

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

---

*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

**AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA**  
*Monday, September 13, 2021, 6:30 pm*  
*25 Newton Road, Woodbridge, CT*

*The Amity Board of Education is conducting all Board and committee meetings in person unless designated on the agenda. In-person public comment may be made at the meeting location at the point so designated in the agenda. Per Governor's Executive Order 13A, all attendees must wear a mask while inside a school building. Comments submitted in writing will be forwarded to the Board of Education or Board Committee as Correspondence.*

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. UPDATE ON STADIUM FIELD PROJECTS (Executive Session)**
- 4. APPROVAL OF MINUTES**
  - a. Regular Board of Education Meeting – August 16, 2021 *Page 3*
- 5. STUDENT REPORT**
  - a. Monthly Report
- 6. PUBLIC COMMENT**
- 7. SUPERINTENDENT'S REPORT**
  - a. Personnel Report *Page 10*
  - b. Superintendent Report *Page 12*
- 8. PRESENTATION OF BOWA PORTRAIT OF THE GRADUATE**
- 9. 2020-2021 STATE ASSESSMENT DATA PRESENTATION**
- 10. CORRESPONDENCE**
- 11. CHAIRMAN'S REPORT**
  - a. Committee Reports
    1. ACES
    2. Ad Hoc School Safety
    3. CABB
    4. Curriculum
    5. District Health and Safety
    6. District Technology
      - a. Monthly Report *Page 15*
    7. Facilities
      - a. Monthly Report *Page 16*
    8. Finance
      - a. Presentation and Discussion of Second Quarter 2021 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust *Page 17*

- b. Discussion of Monthly Financial Statements *Page 98*
- c. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 126*
- d. Other
  - 1. Bond Projects YTD Budget Report *Page 127*
- 9. Policy
  - a. First Read
    - 1. Policy 1110.1 Parental Involvement *Page 129*
    - 2. Policy 3542.43 Food Service - Charging Policy *Page 136*
    - 3. Policy 5112 Ages of Attendance *Page 142*
    - 4. Policy 5113.2 Attendance *Page 145*
    - 5. Policy 5131.911 Bullying and Teen Dating Violence *Page 154*
    - 6. Policy 5141 Student Health Services *Page 175*
    - 7. Policy 5142.4 School Resource Officer *Page 183*
    - 8. Policy 9321 Time, Place, Notification of Meetings *Page 187*
    - 9. Policy 4131 Staff Development *Page 190*
    - 10. Policy 4133 Travel Reimbursement *Page 199*
  - b. Second Read
    - 1. Policy 4115.3 Evaluation, Termination, and Non-Renewal of Athletic Coaches *Page 200*
    - 2. Policy 4118.5/4218.5 Rights, Responsibilities, and Duties - Acceptable Computer Network *Page 201*
    - 3. Policy 4118.7 Technology Equipment - Staff Laptop Use *Page 203*
    - 4. Policy 4121 Substitute Teachers *Page 204*
- 10. Personnel
- 12. **NEW BUSINESS**
- 13. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by September 30, 2021**
- 14. **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  
AUGUST 16, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Shannan Carlson, Paul Davis, Steven DeMaio, Carla Eichler, Mr. Howard, Andrea Hubbard, Dr. K. Sudhir, Dr. Carol Oladele (remote), Patrick Reed (remote), Donna Schuster (remote), Dr. Jennifer Turner (remote),

**BOARD MEMBERS ABSENT**

Christopher Browe

**STUDENT REPRESENTATIVES PRESENT**

Alison Bowler (remote), Marin Korenaga (remote)

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Jill LaPlante, Anna Mahon, Karen Marren, Stephen Martoni, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:31 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

*MOTION by Carla Eichler, SECOND by Shannan Carlson, to amend meeting agenda and add "ELECTION OF OFFICER: VICE CHAIRPERSON"  
VOTES IN FAVOR, 12 (unanimous)  
MOTION CARRIED*

**ELECTION OF OFFICER: VICE CHAIRPERSON**

Dr. Byars summarized Bylaw 9120 and Bylaw 9122.

**Chairperson Belfonti opened nominations for Vice Chairperson.**

*MOTION by Paul Davis, SECOND by Carla Eichler, to nominate Patrick Reed as Vice Chairperson*

*MOTION by George Howard to nominate Dr. Jennifer Turner as Vice Chairperson*

**Chairperson Belfonti closed nominations for Vice Chairperson.**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
AUGUST 16, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**Chairperson Belfonti called the vote on motion to nominate Patrick Reed as Vice Chairperson**

*VOTES IN FAVOR, 12 (unanimous)*

*MOTION CARRIED*

**Patrick Reed accepted nomination.**

**3. APPROVAL OF MINUTES**

**a. Board of Education Regular Meeting - June 14, 2021**

*MOTION by Paul Davis, SECOND by Dr. Sudhir, to approve minutes as submitted*

*VOTES IN FAVOR, 12 (unanimous)*

*MOTION CARRIED*

**b. Board of Education Special Meeting - June 16, 2021**

*MOTION by George Howard, SECOND by Andrea Hubbard, to approve minutes as submitted*

*VOTES IN FAVOR, 11 (Belfonti, Davis, DeMaio, Eichler, Howard, Hubbard, Sudhir, Oladele, Reed, Schuster, Turner)*

*ABSTAINED, 1 (Carlson)*

*MOTION CARRIED*

**c. Board of Education Special Meeting - July 26, 2021**

*MOTION by Carla Eichler, SECOND by George Howard, to approve minutes as submitted*

*VOTES IN FAVOR, 8 (Belfonti, Eichler, Howard, Hubbard, Sudhir, Oladele, Schuster, Turner)*

*ABSTAINED, 4 (Carlson, Davis, DeMaio, Reed)*

*MOTION CARRIED*

**4. STUDENT REPORT**

**a. Monthly Report**

**5. PUBLIC COMMENT**

Five parents spoke on reopening concerns.

Two citizens spoke on reopening concerns.

Emails summarized by Carla Eichler.

**6. SUPERINTENDENT'S REPORT**

**a. Personnel Report**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
AUGUST 16, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**b. Superintendent Report**

**c. Reopening Plan Updates**

Presented by Dr. Byars

**d. ARP ESSER Grant Presentation**

Presented by Dr. Byars

**7. CORRESPONDENCE**

Summarized by Carla Eichler

**8. CHAIRMAN'S REPORT**

Chairperson Belfonti summarized assignment of new committees and invited Board members to contact him, if interested in joining or switching Committees.

Chairperson Belfonti announced the next Board of Education Retreat will be on September 20, 2021 at 5:00 p.m. at 25 Newton Road in Woodbridge.

**a. Committee Reports**

- 1. ACES**
- 2. Ad Hoc School Safety**
- 3. CABE**
- 4. Curriculum**
- 5. District Health and Safety**
- 6. District Technology**
  - a. Monthly Report**
- 7. Facilities**
  - a. Monthly Report**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
AUGUST 16, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**8. Finance**

- a. **Presentation of 2022-2023 Budget Calendar**
- b. **Presentation of Annual Report on Reserve Fund for Capital and Non-Recurring Expenditures**
- c. **Discussion and Possible Action to Appropriate Funds to Capital and Non-Recurring**

Theresa Lumas distributed updated memo (dated August 16, 2021) to Board members.

*MOTION by Shannan Carlson, Second by George Howard, to approve an appropriation and budget transfer of \$507,844 (1%) into Reserve Fund for Capital and Nonrecurring Expenses from the fiscal year 2020-2021 surplus and designate these funds according to the following chart:*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-15-2512-5255	Medical & Dental Account	\$507,844	
05-15-0000-5856	Transfer Account		\$507,844

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

- d. **Discussion of Monthly Financial Statements**
  - 1. **Fiscal Year 2020-2021**
  - 2. **Fiscal Year 2021-2022**
- e. **Director of Finance and Administration Approved Transfers Under \$3,000**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
 AUGUST 16, 2021 REGULAR MEETING MINUTES  
 6:30 P.M., 25 Newton Road, Woodbridge, CT

**f. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

**1. Capital Change Orders**

*MOTION by Shannan Carlson, Second by Dr. Sudhir, to approve the following:*

- *Change order 1a to include overhead of \$556 and the bringing the total for change order 1a to \$11,689.00.*
- *A transfer from Bond Contingency Account to the Athletic Project Account. Add empty conduits to 8 locations and to the home side poles for cameras at the stadium at Amity High School.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0053-5720	Bond Contingency	\$556	
17-00-15-0047-5720	Athletic Projects		\$556

- *HVAC Change order #3 for FTR part price increase of \$1,886.00.*
- *A transfer from Bond Contingency Account to the HVAC Project Account for HVAC Change order #3 for FTR part price increase of \$1,886.00.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0053-5720	Bond Contingency	\$1,886	
17-00-15-0048-5715	HVAC Projects		\$1,886

- *Paving Change order #1 to mill, pave and line stripe rear parking lot for \$26,595.*
- *A transfer from Bond Contingency Account to the Paving Project Account for Paving Change order #1 to mill, pave and line stripe rear parking lot for \$26,595.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0053-5720	Bond Contingency	\$26,595	
17-00-15-0050-5715	Paving Project		\$26,595

- *Paving Change order # 2 to excavate and remove grass and concrete, pave and line stripe is \$13,950.*
- *A transfer from Bond Contingency Account to the Paving Project Account for Paving Change order #2 to excavate and remove grass and concrete, pave and line stripe is \$13,950.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0053-5720	Bond Contingency	\$13,950	
17-00-15-0050-5715	Paving Project		\$13,950

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
 AUGUST 16, 2021 REGULAR MEETING MINUTES  
 6:30 P.M., 25 Newton Road, Woodbridge, CT

**2. Fiscal Year 2021-22**

*MOTION by Carla Eichler, Second by Paul Davis, to approve the following budget transfer to cover the cost of a long-term independent contractor to substitute for a staff member on leave of absence.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
04-13-2140-5330	Professional Technical Services	\$43,582	
05-15-1026-5111	Salaries		\$43,582

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

**3. Fiscal Year 2020-21 (Information Only –Approved in June)**

**g. Discussion and Possible Action on Construction of Outdoor Classrooms (ARP-ESSER III Funding)**

*MOTION by Shannan Carlson, SECOND by Dr. Turner, to approve Construction of Outdoor Classrooms (ARP-ESSER Funding)*

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

**h. Other**

**1. YTD Bond Project Report**

**9. Policy**

**a. First Read**

- 1. Policy 4115.3 Evaluation, Termination, and Non-Renewal of Athletic Coaches**
- 2. Policy 4118.5/4218.5 Rights, Responsibilities, and Duties - Acceptable Computer Network**
- 3. Policy 4118.7 Technology Equipment - Staff Laptop Use**
- 4. Policy 4121 Substitute Teachers**

**b. Second Read**

- 1. Policy 4118.22 Code of Professional Responsibility**
- 2. Policy 4118.24 Staff-Student Non-Fraternization**
- 3. Policy 4118.51 Use of Social Media by Employees**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
AUGUST 16, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

*MOTION by Carla Eichler, SECOND by Shannan Carlson, to vote on all 2<sup>nd</sup> Read Policies at the same time*

1. *Policy 4118.22 Code of Professional Responsibility*
2. *Policy 4118.24 Staff-Student Non-Fraternization*
3. *Policy 4118.51 Use of Social Media by Employees*

*VOTES IN FAVOR, 12 (unanimous)*

*MOTION CARRIED*

*MOTION BY Paul Davis, SECOND by Dr. Sudhir, to approve all 2<sup>nd</sup> Read Policies*

1. *Policy 4118.22 Code of Professional Responsibility*
2. *Policy 4118.24 Staff-Student Non-Fraternization*
3. *Policy 4118.51 Use of Social Media by Employees*

*VOTES IN FAVOR, 12 (unanimous)*

*MOTION CARRIED*

**10. Personnel**

**9. NEW BUSINESS**

**10. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by August 31, 2021**

Chairperson Belfonti thanked and welcomed the new Board of Education members: Dr. K. Sudhir, Dr. Carol Oladele, and Donna Schuster

**11. ADJOURNMENT**

*MOTION by Shannan Carlson, SECOND by Paul Davis, to adjourn meeting*

*VOTES IN FAVOR, 12 (unanimous)*

*MOTION CARRIED*

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero, Recording Secretary

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



*Dr. Jennifer P. Byars*  
*Superintendent of Schools*

*jennifer.byars@amityregion5.org*  
*203.392.2106*

**September 13, 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:

*Julie Avergun* – F/T Math Teacher - Julie brings to Amity 11 years of experience as a Middle School Math Teacher. The majority of her experience was in the Massachusetts Public School System and she most recently taught middle school math in the New Jersey School System before relocating back to Connecticut. Julie earned her Bachelor's Degree in Criminal Justice and her Master's Degree in Teaching, both from Quinnipiac College.

*Heather Briganti* – F/T Special Education/Reading Teacher - Heather joins Bethany Middle School with 11 years of experience as a Special Education Teacher. She most recently served as a Special Education Teacher at Eastern Fairfield County Diagnostic Center-CES in Trumbull. Heather earned her Bachelor's Degree in Sociology from Southern CT State University and her Master's Degree in Elementary Education from Sacred Heart University.

- Amity Regional Middle School – Orange: NONE

**NEW HIRES-BENCH/LONG TERM SUBSTITUTES:**

*Alexander DeBrizzi* – Long Term Substitute Chemistry Teacher – Amity Regional High School

*Katie Yates* – Long Term Substitute English Teacher – Amity Regional High School

**NEW HIRES-NON-CERTIFIED:**

*Kimberly Sperry* – Paraprofessional – Amity Transition Academy

*Kaaren Violante* – Paraprofessional – Amity Transition Academy

*Jason Roberts* – Paraprofessional – Amity Middle School-Bethany

*Julie Giordano* – Part-Time Paraprofessional – Amity Middle School-Orange

*Jana Migliaro* – Math Interventionist – Amity Middle School-Orange

*Andrea Romano* – Second Shift Custodian – Amity Regional High School

**NEW HIRES-COACHES:**

*Tyshawn Cannon* – Boys Soccer Coach - 2021 Fall Season – Amity Middle School-Bethany

*Chris Elledge* – Varsity Girls Lacrosse Coach - 2022 Spring Season – Amity Regional High School

*Micaela Cardozo* – Assistant Girls Volleyball Coach – 2021 Fall Season – Amity Regional High School

 **TRANSFERS:**

*James Ryan* – Second shift custodian at Amity Reg. High School to the position of day custodian at Amity Reg. High School, effective August 30, 2021.

**RESIGNATIONS:**

*Marissa Nall* – Co-Ed Cross Country Coach ~ Amity Middle School-Bethany, eff. 08/04/2021

*Robert Notholt* – Bench Substitute ~ Amity Regional High School, eff. 08/12/2021

*Diana DiGangi* – Girls Volleyball Coach ~ Amity Middle School-Bethany, eff. 08/16/2021

*Thomas Newman* – Math Teacher ~ Amity Middle School-Bethany, eff. 08/17/2021

*Thomas Newman* – Asst. Boys Soccer Coach ~ Amity Regional High School, eff. 08/17/2021

*Kara Crotta* – Cross Country Coach ~ Amity Middle School-Orange, eff. 08/23/2021

*Kaaren Violante* – Paraprofessional ~ Amity Transition Academy, eff. 9/8/2021

*Jacqueline Cappiello* – Biology Teacher ~ Amity Regional High School, eff. 09/17/2021

 **RETIREMENTS:**

*Bogdan Amenda* – Custodian, Amity Regional High School, eff. 08/30/2021

# 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 – September 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

**Convocation and PL Day:** Amity's Convocation and Professional Learning Day took place on August 26, 2021. The morning was organized to have teachers and paraprofessionals rotate through three separate 50 minute sessions all facilitated by Amity teachers. The sessions included Trauma-Based Training, Social and Emotional Learning, and Restorative Practices. All of these sessions represent the themes for continued professional learning this year.

Dr. Steve Robbins provided a keynote message for the afternoon session. Dr. Robbins is an inspirational speaker well versed in diversity, inclusion, and equity. Additionally, he is an entrepreneur and university professor. The feedback for Dr. Robbins was excellent!

**AMSO and AMSB Launch Readers Workshop:** AMSO and AMSB English teachers have been working with their Content Leaders and Andrea Drewry, the Middle School Literacy Coach, to prepare their classroom libraries for the introduction of the Readers Workshop. Students were very excited to see the number of books, bookcases, and bins that are all set to go. The books represent a variety of genres and authors. The "launch" is scheduled for Monday, September 13, 2021. Teachers and admins are very excited to start the process.

**Opening of School:** Link Crew Orientation for 9th grade students was a huge success, with over 95% of the class participating in the voluntary orientation day on Friday, August 27, 2021. On Monday, August 30, 2021, the ARHS community reconvened as an entire school for the first time in over a year and a half with our Kick-Off to the 2021-2022 school year. The day was spent in Spartan Seminar groups, working on building community through Seminar, as grade levels, and an entire school. The day featured our "Spartan Stories" annual program with Kim Simon, Amity Class of 2011, returning after a decade post-Amity to share with students how the core values of fairness, respect, and passion helped shape her in to the contributing member of society she is today. The day culminated with a whole-school assembly on the newly-refurbished Field 3. Students also received their school-issued devices before the early dismissal.

**AMSO Technology Introduction Day:** Teachers provided students with an overview of the various technology platforms they will be using this year. Students participated in a variety of activities and tasks that allowed students to explore the useful features of Google Classroom, Aristotle, Nearpod and Powerschool.

**AMSB & AMSO Back to School Night:** AMSB and AMSO held Back to School night Thursday, September 9, 2021. It was wonderful having parents back in the building as we welcomed the new school year. This year, attendance was limited to one parent per student, as the event is held in classrooms.

Teachers provided parents with an overview of their classes and introduced parents to the Amity School Community.

**Welcoming New Special Education Students:** Special Education teachers and related service providers across the district hosted open houses at all three buildings to welcome rising 7th and 9th grade special education students to their new buildings.

**Curriculum Articulation Meetings:** A major focus of curriculum articulation meetings with department chairs and content leaders will be to examine books and supplemental materials for each content curriculum with a laser focus on diversity, inclusion, and equity.

### Resources

**DBT Training for Support Services:** School Psychologists, School Social Workers, and School Counselors attended a two-day Dialectical Behavior Therapy (DBT) training facilitated by Dr. Rebecca Kamody from Yale Child Study Center and funded by a State of Connecticut Special Education grant. Those staff that were trained in DBT will receive monthly clinical supervision moving forward.

**Connecting Counselors and Local Resources:** On August 27, 2021, members of the counseling department from all three schools hosted a “meet and greet” breakfast for outside therapists, practitioners, and agencies that are accepting new clients. Invitations were sent to all of the resources listed in the COVID crisis manual developed by the Amity social workers. Currently a list of about 20 people are identified who can work with our students and families and who are interested in helping to build a community of resources.

**Middle School Fall Sports Registration:** Fall sports registration was a success, as parents utilized online resources to request information, submit forms, and register for sports. We are looking forward to a successful fall season! This year middle school fall sports include field hockey, cross country, boys’ and girls’ soccer, and girls’ volleyball.

**AMSO Field Refurbished:** The enhancements to the field are having a positive impact on the PE classes and on all fall sports teams. The fall sports teams are able to have home games and practice without leaving AMSO. With regular access to a playable field, we are able to lower transportation costs associated with our middle school sports program. Please [click here](#) for a video update on the improvements.

### Climate

**OBOA Day of Dialogue Program:** The OBOA Committee is busy planning for the upcoming October 14th workshop day--the annual "Day of Dialogue." The group is currently soliciting ideas and presenters for workshops; students will participate in workshops of their choice as well as listen to a keynote speaker presentation during the Day of Dialogue Workshops.

**Preparing for Engagement:** Members of the Student Government, various school clubs and the ARHS Club Council are holding preliminary meetings before the annual Club Day sign-up that will be held on September 30th. The No Place for Hate Committee is currently taking student applications for participation. While not everyone will necessarily serve on the No Place for Hate Committee, every student who is interested in participating in organizing activities will have the opportunity to do so.

**ATA Graduation:** Amity Transition Academy celebrated their graduates with fresh pizza from the New Haven Pizza Truck and desserts from LOVE, LERA BAKERY. Congratulations to our ATA graduates!

**Red, White and Blue Day:** The entire ARHS School Community was encouraged to wear Red, White, and Blue on Friday, September 10th to commemorate the 20th anniversary of the 9/11 terrorist attacks. This recognition was sponsored by the Amity Regional High School Student Government.

**AMSB Fall Musical:** For the 2021 Spartan Players fall production, we will be performing *Moana, Jr.* Auditions for the production were held September 8, 2021 and callbacks will be held September 13<sup>th</sup>. Students arrived at auditions ready to show off their talents, and all students who auditioned will help support the production, either on stage or behind the scenes. Show dates will be Friday, November 12 and Saturday, November 13, 2021 beginning at 6:30pm.

**2021 AMSB Color Run:** The AMSB annual Color Run is scheduled for October 23<sup>rd</sup> at 9:00am. This event is one of the main fund-raising activities for the AMSB PTSO and is a wonderful way to come together as an AMSB family. The event takes place on the AMSB campus and is always well attended. Family teams can join and come have a fun day of music, exercise, and community.

**Fall Amity Adult Education:** A variety of fall classes for adult learners are being organized through the Amity Adult Education Program. Director Phil Dolan is busy working on a fall schedule that will include bus trips offered by Hamden Adult Education and Valley Regional Adult Education.

September, 2021

## Aug. Ticket Summary

Tickets addressed and closed: NA

Tickets open: 0

## HS Student Help Desk

Students helped: NA

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:

- Device distribution is complete:
  - All students have been issued a Windows 10 student device.
  - 7th and 10 grade student devices are new; 8, 9, 11 and 12th grade students were re-issued their device from the previous year.
- New RFID card readers were installed on exterior doors in all three campus locations.
  - 3 additional doors were added at AMSB, front door outside reader was activated to allow authorized swipe into the building; previously the reader was inside the security vestibule.
  - 3 additional doors were added at AMSO.
  - 3 additional doors were added at ARHS.
- Classroom scanners for attendance:
  - Deployment of computers and scanners to each classroom is complete.
  - Students and staff are currently using the card swipe attendance program district-wide.
- New phone system is installed and operational.

### Projects in process:

- Planning and preparing for replacement of Photography lab computers
- Pulling wires and installing infrastructure for additional security cameras inside and outside of all three buildings:
  - Cameras capable of reading and recording license plates on school property
  - Higher resolution cameras for the café in ARHS to aid in contact tracing efforts
  - Cameras for coverage of the new stadium
- Posting for student help desk workers:
  - Working with the Career Center at ARHS to staff the student help desk with students
  - Posting and announcements for the openings will be released followed by interviews, hiring, and training.

# Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

## Facilities Department Monthly Report

### Completed Projects:

- Painting of the speed bumps and crosswalks at ARHS was completed by our in-house maintenance technician.
- Tree trimming and removal was done district-wide.
- Window film was installed district-wide.
- The drainage remediation at the AMSO field is complete.
- The student-led shed construction project is complete.
- Phase three of the paving project, as well as the repairs to the back parking lot and reconfiguration of the field house area, were completed.

### Projects in process:

- The ARHS Track and Field project is nearing completion.
- Reviewing the districts' storage needs and options for the modular building at AMSB.
- The air handler replacement/Guidance fit-out at ARHS is nearing completion.
- The replacement of the cooling tower piping at ARHS was scheduled for mid-August; but due to high humidity we pushed it off until late September, as we did not want to shut cooling down to ARHS.
- Roof restoration and repair at ARHS is underway.
- Bid development for the acoustical project is in process.

