021-Mar	226	03-11-1001-5810 DUES & FEES	(425.00)	funds needed for instr supply
2021-Mar	226	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	425.00	funds needed for instr supply
2021-Mar	243	03-13-2220-5810 DUES & FEES	(336.00)	Cancelled conference
2021-Mar	243	03-13-2220-5611 INSTRUCTIONAL SUPPLIES	336.00	Additional supplies
2021-Mar	244	03-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	(1000.00)	Cancelled speakers
2021-Mar	244	03-13-2220-5642 LIBRARY BOOKS & PERIODICALS	1000.00	Book purchase
2021-Mar	278	05-13-2213-5580 STAFF TRAVEL	(2000.00)	Yrs Service, Excellence, Retir
2021-Mar	278	05-13-2213-5690 OTHER SUPPLIES	(2000.00)	Yrs Service, Excellence, Retir
2021-Mar	309	02-13-2130-5690 OTHER SUPPLIES	(1.00)	PRICE INCREASE ON MEMBERSHIP
2021-Mar	309	02-13-2130-5810 DUES & FEES	1.00	PRICE INCREASE ON MEMBERSHIP
2021-Mar	313	03-11-1010-5810 DUES & FEES	(62.00)	Additional supplies needed
2021-Mar	313	03-11-1010-5611 INSTRUCTIONAL SUPPLIES	62.00	Additional supplies needed
2021-Mar	323	03-11-1011-5330 OTHER PROFESSIONAL & TECH SRVC	(425.00)	PURCHASE ADD'L CLASSRM SUPPLY
2021-Mar	323	03-11-1011-5611 INSTRUCTIONAL SUPPLIES	425.00	PURCHASE ADD'L CLASSRM SUPPLY
2021-Mar	324	03-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(1396.00)	baby grand extensive repair
2021-Mar	324	03-11-1010-5420 REPAIRS,MAINTENANCE & CLEANING	1396.00	baby grand extensive repair
2021-Mar	331	03-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(345.00)	For Bass Repairs
2021-Mar	331	03-11-1010-5420 REPAIRS,MAINTENANCE & CLEANING	345.00	For Bass Repairs
2021-Mar	334	03-11-1010-5611 INSTRUCTIONAL SUPPLIES	(155.00)	bass repair needed for strings
2021-Mar	334	03-11-1010-5420 REPAIRS,MAINTENANCE & CLEANING	155.00	bass repair needed for strings

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: March 31, 2021

1. Staff Development:

Dr. McPadden has requested a budget transfer to cover cost to contract with more presenters for staff development. The funds are available from the staff travel line due to the limited staff travel done this year.

I am requesting the funds be transferred from the Curriculum/Staff Development Conference line for travel to the Professional Technical Services line.

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 presenters for professional development.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-13-2212-5581	Travel- Conferences	\$ 4,800	
05-13-2212-5330	Professional Technical Services		\$ 4,800

2. Music – Amity High School:

The music department has requested a budget transfer to cover cost to purchase two baritone saxophones. One baritone sax is estimated at 50 years old, parts are difficult to find and expensive to repair. There are not enough instruments to meet the student interest so an additional new saxophone will allow for increased participation. The funds are available from the instructional supply line due to operating in a COVID environment (less in-person students resulted in less consumables) this year.

I am requesting the funds be transferred from the ARHS Art line for instructional supplies to the Equipment-New line.

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 cost of two baritone saxophones.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-1010-5611	Instructional Supplies	\$ 4,986	
03-11-1010-5730	Equipment – New		\$ 2,493
03-11-1010-5731	Equipment – Replacement		\$ 2,493

3. Science Textbooks– Amity High School:

The curriculum committee approved a new science textbook for Anatomy Physiology in March. The text was in the 5-year Textbook Plan for next year but removed in order to lower the budget request. This purchase was identified as a possible end of year purchase. If approved now, teachers can start working with the text and implement in curriculum rather than waiting to the fiscal year 2022-23 budget.

The Science Department Chairperson, Angelo Amato has revised the quote reflecting most recent course sections. The quote is \$7,258 less based on current data. The majority of the funds are available from the science department budget. Science supplies, particularly lab supplies were significantly underspend due to the remote and hybrid operations throughout the school year. The remaining \$3,996 of funding is proposed from contingency.

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 new Anatomy & Physiology textbooks and licenses at Amity High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-1013-5611	Instructional Supplies	\$ 14,583	
03-11-1013-5420	Repair & Maintenance	\$ 631	
03-11-1013-5581	Staff Travel	\$ 785	
03-11-1013-5810	Dues & Fees	\$ 1,000	
05-15-0000-5850	Contingency	\$ 3,996	
03-11-1013-5641	Textbooks		\$ 20,695

4. Technology– Amity High School:

A Promethean (smartboard) in use in the science department at Amity High School is beyond repair. The Science Department Chairperson, Angelo Amato has funds available to replace from the science department budget. Science supplies, particularly lab supplies were significantly underspend due to the remote and hybrid operations throughout the school year.

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 cost of a replacement smartboard.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-1013-5611	Instructional Supplies	\$ 4,502	
05-14-2350-5731	Equipment – Replacement		\$ 4,502

5. Special Education-Professional Technical Services:

The Director of Pupil Services has requested a transfer from transportation to professional technical services. The budget transfer request is for the Rethink Learning Management Platform and Related Services and Beacon Services of Connecticut. Mr. Brant indicated, “These funds are to support our students and staff in our intensive self-contained ABA program (SAILS) in grades 7-12. As we have returned students, observed students in outplacements, and further examined our programming abilities within our SAILS program (though our collaboration with Beacon Services of Connecticut), we have identified the need to become more structured and intentional with our data collection and data collection processes.. These funds will allow us to improve our data collection and the services provided, specifically regarding the program books that are developed within this program (for each student).” I support this request.

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 cost of professional services.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6116-5510	Transportation-Public	\$20,000	
04-13-2190-5330	Professional Services		\$20,000

6. Piping on Cooling Tower – Amity High School:

The replacement of piping on the cooling tower was removed from 2021-2022 capital plan and budget request. The project replaces internally corroded steel piping with PVC piping. It was identified as a possible end of year purchase. The project was bid in late March and 4 proposals were submitted ranging from \$32,534 to \$67,296. F & F Mechanical of North Haven is the lowest bidder. This request uses the remaining funds in the facilities contingency 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 cost of piping on the cooling tower at Amity High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5715	Improvements to Buildings	\$23,555	
05-14-2600-5715	Improvements to Buildings/Contingency		\$23,555

7. COVID:

The District established accounts to identify expenses related to operating under the COVID-19 pandemic. There was nothing budgeted for these expenses in the 2020-21 budget. Fifteen percent (15%) was held from most lines in the budget at the start of the fiscal year in order to fund these unanticipated costs. The District recently received the Coronavirus Relief Funds (CRF) from the State. A credit of \$187,570 has been applied against the COVID-19 lines items recording receipt of the reimbursement funds from the State. The year to date charges are \$1,370,307 before the credits were applied.

The District is still working on securing FEMA funding but does not anticipate significant dollars will be approved. Initially, \$968,292 was held from accounts to cover COVID-19 costs. Previously, \$497,352 was transferred from the accounts where the 15% was held to the COVID-19 account lines. There are just a few remaining accounts with 15% held, and those will be transferred prior to the end of the year.

The total of this transfer request is \$58,994 requiring Board of Education approval.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

the following budget transfer to cover the cost of operations including rentals, personal protective equipment, distance learning tools and equipment, and cleaning supplies, \$58,994.

ACCOUNT	ACCOUNT NAME	FROM	TO
05142675-5440	Rentals		\$ 4,151
05142675-5611	Instructional Supplies		\$ 6,079
05142675-5613	Maintenance Supplies		\$ 11,070
05142675-5690	Other Supplies		\$ 27,694
05142675-5730	Equipment - New		\$ 10,000
01111005-5641	Textbooks	\$ 1,485	
01111010-5420	Repair & Maintenance	\$ 540	
01111011-5420	Repair & Maintenance	\$ 150	
01111013-5510	Transportation	\$ 90	
01111014-5641	Textbooks	\$ 210	
01111016-5641	Textbooks	\$ 215	
01113202-5420	Repair & Maintenance	\$ 225	
01113202-5510	Transportation	\$ 2,556	
01132400-5420	Repair & Maintenance	\$ 75	
01142700-5510	Transportation	\$ 533	
05142700-5514	Transportation	\$ 5,435	
01111005-5641	Textbooks	\$ 1,564	
02111008-5420	Repair & Maintenance	\$ 75	
02111010-5420	Repair & Maintenance	\$ 630	
02111011-5420	Repair & Maintenance	\$ 60	
02113202-5420	Repair & Maintenance	\$ 225	
02113202-5510	Transportation	\$ 2,556	
02132400-5420	Repair & Maintenance	\$ 75	
02142700-5510	Transportation	\$ 450	
03111001-5730	Equipment - New	\$ 150	
03111005-5641	Textbooks	\$ 1,110	
03111006-5641	Textbooks	\$ 300	
03111008-5420	Repair & Maintenance	\$ 165	
03111009-5641	Textbooks	\$ 1,237	
03111010-5420	Repair & Maintenance	\$ 776	
03111013-5420	Repair & Maintenance	\$ 150	
03111013-5641	Textbooks	\$ 225	
03113202-5420	Repair & Maintenance	\$ 5,083	
03113202-5510	Transportation	\$ 26,199	
03132400-5420	Repair & Maintenance	\$ 300	
03132400-5641	Textbooks	\$ 900	
03142700-5510	Transportation	\$ 5,250	
	Totals	\$ 58,994	\$ 58,994

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



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

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

To: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: 2020 Bond Project Expenditures

Date: April 12, 2021

The most recent report for the 2020 bond projects is attached for informational purposes only.

Enclosure

ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	VENDOR NAME	COMMENT
17 -00-15-0047-5720	IMPROVEMENTS TO SITES	Athletics	3,167,960	500	3,168,460	819,140.90	2,349,319.1	-		
	80	09/01/2020 API		241406	115998	175,500.00			FIELDTURF	ATHLETIC TURF
	119	10/07/2020 API		241406	116784	173,250.00			FIELDTURF	ATHLETIC TURF
	185	10/26/2020 API		241406	117441	35,199.90			FIELDTURF	ATHLETIC TURF
	12/04/2020			251145	API	500.00			J & M LANDSCAPING	Service - Field 3 Project
		API		241406	117441	434,691.00			FIELDTURF	ATHLETIC TURF
17 -00-15-0048-5715	IMPROVEMENTS TO BUILDINGS	HVAC	1,830,630	40,923	1,871,553	651,952.72	1,219,600.00	0.28		
	79	5/22/2020 API		241814		14,725.00			SAV-MOR COOLING & HEATING INC	
	140	07/17/2020 API		241814		196,555.00 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
	184	09/01/2020 API		241814		275,321.91 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
	184	09/01/2020 API		241814		50,416.67 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
	4	09/01/2020 API		241814		80,199.00 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
	298	12/09/2020 API		241814		1,662.50 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
	37	01/07/2021 API		241814		33,072.64 Y			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
17 -00-15-0049-5715	IMPROVEMENTS TO BUILDINGS	Chillers								
	40	09/01/2020 API	329846	241572	115945	136,822.00 Y			TRANE BUILDING SERVICES	SERVICE - Contract HVAC
17 -00-15-0050-5715	IMPROVEMENTS TO BUILDINGS	Paving								
	184	09/01/2020 API	372188	242291	116171	270,514.80			B & W PAVING & LANDSCAPING, LLC	SERVICE - PARKING LOT
17 -00-15-0051-5330	OTHER PROFESSIONAL & TECH SRVC	COI								
	API			250130		15,500.00			S & P RATINGS	ANALYTICAL SERVICES WITH U
	API			250133		21,700.00			DAY PITNEY LLP	PROFESSIONAL SERVICES-BOND
	API			250139		394.52			TECHNIQUE PRINTERS I	FINAL OFFICIAL STATEMENT -
	API			250188		26,000.00			HILLTOPSECURITIES	FINANCIAL ADVISORY FEES, D
	API			250131		4,000.00			US BANK	CERTIFYING, REGISTRAR, TRA
	API			250454		500.00			ARIZENT	ONLINE LEGAL AD-NOTICE OF
	API			250958		767.60			IPREO, LLC	BOND ISSUE 2020 \$6,570,000
17 -00-15-0052-5715	IMPROVEMENTS TO BUILDINGS	Acoustics	245,000	0	245,000	2,150.00	4,350.00	238,500.00		
	API			250798		2,150.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
17 -00-15-0053-5715	IMPROVEMENTS TO BUILDINGS	Contingency	486,842	-10,717	476,125	0.00	0.00	476,124.88		
	Total Bond Projects		6,578,450	-8,450	6,570,000	1,949,443	3,573,269.10	1,047,288.36		

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas
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terry.lumas@amityregion5.org

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

To: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Amendment to the Amity Pension Plan

Date: April 12, 2021

Amendment to the Amity Regional High School District Number Five, defined benefit pension plan:

The District negotiated changes in employee contributions to the pension plan with two bargaining units in 2020-21 and implemented the changes for the non-union participants in July 2020. All participants are now scheduled to increase to 4% no later than July 1, 2022.