### Outstanding issues to be addressed:

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864





## Amity Regional School District #5

---

### Executive Summary - Second Quarter 2021

*This report is intended for the exclusive use of clients or prospective clients of Fiducient Advisors. The information contained herein is intended for the recipient, is confidential and may not be disseminated or distributed to any other person without prior approval. Any dissemination or distribution is strictly prohibited. Information has been obtained from a variety of sources believed to be reliable though not independently verified. Any forecasts represent future expectations and actual returns; volatilities and correlations will differ from forecasts. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney and accountant, as appropriate, regarding specific advice.*



# Fiducient Advisors Update



## Retirement Plans



## Endowments & Foundations



## The Wealth Office®

### Featured Insights

- **Webcast: Setting a Fiduciary Framework**
- **The Public Fiduciary Newsletter – April**
- **Plan Sponsor Newsletter – June**
- **Research Paper: A Primer on In-Plan Retirement Income**

### Coming Soon

- **Improving Funded Status in 2021 & Next Steps in Derisking and Pension Risk Transfers**

### Recent Speaking Engagements

- **ALTSCHI Virtual Conference 2021**
- **ASAE Annual Meeting**
- **Institutional Investor - Corporate Funds, Insurance & Perpetual Capital Virtual Roundtable**

### Featured Insights

- **The Steward Newsletter – June**
- **Nonprofit Investment Stewards Podcast – bimonthly episodes**
- **Video: Inflation Concerns – July**

### Coming Soon

- **The Steward Newsletter – August**

### Featured Insights

- **Biden Administration Tax Proposals**
- **The Advisor Newsletter – April**
- **Webcast: The Biden Administration's Tax Proposals – Five Key Things to Know**

### Coming Soon

- **The Advisor Newsletter – July**

- **Institutional Investors' Sustainable Returns: ESG Series**
- **P&I Conferences: DC Investment Lineup Virtual Series**
- **P&I Conferences: ESG Investing Virtual Series**
- **PLANSPONSOR 2021 Virtual HSA Conference**



# Fiducient Advisors Update

---



- Webcast: Fiducient Speaker Series with Rupal Bhansali of Ariel Investments – *“The Power and Payoff of Non-Consensus Investing”*
- Monthly market recaps
- Monthly market updates
  - Markets Navigate an Evolving Inflation Landscape – June
  - Economic Momentum Propels Capital Markets Higher – May
  - Economic Activity Accelerates Heading into Spring – April
- Considerations for Bitcoin Investors – June
- Mid-Year Market Review Webcast – July

## 2021 New Associates – Welcome!

- Tyler Aldrich, Client Service Associate, TWO
- Megan Claucherty, General Counsel & Chief Compliance Officer
- Marc Corigliano, Consulting Analyst, TWO
- Christian Cote, IT Analyst
- Ian Lapin, Client Service Associate, Institutional
- Priscilla Meadow, Middle Office Associate
- Janki Prajapati, Client Service Associate, Institutional
- Luke Rossi, Performance Analyst
- Brett St. John, Performance Analyst
- Ashly Whitfield, Senior Accountant

# Table of Contents



Section 1	Fiduciary Governance Calendar
Section 2	Capital Markets Overview
Section 3	Portfolio and Manager Review



## Section 1    Fiduciary Governance Calendar



# Fiduciary Governance Calendar



\*Timing of actuarial review is dependent on client's individual plan and/or fiscal year and actuarial input.



# Investment Policy Statement

A well-written Investment Policy Statement serves as the blueprint for the management of the investment program. As such, there are certain criteria that are required in an IPS, and other criteria that may or may not be included based on the municipality's circumstances:

**Important Elements of an IPS to Consider:**

1. Investment objective(s) ✓
2. Assignment of responsibilities ✓
3. Asset allocation framework ✓
4. Rebalancing guidance ✓
5. Portfolio performance evaluation ✓
6. Selection and monitoring criteria for investment strategies ✓
7. Termination guidelines for investment strategies ✓

*In the following pages, you will find the most recent IPS on file for the Amity Regional School System Pension, Sick & Severance, and OPEB Plans.*

- The body of the IPS and the asset allocation table in Appendix A is as of November, 2015.
- The IPS was most recently reviewed/approved by the Committee/Board in August 2020.
- There are no recommendations for change at this point in time.



# Governance & Oversight

- While governmental plans are not subject to Title I of ERISA, which deals with fiduciary duties, they are subject to applicable provisions in the Internal Revenue Code (“Code”) and state laws.
- Legislative history suggests that the satisfaction of ERISA rules would be sufficient to satisfy the Code requirements.
- The “exclusive benefit rule” under IRC Section 401(a)(2) has been interpreted to mean exercise of prudence in the investment of plan assets is a requirement.
- Many states have adopted “prudent investor” language, which includes many of the basic ERISA fiduciary principles (including duty of loyalty, duty of prudence, duty to diversify).

## “Five Key Duties”

### **Duty of Loyalty:**

Act exclusively in the interest of plan participants and beneficiaries

### **Duty of Prudence:**

Act in accordance with the “prudent expert rule”

### **Duty to Diversify Investments:**

Diversify the portfolio options to balance risk

### **Duty to Follow Plan Documents:**

Follow the plan provisions and policies governing the plan

### **Duty to Avoid Prohibited Transactions:**

Ensure legal and appropriate transactions and be free from conflict



# Committee/Board Best Practices

## Structure/Makeup

- **Leadership**
  - ✓ Effective leader with the ability to see the big picture and set the direction to achieve the Plan's objectives
  - ✓ Keeps meetings running smoothly and efficiently, guides discussion, encourages participation
- **Committee/Board Makeup**
  - ✓ Controlled turnover leads to well-informed Committee/Board members with institutional memory
  - ✓ Diversity (of age, gender, economic background, profession, etc.) fosters lively discussion and varied points of view
  - ✓ Large enough to promote meaningful discussion/debate, but small enough to reach consensus
  - ✓ Seek ongoing Committee/Board education to enable members to make informed decisions.

## Governance

- **Meeting Frequency/Attendance**
  - ✓ Meetings must be frequent enough for the Committee/Board to fulfill its duties, not so frequent as to discourage attendance
  - ✓ Meeting attendance is expected, member participation should be encouraged
- **Meeting Preparation**
  - ✓ Use of a formal agenda leads to a structured, efficient meeting
  - ✓ Materials should be sent in advance and reviewed by all members prior to the meeting
- **Governance Calendar**
  - ✓ Ensures that significant fiduciary responsibilities/obligations are reviewed on a regular basis, including fees
  - ✓ Allows for a structured long-term approach in the face of potential short-term "fire drills"

## Documentation

- **Investment Policy Statement**
  - ✓ Serves as the Committee's/Board's blueprint
  - ✓ Outlines roles and responsibilities of the Committee/Board members and other parties
  - ✓ Establishes formal procedures for hiring/terminating managers, evaluating performance, etc.
- **Meeting minutes**
  - ✓ Should be reviewed and approved by all Committee/Board members on a timely basis
  - ✓ Provide historical context for why/how decisions were made and educate newer members on past decisions
- **Clearly outlined goals and objectives**
  - ✓ Require well-defined methods for evaluation

Note: This is not meant to be a complete list of all fiduciary duties and responsibilities. Please consult your legal advisor for advice about your specific situation.

**AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5**

**Pension Plan**

**COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION**

**November 10, 2015**

## INTRODUCTION & PURPOSE

The AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5 PENSION Plan for non-certified employees has been established to provide retirement benefits for current and former employees. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

## ASSIGNMENT OF RESPONSIBILITIES

***Board of Education*** - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

***Investment Manager(s)*** - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

***Investment Consultant*** - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

***Custodian*** - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

## INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5 PENSION Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50<sup>th</sup> percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

## ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

Target Asset Allocation Table				
Asset Class	Min. Weight	Target Weight	Max. Weight	Benchmark
Fixed Income	20%	35%	50%	Barclays Aggregate Index
Domestic Equity (Broad)	5%	10%	15%	S&P 500
Domestic Equity (Large Value)	10%	15%	20%	CRSP US LCV TR Index
Domestic Equity (Large Growth)	10%	15%	20%	CRSP US LCG TR Index
Domestic Equity (Mid Cap)	0%	5%	10%	CRSP US MC TR Index
Domestic Equity (Small Cap)	0%	5%	10%	CRSP US SM TR Index
International Equity	5%	15%	25%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

## EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firms ability to meet its investment objectives.

## ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on November 10, 2015.

**AMITY REGIONAL SCHOOL DISTRICT No. 5**

**GASB 45 – OPEB**

**COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION**

**November 10, 2015**

## INTRODUCTION & PURPOSE

The AMITY REGIONAL SCHOOL DISTRICT NO. 5 OPEB Plan has been established to provide post-retirement benefits for those individuals eligible to receive them. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

## ASSIGNMENT OF RESPONSIBILITIES

***Board of Education*** - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

***Investment Manager(s)*** - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

***Investment Consultant*** - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

***Custodian*** - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

## INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL SCHOOL DISTRICT NO. 5 OPEB Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

### Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

### Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50<sup>th</sup> percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

## ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

<b>Target Asset Allocation Table</b>				
<b>Asset Class</b>	<b>Min. Weight</b>	<b>Target Weight</b>	<b>Max. Weight</b>	<b>Benchmark</b>
Fixed Income	10%	20%	30%	Barclays Aggregate Index
Inflation Protection Fixed Income	10%	20%	30%	Barclays US Treasury US TIPS Index
Domestic Equity Large	30%	30%	60%	S&P 500
Domestic Equity Small	0%	10%	20%	CRSP US Small Cap TR Index
International Equity	5%	20%	40%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

## EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firms ability to meet its investment objectives.

## ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on November 10, 2015.

**AMITY REGIONAL SCHOOL DISTRICT No. 5  
SICK & SEVERANCE**

**COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION**

**November 10, 2015**

## INTRODUCTION & PURPOSE

The AMITY REGIONAL SCHOOL DISTRICT NO. 5 SICK & SEVERANCE Plan has been established to provide retirement benefits for current and former employees. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

## ASSIGNMENT OF RESPONSIBILITIES

***Board of Education*** - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

***Investment Manager(s)*** - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

***Investment Consultant*** - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

***Custodian*** - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

## INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL SCHOOL DISTRICT NO. 5 SICK & SEVERANCE Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50<sup>th</sup> percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

## ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

Target Asset Allocation Table				
Asset Class	Min. Weight	Target Weight	Max. Weight	Benchmark
Inflation Protection Fixed Income	0%	5%	10%	Barclays US Treasury US TIPS Index
Short-Term Gov't Bond Fixed Income	10%	22.5%	30%	Barclays 1-3 Govt
Domestic Equity	30%	40%	60%	CRSP US Total Market TR Index
International Equity	5%	10%	40%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

## EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firms ability to meet its investment objectives.

## ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on November 10, 2015.



## Section 2    Capital Markets Overview

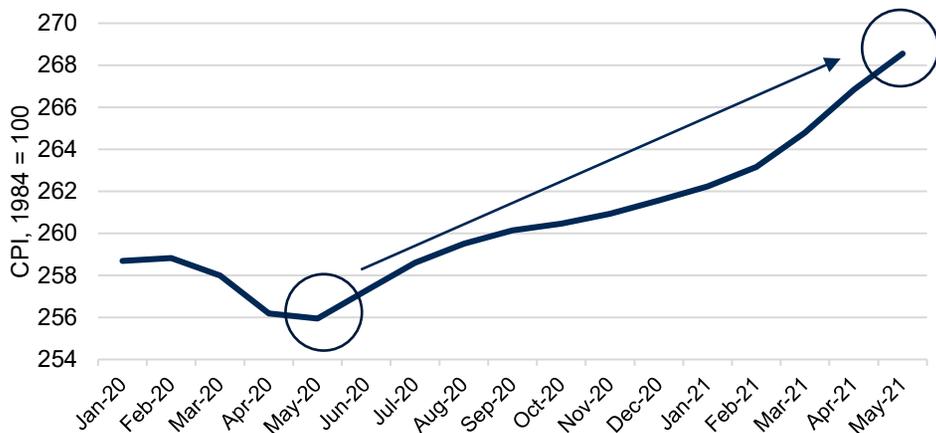


# Market Themes

1. Stimulus measures and vaccination efforts have fostered historically robust GDP growth.
2. Inflation, while elevated, should not ultimately threaten the global recovery.
3. The breadth of asset class returns ratifies the pace of economic momentum with the highest returns year-to-date sourced from areas of the markets closely aligned with reopening.

## Heightened, but Transitory

Year-over-year inflation readings are higher following the emergence from the manufactured Covid-19 recession. Consensus is the inflation drivers of pent-up demand and supply chain shocks are transitory and will dissipate.

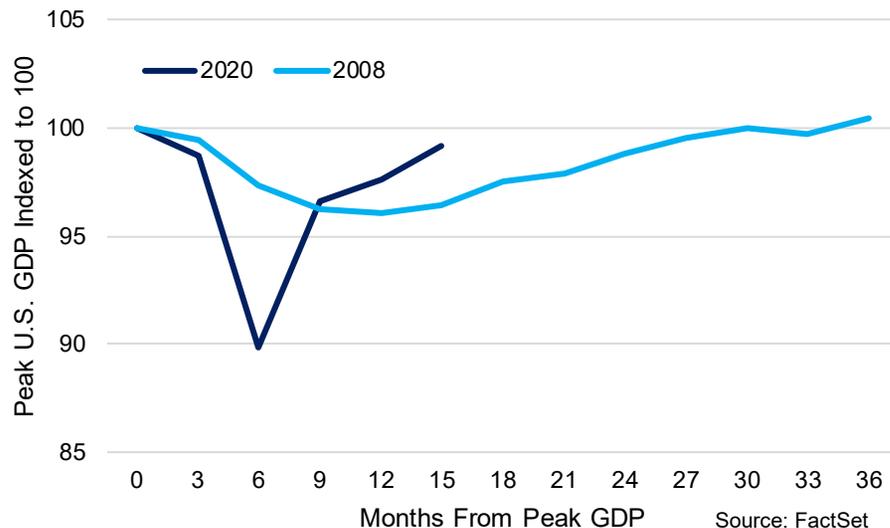


Source: FactSet, U.S. Bureau of Labor Statistics, Federal Reserve

27 of 168

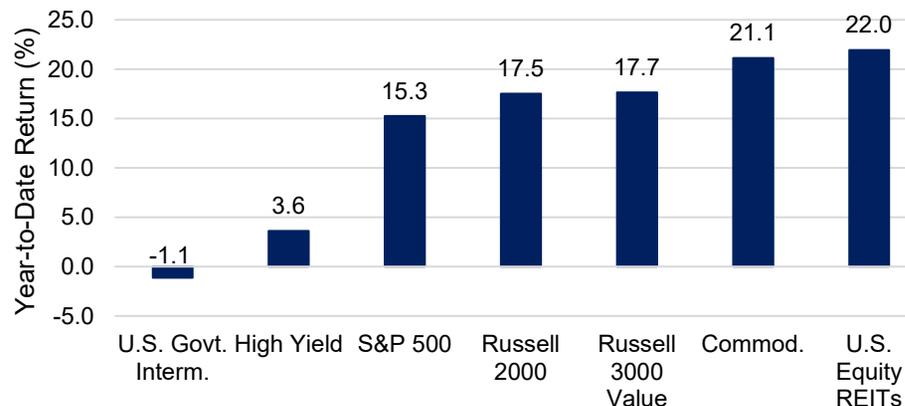
## U.S. Recovery Progress- GFC Versus Covid-19 Pandemic

The recovery in U.S. GDP levels has been nearly as dramatic as the pullback and we are now on pace to regain GDP loses just 18 months from the prior peak (Dec. 2019) versus 36 months during the GFC.



## Mid-Market Cycle Asset Class Performance

Vaccine distribution and stimulus efforts have helped to pave the way for broader asset class returns. Some of the most depressed asset classes during the midst of the pandemic have led year-to-date.



Source: FactSet

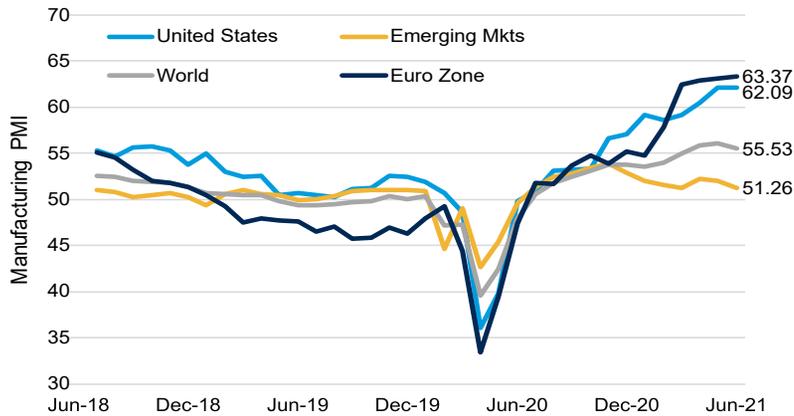
See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.



# Economic Review

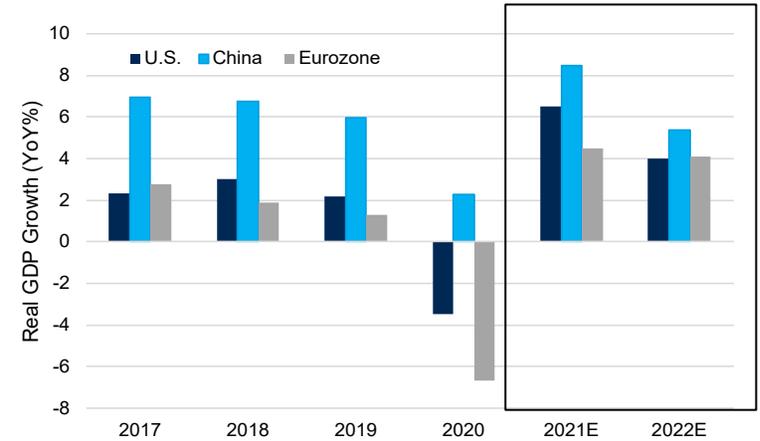
## PMI Composites

PMI's across most major economies remain above 50, signaling economic trends within manufacturing remain expansionary.



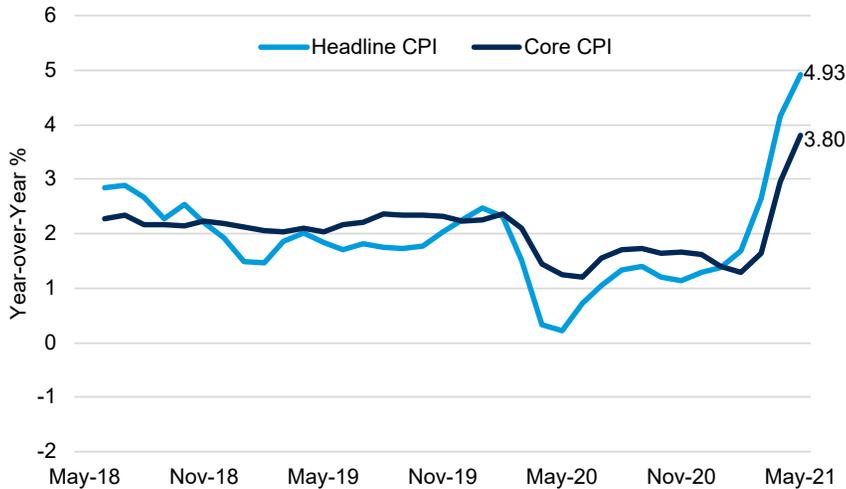
## Real GDP Growth (YoY)

Estimates for 2021 GDP remain robust, reflecting consumer pent up demand and high household savings rates.



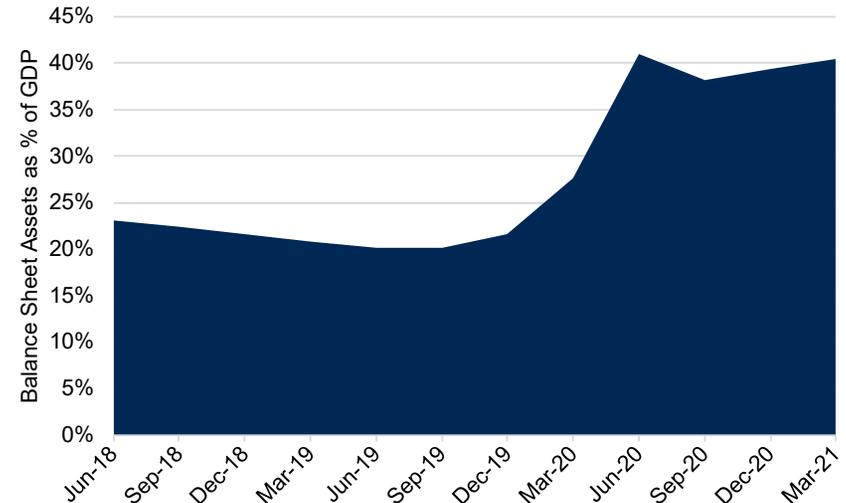
## U.S. Inflation

Inflation moved noticeable higher in April and continued into May. Year-over-year headline inflation was the highest in 12 years coming of 2020's low base.



## Federal Reserve Balance Sheet as Percentage of GDP

In spite of Federal Reserve balance sheet expansion, GDP growth has kept up with or exceeded balance sheet asset growth, limiting overall debt levels.

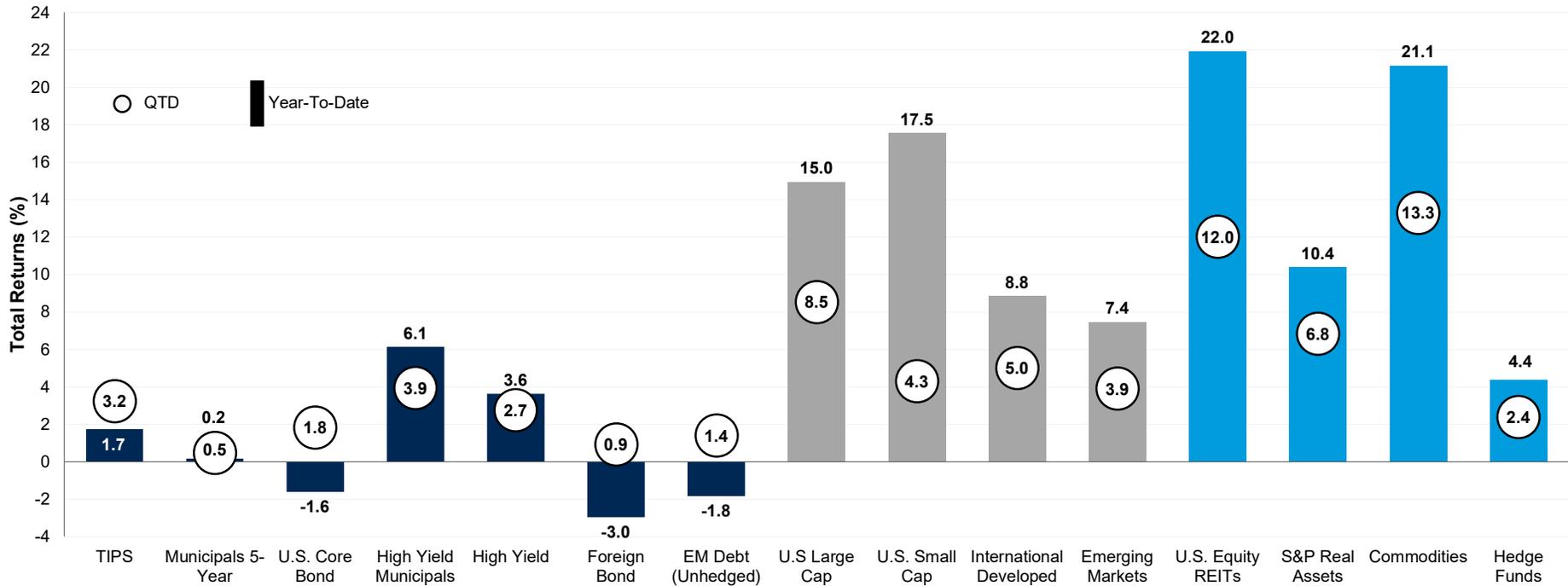


Source: FactSet

28 of 168 See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.



# Market Themes



\*Hedge fund returns are lagged 1 month. Sources: FactSet, J.P. Morgan, Russell, MSCI, FTSE Russell, Alerian. Hedge Funds returns as of 5/31/21/21. All other returns as of 6/30/21.

## Fixed Income

- + Interest rates moved lower at the longer end of the curve and were slightly higher inside of 5-years.
- + Investment grade and high yield spreads compressed during the quarter.

## Equity

- + Optimism continued into the 2<sup>nd</sup> quarter as vaccinations continue to progress and many restrictions were lifted across the country.
- Emerging market equities lagged their developed market counterparts as many developing countries struggled to control Covid-19 outbreaks.

## Real Asset / Alternatives

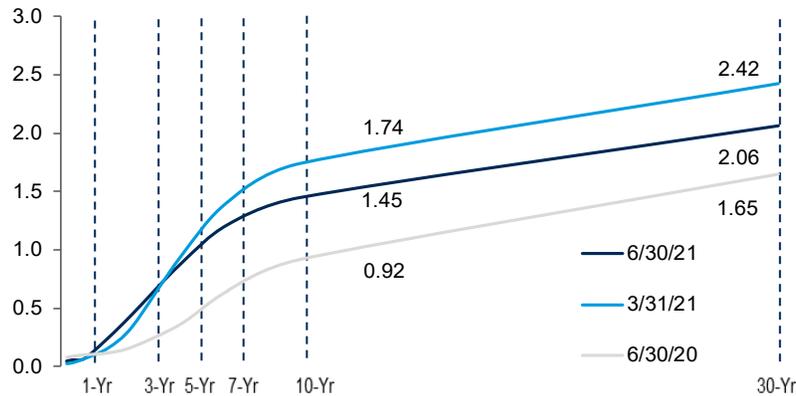
- + REITs continued to benefit from increasing demand and low interest rates.
- + Commodities benefitted most from large increases in energy, namely oil, although strong performance was broad based across sectors.