The mandatory contribution increases for actively employed participants are highlighted as follows:

Employee contribution Rates

Unit	7/1/2018	7/1/2019	7/1/2020	7/1/2021	7/1/2022	7/1/2023
Administrative Assistants	2.25%	2.25%	3.00%	3.50%	4.00%	4.00%
Custodians	2.25%	2.25%	3.00%	3.50%	4.00%	4.00%
Non-Union	2.25%	2.25%	3.00%	3.50%	4.00%	4.00%
Nurses	3.00%	3.50%	4.00%	4.00%	4.00%	4.00%

The Board voted on the nurses' rates in 2019 and is only shown here for overview of all participants. Our legal counsel drafted an amendment to record these changes. The Board of Education must vote to modify the existing pension document with the amendment and authorize you, as the Superintendent of Schools, to sign the document. The Board approved the custodians' contract last fall and the administrative assistants in February.

For Amity Board of Education:

Move to modify the Amity Regional High School District Number Five Pension Plan with the proposed amendment and authorize the Superintendent of Schools to sign the amendment document.

2021 PLAN AMENDMENT

THE AMITY REGIONAL HIGH SCHOOL DISTRICT NUMBER FIVE PENSION PLAN

The Amity Regional High School District Number Five Pension Plan (the "**Plan**") is hereby amended, effective as of April 20, 2021. This Amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.

1. Preliminary Matters:

The Plan is a Defined Benefit Pension Plan that provides retirement benefits to certain eligible employees. The Plan was first adopted as of July 1, 1981, was restated as of July 1997 and further amended and restated as of July 1, 2008. Amity Regional High School District Number Five adopted a defined contribution plan 401a plan effective as of July 1, 2016 ("**401a Plan**").

By Plan Amendment effective as of July 1, 2016, all Custodians and Maintenance Employees, Administrative Assistants and all other Eligible Employees, as such terms were defined in said amendment, who were Eligible Employees and Participants under the Plan as of July 1, 2016, and all nurses and health aides in Nurses' Group Local 1303-383 of Council 4 AFSCME AFL-CIO ("**Nurses' Union**") who were Participants under the Plan as of July 1, 2016 or became Employees prior to June 30, 2018, are eligible to participate in the Plan. All

Employees in the Nurses' Union hired on or after June 30, 2018, and all other Employees hired after July 1, 2016, are not eligible to participate in the Plan.

The Amity Regional High School District Number Five has negotiated with the Employees in LOCAL 1303-0604, COUNCIL #4 AMERICA FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, excluding custodial and maintenance supervisors (the “**Custodians and Maintenance Union**”) and in SCHOOL CLERICAL AND ADMINISTRATIVE ASSISTANT EMPLOYEES LOCAL 1303-178 OF CONNECTICUT COUNCIL #4 AFSCME, AFL-CIO, excluding the Superintendent of School's Administrative Assistant, the Director of Facilities Administrative Assistant, the Payroll/Benefits Coordinator and the clerical aides (the “**Administrative Assistants' Union**”) and has implemented with all of its non-union Employees increases in employee pension contribution rates, as set forth in this Amendment. The employee contribution rates of Employees in the Nurses' Union remain unchanged from those set forth in Section 3.04(c) of the Plan, which was added in the Plan Amendment effective as of September 1, 2018.

2. The Effective Date of this Amendment is April 20, 2021.
3. Section 3.04 of the Plan is hereby amended by adding the following new paragraph (d):

3.04 (d) Mandatory Employee Contributions. Notwithstanding the foregoing provisions of this Section 3.04, each Active Participant entitled to be a Participant in the Plan in accordance with Section 2.01 of the Plan, as amended, other than the Active Participants in the Nurses' Group Local 1303-383 of COUNCIL 4 AFSCME,

AFL-CIO, shall make contributions under the Plan to the Trustee at a rate equal to the following percentage of his or her annual compensation paid during the following time periods:

July 1, 2020 through June 30, 2021	3.00%
July 1, 2021 through June 30, 2022	3.50%
July 1, 2022 through June 30, 2023	4.00%
July 1, 2023 through June 30, 2024	4.00%

Each Active Participants in the Nurses' Group Local 1303-383 of COUNCIL 4 AFSCME, AFL-CIO shall continue to make contributions under the Plan to the Trustee at a rate equal to 4% for the period beginning on July 1, 2020 through June 30, 2024.

In all other respects the provisions of this Section 3.04 shall apply.

4. This Amendment, as required by section 8.01 of the Plan, has been duly authorized by the Board of Education of Amity Regional High School District Number Five.

Dated this ____ day of _____, 2021

**THE AMITY REGIONAL HIGH SCHOOL
DISTRICT NUMBER FIVE**

By

Its Superintendent of Schools

Instruction

Title 1 Parent and Family Engagement

The Board of Education (Board) recognizes that parental and family involvement and engagement is vital to achieve maximum educational growth for students participating in the Amity Regional School District No. 5 (ARSD) Title I program. Therefore, in compliance with federal law, ARSD will meet with parents/guardians to provide information regarding their school's participation in the Title I program and its requirements.

The Superintendent or his/her designee is directed to ensure equivalence among schools in teachers, administrators, and other staff and in the provision of curriculum materials and instructional supplies.

The Board directs the Superintendent to ensure that each of the ARSD schools participating in the Title I program meets annually with the parents/guardians of students receiving Title I services. Parents/guardians of participating students will be informed of their right to be involved in the development of ARSD's parental and family engagement policy, overall District Title I plan, and the school-parent compacts.