# Fixed Income Market Update

## U.S. Treasury Yields Curve

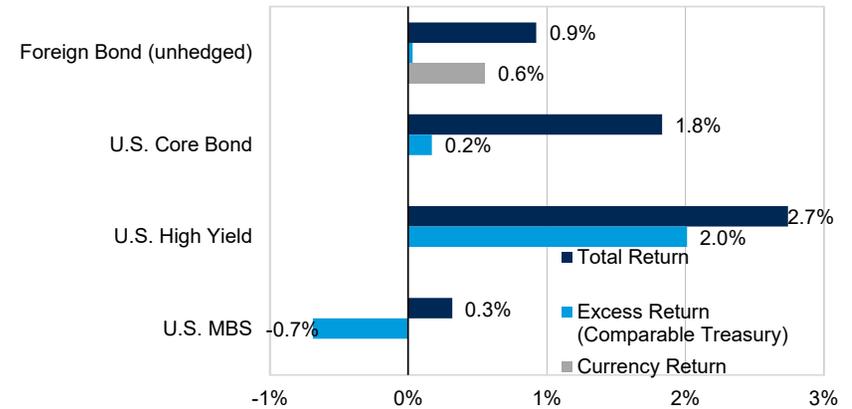
U.S. Treasuries moved lower at the longer end of the curve with the 10-year and 30-year rates declining 29bps and 36bps, respectively.



Source: FactSet

## Index Performance Attribution (2Q 2021)

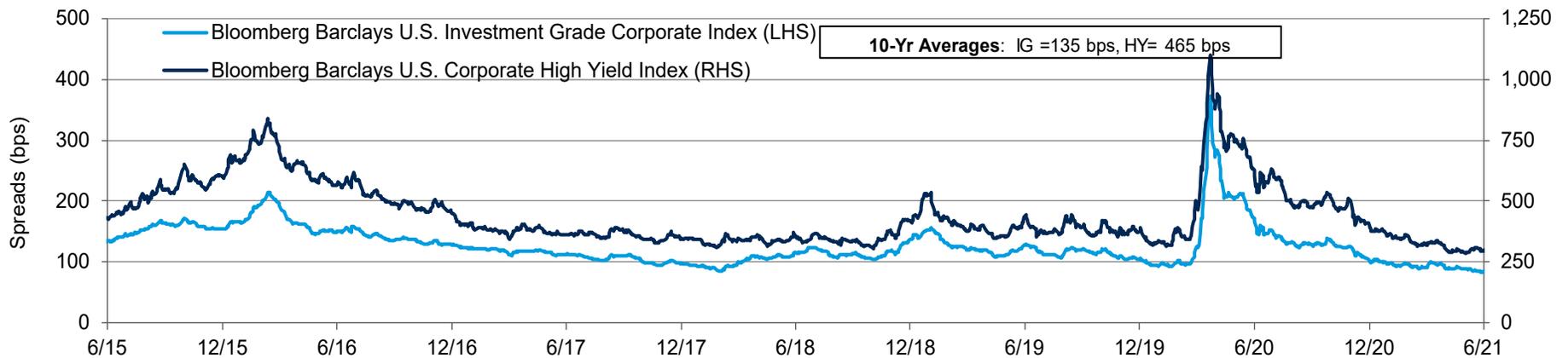
In the U.S., both lower rates and spread compression drove fixed income performance. Dollar weakness provided a nice tailwind for foreign bonds.



Source: FactSet

## Credit Market Spreads – Trailing 5 Years

Credit spreads compressed during the quarter with investment grade and high yield spreads decreasing 11bps and 42bps, respectively.



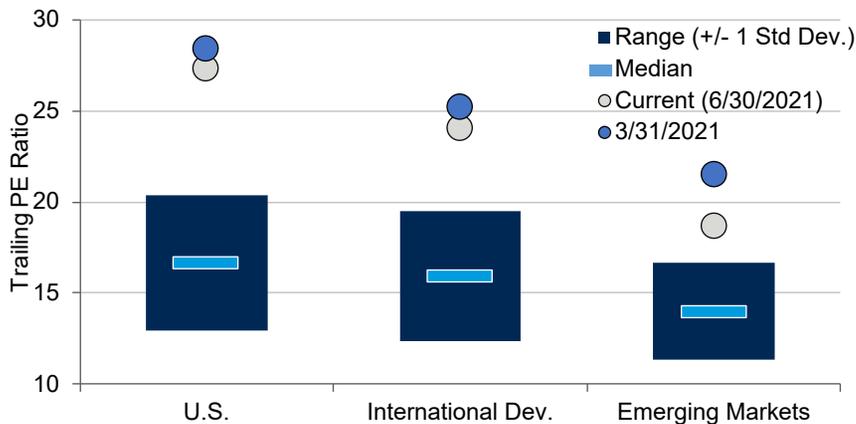
Source: FactSet



# Equity Market Update

## Equity Valuations (Trailing 15 Years)

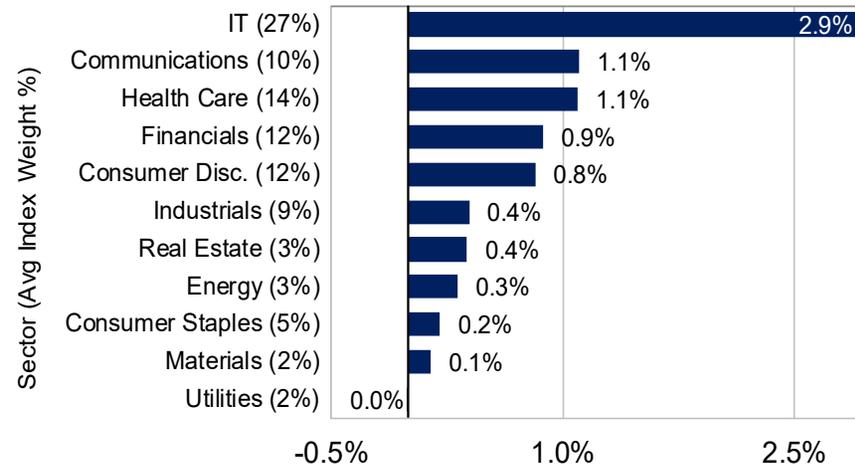
Valuations remain elevated when compared to historical ranges. Valuations were lower relative to the first quarter despite strong equity performance, driven by strong underlying earnings growth.



Source: FactSet

## U.S. Equities – Contribution to Return by Sector (2Q 2021)

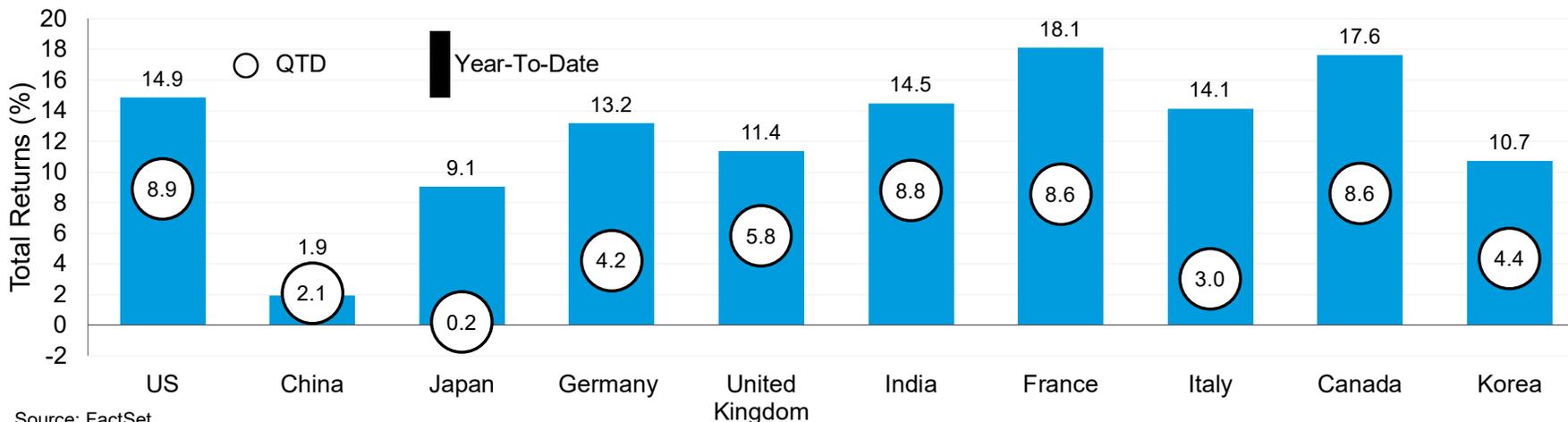
U.S. equity performance was strong across sectors with technology contributing most to index performance, although the real estate sector performed best on an absolute basis.



Source: FactSet, Russell 1000.

## Country Total Returns (%) – Top 10 Largest Economies

Strong equity performance was broad based across countries with China the noticeable laggard as Chinese technology and consumer companies continue to face regulatory pressures.



Source: FactSet

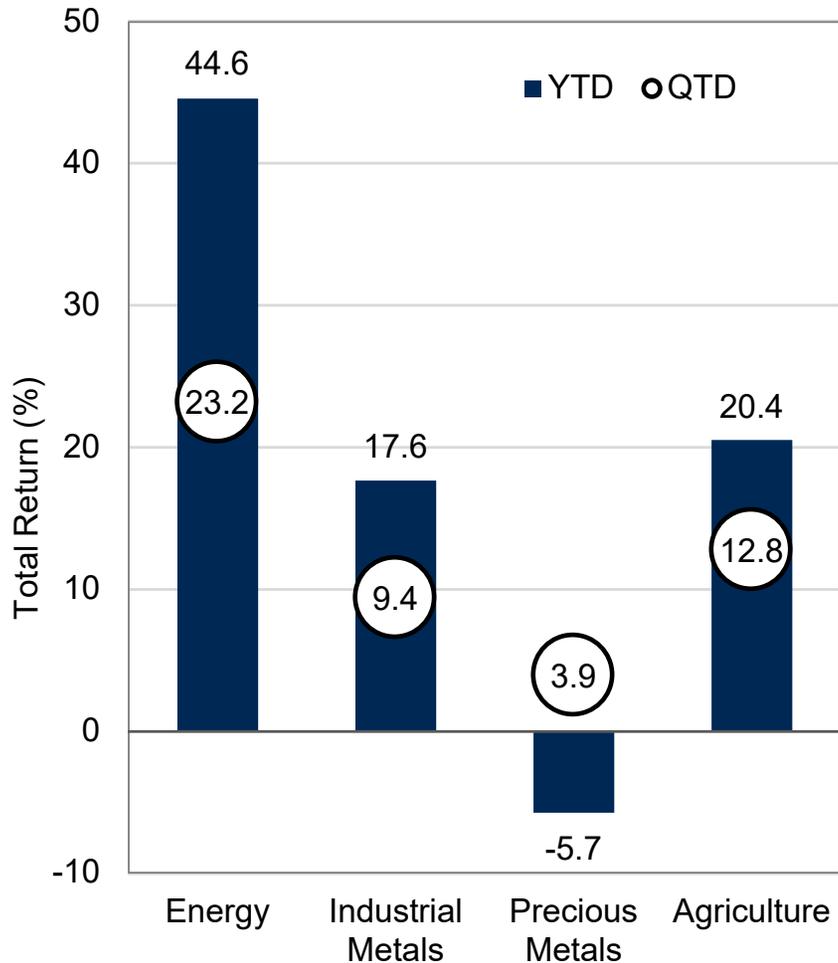
31 of 168  
Past performance does not indicate future performance and there is a possibility of a loss.



# Real Asset Market Update

## Real Assets Performance

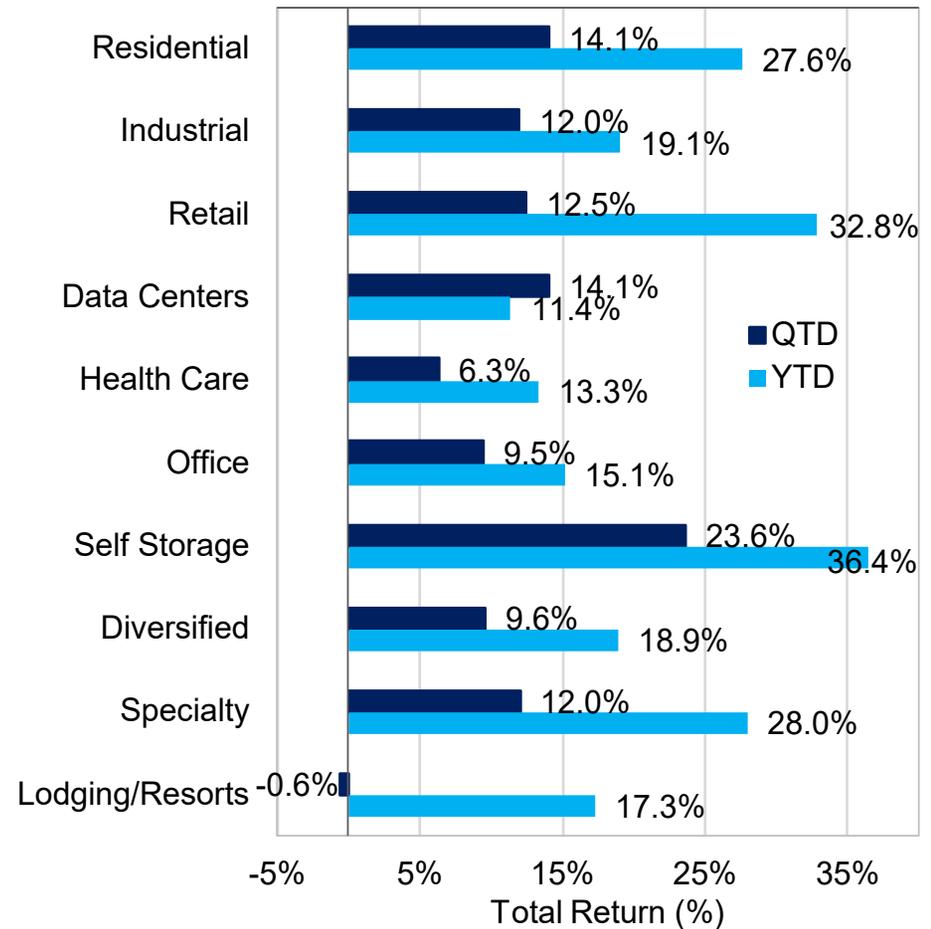
Energy drove real assets higher as May's ransomware attack on the Colonial Pipeline caused supply disruptions within the space.



Source: FactSet

## REIT Sector Performance

Most REIT sectors generated positive returns and continued to benefit from re-opening measures and low interest rates.



Source: FactSet



# The Case For Diversification

2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	YTD	10Yr (Ann)
TIPS 13.6	Emerging Markets 18.2	U.S. Small Cap 38.8	U.S. Equity REITs 30.1	U.S. Equity REITs 3.2	U.S. Small Cap 21.3	Emerging Markets 37.3	High Yield Munis 4.8	U.S. Large Cap 31.5	U.S. Small Cap 20.0	U.S. Equity REITs 22.0	U.S. Large Cap 14.8
High Yield Munis 9.3	High Yield Munis 18.1	U.S. Large Cap 32.4	High Yield Munis 13.8	Municipals 5-Year 2.4	High Yield 17.1	International Dev. 25.0	Municipals 5-Year 1.7	U.S. Equity REITs 26.0	U.S. Large Cap 18.4	Commodities 21.1	U.S. Small Cap 12.3
U.S. Equity REITs 8.3	U.S. Equity REITs 18.1	International Dev. 22.8	U.S. Large Cap 13.7	High Yield Munis 1.8	U.S. Large Cap 12.0	U.S. Large Cap 21.8	Foreign Bond 0.5	U.S. Small Cap 25.5	Emerging Markets 18.3	U.S. Small Cap 17.5	U.S. Equity REITs 9.4
Core Bond 7.8	International Dev. 17.3	Balanced 12.2	Core Bond 6.0	U.S. Large Cap 1.4	Commodities 11.7	EM Debt (unhedged) 15.2	Core Bond 0.0	International Dev. 22.5	TIPS 11.0	U.S. Large Cap 15.3	High Yield Munis 7.0
Municipals 5-Year 6.9	EM Debt (unhedged) 16.9	Hedge Funds 9.0	Balanced 5.1	Core Bond 0.6	Emerging Markets 11.2	U.S. Small Cap 14.6	TIPS -1.3	Emerging Markets 18.4	Balanced 8.8	International Dev. 8.8	High Yield 6.7
High Yield 5.0	U.S. Small Cap 16.3	High Yield 7.4	U.S. Small Cap 4.9	Hedge Funds -0.3	EM Debt (unhedged) 9.9	Balanced 13.6	High Yield -2.1	Balanced 17.5	International Dev. 7.8	Hedge Funds 8.4	Balanced 6.6
Foreign Bond 4.2	U.S. Large Cap 16.0	U.S. Equity REITs 2.5	TIPS 3.6	International Dev. -0.8	U.S. Equity REITs 8.5	High Yield Munis 9.7	Hedge Funds -4.0	High Yield 14.3	Core Bond 7.5	Emerging Markets 7.4	International Dev. 5.9
U.S. Large Cap 2.1	High Yield 15.8	Municipals 5-Year 0.8	Hedge Funds 3.4	TIPS -1.4	Balanced 7.6	Hedge Funds 7.8	U.S. Large Cap -4.4	EM Debt (unhedged) 13.5	Hedge Funds 7.1	Balanced 7.1	Hedge Funds 4.7
Balanced 0.9	Balanced 11.5	Foreign Bond -1.0	Municipals 5-Year 3.2	Foreign Bond -2.3	TIPS 4.7	High Yield 7.5	U.S. Equity REITs -4.6	High Yield Munis 10.7	High Yield 7.1	High Yield Munis 6.1	Emerging Markets 4.3
EM Debt (unhedged) -1.8	TIPS 7.0	Core Bond -2.0	Foreign Bond 2.9	Balanced -3.3	Foreign Bond 3.2	Foreign Bond 6.5	Balanced -5.8	Core Bond 8.7	Foreign Bond 7.0	High Yield 3.6	TIPS 3.4
U.S. Small Cap -4.2	Foreign Bond 5.3	Emerging Markets -2.6	High Yield 2.5	U.S. Small Cap -4.4	High Yield Munis 3.0	U.S. Equity REITs 5.2	EM Debt (unhedged) -6.2	TIPS 8.4	High Yield Munis 4.9	TIPS 1.7	Core Bond 3.4
Hedge Funds -5.7	Hedge Funds 4.8	High Yield Munis -5.5	Emerging Markets -2.2	High Yield -4.5	Core Bond 2.6	Core Bond 3.5	U.S. Small Cap -11.0	Hedge Funds 7.8	Municipals 5-Year 4.3	Municipals 5-Year 0.2	Foreign Bond 2.9
Commodities -13.3	Core Bond 4.2	TIPS -8.6	International Dev. -4.9	Emerging Markets -14.9	International Dev. 1.0	Municipals 5-Year 3.1	Commodities -11.2	Commodities 7.7	EM Debt (unhedged) 2.7	Core Bond -1.6	Municipals 5-Year 2.7
International Dev. -12.1	Municipals 5-Year 3.0	EM Debt (unhedged) -9.0	EM Debt (unhedged) -5.7	EM Debt (unhedged) -14.9	Hedge Funds 0.5	TIPS 3.0	International Dev. -13.8	Foreign Bond 6.3	Commodities -3.1	EM Debt (unhedged) -1.7	EM Debt (unhedged) 0.5
Emerging Markets -18.4	Commodities -1.1	Commodities -9.5	Commodities -17.0	Commodities -24.7	Municipals 5-Year -0.4	Commodities 1.7	Emerging Markets -14.6	Municipals 5-Year 5.4	U.S. Equity REITs -8.0	Foreign Bond -3.0	Commodities -4.4

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.



## Financial Markets Performance

Total return as of June 30, 2021

Periods greater than one year are annualized

All returns are in U.S. dollar terms

Global Fixed Income Markets	QTD	YTD	1YR	3YR	5YR	7YR	10YR	15YR
Bloomberg Barclays 1-3-Month T-Bill	0.0%	0.0%	0.1%	1.3%	1.1%	0.8%	0.6%	1.0%
Bloomberg Barclays U.S. TIPS	3.2%	1.7%	6.5%	6.5%	4.2%	3.3%	3.4%	4.6%
Bloomberg Barclays Municipal Bond (5 Year)	0.5%	0.2%	2.2%	3.8%	2.4%	2.5%	2.7%	3.7%
Bloomberg Barclays High Yield Municipal Bond	3.9%	6.1%	14.3%	7.6%	6.2%	6.7%	7.0%	5.5%
Bloomberg Barclays U.S. Aggregate	1.8%	-1.6%	-0.3%	5.3%	3.0%	3.3%	3.4%	4.4%
Bloomberg Barclays U.S. Corporate High Yield	2.7%	3.6%	15.4%	7.4%	7.5%	5.5%	6.7%	7.5%
Bloomberg Barclays Global Aggregate ex-U.S. Hedged	0.9%	-1.5%	0.0%	3.8%	2.8%	3.7%	4.1%	4.2%
Bloomberg Barclays Global Aggregate ex-U.S. Unhedged	0.9%	-4.4%	4.6%	3.1%	1.6%	0.7%	1.0%	3.1%
Bloomberg Barclays U.S. Long Gov / Credit	6.4%	-4.6%	-1.9%	9.9%	5.5%	6.3%	7.3%	7.4%
JPMorgan GBI-EM Global Diversified	1.5%	-1.7%	2.6%	#N/A	#N/A	#N/A	#N/A	#N/A
Global Equity Markets	QTD	YTD	1YR	3YR	5YR	7YR	10YR	15YR
S&P 500	8.5%	15.3%	40.8%	18.7%	17.6%	14.1%	14.8%	10.7%
Dow Jones Industrial Average	5.1%	13.8%	36.3%	15.0%	16.7%	13.5%	13.5%	10.6%
NASDAQ Composite	9.7%	12.9%	45.2%	25.7%	25.8%	19.8%	19.3%	14.7%
Russell 3000	8.2%	15.1%	44.2%	18.7%	17.9%	14.0%	14.7%	10.8%
Russell 1000	8.5%	15.0%	43.1%	19.2%	18.0%	14.2%	14.9%	10.9%
Russell 1000 Growth	11.9%	13.0%	42.5%	25.1%	23.7%	18.6%	17.9%	13.5%
Russell 1000 Value	5.2%	17.0%	43.7%	12.4%	11.9%	9.4%	11.6%	8.0%
Russell Mid Cap	7.5%	16.2%	49.8%	16.4%	15.6%	12.0%	13.2%	10.5%
Russell Mid Cap Growth	11.1%	10.4%	43.8%	22.4%	20.5%	15.4%	15.1%	12.1%
Russell Mid Cap Value	5.7%	19.5%	53.1%	11.9%	11.8%	9.3%	11.7%	9.1%
Russell 2000	4.3%	17.5%	62.0%	13.5%	16.5%	11.4%	12.3%	9.5%
Russell 2000 Growth	3.9%	9.0%	51.4%	15.9%	18.8%	13.1%	13.5%	10.9%
Russell 2000 Value	4.6%	26.7%	73.3%	10.3%	13.6%	9.3%	10.8%	7.9%
MSCI ACWI	7.4%	12.3%	39.3%	14.6%	14.6%	9.7%	9.9%	7.6%
MSCI ACWI ex. U.S.	5.5%	9.2%	35.7%	9.4%	11.1%	5.3%	5.4%	4.9%
MSCI EAFE	5.2%	8.8%	32.4%	8.3%	10.3%	5.0%	5.9%	4.4%
MSCI EAFE Growth	7.4%	6.8%	31.0%	12.5%	12.5%	7.8%	7.8%	6.0%
MSCI EAFE Value	3.0%	10.7%	33.5%	3.8%	7.8%	1.9%	3.9%	2.7%
MSCI EAFE Small Cap	4.3%	9.0%	41.0%	8.4%	12.0%	7.8%	8.4%	6.3%
MSCI Emerging Markets	5.0%	7.4%	40.9%	11.3%	13.0%	6.4%	4.3%	6.6%
Alternatives	QTD	YTD	1YR	3YR	5YR	7YR	10YR	15YR
Consumer Price Index*	1.4%	2.4%	4.9%	2.3%	2.3%	1.8%	1.8%	1.9%
FTSE NAREIT Equity REITs	12.0%	22.0%	38.0%	10.1%	6.3%	8.4%	9.4%	7.1%
S&P Real Assets	6.8%	10.4%	25.2%	7.3%	6.4%	3.9%	5.1%	6.0%
FTSE EPRA NAREIT Developed	8.4%	19.8%	27.7%	6.8%	4.6%	8.3%	9.5%	5.9%
FTSE EPRA NAREIT Developed ex U.S.	7.1%	9.4%	29.8%	5.5%	6.4%	4.3%	5.7%	4.2%
Bloomberg Commodity Total Return	13.3%	21.1%	45.6%	3.9%	2.4%	-4.1%	-4.4%	-3.0%
HFRI Fund of Funds Composite*	2.4%	4.4%	20.0%	6.0%	5.9%	4.2%	3.7%	3.0%
HFRI Fund Weighted Composite*	2.5%	8.4%	31.1%	8.3%	7.8%	5.7%	4.7%	4.8%
Alerian MLP	21.2%	47.8%	64.0%	-0.3%	-1.1%	-5.7%	1.1%	5.9%

\*One month lag.