In cooperation with parents/guardians and family the ARSD's policy, plan, and compact will be reviewed annually and updated periodically as determined necessary to meet the changing needs of parents/guardians and the schools and distributed to parents/guardians of participating students in an understandable and uniform format and to the extent practicable in a language the parents can understand.

The Superintendent is directed to develop administrative regulations as necessary to implement this policy and meet the requirements of law.

(cf. 1110.1 - Parent Involvement)

(cf. 6161.3 - Comparability of Services)

Legal Reference: Connecticut General Statutes
 10-220(c) Duties of boards of education.
 Improving America's Schools Act, P.L. No. 103-382, Sec. 1112
 Local Education Agency Plans.
 Title I of the Elementary and Secondary Education Act, 20 U.S.C.
 §6301- 6514
 20 U.S.C. §6318, as amended by Every Student Succeeds Act, P.L. 114-95
 §1010 (2015).
 20 U.S.C. §7801 – Definitions.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
 Woodbridge, Connecticut
 73 of 101

Personnel – Certified/Non-Certified

Minority Recruitment Plan

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) recognizes that fundamental to a quality education is the need to provide students with an opportunity to interact with students and educators from different racial, ethnic, and economic backgrounds.

The Board believes that a skillful and diverse staff contributes significantly to high quality, engaging learning environments, predicated on a climate of inclusion. To this end the Board directs the Superintendent to enact a planning process for the recruitment of a diverse staff.

(cf. 4111 – Recruitment and Selection)

Legal Reference: Connecticut General Statutes
 10-4a(3) Educational interests of state identified.
 10-151 Employment of teachers. Notice and hearing on termination of contract.
 10-153 Discrimination on account of marital status.
 10-220(a) Duties of Boards of Education. (as amended by PA 18-34) 46a-60 Discriminatory employment practices prohibited.
 PA 16-41 An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.
 PA 18-34 An Act Concerning Minority Teacher Recruitment and Retention. PA 19-74 An Act Concerning Minority Teacher Recruitment and Retention.

Personnel – Certified/Non-Certified

Nepotism: Employment of Relatives

Notwithstanding the customary recruitment, selection, and appointment practices outlined in other Amity Regional School District No. 5 (ARSD) Board of Education (Board) policies, the following guidelines shall govern conflict of interest in staff employment:

For the purposes of this policy an “**immediate family member**” includes a spouse, a domestic partner of a civil union, another person cohabitating with the person in a conjugal relationship that is not a legal marriage, children, an individual who fills or has filled the role of a parent, siblings, immediate in-laws, others considered to be members of the household and living under the same roof, or any person for whom a Board member or ARSD employee is the primary caregiver. Individuals who are related by marriage shall include same-sex marriages as legally recognized in the state of Connecticut.

Relatives of Board Members

1. No immediate family member of a Board member shall be appointed to a full-time position within ARSD, unless such action is deemed to be in the best interests of ARSD, in which case a majority vote of the Board (excluding the related Board member) is required to approve the appointment.
2. However, immediate family members of a Board member may be employed for a limited term or on a short-term basis (e.g., substitute teaching, coaching, summer positions) through a competitive process among other persons who are eligible for the position.
3. Persons otherwise related by blood or marriage (i.e., not an immediate family member) to a Board member may be employed following full disclosure of the relationship by the Board member in a public meeting. The Board member shall refrain from participating in any discussion and/or vote on the relative’s employment.
4. ARSD employees who were employed prior to the election of a relative to the Board are exempt from the provisions of this policy.

Relatives of Administrators

1. No immediate family member of an Administrator (i.e., Superintendent, Director of Pupil Services, Building Principals, Assistant Principals, Coordinators of Pupil Services, and other District Office Administrators) shall be appointed to a full-time position within ARSD unless such action is deemed to be in the best interests of ARSD, in which case a majority vote of the Board is required to approve the appointment.
2. However, immediate family members of an Administrator may be employed for a limited term or on a short-term basis (e.g., substitute teaching, coaching, summer positions) through a competitive process among other persons who are eligible for the position.
3. ARSD employees who were employed prior to the appointment of a relative as an Administrator are exempt from the provisions of this policy. However, an ARSD employee who is an immediate family member of an Administrator shall not serve in a position that is in a line relationship involving immediate supervision and evaluation of that position by the Administrator.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Personnel – Certified/Non-Certified

Nepotism: Employment of Relatives

Relatives of District Employees

Members of the same immediate family may be employed in the same department or work location when approved in writing by the Superintendent and only under such terms and conditions as specified by the Superintendent. However, an employee shall not be appointed to a position that places him or her in a direct line to supervise or be supervised by an immediate family member.

In the appointment and selection of new employees ARSD shall adhere to this policy. All current supervisor/employee relationships established prior to the adoption of this revised policy will not be affected by this policy, so long as they remain in present assignments. It is the intent of these rules to avoid any situation where there can arise a conflict of interest or the perception of a conflict of interest either on the part of the member of the Board or a member of the administrative staff.

(cf 9270 – Board Member Conflict of Interest)

Legal Reference: Connecticut General Statutes
 Section 7-479 – Conflicts of interest.
 Section 46b-38nn – Equality of benefits, protections, and responsibilities
 (civil unions).
 Section 46b-38oo – Applicability of statuses to civil unions and parties to
 a civil union.
 10-153a et seq. – Teacher Negotiation Act.
 7-467 et seq. – Municipal Employees Relations Act.
 United States vs. Windsor, U.S. 133 S. Ct. 2675 (2013).

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Business/Non-Instructional Operations

Capital Outlay

Planning

Except for emergencies or reasons of economy, the purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend without severe fluctuations.

A long-range and short-range plan for capital outlay shall be developed by the Superintendent, in order to prevent severe fluctuations in the annual capital outlay fund and to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Supplemental appropriations to the capital and non-recurring fund may be made from estimated fiscal year-end surplus in operating funds for capital items.

Appropriations to the capital and non-recurring may be included as part of the annual budget process through a line item designation in the operating budget.

Item Not Specifically Identified in Budget

Any capital expenditure of a non-emergency nature, which may be over \$10,000, must be presented to and forwarded to the Board of Education with a recommendation by the Amity Finance Committee prior to being considered by the Board. This capital expenditure would refer to an item not specifically identified in the budget. An emergency is a situation requiring urgency and prompt attention for the best interest of Amity Regional School District No. 5 (ARSD). In the event of an emergency, the Superintendent and/or Director of Finance and Administration shall have the authority to make the capital expenditure, provided that they promptly inform the Chairperson of the Amity Finance Committee and the Chairperson of the Board of the emergency and action taken. Whenever possible, the Board's bidding regulations will be followed.