Source: FactSet & Morningstar as of 6/30/21. Periods greater than 1 year are annualized. All returns are in U.S. dollar terms.

34 of 168



## Section 3 Portfolio and Manager Review

## Asset Allocation

### Amity Pension

As of June 30, 2021

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Amity Pension</b>	<b>17,456,831</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>355,195</b>	<b>2.0</b>	<b>0.0</b>	<b>2.0</b>
Wells Fargo Government Money Market Fund I	355,195	2.0	0.0	2.0
<b>Fixed Income</b>	<b>5,543,402</b>	<b>31.8</b>	<b>35.0</b>	<b>-3.2</b>
Vanguard Total Bond Market Index Adm	2,754,580	15.8	17.5	-1.7
BlackRock Strategic Income Opportunities K	2,788,822	16.0	17.5	-1.5
<b>Domestic Equity</b>	<b>8,947,719</b>	<b>51.3</b>	<b>50.0</b>	<b>1.3</b>
Vanguard 500 Index Adm	1,806,201	10.3	10.0	0.3
Vanguard Value Index Adm	2,744,145	15.7	15.0	0.7
Vanguard Growth Index Adm	2,644,408	15.1	15.0	0.1
Vanguard Mid-Cap Index Adm	882,523	5.1	5.0	0.1
Vanguard Small-Cap Index Adm	870,442	5.0	5.0	0.0
<b>International Equity</b>	<b>2,610,515</b>	<b>15.0</b>	<b>15.0</b>	<b>0.0</b>
Vanguard Developed Markets Adm	2,610,515	15.0	15.0	0.0

Investments with a zero balance were held in the portfolio during the reporting period and will be removed once they no longer impact portfolio performance.  
Asset Allocation weightings may not add up to 100% due to rounding.

## Total Portfolio Performance Summary

Amity Pension

As of June 30, 2021

### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Amity Pension</b>				<b>01/01/2007</b>
Beginning Market Value	16,775,522	16,024,536	5,911,809	
Net Contributions	-207,907	-20,844	789,737	
Total Gain/Loss	889,217	1,453,139	10,755,286	
Ending Market Value	17,456,831	17,456,831	17,456,831	

### Amity Pension Benchmark Composition

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
Blmbg. Barc. U.S. Aggregate Index	35.00
S&P 500 Index	10.00
CRSP U.S. Large Cap Value TR Index	15.00
CRSP U.S. Large Cap Growth TR Index	15.00
CRSP U.S. Mid Cap TR Index	5.00
CRSP U.S. Small Cap TR Index	5.00
FTSE Developed ex US Spliced Index	15.00

### Trailing Performance Summary

	QTR	YTD	Jul-2020 To Jun-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Amity Pension</b>	<b>5.3</b>	<b>9.0</b>	<b>27.9</b>	<b>27.9</b>	<b>12.8</b>	<b>11.7</b>	<b>9.0</b>	<b>9.5</b>	<b>7.4</b>	<b>01/01/2007</b>
<i>Amity Pension Benchmark</i>	5.5	8.4	25.9	25.9	12.7	11.6	9.1	9.6	7.5	
Difference	-0.2	0.6	2.0	2.0	0.1	0.1	-0.1	-0.1	-0.1	

### Calendar Year Performance Summary

	2020	2019	2018	2017	2016	2015	2014	2013
<b>Amity Pension</b>	<b>15.1</b>	<b>21.1</b>	<b>-4.8</b>	<b>15.6</b>	<b>7.2</b>	<b>0.3</b>	<b>7.2</b>	<b>18.8</b>
<i>Amity Pension Benchmark</i>	14.6	21.8	-4.7	15.5	7.5	0.6	7.7	18.6
Difference	0.5	-0.7	-0.1	0.1	-0.3	-0.3	-0.5	0.2

## Manager Performance Overview

Amity Pension

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Short Term Liquidity</b>									
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.2</b>	<b>1.0</b>	<b>0.7</b>	<b>0.5</b>	<b>0.9</b>	<b>01/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	<i>0.0</i>	<i>0.0</i>	<i>0.1</i>	<i>1.3</i>	<i>1.2</i>	<i>0.9</i>	<i>0.6</i>	<i>0.9</i>	
<b>Fixed Income</b>									
<b>Blmbg. Barc. U.S. Aggregate Index</b>	<b>1.5</b>	<b>-0.2</b>	<b>4.0</b>	<b>5.5</b>	<b>3.3</b>	<b>3.3</b>	<b>3.5</b>	<b>4.0</b>	<b>04/01/2009</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>3.0</i>	<i>3.3</i>	<i>3.4</i>	<i>4.0</i>	
<b>Vanguard Total Bond Market Index Adm</b>	<b>2.0 (43)</b>	<b>-1.7 (80)</b>	<b>-0.4 (90)</b>	<b>5.4 (63)</b>	<b>3.0 (71)</b>	<b>3.3 (50)</b>	<b>N/A</b>	<b>2.8 (59)</b>	<b>09/01/2012</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>3.0</i>	<i>3.3</i>	<i>N/A</i>	<i>2.8</i>	
IM U.S. Broad Market Core Fixed Income (MF) Median	1.9	-1.2	1.3	5.6	3.3	3.3	N/A	3.0	
<b>BlackRock Strategic Income Opportunities K</b>	<b>1.1 (64)</b>	<b>1.3 (47)</b>	<b>8.4 (41)</b>	<b>5.4 (21)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>4.4 (21)</b>	<b>10/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>3.9</i>	
IM Alternative Credit Focus (MF) Median	1.2	1.1	7.8	4.2	N/A	N/A	N/A	3.4	
<b>Domestic Equity</b>									
<b>Domestic Equity Composite Benchmark</b>	<b>8.0</b>	<b>15.5</b>	<b>44.1</b>	<b>18.6</b>	<b>17.7</b>	<b>13.9</b>	<b>14.6</b>	<b>17.3</b>	<b>04/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	<i>8.1</i>	<i>15.4</i>	<i>43.9</i>	<i>18.4</i>	<i>17.6</i>	<i>13.8</i>	<i>14.6</i>	<i>17.4</i>	
<b>Vanguard 500 Index Adm</b>	<b>8.5 (33)</b>	<b>15.2 (43)</b>	<b>40.8 (46)</b>	<b>18.6 (32)</b>	<b>17.6 (28)</b>	<b>14.1 (17)</b>	<b>N/A</b>	<b>15.7 (19)</b>	<b>09/01/2012</b>
<i>S&amp;P 500 Index</i>	<i>8.5</i>	<i>15.3</i>	<i>40.8</i>	<i>18.7</i>	<i>17.6</i>	<i>14.1</i>	<i>N/A</i>	<i>15.8</i>	
IM U.S. Large Cap Core Equity (MF) Median	8.0	14.9	40.2	17.4	16.5	12.7	N/A	14.6	
<b>Vanguard Value Index Adm</b>	<b>5.3 (50)</b>	<b>16.8 (55)</b>	<b>41.3 (62)</b>	<b>12.9 (35)</b>	<b>13.0 (29)</b>	<b>10.7 (13)</b>	<b>N/A</b>	<b>13.3 (13)</b>	<b>09/01/2012</b>
<i>CRSP US Large Cap Value Spliced Index</i>	<i>5.3</i>	<i>16.8</i>	<i>41.3</i>	<i>12.9</i>	<i>13.0</i>	<i>10.7</i>	<i>N/A</i>	<i>13.4</i>	
IM U.S. Large Cap Value Equity (MF) Median	5.3	17.2	43.5	12.0	12.3	9.0	N/A	11.9	
<b>Vanguard Growth Index Adm</b>	<b>11.7 (42)</b>	<b>13.4 (33)</b>	<b>42.8 (26)</b>	<b>25.3 (22)</b>	<b>23.1 (44)</b>	<b>17.7 (39)</b>	<b>N/A</b>	<b>18.5 (35)</b>	<b>09/01/2012</b>
<i>CRSP US Large Cap Growth Spliced Index</i>	<i>11.7</i>	<i>13.4</i>	<i>42.8</i>	<i>25.4</i>	<i>23.1</i>	<i>17.8</i>	<i>N/A</i>	<i>18.6</i>	
IM U.S. Large Cap Growth Equity (MF) Median	11.4	12.6	40.0	23.4	22.7	17.3	N/A	18.0	
<b>Vanguard Mid-Cap Index Adm</b>	<b>7.6 (8)</b>	<b>15.3 (68)</b>	<b>46.9 (59)</b>	<b>16.5 (10)</b>	<b>15.8 (15)</b>	<b>12.2 (12)</b>	<b>N/A</b>	<b>14.9 (7)</b>	<b>09/01/2012</b>
<i>CRSP US Mid Cap Spliced Index</i>	<i>7.6</i>	<i>15.3</i>	<i>46.9</i>	<i>16.5</i>	<i>15.8</i>	<i>12.2</i>	<i>N/A</i>	<i>15.0</i>	
IM U.S. Mid Cap Core Equity (MF) Median	5.2	16.6	48.4	13.1	12.8	9.2	N/A	12.5	

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

## Manager Performance Overview

### Amity Pension

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Vanguard Small-Cap Index Adm</b>	<b>5.6 (18)</b>	<b>16.4 (79)</b>	<b>56.5 (66)</b>	<b>14.8 (10)</b>	<b>16.0 (17)</b>	<b>11.5 (13)</b>	<b>N/A</b>	<b>14.6 (10)</b>	<b>09/01/2012</b>
<i>CRSP US Small Cap Spliced Index</i>	5.6	16.4	56.5	14.7	15.9	11.5	N/A	14.5	
IM U.S. Small Cap Core Equity (MF) Median	4.0	19.8	60.8	11.2	13.7	9.7	N/A	12.7	
<b>International Equity</b>	<b>5.7</b>	<b>9.9</b>	<b>35.8</b>	<b>9.1</b>	<b>10.9</b>	<b>5.7</b>	<b>6.4</b>	<b>10.0</b>	<b>04/01/2009</b>
<i>International Equity Composite Benchmark</i>	5.6	9.8	36.2	8.9	10.8	5.5	6.3	9.9	
<b>Vanguard Developed Markets Adm</b>	<b>5.7 (19)</b>	<b>9.9 (33)</b>	<b>35.8 (26)</b>	<b>9.1 (28)</b>	<b>10.9 (26)</b>	<b>5.7 (24)</b>	<b>N/A</b>	<b>8.7 (17)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index</i>	5.6	9.8	36.2	8.9	10.8	5.5	N/A	8.5	
IM International Multi-Cap Core Equity (MF) Median	5.2	9.1	32.7	8.1	10.0	4.9	N/A	7.9	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

## Manager Commentary

As of June 30, 2021

Manager	Manager Status
<b>Fixed Income</b>	
Vanguard Short Term Government Bond Index Adm	Maintain
Vanguard Short Term Inflation Protection Adm	Maintain
Vanguard Total Bond Market Index Adm	Maintain
BlackRock Strategic Income Opportunities K	Maintain
<b>Domestic Equity</b>	
Vanguard 500 Index Adm	Maintain
Vanguard Total Stock Market Idx Adm	Maintain
Vanguard Value Index Adm	Maintain
Vanguard Growth Index Adm	Maintain
Vanguard Mid Cap Index Adm	Maintain
Vanguard Small Cap Index Adm	Maintain
<b>International Equity</b>	
Vanguard Developed Markets Index Fund Adm	Maintain

## Manager Investment Gain/Loss Summary

### Amity Pension

	Market Value As of 04/01/2021	Net Flows	Return On Investment	Market Value As of 06/30/2021
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	563,092	-207,907	10	355,195
<b>Total Short Term Liquidity</b>	<b>563,092</b>	<b>-207,907</b>	<b>10</b>	<b>355,195</b>
<u>Fixed Income</u>				
Vanguard Total Bond Market Index Adm	2,700,617	-	53,963	2,754,580
BlackRock Strategic Income Opportunities K	2,759,105	-	29,717	2,788,822
<b>Total Fixed Income</b>	<b>5,459,721</b>	<b>-</b>	<b>83,680</b>	<b>5,543,402</b>
<u>Domestic Equity</u>				
Vanguard 500 Index Adm	1,664,131	-	142,070	1,806,201
Vanguard Value Index Adm	2,607,185	-	136,960	2,744,145
Vanguard Growth Index Adm	2,367,711	-	276,697	2,644,408
Vanguard Mid-Cap Index Adm	820,324	-	62,199	882,523
Vanguard Small-Cap Index Adm	824,285	-	46,157	870,442
<b>Total Domestic Equity</b>	<b>8,283,636</b>	<b>-</b>	<b>664,083</b>	<b>8,947,719</b>
<u>International Equity</u>				
Vanguard Developed Markets Adm	2,469,073	-	141,443	2,610,515
<b>Total International Equity</b>	<b>2,469,073</b>	<b>-</b>	<b>141,443</b>	<b>2,610,515</b>
<b>Amity Pension</b>	<b>16,775,522</b>	<b>-207,907</b>	<b>889,217</b>	<b>17,456,831</b>

## Market Value and Flows Summary

### Amity Pension

Since Inception Ending June 30, 2021

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2006	-	-	-	5,911,809	N/A
Mar-2007	5,911,809	-126,919	108,227	5,893,116	1.9
Jun-2007	5,893,116	-127,417	202,138	5,967,837	3.4
Sep-2007	5,967,837	276,936	123,140	6,367,912	2.0
Dec-2007	6,367,912	-128,226	-85,700	6,153,986	-1.4
Mar-2008	6,153,986	-127,169	-311,685	5,715,132	-5.1
Jun-2008	5,715,132	-128,659	-82,615	5,503,858	-1.6
Sep-2008	5,503,858	297,623	-407,460	5,394,022	-7.1
Dec-2008	5,394,022	-141,344	-594,469	4,658,209	-11.1
Mar-2009	4,658,209	-136,302	-351,150	4,170,757	-7.5
Jun-2009	4,170,757	-131,817	450,914	4,489,854	11.0
Sep-2009	4,489,854	312,896	557,229	5,359,979	11.7
Dec-2009	5,359,979	-134,759	158,595	5,383,815	3.0
Mar-2010	5,383,815	-139,407	202,610	5,447,017	3.9
Jun-2010	5,447,017	-137,079	-341,948	4,967,990	-6.4
Sep-2010	4,967,990	383,126	439,625	5,790,741	8.6
Dec-2010	5,790,741	-138,166	361,056	6,013,631	6.4
Mar-2011	6,013,631	-152,528	237,524	6,098,627	4.0
Jun-2011	6,098,627	-147,208	54,946	6,006,366	0.9
Sep-2011	6,006,366	450,579	-658,611	5,798,334	-10.3
Dec-2011	5,798,334	-144,369	396,030	6,049,996	6.9
Mar-2012	6,049,996	-141,160	502,103	6,410,939	8.4
Jun-2012	6,410,939	-145,381	-112,453	6,153,105	-1.8
Sep-2012	6,153,105	518,076	304,381	6,975,562	4.5
Dec-2012	6,975,562	-161,257	101,950	6,916,256	1.5
Mar-2013	6,916,256	-152,199	429,788	7,193,844	6.3
Jun-2013	7,193,844	-154,883	13,761	7,052,722	0.2
Sep-2013	7,052,722	-163,413	369,080	7,258,389	5.3
Dec-2013	7,258,389	546,074	459,564	8,264,027	5.9
Mar-2014	8,264,027	-161,243	123,395	8,226,179	1.5

## Market Value and Flows Summary

### Amity Pension

Since Inception Ending June 30, 2021

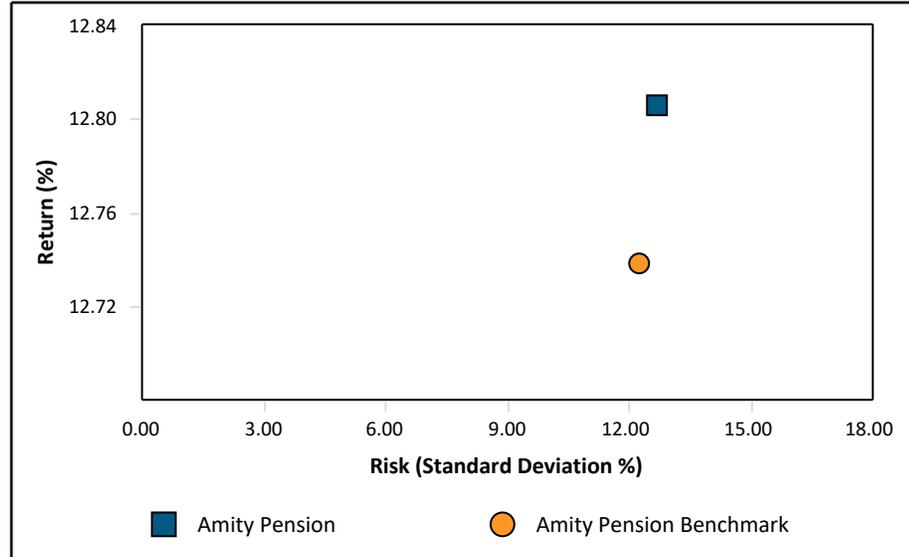
Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2014	8,226,179	-149,491	324,061	8,400,749	4.0
Sep-2014	8,400,749	207,706	-82,993	8,525,461	-1.0
Dec-2014	8,525,461	-148,704	216,237	8,592,994	2.6
Mar-2015	8,592,994	223,388	201,466	9,017,848	2.3
Jun-2015	9,017,848	-150,175	-45,017	8,822,656	-0.5
Sep-2015	8,822,656	243,709	-406,523	8,659,843	-4.6
Dec-2015	8,659,843	258,601	287,342	9,205,786	3.4
Mar-2016	9,205,786	-142,870	111,571	9,174,486	1.3
Jun-2016	9,174,486	-137,601	186,090	9,222,976	2.0
Sep-2016	9,222,976	275,806	301,355	9,800,136	3.2
Dec-2016	9,800,136	-147,075	49,163	9,702,225	0.5
Mar-2017	9,702,225	280,371	440,274	10,422,869	4.4
Jun-2017	10,422,869	-144,352	308,849	10,587,366	3.0
Sep-2017	10,587,366	287,670	356,674	11,231,710	3.3
Dec-2017	11,231,710	-149,941	447,236	11,529,004	4.0
Mar-2018	11,529,004	290,976	-73,289	11,746,691	-0.6
Jun-2018	11,746,691	-146,829	165,134	11,764,997	1.4
Sep-2018	11,764,997	290,928	445,225	12,501,149	3.7
Dec-2018	12,501,149	-150,429	-1,111,056	11,239,665	-8.9
Mar-2019	11,239,665	296,357	1,066,103	12,602,125	9.2
Jun-2019	12,602,125	-150,217	445,364	12,897,271	3.6
Sep-2019	12,897,271	258,391	142,679	13,298,341	1.1
Dec-2019	13,298,341	-182,394	775,040	13,890,987	5.9
Mar-2020	13,890,987	228,177	-2,055,585	12,063,579	-14.6
Jun-2020	12,063,579	-190,994	1,775,954	13,648,540	14.8
Sep-2020	13,648,540	203,599	807,277	14,659,416	5.8
Dec-2020	14,659,416	-208,430	1,573,550	16,024,536	10.9
Mar-2021	16,024,536	187,063	563,923	16,775,522	3.5
Jun-2021	16,775,522	-207,907	889,217	17,456,831	5.3

# Risk vs. Return

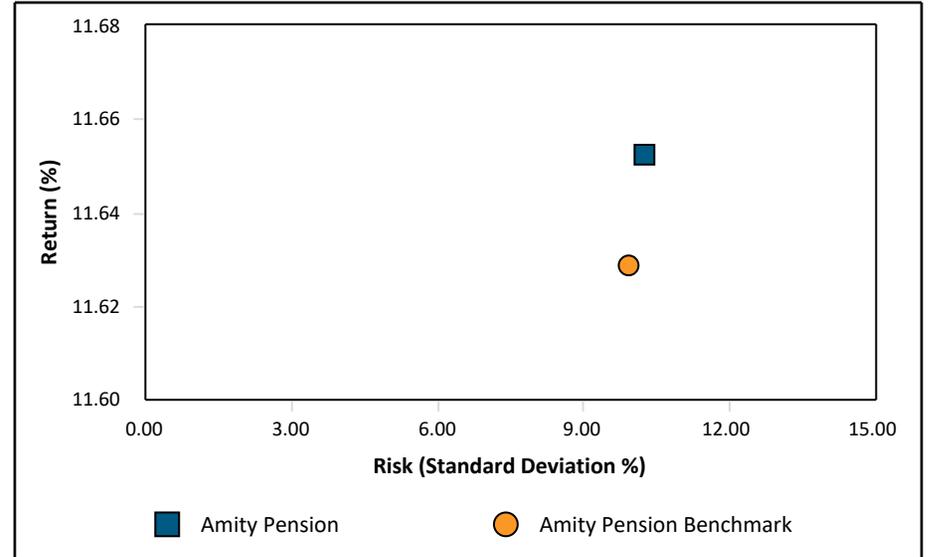
Amity Pension

As of June 30, 2021

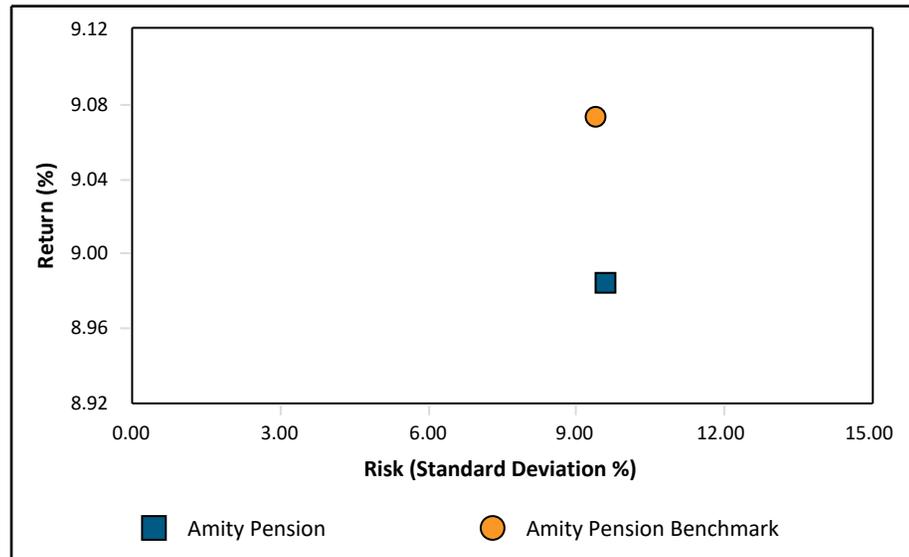
### 3 Year Risk and Return



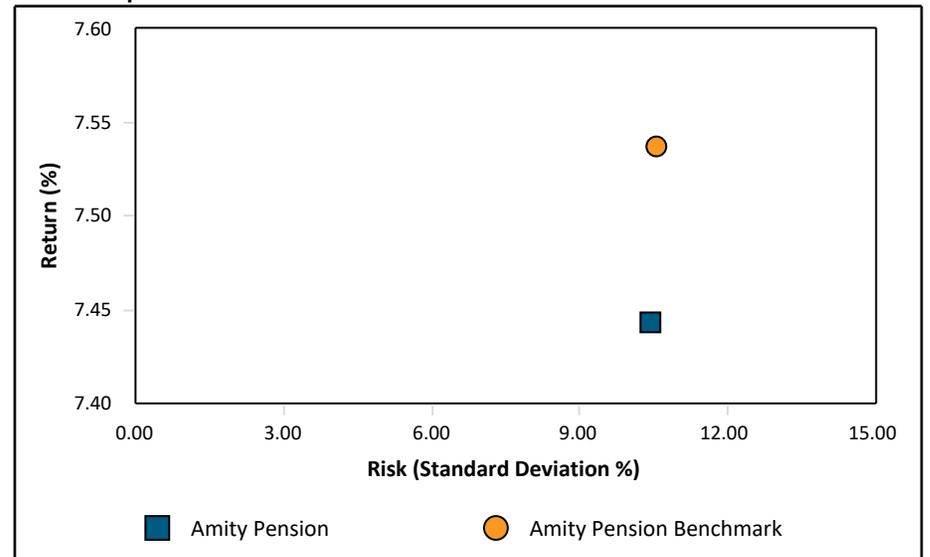
### 5 Year Risk and Return



### 7 Year Risk and Return



### Since Inception Risk and Return



## MPT Statistics

### Amity Pension

As of June 30, 2021

#### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Pension	12.81	12.66	8.18	0.91	0.14	0.85	1.00	1.03	-0.32
Amity Pension Benchmark	12.74	12.22	7.77	0.93	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.34	0.32	0.00	N/A	-0.93	12.35	0.16	-0.01	1.48

#### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Pension	11.65	10.23	6.53	1.01	0.08	0.70	1.00	1.03	-0.31
Amity Pension Benchmark	11.63	9.90	6.22	1.04	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.16	0.27	0.00	N/A	-1.04	10.00	0.12	-0.01	1.28

#### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Pension	8.99	9.59	6.04	0.85	-0.09	0.65	1.00	1.02	-0.24
Amity Pension Benchmark	9.07	9.39	5.81	0.88	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.85	0.27	0.01	N/A	-0.88	9.45	0.04	-0.01	0.91

#### Since Inception Historical MPT Statistics

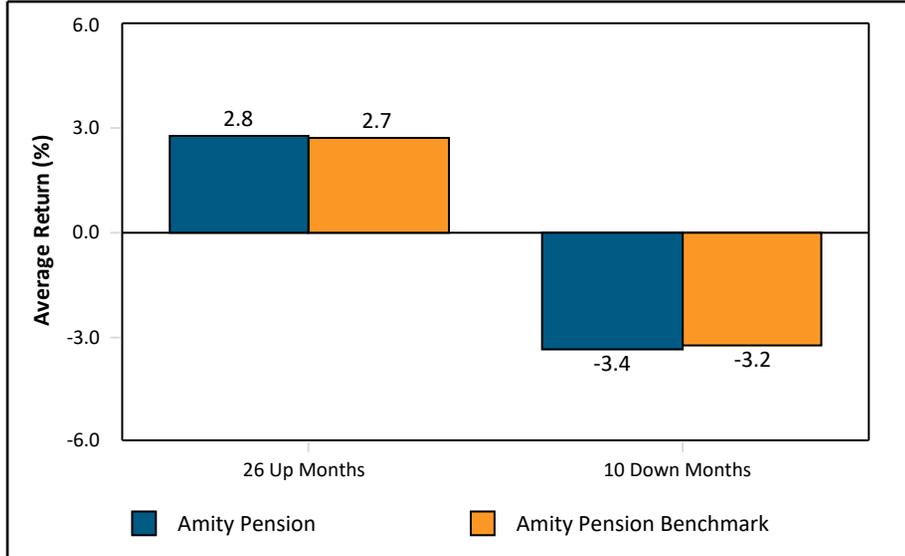
	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Amity Pension	7.44	10.45	7.03	0.65	-0.11	0.94	0.99	0.99	0.02	01/01/2007
Amity Pension Benchmark	7.54	10.56	7.11	0.65	N/A	0.00	1.00	1.00	0.00	01/01/2007
90 Day U.S. Treasury Bill	0.93	0.41	0.01	N/A	-0.65	10.64	0.03	-0.01	0.98	01/01/2007

# Market Capture Report

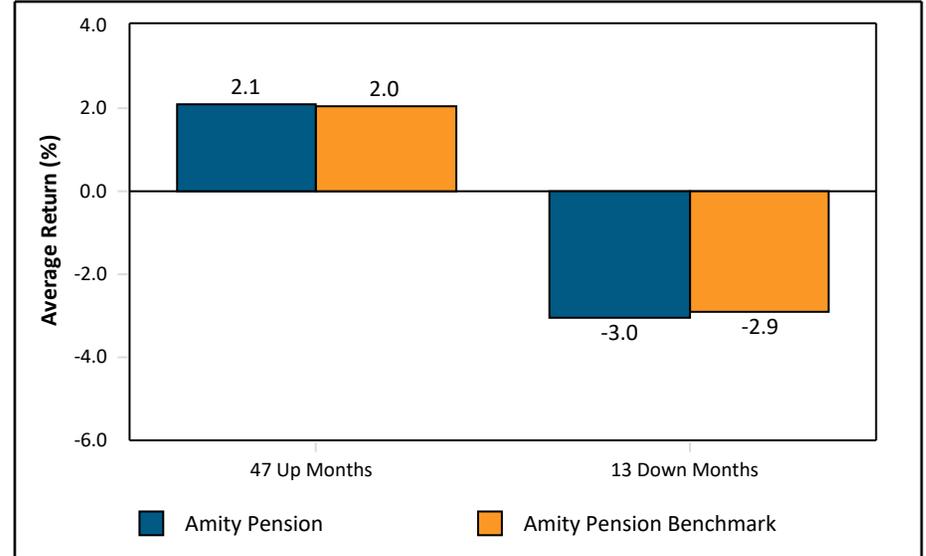
Amity Pension

As of June 30, 2021

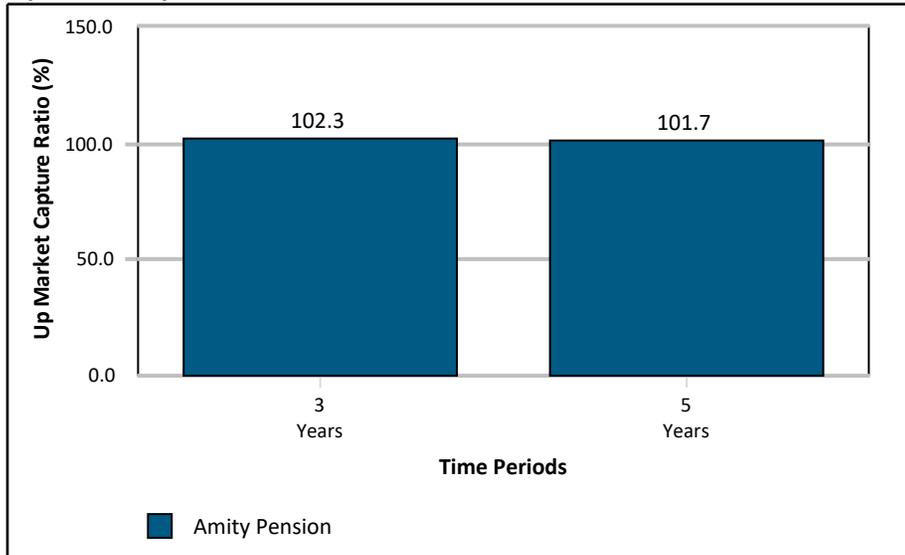
Up/Down Markets - 3 Years



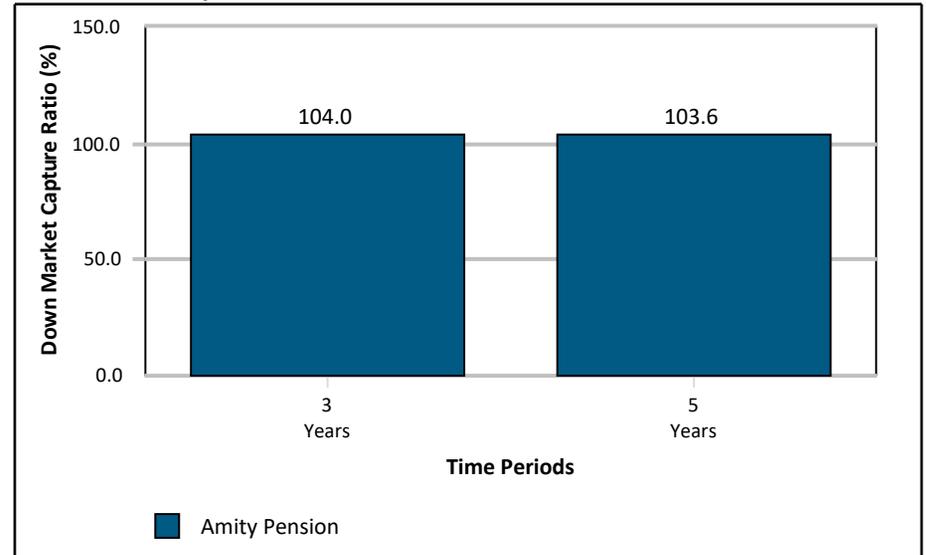
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio



## Estimated Fee Analysis

As of June 30, 2021

Manager	Current Target %	Fee Schedule
Vanguard Total Bond Market Index Adm	17.5%	0.05%
BlackRock Strategic Income Opportunities K	17.5%	0.76%
Vanguard 500 Index Adm	10.0%	0.04%
Vanguard Value Index Adm	15.0%	0.05%
Vanguard Growth Index Adm	15.0%	0.05%
Vanguard Mid Cap Index Adm	5.0%	0.05%
Vanguard Small Cap Index Adm	5.0%	0.05%
Vanguard Developed Markets Adm	15.0%	0.07%
<b>Weighted Average Investment Management Fee</b>		<b>0.18%</b>

DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable, including Morningstar. Fiducient Advisors has not independently verified this information.

## Asset Allocation

### Amity OPEB

As of June 30, 2021

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Amity OPEB</b>	<b>3,304,141</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>48,176</b>	<b>1.5</b>	<b>0.0</b>	<b>1.5</b>
Wells Fargo Government Money Market Fund I	48,176	1.5	0.0	1.5
<b>Fixed Income</b>	<b>1,236,522</b>	<b>37.4</b>	<b>40.0</b>	<b>-2.6</b>
Vanguard Short Term Inflation Protection Adm	310,024	9.4	10.0	-0.6
Vanguard Total Bond Market Index Adm	305,081	9.2	10.0	-0.8
BlackRock Strategic Income Opportunities K	621,417	18.8	20.0	-1.2
<b>Domestic Equity</b>	<b>1,362,873</b>	<b>41.2</b>	<b>40.0</b>	<b>1.2</b>
Vanguard 500 Index Adm	1,029,930	31.2	30.0	1.2
Vanguard Small-Cap Index Adm	332,943	10.1	10.0	0.1
<b>International Equity</b>	<b>656,570</b>	<b>19.9</b>	<b>20.0</b>	<b>-0.1</b>
Vanguard Developed Markets Index Fund Adm	656,570	19.9	20.0	-0.1

Investments with a zero balance were held in the portfolio during the reporting period and will be removed once they no longer impact portfolio performance.  
Asset Allocation weightings may not add up to 100% due to rounding.

## Total Portfolio Performance Summary

### Amity OPEB

As of June 30, 2021

#### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Amity OPEB</b>				<b>12/01/2007</b>
Beginning Market Value	3,121,275	3,007,781	507,703	
Net Contributions	30,947	30,290	932,432	
Total Gain/Loss	151,919	266,069	1,864,006	
Ending Market Value	3,304,141	3,304,141	3,304,141	

#### Amity OPEB Benchmark Composition

Allocation Mandate	Weight (%)
<b>Oct-2017</b>	
Blmbg. Barc. U.S. Aggregate Index	30.00
Bloomberg Barclays US TIPS 0-5 Year Index	10.00
S&P 500 Index	30.00
CRSP U.S. Small Cap TR Index	10.00
FTSE Developed ex US Spliced Index	20.00

#### Trailing Performance Summary

	QTR	YTD	Jul-2020 To Jun-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Amity OPEB</b>	<b>4.9</b>	<b>8.8</b>	<b>27.2</b>	<b>27.2</b>	<b>11.5</b>	<b>10.6</b>	<b>7.9</b>	<b>8.5</b>	<b>7.5</b>	<b>12/01/2007</b>
<i>Amity OPEB Benchmark</i>	<i>5.0</i>	<i>7.8</i>	<i>24.3</i>	<i>24.3</i>	<i>11.3</i>	<i>10.5</i>	<i>7.8</i>	<i>8.3</i>	<i>6.6</i>	
Difference	-0.1	1.0	2.9	2.9	0.2	0.1	0.1	0.2	0.9	

#### Calendar Year Performance Summary

	2020	2019	2018	2017	2016	2015	2014	2013
<b>Amity OPEB</b>	<b>13.5</b>	<b>18.9</b>	<b>-5.0</b>	<b>14.2</b>	<b>6.8</b>	<b>0.2</b>	<b>4.5</b>	<b>15.5</b>
<i>Amity OPEB Benchmark</i>	<i>13.0</i>	<i>19.6</i>	<i>-5.0</i>	<i>14.1</i>	<i>7.6</i>	<i>-0.5</i>	<i>5.1</i>	<i>15.0</i>
Difference	0.5	-0.7	0.0	0.1	-0.8	0.7	-0.6	0.5

# Manager Performance Overview

Amity OPEB

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Short Term Liquidity</b>									
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.1</b>	<b>1.0</b>	<b>0.7</b>	<b>0.5</b>	<b>0.6</b>	<b>12/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	<i>0.0</i>	<i>0.0</i>	<i>0.1</i>	<i>1.3</i>	<i>1.2</i>	<i>0.9</i>	<i>0.6</i>	<i>0.6</i>	
<b>Fixed Income</b>									
<b>Fixed Income Composite Benchmark</b>	<b>1.5</b>	<b>0.9</b>	<b>5.6</b>	<b>5.2</b>	<b>3.2</b>	<b>2.8</b>	<b>2.8</b>	<b>3.6</b>	<b>01/01/2009</b>
<i>Fixed Income Composite Benchmark</i>	<i>1.8</i>	<i>-0.5</i>	<i>1.2</i>	<i>5.1</i>	<i>3.0</i>	<i>2.7</i>	<i>2.8</i>	<i>3.8</i>	
<b>Vanguard Short Term Inflation Protection Adm</b>	<b>1.7 (88)</b>	<b>2.8 (22)</b>	<b>5.9 (75)</b>	<b>4.1 (90)</b>	<b>2.8 (87)</b>	<b>1.9 (82)</b>	<b>N/A</b>	<b>1.9 (84)</b>	<b>10/01/2013</b>
<i>Bloomberg Barclays US TIPS 0-5 Year Index</i>	<i>1.7</i>	<i>2.8</i>	<i>6.0</i>	<i>4.2</i>	<i>2.8</i>	<i>2.0</i>	<i>N/A</i>	<i>2.0</i>	
IM U.S. TIPS (MF) Median	2.7	1.8	6.5	5.8	3.7	2.6	N/A	2.7	
<b>Vanguard Total Bond Market Index Adm</b>	<b>2.0 (43)</b>	<b>-1.7 (80)</b>	<b>-0.4 (90)</b>	<b>5.4 (64)</b>	<b>3.0 (71)</b>	<b>3.3 (53)</b>	<b>N/A</b>	<b>2.8 (61)</b>	<b>09/01/2012</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>3.0</i>	<i>3.3</i>	<i>N/A</i>	<i>2.8</i>	
IM U.S. Broad Market Core Fixed Income (MF) Median	1.9	-1.2	1.3	5.6	3.3	3.3	N/A	3.0	
<b>BlackRock Strategic Income Opportunities K</b>	<b>1.1 (64)</b>	<b>1.3 (47)</b>	<b>8.4 (41)</b>	<b>5.4 (20)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>4.4 (20)</b>	<b>10/01/2017</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>3.9</i>	
IM Alternative Credit Focus (MF) Median	1.2	1.1	7.8	4.2	N/A	N/A	N/A	3.4	
<b>Domestic Equity</b>									
<b>Domestic Equity Composite Benchmark</b>	<b>7.8</b>	<b>15.7</b>	<b>44.9</b>	<b>18.0</b>	<b>17.4</b>	<b>13.5</b>	<b>14.3</b>	<b>15.4</b>	<b>01/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	<i>7.8</i>	<i>15.6</i>	<i>44.7</i>	<i>17.8</i>	<i>17.3</i>	<i>13.5</i>	<i>14.4</i>	<i>15.5</i>	
<b>Vanguard 500 Index Adm</b>	<b>8.5 (33)</b>	<b>15.2 (43)</b>	<b>40.8 (46)</b>	<b>18.6 (32)</b>	<b>17.6 (28)</b>	<b>14.1 (17)</b>	<b>N/A</b>	<b>15.7 (19)</b>	<b>09/01/2012</b>
<i>S&amp;P 500 Index</i>	<i>8.5</i>	<i>15.3</i>	<i>40.8</i>	<i>18.7</i>	<i>17.6</i>	<i>14.1</i>	<i>N/A</i>	<i>15.8</i>	
IM U.S. Large Cap Core Equity (MF) Median	8.0	14.9	40.2	17.4	16.5	12.7	N/A	14.6	
<b>Vanguard Small-Cap Index Adm</b>	<b>5.6 (18)</b>	<b>16.4 (79)</b>	<b>56.5 (66)</b>	<b>14.7 (10)</b>	<b>16.0 (17)</b>	<b>11.5 (13)</b>	<b>N/A</b>	<b>14.6 (10)</b>	<b>09/01/2012</b>
<i>CRSP US Small Cap Spliced Index</i>	<i>5.6</i>	<i>16.4</i>	<i>56.5</i>	<i>14.7</i>	<i>15.9</i>	<i>11.5</i>	<i>N/A</i>	<i>14.5</i>	
IM U.S. Small Cap Core Equity (MF) Median	4.0	19.8	60.8	11.2	13.7	9.7	N/A	12.7	

Returns for periods greater than one year are annualized.

Returns are expressed as percentages.

## Manager Performance Overview

Amity OPEB

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>International Equity</b>	<b>5.7</b>	<b>9.9</b>	<b>35.8</b>	<b>9.1</b>	<b>10.9</b>	<b>5.7</b>	<b>6.4</b>	<b>8.3</b>	<b>01/01/2009</b>
<i>International Equity Composite Benchmark</i>	5.6	9.8	36.2	8.9	10.9	5.5	6.4	8.5	
<b>Vanguard Developed Markets Index Fund Adm</b>	<b>5.7 (19)</b>	<b>9.9 (33)</b>	<b>35.8 (26)</b>	<b>9.1 (28)</b>	<b>10.9 (26)</b>	<b>5.7 (24)</b>	<b>N/A</b>	<b>8.7 (17)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index</i>	5.6	9.8	36.2	8.9	10.8	5.5	N/A	8.5	
IM International Multi-Cap Core Equity (MF) Median	5.2	9.1	32.7	8.1	10.0	4.9	N/A	7.9	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods greater than one year are annualized.

Returns are expressed as percentages.

## Manager Investment Gain/Loss Summary

### Amity OPEB

	Market Value As of 04/01/2021	Net Flows	Return On Investment	Market Value As of 06/30/2021
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	17,229	30,947	1	48,176
<b>Total Short Term Liquidity</b>	<b>17,229</b>	<b>30,947</b>	<b>1</b>	<b>48,176</b>
<u>Fixed Income</u>				
Vanguard Short Term Inflation Protection Adm	304,944	-	5,080	310,024
Vanguard Total Bond Market Index Adm	299,104	-	5,977	305,081
BlackRock Strategic Income Opportunities K	614,795	-	6,622	621,417
<b>Total Fixed Income</b>	<b>1,218,843</b>	<b>-</b>	<b>17,679</b>	<b>1,236,522</b>
<u>Domestic Equity</u>				
Vanguard 500 Index Adm	948,919	-	81,011	1,029,930
Vanguard Small-Cap Index Adm	315,288	-	17,655	332,943
<b>Total Domestic Equity</b>	<b>1,264,207</b>	<b>-</b>	<b>98,666</b>	<b>1,362,873</b>
<u>International Equity</u>				
Vanguard Developed Markets Index Fund Adm	620,996	-	35,574	656,570
<b>Total International Equity</b>	<b>620,996</b>	<b>-</b>	<b>35,574</b>	<b>656,570</b>
<b>Amity OPEB</b>	<b>3,121,275</b>	<b>30,947</b>	<b>151,919</b>	<b>3,304,141</b>

## Market Value and Flows Summary

### Amity OPEB

Since Inception Ending June 30, 2021

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2007	-	-	-	503,165	N/A
Mar-2008	503,165	-	-20,366	482,800	-4.0
Jun-2008	482,800	-	-3,927	478,872	-0.9
Sep-2008	478,872	300,763	-10,630	769,006	-1.3
Dec-2008	769,006	-	-3,356	765,650	-0.4
Mar-2009	765,650	-	-56,724	708,926	-7.4
Jun-2009	708,926	-306,395	79,763	482,294	11.1
Sep-2009	482,294	419,352	53,677	955,323	9.7
Dec-2009	955,323	-	16,221	971,544	1.7
Mar-2010	971,544	-	17,233	988,777	1.8
Jun-2010	988,777	-137,439	-35,065	816,273	-3.5
Sep-2010	816,273	61,250	46,295	923,818	5.5
Dec-2010	923,818	183,750	38,153	1,145,721	3.7
Mar-2011	1,145,721	122,557	32,965	1,301,243	2.7
Jun-2011	1,301,243	-367,549	12,585	946,279	1.1
Sep-2011	946,279	376,753	-85,614	1,237,419	-8.1
Dec-2011	1,237,419	-	80,550	1,317,969	6.5
Mar-2012	1,317,969	-165	96,522	1,414,326	7.3
Jun-2012	1,414,326	-326,337	-31,383	1,056,606	-1.7
Sep-2012	1,056,606	393,700	53,993	1,504,298	4.4
Dec-2012	1,504,298	-663	26,940	1,530,575	1.8
Mar-2013	1,530,575	-665	80,911	1,610,821	5.3
Jun-2013	1,610,821	-666	-12,641	1,597,514	-0.8
Sep-2013	1,597,514	-395,012	83,008	1,285,510	5.3
Dec-2013	1,285,510	-615	64,184	1,349,079	5.0
Mar-2014	1,349,079	-650	17,817	1,366,246	1.3
Jun-2014	1,366,246	-128,041	44,117	1,282,323	3.4
Sep-2014	1,282,323	54,654	-22,090	1,314,887	-1.7
Dec-2014	1,314,887	-657	18,598	1,332,827	1.4
Mar-2015	1,332,827	-657	29,530	1,361,700	2.2

## Market Value and Flows Summary

### Amity OPEB

Since Inception Ending June 30, 2021

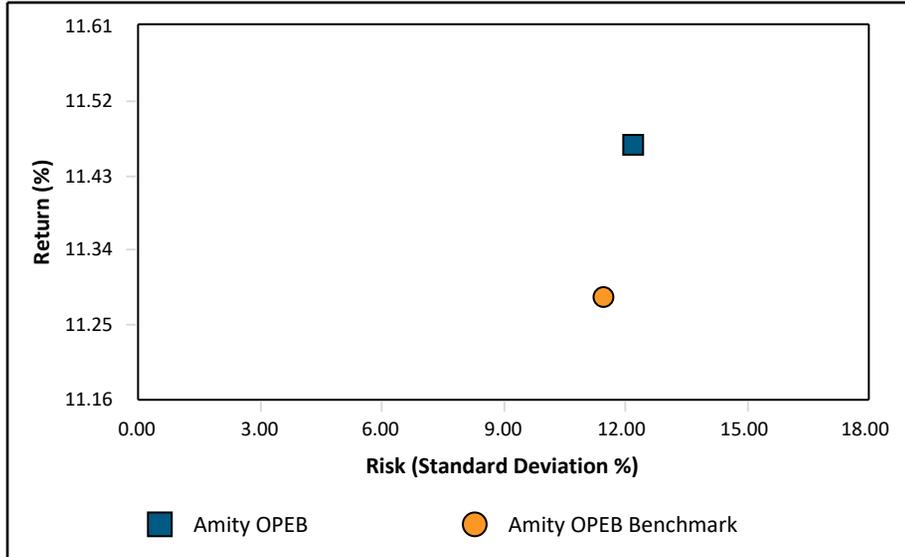
Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2015	1,361,700	-9,018	-150	1,352,531	0.0
Sep-2015	1,352,531	174,338	-67,962	1,458,908	-4.8
Dec-2015	1,458,908	-665	42,569	1,500,812	2.9
Mar-2016	1,500,812	-664	15,299	1,515,446	1.0
Jun-2016	1,515,446	-666	25,883	1,540,664	1.7
Sep-2016	1,540,664	144,858	48,079	1,733,601	3.1
Dec-2016	1,733,601	-674	13,759	1,746,686	0.8
Mar-2017	1,746,686	-675	71,156	1,817,166	4.1
Jun-2017	1,817,166	148,290	47,542	2,012,998	2.6
Sep-2017	2,012,998	-685	63,889	2,076,202	3.2
Dec-2017	2,076,202	-687	75,817	2,151,333	3.7
Mar-2018	2,151,333	-688	-11,538	2,139,107	-0.5
Jun-2018	2,139,107	104,849	26,826	2,270,782	1.3
Sep-2018	2,270,782	-686	70,825	2,340,920	3.1
Dec-2018	2,340,920	-695	-200,517	2,139,708	-8.6
Mar-2019	2,139,708	-694	179,563	2,318,577	8.4
Jun-2019	2,318,577	62,214	76,168	2,456,959	3.2
Sep-2019	2,456,959	-667	15,682	2,471,974	0.6
Dec-2019	2,471,974	-707	139,110	2,610,377	5.6
Mar-2020	2,610,377	-656	-386,574	2,223,147	-14.8
Jun-2020	2,223,147	40,287	310,932	2,574,365	14.0
Sep-2020	2,574,365	-717	135,056	2,708,705	5.2
Dec-2020	2,708,705	-719	299,796	3,007,781	11.1
Mar-2021	3,007,781	-656	114,150	3,121,275	3.8
Jun-2021	3,121,275	30,947	151,919	3,304,141	4.9