(cf 9132.6 Standing Committee: Finance)

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Student Records – Confidentiality and Access to Student Records

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process.

The Board of Education (Board) recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to, and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, and its implementing and revised regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

I. Annual Notification of Rights/Release of Directory Information

- A. On an annual basis Amity Regional School District No. 5 (ARSD) will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks.
- B. On an annual basis ARSD will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
- C. In the annual notification ARSD will also provide notice to parents and/or eligible students that ARSD is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses, and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

Student Records – Confidentiality and Access to Student Records**II. Confidentiality of Education Records**

- A. All school staff is directed to maintain the confidentiality of personally identifiable information contained in a student's education records. Each person who has access to education records is responsible for ensuring that personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages. Disclosure of information is permitted only in accordance with Board of Education (Board) policy and consistent with state and federal law.
- B. Education records are not public records; and any disclosure other than to persons authorized to receive the records without prior consent of a parent or an eligible student violates the law and Board policy, except as provided in federal and state statutes.
- C. ARSD shall use reasonable methods including administrative policies and procedures, as well as physical and technological access controls, to ensure that school officials obtain access to only those education records in which they have a legitimate educational interest.
- D. ARSD shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and other parties to whom ARSD discloses personally identifiable information from education records.

III. Access to Education Records

- A. Parents and/or an eligible student have the right to inspect and review all education records of the student, unless such rights have been waived. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student the right to inspect and review is restricted to information concerning the student. All requests for access to education records must be in writing.
- B. When submitting a written request to inspect or review education records the request must identify the record or records being sought. ARSD will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed.

Student Records – Confidentiality and Access to Student Records

- C. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of education records to a designated representative must be signed and dated by the parent or eligible student.
- D. A school professional shall be present at all such inspections and reviews and shall respond to reasonable requests for explanations and interpretations of the records.
- E. For the records of regular education students the Board will make education records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event no more than forty-five (45) calendar days from the receipt of a written request.
- F. For students requiring special education the Board will comply with a request to inspect and review a student's education records within ten (10) days of the request or within three (3) days of the request, if the request is in order to prepare for a meeting regarding an IEP meeting (planning and placement team meeting) or any due process proceeding.
- G. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) education records. The request for the free copy must be in writing, and the Board shall comply with the written request within ten (10) school days of the request.
- H. Aside from a parent or eligible student, staff members, school employees, and other school officials may access a student's educational records only if they have been determined by the school system to have a legitimate educational interest in accessing the information contained in such records. Disclosures to any other parties may only be made in accordance with the exemptions and provisions set forth in this policy.
- I. ARSD maintains a record of all parties who have requested access to education records.

Student Records – Confidentiality and Access to Student Records

- J. Non-custodial parents retain their rights to review their child's education records, unless ARSD has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes the non-custodial parent's rights. School notices shall be mailed to the non-custodial parent/guardian requesting the notices at the same time that they are provided to the custodial parent/guardian. Any requests by the non-custodial parent/guardian to receive school notices shall be effective for as long as the child remains in the school the student is attending at the time of the request.
- K. Copies and Fees:
 - 1. The Board reserves the right to charge for copies of a student's education records. Such charge will be \$0.50 per one-sided page or \$1.00 per two-sided page. ARSD cannot charge a fee to search for or to retrieve the education records of a student.
 - 2. If a student has been identified as requiring special education and related services, the parents' (or eligible student's) right to inspect and review the child's records shall include the right to receive one free copy of those records. The request for the free copy shall be made in writing. The Board shall comply with such request as stated above. A charge will be levied for additional copies; such charge will be \$0.50 per one-sided page or \$1.00 per two-sided page.

IV. Documentation of Access to Records

- A. A log or record shall be maintained for each student's record, which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate educational interests.
- B. Such listing need not include the following:
 - 1. Parents or students to whom access is granted.
 - 2. Parties to whom directory information is released.
 - 3. Parties for whom written consent has been executed by the parent or guardian.
 - 4. School officials or employees having a legitimate educational interest.

Student Records – Confidentiality and Access to Student Records

- C. The log or record shall be open to inspection only by a parent or guardian and the custodian of student records or the custodian's designee and to other school officials with legitimate interests in the records and to the Comptroller General of the United States, the Secretary of the Office of Education, an administrative head of an education agency as defined in 20 U.S.C. 1232g., and state educational authorities as a means of auditing the school system's operations.

V. The Release of Records or Personally Identifiable Information

- A. The school system or its designated agent(s) may not permit release of education records or any information from such records, which contains personally identifiable student information to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VII.C below. Personally identifiable information contained in the education record other than directory information will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless prior written consent has been obtained.
- B. To be effective the written consent must be signed and dated and must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. Personally identifiable information may be released without consent of the parents or the eligible student, only if the disclosure meets one of the criteria set forth below:
 - 1. The disclosure is to other school officials within ARSD, including teachers, who have been determined by ARSD to have legitimate educational interests in the education records.
 - 2. The disclosure is to a contractor, consultant, volunteer, or other party to whom an agency or institution has out-sourced institutional services or functions, provided that the outside party: (a) performs an institutional service or function for which ARSD would otherwise use employees, (b) is under the direct control of ARSD with respect to the use and maintenance of education records and is subject to the requirements of FERPA, along with Connecticut student data privacy laws, with respect to the use and re-disclosure of personally identifiable information from education records.
 - 3. The disclosure is to officials of another school including other public schools, charter schools, and post-secondary institutions, in which the

Student Records – Confidentiality and Access to Student Records

student seeks or intends to enroll or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

4. The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or State and local educational authorities under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs but shall not permit such representatives to collect personally identifiable information, unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
5. The disclosure is made in connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid or to enforce the terms and conditions of financial aid.
6. The disclosure is to state and local officials or authorities within the juvenile justice system as long as the officials and authorities to whom the records are disclosed certify in writing to ARSD that: (a) the information is required by the court, (b) will not be disclosed to any other party without the prior written consent of the parent of the student except as provided under State law. Disclosure shall be permitted for information relating to the student's school attendance, adjustment, and behavior, as well as the student's individualized education program (IEP) and related documents, if the student receives special education services. If a student is placed on probation by the juvenile court, school officials may issue their own recommendation concerning the conditions of the student's probation.
7. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as: (a) the study does not permit personal identification of parents or students by individuals other than representatives of the organization, (b) the information is destroyed after it is no longer needed for the purposes for which the study was conducted, and (c) ARSD enters into a written agreement with the

Student Records – Confidentiality and Access to Student Records

organization conducting the study that ensures that the study protects the confidentiality of personally identifiable student information consistent with FERPA requirements.

8. The disclosure is to accrediting organizations in order to carry out their accrediting functions.
9. The disclosure is to parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
10. The disclosure is to comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with: (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (c) an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code.
11. If ARSD initiates legal action against a parent or student, ARSD may disclose to the court without a court order or subpoena the education records of the student that are relevant for ARSD to proceed with the legal action as plaintiff.
12. If a parent or eligible student initiates legal action against ARSD, ARSD may disclose to the court without a court order or subpoena the student's education records that are relevant for ARSD to defend itself.
13. The disclosure is to appropriate parties including parents of an eligible student in connection with a health and safety emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination regarding the disclosure of education records without consent in a health and safety emergency ARSD may take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If ARSD reasonably determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information

Student Records – Confidentiality and Access to Student Records

is necessary to protect the health or safety of the student or other individuals provided, however, that ARSD record such disclosure in accordance with Section VI. D, above.

14. The disclosure is to the parent of a student who is under 18 years of age or to the student.
15. The disclosure concerns sex offenders and other individuals required to register under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to ARSD under 42 U.S.C. 14071 and applicable federal guidelines.

VI. Directory Information

- A. ARSD will notify parents (of students currently enrolled within ARSD) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year.
- B. ARSD is legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses, and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.
- C. In all other circumstances information designated as directory information will not be released when requested by a third party, unless the release of such information is determined by the administration to be in the educational interest of ARSD and is consistent with ARSD's obligations under both state and federal law.

Student Records – Confidentiality and Access to Student Records

- D. ARSD may disclose directory information about students after they are no longer in enrollment in ARSD. Notwithstanding the foregoing, ARSD will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.
- E. An objection to the disclosure of directory information shall not prevent ARSD from disclosing or requiring a student to disclose the student's name and identified or institutional email address in a class in which the student is enrolled.
- F. ARSD will not use the student's social security number or other non-directory information alone or combined with other elements to identify or help identify the student or the student's records.

VII. De-identified Records and Information

- A. ARSD may release education records or information from education records without the consent of a parent or eligible student after the removal of all personally identifiable information, provided that ARSD has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, taking into account other reasonably available information.
- B. ARSD may release de-identified education records including student level data from education records for the purpose of education research by attaching a code to each record that may allow the recipient to match information received from the same source, provided that:
 - 1. ARSD does not disclose any information about how it generates and assigns a record code, or that would allow a recipient of the information to identify a student based on the record code;
 - 2. The record code is used for no purpose other than identifying a de-identified record for the purposes of education research and cannot be used to ascertain personally identifiable information about a student; and
 - 3. The record code is not based on a student's social security number or other personal information.

Student Records – Confidentiality and Access to Student Records**VIII. Disciplinary Records**

Nothing in this policy shall prevent ARSD from:

- A. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
- B. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
- C. In accordance with state and federal law ARSD will facilitate the transfer of records of suspension and expulsion of a student to officials of any private elementary or secondary school in which the student is subsequently enrolled or seeks, intends, or is instructed to enroll.

IX. Records of the Department of Children and Families (“DCF”)

- A. Documents related to any Department of Children and Families (“DCF”) child abuse and/or neglect investigations that are maintained by the Board are considered education records under the Family Educational Rights and Privacy Act (“FERPA”). As such, they are subject to the confidentiality and disclosure requirements set forth in this policy and in corresponding provisions of state and federal law. Such records should be kept in a confidential location with restricted access and shall be disclosed only as authorized by law. In addition to meeting the requirements under FERPA, should the Board receive a request to disclose confidential DCF records to an outside third party the Board shall redact the name or other personally identifiable information concerning the individual suspected of being responsible for the alleged abuse and/or neglect, unless the requested records are being released to the individual named in the DCF records.
- B. In addition, ARSD shall redact the name or any personally identifiable information related to the identity of any individual responsible for making a report of alleged child abuse and/or neglect before releasing or transferring any DCF records containing such reports.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Student Records – Confidentiality and Access to Student Records**X. Redisclosure of Educational Records**

- A. Federal and State officials who receive education records for audits, evaluation, and compliance and enforcement purposes may redisclose such records under the same conditions that apply to other recipients of education records.
- B. A state educational agency that received records for audit, evaluation, compliance, or enforcement purposes may redisclose records for other qualifying purposes, such as:
 - 1. Forwarding records to a student's new school district;
 - 2. Forwarding records to another listed official including the Education Secretary or a post-secondary authority;
 - 3. Forwarding to an accrediting agency; or
 - 4. In connection with a health or safety emergency.
- C. In the event that the Family Policy Compliance Office determines that a third party outside of ARSD has improperly redisclosed personally identifiable information from education records in violation of FERPA, ARSD may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XI. Amendment of Education Records

- A. If a parent or an eligible student believes that information in the student's education records is inaccurate, misleading, or in violation of the student's right to privacy, he/she is entitled to:
 - 1. Request in writing that ARSD amend the records;
 - 2. Receive within a reasonable period of time a decision from ARSD with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If ARSD decides to amend the records, ARSD shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments and shall inform the parent or eligible student of the amendment.

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- C. If ARSD decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing pursuant to this policy.

XI. Hearing Rights and Procedures**A. Rights:**

1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
2. If, as a result of the hearing, ARSD decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended; and the parent or eligible student shall be informed in writing.
3. If, as a result of the hearing, ARSD decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's education records a statement commenting on the contested information or stating why he or she disagrees with ARSD's decision or both.
 - a. Any statement placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
 - b. If the contested portion of the education record is disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.

B. Procedures:

1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.