# Risk vs. Return

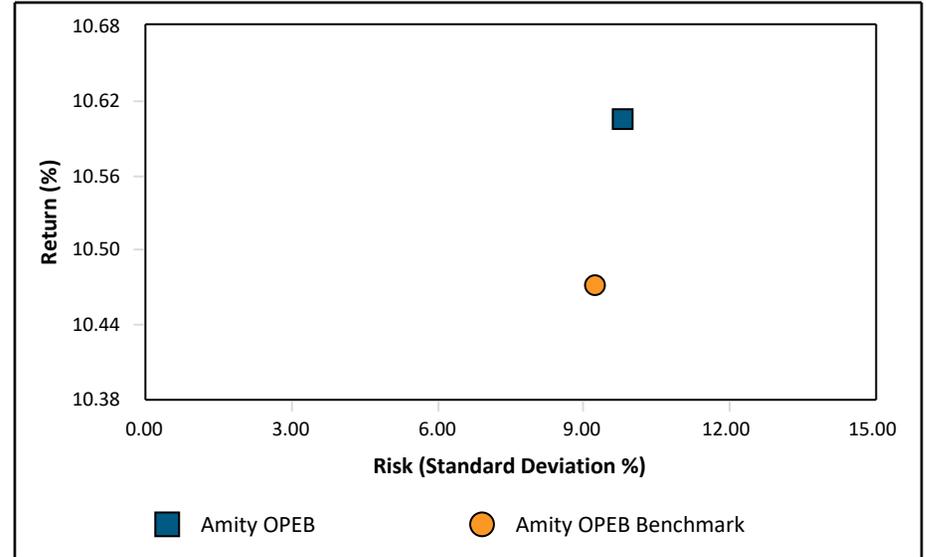
Amity OPEB

As of June 30, 2021

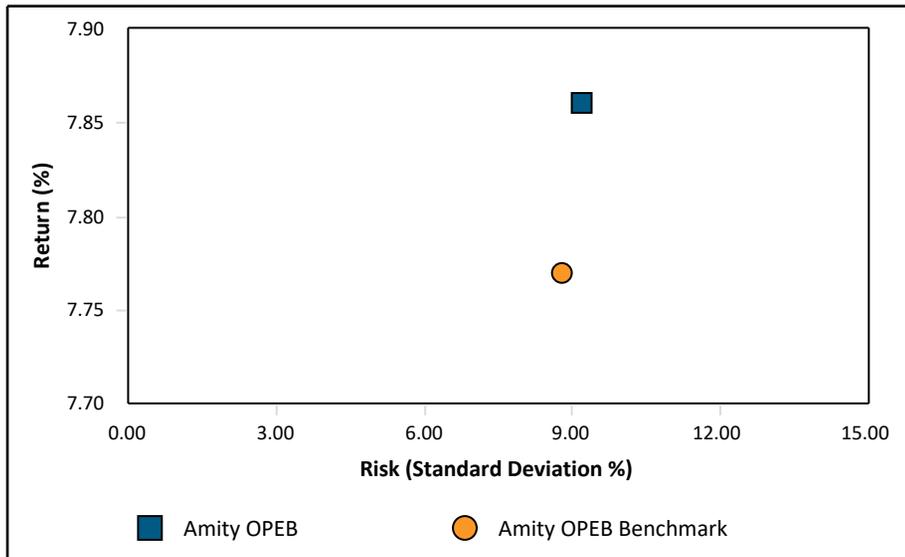
### 3 Year Risk and Return



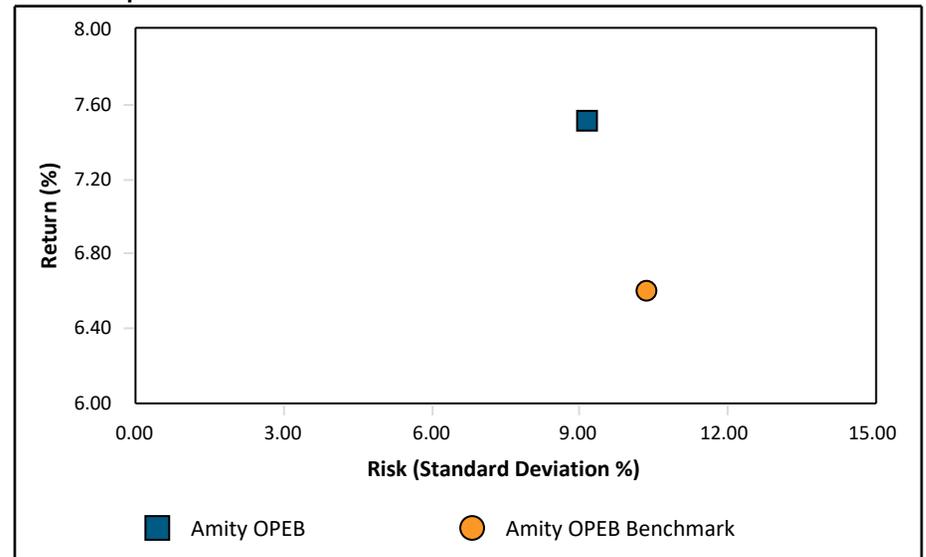
### 5 Year Risk and Return



### 7 Year Risk and Return



### Since Inception Risk and Return



## MPT Statistics

### Amity OPEB

As of June 30, 2021

#### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity OPEB	11.47	12.17	8.01	0.84	0.23	1.12	0.99	1.06	-0.43
Amity OPEB Benchmark	11.28	11.45	7.37	0.87	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.34	0.32	0.00	N/A	-0.87	11.59	0.17	-0.01	1.47

#### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity OPEB	10.61	9.81	6.38	0.95	0.19	0.94	0.99	1.06	-0.44
Amity OPEB Benchmark	10.47	9.24	5.88	0.99	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.16	0.27	0.00	N/A	-0.99	9.34	0.13	-0.01	1.28

#### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity OPEB	7.86	9.18	5.90	0.78	0.14	0.87	0.99	1.04	-0.19
Amity OPEB Benchmark	7.77	8.80	5.54	0.80	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.85	0.27	0.01	N/A	-0.80	8.85	0.04	-0.01	0.90

#### Since Inception Historical MPT Statistics

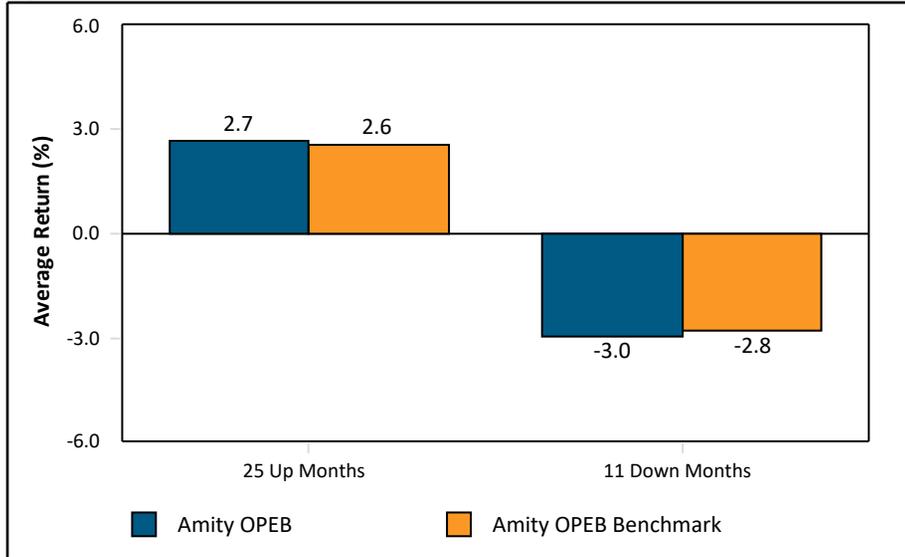
	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Amity OPEB	7.51	9.14	5.77	0.76	0.18	4.01	0.85	0.81	2.03	12/01/2007
Amity OPEB Benchmark	6.61	10.35	7.11	0.60	N/A	0.00	1.00	1.00	0.00	12/01/2007
90 Day U.S. Treasury Bill	0.65	0.28	0.01	N/A	-0.60	10.43	0.07	-0.01	0.70	12/01/2007

# Market Capture Report

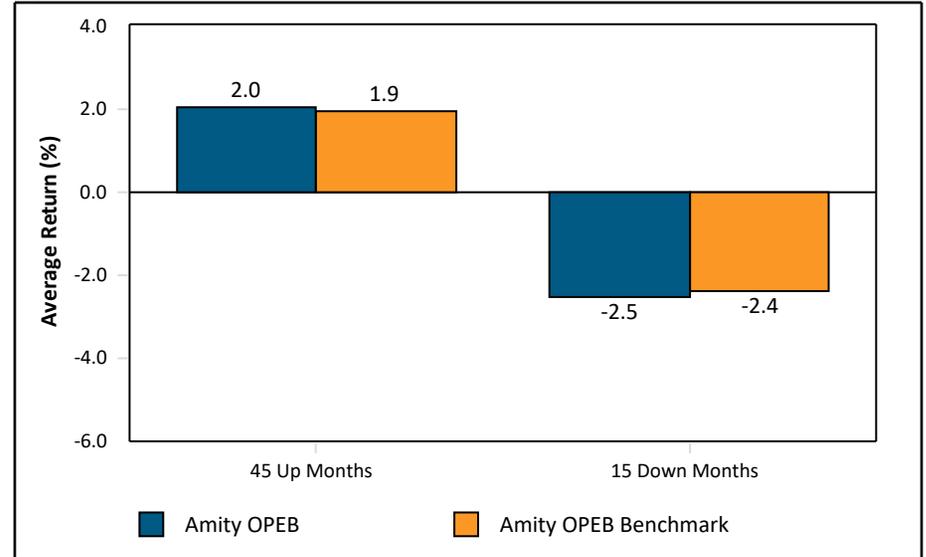
Amity OPEB

As of June 30, 2021

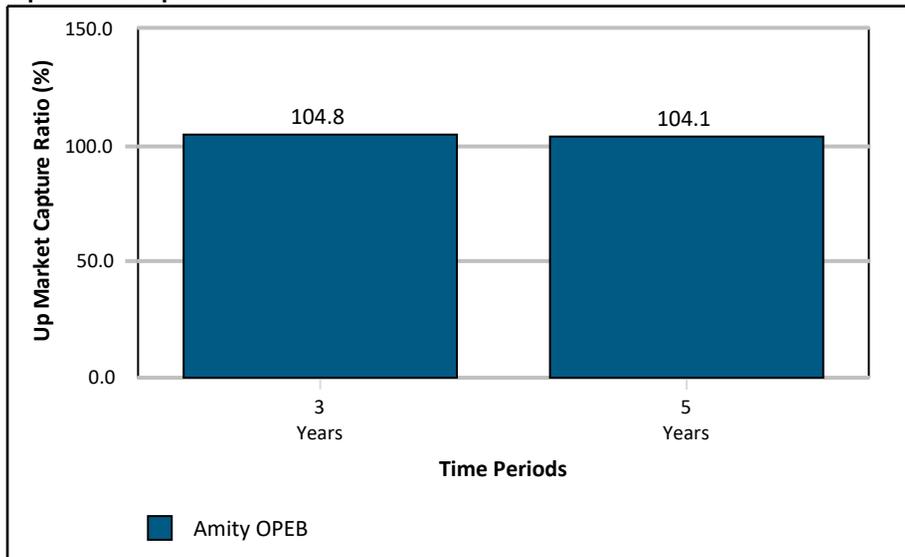
Up/Down Markets - 3 Years



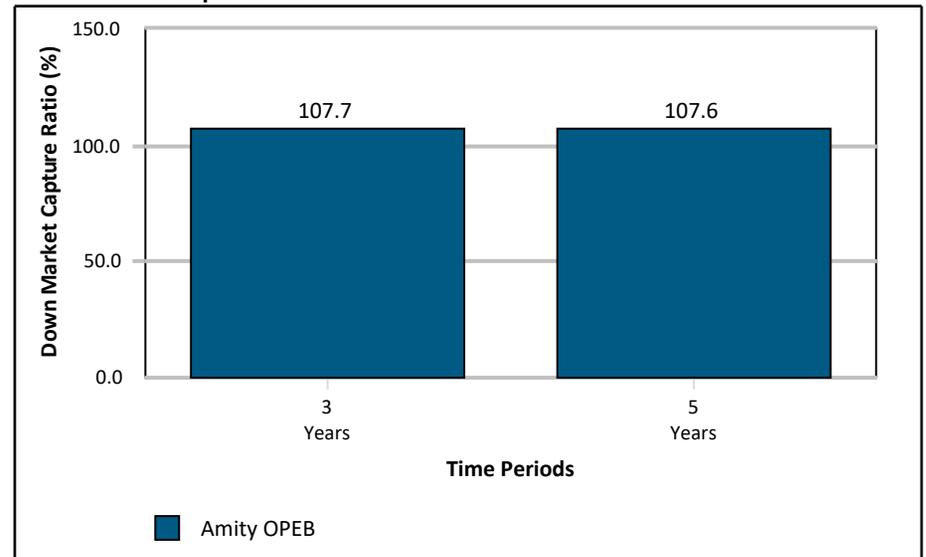
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio



## Estimated Fee Analysis

As of June 30, 2021

Manager	Current Target %	Fee Schedule
Vanguard Short Term Inflation Protection Adm	10.0%	0.06%
Vanguard Total Bond Market Index Adm	10.0%	0.05%
BlackRock Strategic Income Opportunities K	20.0%	0.76%
Vanguard 500 Index Adm	30.0%	0.04%
Vanguard Small Cap Index Adm	10.0%	0.05%
Vanguard Developed Markets Index Fund Adm	20.0%	0.07%
<b>Weighted Average Investment Management Fee</b>		<b>0.19%</b>

DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable, including Morningstar. Fiducient Advisors has not independently verified this information.

## Asset Allocation

### Amity Sick & Severance

As of June 30, 2021

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Amity Sick &amp; Severance</b>	<b>827,856</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>2,093</b>	<b>0.3</b>	<b>0.0</b>	<b>0.3</b>
Wells Fargo Government Money Market Fund I	2,093	0.3	0.0	0.3
<b>Fixed Income</b>	<b>396,746</b>	<b>47.9</b>	<b>50.0</b>	<b>-2.1</b>
Vanguard Short-Term Government Bond Index Adm	177,334	21.4	22.5	-1.1
Vanguard Short Term Inflation Protection Adm	40,161	4.9	5.0	-0.1
Vanguard Total Bond Market Index Adm	179,250	21.7	22.5	-0.8
<b>Domestic Equity</b>	<b>345,100</b>	<b>41.7</b>	<b>40.0</b>	<b>1.7</b>
Vanguard Total Stock Market Index Adm	345,100	41.7	40.0	1.7
<b>International Equity</b>	<b>83,917</b>	<b>10.1</b>	<b>10.0</b>	<b>0.1</b>
Vanguard Developed Markets Adm	83,917	10.1	10.0	0.1

Investments with a zero balance were held in the portfolio during the reporting period and will be removed once they no longer impact portfolio performance.

Asset Allocation weightings may not add up to 100% due to rounding.

## Total Portfolio Performance Summary

Amity Sick & Severance

As of June 30, 2021

### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Amity Sick &amp; Severance</b>				<b>01/01/2007</b>
Beginning Market Value	793,376	774,400	897,135	
Net Contributions	-519	-1,117	-762,829	
Total Gain/Loss	34,999	54,573	693,551	
Ending Market Value	827,856	827,856	827,856	

### Amity Sick & Severance Benchmark Composition

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
Bloomberg Barclays U.S. TIPS Index	5.00
Bloomberg Barclays 1-3 Year Govt Index	22.50
Blmbg. Barc. U.S. Aggregate Index	22.50
CRSP U.S. Total Market TR Index	40.00
FTSE Developed ex US Spliced Index	10.00

### Trailing Performance Summary

	QTR	YTD	Jul-2020 To Jun-2021	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Amity Sick &amp; Severance</b>	<b>4.4</b>	<b>7.1</b>	<b>21.3</b>	<b>21.3</b>	<b>11.1</b>	<b>9.9</b>	<b>7.7</b>	<b>8.0</b>	<b>6.7</b>	<b>01/01/2007</b>
<i>Amity Sick &amp; Severance Benchmark</i>	4.4	6.6	20.2	20.2	10.9	9.6	7.6	7.9	6.6	
Difference	0.0	0.5	1.1	1.1	0.2	0.3	0.1	0.1	0.1	

### Calendar Year Performance Summary

	2020	2019	2018	2017	2016	2015	2014	2013
<b>Amity Sick &amp; Severance</b>	<b>13.9</b>	<b>17.4</b>	<b>-3.1</b>	<b>12.2</b>	<b>6.1</b>	<b>0.3</b>	<b>6.0</b>	<b>14.5</b>
<i>Amity Sick &amp; Severance Benchmark</i>	13.1	17.5	-3.1	11.7	6.4	0.5	6.1	13.9
Difference	0.8	-0.1	0.0	0.5	-0.3	-0.2	-0.1	0.6

# Manager Performance Overview

Amity Sick & Severance

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Short Term Liquidity</b>									
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>	<b>0.9</b>	<b>0.7</b>	<b>0.5</b>	<b>0.9</b>	<b>01/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	<i>0.0</i>	<i>0.0</i>	<i>0.1</i>	<i>1.3</i>	<i>1.2</i>	<i>0.9</i>	<i>0.6</i>	<i>0.9</i>	
<b>Fixed Income</b>									
<b>Fixed Income Composite Benchmark</b>	<b>1.0</b>	<b>-0.6</b>	<b>0.4</b>	<b>4.0</b>	<b>2.3</b>	<b>2.3</b>	<b>2.2</b>	<b>2.2</b>	<b>01/01/2009</b>
<i>Fixed Income Composite Benchmark</i>	<i>1.1</i>	<i>-0.6</i>	<i>0.5</i>	<i>4.3</i>	<i>2.5</i>	<i>2.5</i>	<i>2.4</i>	<i>2.5</i>	
<b>Vanguard Short-Term Government Bond Index Adm</b>	<b>-0.1 (59)</b>	<b>-0.1 (33)</b>	<b>0.0 (55)</b>	<b>2.7 (38)</b>	<b>1.5 (39)</b>	<b>1.4 (38)</b>	<b>N/A</b>	<b>1.2 (35)</b>	<b>09/01/2012</b>
<i>Bloomberg Barclays 1-3 Year Govt Index</i>	<i>0.0</i>	<i>-0.1</i>	<i>0.1</i>	<i>2.7</i>	<i>1.6</i>	<i>1.5</i>	<i>1.2</i>	<i>1.3</i>	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.0	-0.3	0.0	2.4	1.4	1.3	1.1	1.0	
<b>Vanguard Short Term Inflation Protection Adm</b>	<b>1.7 (88)</b>	<b>2.8 (22)</b>	<b>5.9 (75)</b>	<b>4.1 (90)</b>	<b>2.8 (87)</b>	<b>1.9 (82)</b>	<b>N/A</b>	<b>1.9 (84)</b>	<b>10/01/2013</b>
<i>Bloomberg Barclays US TIPS 0-5 Year Index</i>	<i>1.7</i>	<i>2.8</i>	<i>6.0</i>	<i>4.2</i>	<i>2.8</i>	<i>2.0</i>	<i>1.7</i>	<i>2.0</i>	
IM U.S. TIPS (MF) Median	2.7	1.8	6.5	5.8	3.7	2.6	2.7	2.7	
<b>Vanguard Total Bond Market Index Adm</b>	<b>2.0 (43)</b>	<b>-1.7 (80)</b>	<b>-0.4 (90)</b>	<b>5.4 (64)</b>	<b>3.0 (71)</b>	<b>3.2 (53)</b>	<b>N/A</b>	<b>2.8 (59)</b>	<b>08/01/2012</b>
<i>Blmbg. Barc. U.S. Aggregate Index</i>	<i>1.8</i>	<i>-1.6</i>	<i>-0.3</i>	<i>5.3</i>	<i>3.0</i>	<i>3.3</i>	<i>3.4</i>	<i>2.8</i>	
IM U.S. Broad Market Core Fixed Income (MF) Median	1.9	-1.2	1.3	5.6	3.3	3.3	3.5	3.0	
<b>Domestic Equity</b>									
<b>Domestic Equity Composite Benchmark</b>	<b>8.3</b>	<b>15.2</b>	<b>44.3</b>	<b>18.7</b>	<b>17.9</b>	<b>13.9</b>	<b>14.7</b>	<b>15.8</b>	<b>01/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	<i>8.3</i>	<i>15.2</i>	<i>44.3</i>	<i>18.8</i>	<i>17.9</i>	<i>14.0</i>	<i>14.7</i>	<i>15.8</i>	
<b>Vanguard Total Stock Market Index Adm</b>	<b>8.3 (29)</b>	<b>15.2 (46)</b>	<b>44.3 (32)</b>	<b>18.7 (18)</b>	<b>17.9 (18)</b>	<b>13.9 (8)</b>	<b>N/A</b>	<b>15.8 (14)</b>	<b>09/01/2012</b>
<i>CRSP US Total Market Spliced Index</i>	<i>8.3</i>	<i>15.2</i>	<i>44.3</i>	<i>18.8</i>	<i>17.9</i>	<i>14.0</i>	<i>14.7</i>	<i>15.8</i>	
IM U.S. Multi-Cap Core Equity (MF) Median	7.5	15.0	41.7	15.8	15.8	11.7	12.8	14.3	

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

## Manager Performance Overview

Amity Sick & Severance

As of June 30, 2021

	QTD	YTD	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>International Equity</b>	<b>5.7</b>	<b>9.9</b>	<b>35.8</b>	<b>9.1</b>	<b>10.9</b>	<b>5.7</b>	<b>6.4</b>	<b>8.2</b>	<b>01/01/2009</b>
<i>International Equity Composite Benchmark</i>	5.6	9.8	36.2	8.9	10.8	5.5	6.3	8.4	
<b>Vanguard Developed Markets Adm</b>	<b>5.7 (19)</b>	<b>9.9 (33)</b>	<b>35.8 (26)</b>	<b>9.1 (28)</b>	<b>10.9 (26)</b>	<b>5.7 (24)</b>	<b>N/A</b>	<b>8.7 (17)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index</i>	5.6	9.8	36.2	8.9	10.8	5.5	6.3	8.5	
IM International Multi-Cap Core Equity (MF) Median	5.2	9.1	32.7	8.1	10.0	4.9	5.7	7.9	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

## Manager Investment Gain/Loss Summary

### Amity Sick & Severance

	Market Value As of 04/01/2021	Net Flows	Return On Investment	Market Value As of 06/30/2021
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	2,612	-519	-	2,093
<b>Total Short Term Liquidity</b>	<b>2,612</b>	<b>-519</b>	<b>-</b>	<b>2,093</b>
<u>Fixed Income</u>				
Vanguard Short-Term Government Bond Index Adm	177,437	-	-103	177,334
Vanguard Short Term Inflation Protection Adm	39,503	-	658	40,161
Vanguard Total Bond Market Index Adm	175,739	-	3,512	179,250
<b>Total Fixed Income</b>	<b>392,680</b>	<b>-</b>	<b>4,067</b>	<b>396,746</b>
<u>Domestic Equity</u>				
Vanguard Total Stock Market Index Adm	318,715	-	26,385	345,100
<b>Total Domestic Equity</b>	<b>318,715</b>	<b>-</b>	<b>26,385</b>	<b>345,100</b>
<u>International Equity</u>				
Vanguard Developed Markets Adm	79,370	-	4,547	83,917
<b>Total International Equity</b>	<b>79,370</b>	<b>-</b>	<b>4,547</b>	<b>83,917</b>
<b>Amity Sick &amp; Severance</b>	<b>793,376</b>	<b>-519</b>	<b>34,999</b>	<b>827,856</b>