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2. The parent or eligible student shall be given notice of the date, place, and time of the hearing within a reasonable time in advance of the hearing.
3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

XII. HIV-Related Confidentiality

- A. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
- B. Confidential HIV-related information is not public information; and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.
- C. Accessibility of Confidential HIV-related Information. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
 1. The protected individual, his/her legal guardian, or a person authorized to consent to health care for such individual.
 2. Any person who secures a release of confidential HIV-related information.
 3. A federal, state, or local health law officer when such disclosure is mandated or authorized by federal or state law.

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4. A health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV- related information is already recorded in a medical chart or record, and a health care provider has access to such record for the purpose of providing medical care to the protected individual.
5. A medical examiner to assist in determining cause of death,
6. Any person allowed access to such information by a court order.

D. Procedures

1. If a school staff member other than school medical personnel is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual who is also a student by a student's legal guardian or by the student and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian shall keep such information confidential and shall not disclose such information.
4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
5. Any record containing confidential HIV-related information shall be maintained in a separate file and shall not be subject to the provisions of this policy regarding accessibility of general student records.

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6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.

E. Disclosures Pursuant to a Release

1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, “This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.”
2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
3. Except for disclosures made to a federal, state, or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual who shall be informed of such disclosures on request.

XIII. Retention and Destruction of Student Records

- A. No additions, except routine updating, shall be made to a student’s records after high school graduation or permanent departure without the parent’s or guardian’s prior consent for those students who have not reached the age of eighteen years. Adult students may give consent themselves.

Student Records – Confidentiality and Access to Student Records

- B. The guide to disposal of municipal records for Connecticut is located in Connecticut General Statutes Section 7-109. For disposal of education records see Schedule V of “Records Retention schedules 1982” (Revised 1983) published by the Public Records Administration, Connecticut State Library, Hartford, Connecticut.

XIV. Child Abuse Reporting

Nothing in this policy shall limit a mandated reporter’s responsibility to report suspected child abuse, neglect, and sexual assault under the Board Policy 5141.4 Reporting of Suspected Child Abuse, Neglect, and Sexual Assault.

XV. Right to File a Complaint

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by ARSD to comply with the requirements of FERPA. The name and address of the agency that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, S.W.
Washington, DC 20202-4605

Legal Reference: Connecticut General Statutes
1-19(b)(11) Access to public records. Exempt records. 7-109 Destruction of documents.
10-15b Access of parent or guardians to student's records.
10-154a Professional communications between teacher or nurse & student. 10-209 Records not to be public.
10-221b Boards of education to establish written uniform policy re: treatment of recruiters.
11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedures for aggrieved persons. Regulations.
17a-101k Registry of findings of abuse or neglect of children maintained by Commissioner of Children and Families. Notice of finding of abuse or neglect of child. Appeal of finding. Hearing procedure. Appeal after hearing. Confidentiality. Regulations.
19a-581 et. seq. AIDS Testing and Medical Information Regulations of Connecticut State Agencies §10-76d-18 46b-56 (e) Access to

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Student Records – Confidentiality and Access to Student Records

Records of Minors.

Office of the Public Records Administrator, Retention Schedule M8
Education Records (Revised 2/2005)

Federal Family Educational Rights and Privacy Act of 1974 (section
438 of the General Education Provisions Act, as amended, added by
section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs.

implementing FERPA enacted as part of 438 of General Educ.

provisions act (20 U.S.C. 1232g)-parent and student privacy and other
rights with respect to educational records, as amended 11/21/96, and
Final Rule 34 CFR Part 99, December 9, 2008)

USA Patriot Act of 2001, PL 107-56, 115 Stat. 272, Sec 507, 18 U.S.C.
§2332b(g)(5)(B) and 2331

PL 107-110 “No Child Left Behind Act of 2001” Sections 5208 and
9528

Owasso Independent Sch. Dist. No.1-011 v. Falvo, 534 U.S.426 (2002)

Personnel – Certified/Non-Certified

Recruitment and Selection

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel who are "effective teachers" as defined by federal and state law in ARSD schools. All ARSD teachers and administrators must meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternate routes to certification.

The Board recognizes the heterogeneity of the people who live in the school district and believes that this characteristic should have an important bearing on all aspects of the ARSD activities. The Board believes it is especially important that this heterogeneity of population be recognized in the recruitment and assignment of personnel.

To this end, the Board shall develop and implement a written plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of ARSD produce a total staff representative of the total population of the District and that the assignment procedures of ARSD bring to each school staff members representative of the population represented by the student membership in each local school.

The schools shall engage in fair and sound personnel practices in the appointment of all ARSD employees. The administration shall be responsible for establishing recruitment, selection, and appointment procedures.

The Superintendent shall insure that ARSD is in compliance with the provisions of Title I and the Every Student Succeeds Act. Manuals and handbooks shall comply with federal law as to the qualifications for instructional personnel. Parents/guardians of students in Title I schools shall be informed annually at the beginning of each school year of their right to request information about whether their child's teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher. The qualifications of services provided by paraprofessionals shall also be provided. Timely notices shall also be provided to parents/guardians that the student has been assigned or has been taught in a Title I school for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Hiring of Retired Teachers

A **retired** teacher receiving benefits from the Teachers Retirement Board (TRB) may be reemployed by the Board for up to one full school year in a position: (1) designated by the Commissioner of Education as a subject shortage area or (2) at a school located in a priority school district for the school year in which the teacher is being employed. Such employment may be for up to one full school year. Such reemployment may be extended for an additional school year, provided the Board: (a) submits a written request for approval to the Teachers' Retirement Board; (b) certifies that no qualified candidates are available prior to the

Personnel – Certified/Non-Certified

Recruitment and Selection

reemployment of such teacher; and (c) indicates the type of assignment to be performed, the anticipated date of rehire, and the expected duration of the assignment.

The forty-five percent limitation applies as described below, if the retired teacher described in this paragraph works in excess of two years in either a subject shortage area and/or in a school in a priority school district.

The salary of such teacher shall be fixed at an amount at least equal to that paid other teachers in ARSD with similar training and experience for the same type of service.

Except as indicated in the first paragraph in this section a certified educator receiving retirement benefits from the Teachers Retirement Board (TRB) may not be employed in a certified position receiving compensation paid out of public money appropriated for school purposes, except that such educator may be employed in such a position and receive no more than forty-five percent of the maximum salary level for the assigned position. Any certified educator who receives in excess of such amount shall reimburse the Board for the amount of such excess. Fringe benefits offered by ARSD, if taken by the employed retired individuals, are included in the maximum compensation. The individual can continue to pay TRB for health insurance as a retired member in the same manner as prior to the post-retirement employment. Health insurance from the Board is not legally required to be offered.