## Market Value and Flows Summary

### Amity Sick & Severance

Since Inception Ending June 30, 2021

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2006	-	-	-	897,135	N/A
Mar-2007	897,135	-85,176	16,277	828,236	1.8
Jun-2007	828,236	85,103	22,664	936,003	2.7
Sep-2007	936,003	-1,250	25,016	959,769	2.7
Dec-2007	959,769	-1,250	1,696	960,215	0.2
Mar-2008	960,215	-1,250	-21,379	937,586	-2.2
Jun-2008	937,586	-24,586	-17,358	895,642	-1.9
Sep-2008	895,642	-1,260	-33,357	861,025	-3.7
Dec-2008	861,025	-1,250	-55,768	804,007	-6.5
Mar-2009	804,007	-1,250	-36,625	766,132	-4.6
Jun-2009	766,132	-190,578	33,279	608,833	4.5
Sep-2009	608,833	3,629	55,104	667,566	9.0
Dec-2009	667,566	-1,250	15,810	682,125	2.4
Mar-2010	682,125	-1,250	20,801	701,676	3.1
Jun-2010	701,676	-1,250	-36,542	663,884	-5.2
Sep-2010	663,884	41,888	46,933	752,706	6.9
Dec-2010	752,706	-1,250	37,200	788,655	4.9
Mar-2011	788,655	-1,156	24,415	811,914	3.1
Jun-2011	811,914	-225,111	394	587,197	1.1
Sep-2011	587,197	-4,138	-36,623	546,437	-6.3
Dec-2011	546,437	-1,250	26,614	571,801	4.9
Mar-2012	571,801	-584	31,420	602,636	5.5
Jun-2012	602,636	-584	-6,460	595,592	-1.1
Sep-2012	595,592	129,342	27,908	752,842	3.8
Dec-2012	752,842	-587	6,519	758,775	0.9
Mar-2013	758,775	-585	37,075	795,264	4.9
Jun-2013	795,264	-584	1,787	796,467	0.2
Sep-2013	796,467	-1,939	32,608	827,136	4.1
Dec-2013	827,136	-665	38,196	864,667	4.6
Mar-2014	864,667	-600	11,711	875,778	1.4

## Market Value and Flows Summary

### Amity Sick & Severance

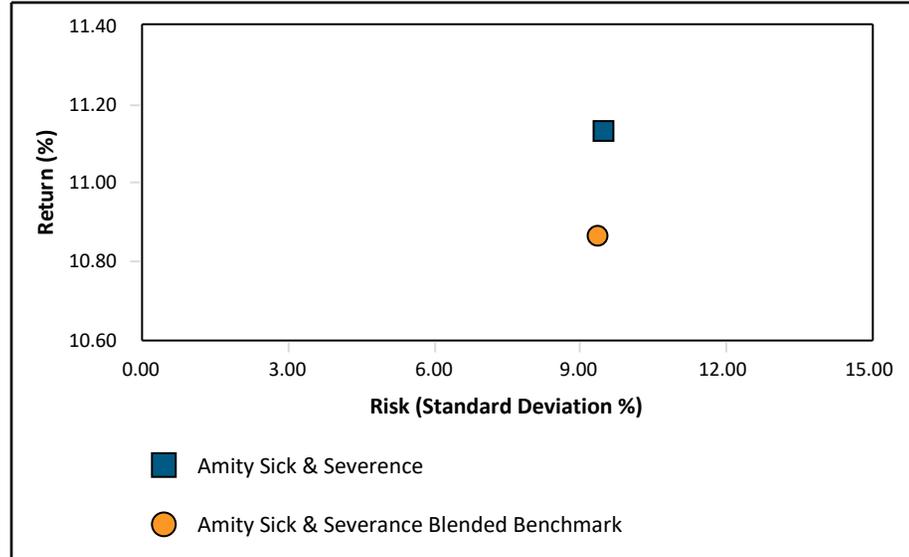
Since Inception Ending June 30, 2021

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2014	875,778	-194,883	26,184	707,080	3.1
Sep-2014	707,080	-654	-4,645	701,781	-0.7
Dec-2014	701,781	-593	14,622	715,810	2.1
Mar-2015	715,810	-593	12,324	727,541	1.7
Jun-2015	727,541	-592	-1,599	725,350	-0.2
Sep-2015	725,350	-603	-26,050	698,697	-3.6
Dec-2015	698,697	-585	17,450	715,562	2.5
Mar-2016	715,562	-586	8,114	723,090	1.1
Jun-2016	723,090	-584	12,663	735,169	1.8
Sep-2016	735,169	-583	17,552	752,138	2.4
Dec-2016	752,138	-576	5,593	757,155	0.7
Mar-2017	757,155	-575	25,898	782,478	3.4
Jun-2017	782,478	-573	17,197	799,101	2.2
Sep-2017	799,101	-565	21,789	820,325	2.7
Dec-2017	820,325	-564	27,233	846,994	3.3
Mar-2018	846,994	-562	-5,958	840,474	-0.7
Jun-2018	840,474	-60,984	14,708	794,199	1.8
Sep-2018	794,199	-574	25,681	819,305	3.2
Dec-2018	819,305	-555	-58,183	760,568	-7.1
Mar-2019	760,568	-556	58,395	818,407	7.7
Jun-2019	818,407	-85,706	22,024	754,726	3.0
Sep-2019	754,726	-11,828	8,217	751,115	1.1
Dec-2019	751,115	-543	35,220	785,792	4.7
Mar-2020	785,792	-104,974	-63,097	617,722	-9.4
Jun-2020	617,722	-587	67,286	684,421	10.9
Sep-2020	684,421	-533	31,673	715,561	4.6
Dec-2020	715,561	-531	59,370	774,400	8.3
Mar-2021	774,400	-598	19,574	793,376	2.5
Jun-2021	793,376	-519	34,999	827,856	4.4

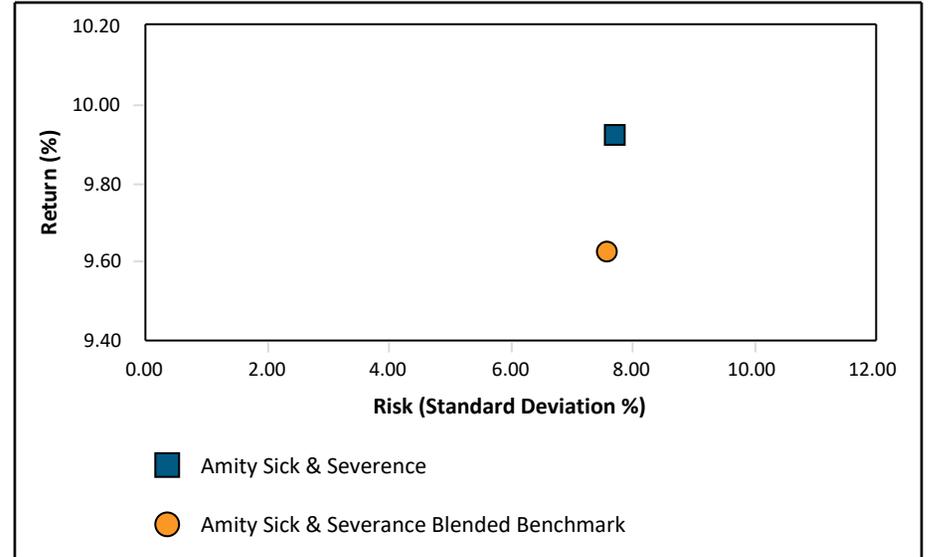
# Risk vs. Return

Amity Sick & Severence  
As of June 30, 2021

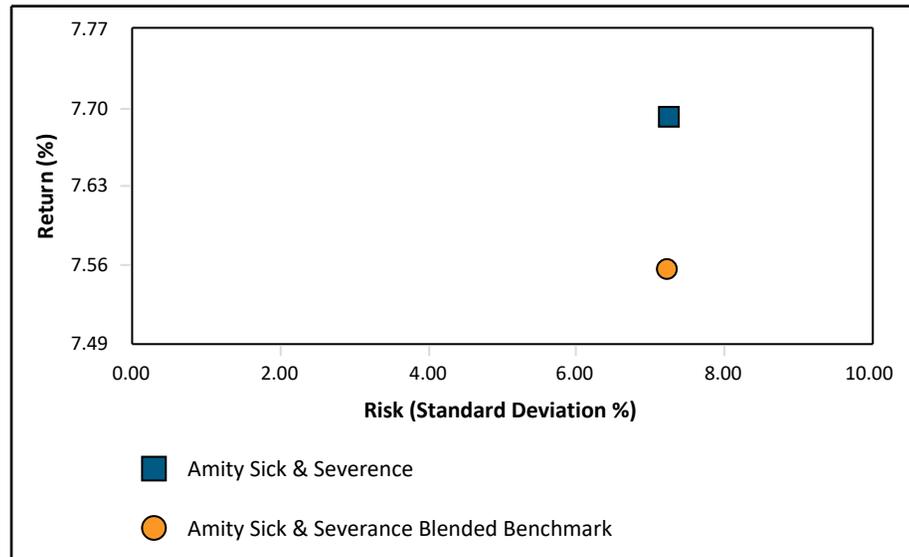
### 3 Year Risk and Return



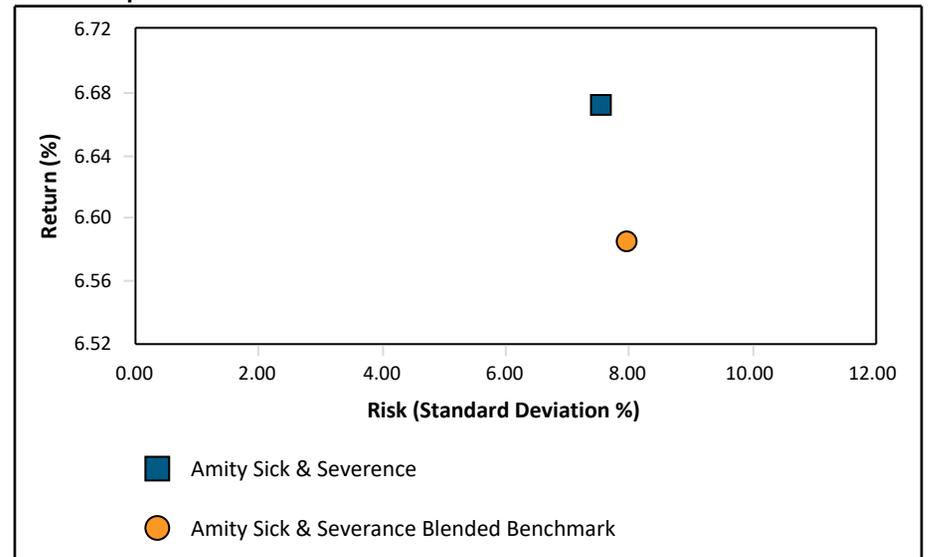
### 5 Year Risk and Return



### 7 Year Risk and Return



### Since Inception Risk and Return



## MPT Statistics

### Amity Sick & Severence

As of June 30, 2021

#### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Sick & Severence	11.13	9.46	5.81	1.01	0.38	0.66	1.00	1.01	0.17
Amity Sick & Severance Blended Benchmark	10.87	9.37	5.76	1.00	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.34	0.32	0.00	N/A	-1.00	9.50	0.15	-0.01	1.49

#### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Sick & Severence	9.92	7.70	4.69	1.11	0.48	0.58	0.99	1.01	0.17
Amity Sick & Severance Blended Benchmark	9.63	7.59	4.62	1.09	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	1.16	0.27	0.00	N/A	-1.09	7.69	0.11	-0.01	1.28

#### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Amity Sick & Severence	7.69	7.25	4.38	0.94	0.24	0.54	0.99	1.00	0.11
Amity Sick & Severance Blended Benchmark	7.56	7.21	4.34	0.92	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.85	0.27	0.01	N/A	-0.92	7.27	0.03	-0.01	0.91

#### Since Inception Historical MPT Statistics

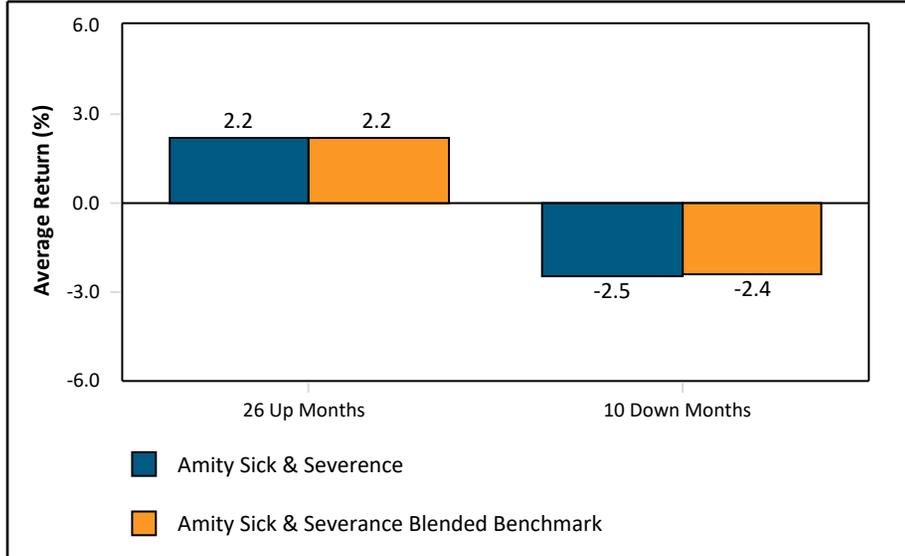
	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Amity Sick & Severence	6.67	7.53	4.87	0.77	0.04	1.13	0.98	0.94	0.48	01/01/2007
Amity Sick & Severance Blended Benchmark	6.59	7.97	5.26	0.72	N/A	0.00	1.00	1.00	0.00	01/01/2007
90 Day U.S. Treasury Bill	0.93	0.41	0.01	N/A	-0.72	8.04	0.02	-0.01	0.98	01/01/2007

# Market Capture Report

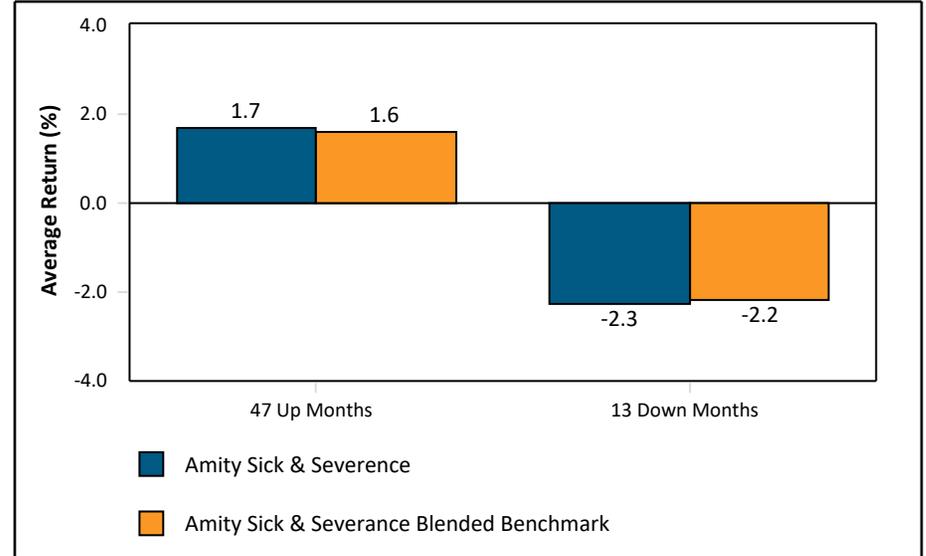
Amity Sick & Severence

As of June 30, 2021

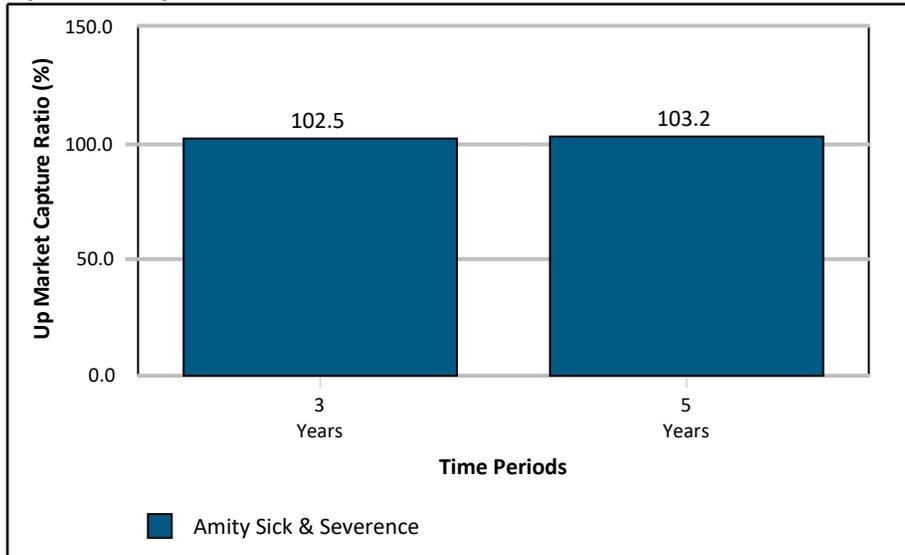
Up/Down Markets - 3 Years



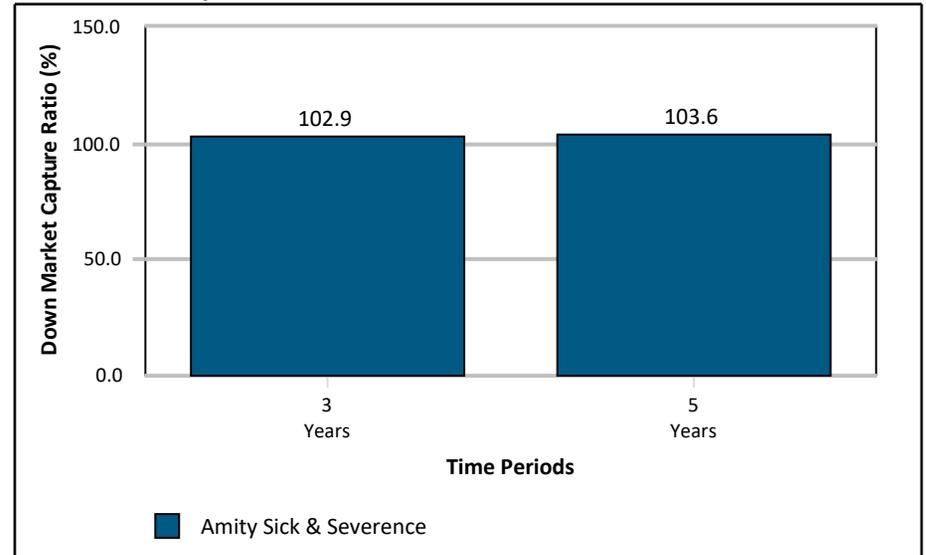
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio



## Estimated Fee Analysis

As of June 30, 2021

Manager	Current Target %	Fee Schedule
Vanguard Short-Term Government Bond Index Adm	22.5%	0.07%
Vanguard Total Bond Market Index Adm	22.5%	0.05%
Vanguard Short Term Inflation Protection Adm	5.0%	0.06%
Vanguard Total Stock Market Index Adm	40.0%	0.04%
Vanguard Developed Markets Adm	10.0%	0.07%
<b>Weighted Average Investment Management Fee</b>		<b>0.05%</b>

DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable, including Morningstar. Fiducient Advisors has not independently verified this information.

## Benchmark Composition

Amity OPEB Benchmark

As of June 30, 2021

Allocation Mandate	Weight (%)	Allocation Mandate	Weight (%)
<b>Oct-2017</b>		<b>Mar-1997</b>	
Blmbg. Barc. U.S. Aggregate Index	30.0	Blmbg. Barc. U.S. Aggregate Index	20.0
Bloomberg Barclays US TIPS 0-5 Year Index	10.0	Bloomberg Barclays U.S. TIPS Index	20.0
S&P 500 Index	30.0	S&P 500 Index	30.0
CRSP U.S. Small Cap TR Index	10.0	Russell 2000 Index	10.0
FTSE Developed ex US Spliced Index	20.0	MSCI EAFE (Net) Index	20.0
<b>Jan-2014</b>			
Blmbg. Barc. U.S. Aggregate Index	20.0		
Bloomberg Barclays US TIPS 0-5 Year Index	20.0		
S&P 500 Index	30.0		
CRSP U.S. Small Cap TR Index	10.0		
FTSE Global All Cap ex US Spliced Index	20.0		
<b>Sep-2013</b>			
Blmbg. Barc. U.S. Aggregate Index	20.0		
Bloomberg Barclays US TIPS 0-5 Year Index	20.0		
S&P 500 Index	30.0		
MSCI US Small Cap 1750	10.0		
FTSE Developed ex US Spliced Index	20.0		
<b>Jun-2013</b>			
Blmbg. Barc. U.S. Aggregate Index	20.0		
Bloomberg Barclays U.S. TIPS Index	20.0		
S&P 500 Index	30.0		
MSCI US Small Cap 1750	10.0		
FTSE Developed ex US Spliced Index	20.0		
<b>Sep-2012</b>			
Blmbg. Barc. U.S. Aggregate Index	20.0		
Bloomberg Barclays U.S. TIPS Index	20.0		
S&P 500 Index	30.0		
MSCI US Small Cap 1750	10.0		
FTSE Developed ex US Spliced Index	20.0		

## Benchmark Composition

Amity OPEB Fixed Income Hybrid Composite  
As of June 30, 2021

---

Allocation Mandate	Weight (%)
<b>Oct-2017</b>	
Blmbg. Barc. U.S. Aggregate Index	75.0
Bloomberg Barclays US TIPS 0-5 Year Index	25.0
<b>Sep-2013</b>	
Blmbg. Barc. U.S. Aggregate Index	50.0
Bloomberg Barclays US TIPS 0-5 Year Index	50.0
<b>Mar-1997</b>	
Blmbg. Barc. U.S. Aggregate Index	50.0
Bloomberg Barclays U.S. TIPS Index	50.0

## Benchmark Composition

Amity OPEB Domestic Equity Hybrid Composite  
As of June 30, 2021

---

Allocation Mandate	Weight (%)
<b>Jan-2014</b>	
S&P 500 Index	75.0
CRSP U.S. Small Cap TR Index	25.0
<b>Sep-2012</b>	
S&P 500 Index	75.0
MSCI US Small Cap 1750	25.0
<b>Jun-1992</b>	
S&P 500 Index	75.0
Russell 2000 Index	25.0

## Benchmark Composition

Amity OPEB International Equity Hybrid Composite  
As of June 30, 2021

---

Allocation Mandate	Weight (%)
<b>Oct-2017</b>	
FTSE Developed ex US Spliced Index	100.0
<b>Jan-2014</b>	
FTSE Global All Cap ex US Spliced Index	100.0
<b>Sep-2012</b>	
FTSE Developed ex US Spliced Index	100.0
<b>Jun-1992</b>	
MSCI EAFE (Net) Index	100.0

## Benchmark Composition

### Amity Pension Benchmark

As of June 30, 2021

Allocation Mandate	Weight (%)	Allocation Mandate	Weight (%)
<b>Mar-2014</b>		<b>Feb-1978</b>	
Blmbg. Barc. U.S. Aggregate Index	35.0	Blmbg. Barc. U.S. Aggregate Index	35.0
S&P 500 Index	10.0	S&P 500 Index	10.0
CRSP U.S. Large Cap Value TR Index	15.0	Russell 1000 Value Index	15.0
CRSP U.S. Large Cap Growth TR Index	15.0	Russell 1000 Growth Index	15.0
CRSP U.S. Mid Cap TR Index	5.0	Russell Midcap Index	5.0
CRSP U.S. Small Cap TR Index	5.0	Russell 2000 Index	5.0
FTSE Developed ex US Spliced Index	15.0	MSCI EAFE (Net) Index	15.0
<b>Jun-2013</b>			
Blmbg. Barc. U.S. Aggregate Index	35.0		
S&P 500 Index	10.0		
MSCI US Prime Market Value	15.0		
MSCI US Prime Market Growth	15.0		
MSCI US Mid Cap 450 Index	5.0		
MSCI US Small Cap 1750	5.0		
FTSE Developed ex US Spliced Index	15.0		
<b>Sep-2012</b>			
Blmbg. Barc. U.S. Aggregate Index	35.0		
S&P 500 Index	10.0		
MSCI US Prime Market Value	15.0		
MSCI US Prime Market Growth	15.0		
MSCI US Mid Cap 450 Index	5.0		
MSCI US Small Cap 1750	5.0		
FTSE Developed ex US Spliced Index	15.0		