Legal Reference: Connecticut General Statutes
 [10-151](#) Employment of teachers. Notice and hearing on termination of contract. (as amended by P.A. 12-16 An Act Concerning Educational Reform)
 [10-153](#) Discrimination on account of marital status.
 [10-183v](#) Reemployment of teachers, as amended by PA 10-111, An Act Concerning Education Reform in Connecticut and P.A. 16-91, An Act Making Changes to the Teacher's Retirement System, and PA 17-173 An Act Concerning Minor Revisions and Additions to the Education Statutes and PA 18-42 An Act Concerning a Provision Concerning Reemployment of Certain Teachers.
 [10-220](#) Duties of Boards of Education. (as amended by PA 98-252)
 [46a-60](#) Discriminatory employment practices prohibited.
 34 C.F.R. 200.55 Federal Regulations
 P.L. 114-95 Every Student Succeeds Act, S.1177-55, 56

Personnel – Certified

Contracts of Employment

Contracts of employment shall be of two types:

1. Contracts for teachers who have not attained tenure shall be continued into the next school year, unless teacher receives written notice to the contrary by May 1st. (This corresponds to the probationary period of forty full-time continuous school months of employment under the tenure law.)
2. Contracts of employment for teachers who have attained tenure shall be continued from school year to school year, except that a contract may be terminated at any time as provided by state statute.

All articles in negotiated agreements/contracts with teachers' and administrators' bargaining representatives shall have the effect of Board of Education (Board) policy. In cases of conflict between negotiated agreements/contracts and Board policies or administrative regulations, agreements/contracts take precedence.

In addition, there shall be annual salary agreements, which are not contracts as such and which are subject to change on the basis of salary schedule changes from year to year. Annual schedules shall be issued, which contain the salary classification and steps and provisions pertaining thereto.

Legal Reference: Connecticut General Statutes
 [10-153a](#) through [10-153j](#)

Policy approved:

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Personnel – Certified/Non-Certified

Certification

Every instructional employee shall be certified according to the provision of applicable state law. It is the responsibility of the employee to submit proof of appropriate certification to the school system prior to the commencement of employment with Amity Regional School District No. 5 (ARSD). ARSD shall maintain a record of the employee's credential(s) as required by law.

It shall be the sole responsibility of the certified employee to see that his/her credentials for certification are complete before the date of expiration and to file the completed certification with ARSD.

In the event of a lapse in certification, the employee's status may be immediately changed to "Substitute" (per diem) with no benefits; and his/her salary will be reduced to the current rate of pay for substitutes. If the employee fails to obtain appropriate certification within 40 days, he/she may be subject to termination of employment. If within a reasonable period of time following a lapse in certification the employee provides evidence of appropriate certification, the employee's salary and benefits shall be reinstated retroactive to the effective date of certification.

To qualify for a professional educator certificate an individual with a provisional educator certificate must hold a master's degree in an appropriate subject matter area, as determined by the Connecticut State Board of Education, related to the teacher's certification endorsement area.

Legal Reference: Connecticut General Statutes
 10-145b Teaching certificate (as amended by P.A. 12-116 An Act
 Concerning Educational Reform and P.A. 15-108 An Act
 Concerning Teacher Certification Requirements for Shortage Areas,
 Interstate Agreements for Teacher Certification Reciprocity,
 Minority Teacher Recruitment and Retention and Cultural
 Competency Instruction.)
 10-146c Interstate agreements to facilitate educator certification
 (as amended by P.A. 15-108)
 10-145d State board regulations for teacher certificates et. al. (as
 amended by P.A. 12-116, An Act Concerning Educational Reform
 and P.A. 15-108)
 10-145o Teacher education and mentoring program (as amended by
 P.A. 12- 116, An Act Concerning Educational Reform)
 34 C.F.R. 200.55 – Federal Regulations Regarding Highly
 Qualified Teachers

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
 Woodbridge, Connecticut

Personnel – Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment in Amity Regional School District No. 5 (ARSD) will be conditional upon the successful outcome of a criminal record check. In addition, any person applying for employment with the Board of Education (Board) shall submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry before the person may be hired.

Applicants for all positions, certified or non-certified, must submit to a check of Department of Children and Families Child Abuse and Neglect Registry.

Applicants, as required, shall make disclosures containing: (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

ARSD, prior to hiring such applicants, will: (1) ensure that applicants complete the above stated three requirements; (2) review applicants' employment history after making a documented, good faith effort to contact previous employers for information; and (3) request any available information about applicants from SDE.

The background/reference checks shall be done in compliance with the statutory guidelines contained in this Board policy, as amended.

ARSD employees shall submit to state and national criminal checks within 30 days after they are hired. ARSD students employed by the school system are exempt from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check, if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. 29-17a.

Student teachers placed in ARSD schools as part of completing preparation requirements for the issuance of an educator certificate shall also be required to undergo the same criminal background checks and DCF child abuse and neglect registry check already required for school employees.

An ARSD student employed by ARSD or a person employed by the Board as a teacher for a non-credit adult class or adult education activity (as defined in C.G.S. 10-67) who is not required to hold a teaching certificate pursuant to C.G.S. 10-145b as amended by PA 18-51 is exempt from the fingerprinting requirement.

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

Personnel – Certified/Non-Certified

Security Check/Fingerprinting

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissed. (as amended by PA 01-173,
PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93, PA 16-
67, PA 18-51 and PA 19-91)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education
Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version
5.4, U.S. Department of Justice, Federal Bureau of Investigation,
Criminal Justice Information Services Division, October 6, 2015.

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

TO: Amity Board of Education

FROM: Jennifer P. Byars

DATE: April 19, 2021

RE: Non-renewal of Teacher Contract

It is my recommendation that the Board of Education non-renew the contract of Kristen Donovan, Spanish Teacher, Untenured, Amity Regional High School.

This recommendation for non-renewal is related to a reduction in force due to the elimination of her position.

Motion:

Move that the contract of employment of Kristen Donovan not be renewed for the following year upon the expiration at the end of the 2020-2021 school year, and that the Superintendent of Schools is directed to advise such person in writing of this action.