## Benchmark Composition

### Amity Pension Domestic Equity Hybrid History

As of June 30, 2021

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
S&P 500 Index	20.0
CRSP U.S. Large Cap Value TR Index	30.0
CRSP U.S. Large Cap Growth TR Index	30.0
CRSP U.S. Mid Cap TR Index	10.0
CRSP U.S. Small Cap TR Index	10.0
<b>Sep-2012</b>	
S&P 500 Index	20.0
MSCI US Prime Market Value	30.0
MSCI US Prime Market Growth	30.0
MSCI US Mid Cap 450 Index	10.0
MSCI US Small Cap 1750	10.0
<b>Mar-1997</b>	
S&P 500 Index	20.0
Russell 1000 Value Index	30.0
Russell 1000 Growth Index	30.0
Russell Midcap Index	10.0
Russell 2000 Index	10.0

## Benchmark Composition

Amity Pension International Equity Hybrid Composite

As of June 30, 2021

Allocation Mandate	Weight (%)
<b>Sep-2012</b>	
FTSE Developed ex US Spliced Index	100.0
<b>Mar-1997</b>	
MSCI EAFE (Net) Index	100.0

## Benchmark Composition

Amity Sick & Severance Blended Benchmark

As of June 30, 2021

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Aggregate Index	22.5
CRSP U.S. Total Market TR Index	40.0
FTSE Developed ex US Spliced Index	10.0
<b>Jun-2013</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Aggregate Index	22.5
MSCI US Broad Market Index	40.0
FTSE Developed ex US Spliced Index	10.0
<b>Sep-2012</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Aggregate Index	22.5
MSCI US Broad Market Index	40.0
FTSE Developed ex US Spliced Index	10.0
<b>Nov-2009</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Aggregate Index	22.5
Russell 3000 Index	40.0
MSCI EAFE (Net) Index	10.0
<b>Mar-1997</b>	
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Treasury: 7-10 Year	22.5
Bloomberg Barclays U.S. TIPS Index	5.0
Russell 3000 Index	40.0
MSCI EAFE (Net) Index	10.0

## Benchmark Composition

Amity S&S Fixed Income Hybrid Composite

As of June 30, 2021

Allocation Mandate	Weight (%)
<b>Nov-2009</b>	
Bloomberg Barclays U.S. TIPS Index	10.0
Bloomberg Barclays 1-3 Year Govt Index	45.0
Blmbg. Barc. U.S. Aggregate Index	45.0
<b>Mar-1997</b>	
Bloomberg Barclays U.S. TIPS Index	10.0
Bloomberg Barclays 1-3 Year Govt Index	45.0
Blmbg. Barc. U.S. Treasury: 7-10 Year	45.0

## Benchmark Composition

Amity S&S Domestic Equity Hybrid Composite  
As of June 30, 2021

---

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
CRSP U.S. Total Market TR Index	100.0
<b>Sep-2012</b>	
MSCI US Broad Market Index	100.0
<b>Mar-1997</b>	
Russell 3000 Index	100.0

## Benchmark Composition

Amity S&S International Equity Hybrid Composite  
As of June 30, 2021

---

Allocation Mandate	Weight (%)
<b>Sep-2012</b>	
FTSE Developed ex US Spliced Index	100.0
<b>Mar-1997</b>	
MSCI EAFE (Net) Index	100.0

# Definitions & Disclosures

Please note: Due to rounding methodologies of various data providers, certain returns in this report might differ slightly when compared to other sources

## REGULATORY DISCLOSURES

**Offer of ADV Part 2A:** Rule 204-3 under the Investment Advisers Act of 1940 requires that we make an annual offer to clients to send them, without charge, a written disclosure statement meeting the requirements of such rule. We will be glad to send a copy of our ADV Part 2A to you upon your written request to [compliance@fiducient.com](mailto:compliance@fiducient.com).

## ASSET CLASS REPRESENTATIONS

All material and information is intended for Fiducient Advisors L.L.C. business only. Any use or public dissemination outside firm business is prohibited. Information is obtained from a variety of sources which are believed though not guaranteed to be accurate. Any forecast represents future expectations and actual returns, volatilities and correlations will differ from forecasts. Past performance does not indicate future performance. This presentation does not represent a specific investment recommendation. Please consult with your advisor, attorney and accountant, as appropriate, regarding specific advice.

When referencing asset class returns or statistics, the following indices are used to represent those asset classes, unless otherwise notes. Each index is unmanaged and investors can not actually invest directly into an index:

**TIPS:** Bloomberg Barclays Global Inflation-Linked: U.S. TIPS Total Return Index Unhedged

**Municipals 5-Year:** Bloomberg Barclays Municipal Bond 5 Year (4-6) Total Return Index Unhedged USD

**Core Bond:** Bloomberg Barclays US Agg Total Return Value Unhedged USD

**High Yield Municipals:** Bloomberg Barclays Muni High Yield Total Return Index Value Unhedged USD

**High Yield:** Bloomberg Barclays US Corporate High Yield Total Return Index Value Unhedged USD

**Foreign Bond:** Bloomberg Barclays Global Aggregate ex-USD Total Return Index Value USD (50/50 blend of hedged and unhedged)

**EM Debt (unhedged):** J.P. Morgan GBI-EM Global Diversified Composite Unhedged USD

**U.S. Large Cap:** S&P 500 Total Return Index

**U.S. Small Cap:** Russell 2000 Total Return Index

**International Developed:** MSCI EAFE Net Total Return USD Index

**Emerging Markets:** MSCI Emerging Markets Net Total Return USD Index

**World:** MSCI ACWI Net Total Return USD Index

**U.S. Equity REITs:** FTSE Nareit Equity REITs Total Return Index USD

**S&P Real Assets:** S&P Real Assets Total Return Index

**Commodities:** Bloomberg Commodity Total Return Index

**Hedge Funds:** Hedge Fund Research HFRI Fund of Funds Composite Index

**Balanced:** 3% TIPS, 33% Core Bond, 4% High Yield, 2% Foreign Bond, 2% EM Debt (unhedged), 18% U.S. Large Cap, 6% U.S. Small Cap, 16% International, 8% Emerging Markets, 5% U.S. Equity REITs, 3% Commodities

**U.S.:** MSCI USA Net Total Return USD Index

**China:** MSCI CHINA Net Total Return USD Index

**Japan:** MSCI Japan Net Total Return USD Index

**Germany:** MSCI Germany Net Total Return USD Index

**India:** MSCI India Net Total Return USD Index

**United Kingdom:** MSCI UK Net Total Return USD Index

**France:** MSCI France Net Total Return USD Index

**Italy:** MSCI Italy Net Total Return USD Index

**Brazil:** MSCI Brazil Net Total Return USD Index

**Canada:** MSCI Canada Net Total Return USD Index

## INDEX DEFINITIONS

- **Citigroup 3 Month T-Bill** measures monthly return equivalents of yield averages that are not marked to market. The Three-Month Treasury Bill Indexes consist of the last three three-month Treasury bill issues.
- **Ryan 3 Yr. GIC** is an arithmetic mean of market rates of \$1 million Guaranteed Interest Contracts held for three years.
- **Bloomberg Barclays Treasury U.S. T-Bills-1-3 Month Index** includes aged U.S. Treasury bills, notes and bonds with a remaining maturity from 1 up to (but not including) 3 months. It excludes zero coupon strips.
- **Bloomberg Barclays Capital US Treasury Inflation Protected Securities Index** consists of Inflation-Protection securities issued by the U.S. Treasury.
- **Bloomberg Barclays Muni Index** is a rules-based, market-value-weighted index engineered for the long-term tax-exempt bond market. Bonds must be rated investment-grade by at least two ratings agencies.
- **Bloomberg Barclays Muni 1 Year Index** is the 1-year (1-2) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 3 Year Index** is the 3-year (2-4) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 5 Year Index** is the 5-year (4-6) component of the Municipal Bond index.
- **Bloomberg Barclays Muni 7 Year Index** is the 7-year (6-8) component of the Municipal Bond index.
- **Bloomberg Barclays Intermediate U.S. Gov't/Credit** is the Intermediate component of the U.S. Government/Credit index, which includes securities in the Government and Credit Indices. The Government index includes treasuries and agencies, while the credit index includes publicly issued U.S. corporate and foreign debentures and secured notes that meet specified maturity, liquidity, and quality requirements.

- **Bloomberg Barclays U.S. Aggregate Index** covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.
- **Bloomberg Barclays Global Aggregate ex. USD Indices** represent a broad-based measure of the global investment-grade fixed income markets. The two major components of this index are the Pan-European Aggregate and the Asian-Pacific Aggregate Indices. The index also includes Eurodollar and Euro-Yen corporate bonds and Canadian government, agency and corporate securities.
- **Bloomberg Barclays U.S. Corporate High Yield Index** covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.
- **JP Morgan Government Bond Index-Emerging Market (GBI-EM) Index** is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.
- **The S&P 500** is a capitalization-weighted index of 500 stocks designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.
- **The Dow Jones Industrial Index** is a price-weighted average of 30 blue-chip stocks that are generally the leaders in their industry.
- **The NASDAQ** is a broad-based capitalization-weighted index of stocks in all three NASDAQ tiers: Global Select, Global Market and Capital Market.
- **Russell 3000** is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.
- **Russell 1000** consists of the largest 1000 companies in the Russell 3000 Index.
- **Russell 1000 Growth** measures the performance of those Russell 1000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 1000 Value** measures the performance of those Russell 1000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell Mid Cap** measures the performance of the 800 smallest companies in the Russell 1000 Index.
- **Russell Mid Cap Growth** measures the performance of those Russell Mid Cap companies with higher P/B ratios and higher forecasted growth values.
- **Russell Mid Cap Value** measures the performance of those Russell Mid Cap companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2000** consists of the 2,000 smallest U.S. companies in the Russell 3000 index.
- **Russell 2000 Growth** measures the performance of the Russell 2000 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2000 Value** measures the performance of those Russell 2000 companies with lower P/B ratios and lower forecasted growth values.
- **Russell 2500** consists of the 2,500 smallest U.S. companies in the Russell 3000 index.
- **Russell 2500 Growth** measures the performance of the Russell 2500 companies with higher P/B ratios and higher forecasted growth values.
- **Russell 2500 Value** measures the performance of those Russell 2500 companies with lower P/B ratios and lower forecasted growth values.
- **MSCI World** captures large and mid-cap representation across 23 Developed Markets countries. With 1,645 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.
- **MSCI ACWI (All Country World Index) ex. U.S. Index** captures large and mid-cap representation across 22 of 23 Developed Markets countries (excluding the United States) and 23 Emerging Markets countries. With 1,859 constituents, the index covers approximately 85% of the global equity opportunity set outside the US.
- **MSCI ACWI (All Country World Index) ex. U.S. Small Cap Index** captures small cap representation across 22 of 23 Developed Markets countries (excluding the US) and 23 Emerging Markets countries. With 4,368 constituents, the index covers approximately 14% of the global equity opportunity set outside the US.
- **MSCI EAFE** is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. With 930 constituents, the index covers approximately 85% of the free float-adjusted market capitalization in each country.
- **MSCI EAFE Value** captures large and mid-cap securities exhibiting overall value style characteristics across Developed Markets countries around the world, excluding the US and Canada. The value investment style characteristics for index construction are defined using three variables: book value to price, 12-month forward earnings to price and dividend yield. With 507 constituents, the index targets 50% coverage of the free float-adjusted market capitalization of the MSCI EAFE Index.
- **MSCI EAFE Growth** captures large and mid-cap securities exhibiting overall growth style characteristics across Developed Markets countries around the world, excluding the US and Canada. The growth investment style characteristics for index construction are defined using five variables: long-term forward EPS growth rate, short-term forward EPS growth rate, current internal growth rate and long-term historical EPS growth trend and long-term historical sales per share growth trend. With 542 constituents, the index targets 50% coverage of the free float-adjusted market capitalization of the MSCI EAFE Index.
- **MSCI Emerging Markets** captures large and mid-cap representation across 23 Emerging Markets countries. With 836 constituents, the index covers approximately 85% of the free-float adjusted market capitalization in each country.
- **Consumer Price Index** is a measure of prices paid by consumers for a market basket of consumer goods and services. The yearly (or monthly) growth rates represent the inflation rate.
- **FTSE NAREIT Equity REITs Index** contains all Equity REITs not designed as Timber REITs or Infrastructure REITs.
- **S&P Developed World Property** defines and measures the investable universe of publicly traded property companies domiciled in developed markets. The companies in the index are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **S&P Developed World Property x U.S.** defines and measures the investable universe of publicly traded property companies domiciled in developed countries outside of the U.S. The companies included are engaged in real estate related activities, such as property ownership, management, development, rental and investment.
- **Fund Specific Broad Real Asset Benchmarks:**
  - **DWS Real Assets:** 30%: Dow Jones Brookfield Infrastructure Index, 30%: FTSE EPRA/NAREIT Developed Index, 15%: Bloomberg Commodity Index, 15%: S&P Global Natural Resources Index, 10%: Barclays U.S. Treasury Inflation Notes Total Return Index
  - **PIMCO Inflation Response Multi Asset Fund:** 45% Barclays U.S. TIPS, 20% Bloomberg Commodity Index, 15% JP Morgan Emerging Local Markets Plus, 10% Dow Jones Select REIT, 10% Bloomberg Gold Subindex Total Return
  - **Principal Diversified Real Assets:** 35% BBgBarc U.S. Treasury TIPS Index, 20% S&P Global Infrastructure Index NTR, 20% S&P Global Natural Resources Index NTR, 15% Bloomberg Commodity Index, and 10% FTSE EPRA/NAREIT Developed Index NTR
  - **Wellington Diversified Inflation H:** 50% MSCI ACWI Commodity Producers Index, 25% Bloomberg Commodity Index, and 25% Bloomberg Barclays US TIPS 1 – 10 Year Index
- **Bloomberg Commodity Index** is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.
- **HFRI Fund Weighted Composite Index** is a global, equal-weighted index of over 2,000 single-manager funds that report to HFR Database. Constituent funds report monthly net of all fees performance in US Dollar and have a minimum of \$50 Million under management or a twelve (12) month track record of active performance. The HFRI Fund Weighted Composite Index does not include Funds of Hedge Funds.
- **The Alerian MLP Index** is the leading gauge of energy Master Limited Partnerships (MLPs). The float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.
- **The Adjusted Alerian MLP Index** is commensurate with 65% of the monthly returns of the Alerian MLP Index to incorporate the effect of deferred tax liabilities incurred by MLP entities.
- **Cambridge Associates U.S. Private Equity Index** is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.

- **Cambridge Associates U.S. Venture Capital Index** is based on data compiled from over 1,600 institutional-quality venture capital funds formed between 1986 and 2015.
- **Vanguard Spliced Bloomberg Barclays US1-5Yr Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. 1–5 Year Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. 1–5 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US5-10Yr Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. 5–10 Year Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. 5–10 Year Government/Credit Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US Agg Flt Adj Index:** Bloomberg Barclays U.S. Aggregate Bond Index through December 31, 2009; Bloomberg Barclays U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Bloomberg Barclays US Long Gov/Cr Flt Adj Index:** Bloomberg Barclays U.S. Long Government/Credit Bond Index through December 31, 2009; Bloomberg Barclays U.S. Long Government/Credit Float Adjusted Index thereafter.
- **Vanguard Balanced Composite Index:** Made up of two unmanaged benchmarks, weighted 60% Dow Jones U.S. Total Stock Market Index (formerly the Dow Jones Wilshire 5000 Index) and 40% Bloomberg Barclays U.S. Aggregate Bond Index through May 31, 2005; 60% MSCI US Broad Market Index and 40% Bloomberg Barclays U.S. Aggregate Bond Index through December 31, 2009; 60% MSCI US Broad Market Index and 40% Bloomberg Barclays U.S. Aggregate Float Adjusted Index through January 14, 2013; and 60% CRSP US Total Market Index and 40% Bloomberg Barclays U.S. Aggregate Float Adjusted Index thereafter.
- **Vanguard Spliced Intermediate-Term Tax-Exempt Index:** Bloomberg Barclays 1–15 Year Municipal Bond Index.
- **Vanguard Spliced Extended Market Index:** Dow Jones Wilshire 4500 Index through June 17, 2005; S&P Transitional Completion Index through September 16, 2005; S&P Completion Index thereafter.
- **Vanguard Spliced Value Index:** S&P 500 Value Index (formerly the S&P 500/Barra Value Index) through May 16, 2003; MSCI US Prime Market Value Index through April 16, 2013; CRSP US Large Cap Value Index thereafter.
- **Vanguard Spliced Large Cap Index:** Consists of MSCI US Prime Market 750 Index through January 30, 2013, and the CRSP US Large Cap Index thereafter.
- **Vanguard Spliced Growth Index:** S&P 500 Growth Index (formerly the S&P 500/Barra Growth Index) through May 16, 2003; MSCI US Prime Market Growth Index through April 16, 2013; CRSP US Large Cap Growth Index thereafter.
- **Vanguard Spliced Mid Cap Value Index:** MSCI US Mid Cap Value Index through April 16, 2013; CRSP US Mid Cap Value Index thereafter.
- **Vanguard Spliced Mid Cap Index:** S&P MidCap 400 Index through May 16, 2003; the MSCI US Mid Cap 450 Index through January 30, 2013; and the CRSP US Mid Cap Index thereafter.
- **Vanguard Spliced Mid Cap Growth Index:** MSCI US Mid Cap Growth Index through April 16, 2013; CRSP US Mid Cap Growth Index thereafter.
- **Vanguard Spliced Total Stock Market Index:** Dow Jones U.S. Total Stock Market Index (formerly known as the Dow Jones Wilshire 5000 Index) through April 22, 2005; MSCI US Broad Market Index through June 2, 2013; and CRSP US Total Market Index thereafter.
- **Vanguard Spliced Small Cap Value Index:** SmallCap 600 Value Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Value Index through April 16, 2013; CRSP US Small Cap Value Index thereafter.
- **Vanguard Spliced Small Cap Index:** Russell 2000 Index through May 16, 2003; the MSCI US Small Cap 1750 Index through January 30, 2013; and the CRSP US Small Cap Index thereafter.
- **Vanguard Spliced Small Cap Growth Index:** S&P SmallCap 600 Growth Index (formerly the S&P SmallCap 600/Barra Value Index) through May 16, 2003; MSCI US Small Cap Growth Index through April 16, 2013; CRSP US Small Cap Growth Index thereafter.
- **Vanguard Spliced Total International Stock Index:** Consists of the Total International Composite Index through August 31, 2006; the MSCI EAFE + Emerging Markets Index through December 15, 2010; the MSCI ACWI ex USA IMI Index through June 2, 2013; and FTSE Global All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Developed Markets Index:** MSCI EAFE Index through May 28, 2013; FTSE Developed ex North America Index through December 20, 2015; FTSE Developed All Cap ex US Transition Index through May 31, 2016; FTSE Developed All Cap ex US Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard Spliced Emerging Markets Index:** Select Emerging Markets Index through August 23, 2006; MSCI Emerging Markets Index through January 9, 2013; FTSE Emerging Transition Index through June 27, 2013; FTSE Emerging Index through November 1, 2015; and FTSE Emerging Markets All Cap China A Transition Index thereafter. Benchmark returns are adjusted for withholding taxes.
- **Vanguard REIT Spliced Index:** MSCI US REIT Index adjusted to include a 2% cash position (Lipper Money Market Average) through April 30, 2009; MSCI US REIT Index through January 31, 2018; MSCI US Investable Market Real Estate 25/50 Transition Index through July 24, 2018; MSCI US Investable Market Real Estate 25/50 Index thereafter.

#### Additional:

- Equity sector returns are calculated by Russell and MSCI for domestic and international markets, respectively. MSCI sector definitions correspond to the MSCI GICS® classification (Global Industry Classification System); Russell uses its own sector and industry classifications.
- MSCI country returns are calculated by MSCI and are free float-adjusted market capitalization indices that are designed to measure equity market performance in each specific country.
- Currency returns are calculated using Bloomberg's historical spot rate indices and are calculated using the U.S. dollar as the base currency.
- The Index of Leading Economic Indicators, calculated by The Conference Board, is used as a barometer of economic activity over a range of three to six months. The index is used to determine the direction and stability of the economy. The composite index of leading indicators, which is derived from 10 leading indicators, helps to signal turning points in the economy and forecast economic cycles. The leading indicators are the following: average weekly hours, average weekly initial claims, manufacturers' new orders, both consumer and non-defense capital goods, vendor performance, building permits, stock prices, money supply (M2), the interest rate spread and the index of consumer expectations.
- S&P Target Date Indexes are constructed using a survey method of current target date investments with \$100 million or more in assets under management. Allocations for each vintage are comprised of exchange-traded funds that represent respective asset classes used in target date portfolios. The indexes are designed to represent a market consensus glide path.

#### DEFINITION OF KEY STATISTICS AND TERMS

- **Returns:** A percentage figure used when reporting historical average compounded rate of investment return. All returns are annualized if the period for which they are calculated exceeds one year.
- **Universe Comparison:** The universe compares the fund's returns to a group of other investment portfolios with similar investment strategies. The returns for the fund, the index and the universe percentiles are displayed. A percentile ranking of 1 is the best, while a percentile ranking of 100 is the worst. For example, a ranking of 50 indicates the fund outperformed half of the universe. A ranking of 25 indicates the fund was in the top 25% of the universe, outperforming 75%.
- **Returns In Up/Down Markets:** This measures how the fund performed in both up and down markets. The methodology is to segregate the performance for each time period into the quarters in which the market, as defined by the index, was positive and negative. Quarters with negative index returns are treated as down markets, and quarters with positive index returns are treated as up markets. Thus, in a 3 year or 12 quarter period, there might be 4 down quarters and 8 up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the up quarters. A simple arithmetic average of returns is calculated for the fund and the index based on the down quarters. The up market capture ratio is the ratio of the fund's return in up markets to the index. The down market capture ratio is the ratio of the fund's return in down markets to the index. Ideally, the fund would have a greater up market capture ratio than down market capture ratio.

- **Standard Deviation:** Standard deviation is a statistical measure of the range of performance within which the total returns of a fund fall. When a fund has a high standard deviation, the range of performance is very wide, meaning there is a greater volatility. Approximately 68% of the time, the total return of any given fund will differ from the average total return by no more than plus or minus the standard deviation figure. Ninety-five percent of the time, a fund's total return will be within a range of plus or minus two times the standard deviation from the average total return. If the quarterly or monthly returns are all the same the standard deviation will be zero. The more they vary from one another, the higher the standard deviation. Standard deviation can be misleading as a risk indicator for funds with high total returns because large positive deviations will increase the standard deviation without a corresponding increase in the risk of the fund. While positive volatility is welcome, negative is not.
- **R-Squared:** This reflects the percentage of a fund's movements that are explained by movements in its benchmark index. An R-squared of 100 means that all movements of a fund are completely explained by movements in the index. Conversely, a low R-squared indicates very few of the fund's movements are explained by movements in the benchmark index. R-squared can also be used to ascertain the significance of a particular beta. Generally, a higher R-squared will indicate a more reliable beta figure. If the R-squared is lower, then the beta is less relevant to the fund's performance. A measure of diversification, R-squared indicates the extent to which fluctuations in portfolio returns are explained by market. An R-squared = 0.70 implies that 70% of the fluctuation in a portfolio's return is explained by the fluctuation in the market. In this instance, overweighting or underweighting of industry groups or individual securities is responsible for 30% of the fund's movement.
- **Beta:** This is a measure of a fund's market risk. The beta of the market is 1.00. Accordingly, a fund with a 1.10 beta is expected to perform 10% better than the market in up markets and 10% worse than the market in down markets. It is important to note, however, a low fund beta does not imply the fund has a low level of volatility; rather, a low beta means only that the fund's market-related risk is low. Because beta analyzes the market risk of a fund by showing how responsive the fund is to the market, its usefulness depends on the degree to which the markets determine the fund's total risk (indicated by R-squared).
- **Alpha:** The Alpha is the nonsystematic return, or the return that can't be attributed to the market. It can be thought of as how the manager performed if the market's return was zero. A positive alpha implies the manager added value to the return of the portfolio over that of the market. A negative alpha implies the manager did not contribute any value over the performance of the market.
- **Sharpe Ratio:** The Sharpe ratio is the excess return per unit of total risk as measured by standard deviation. Higher numbers are better, indicating more return for the level of risk experienced. The ratio is a fund's return minus the risk-free rate of return (30-day T-Bill rate) divided by the fund's standard deviation. The higher the Sharpe ratio, the more reward you are receiving per unit of total risk. This measure can be used to rank the performance of mutual funds or other portfolios.
- **Treynor Ratio:** The Treynor ratio measures returns earned in excess of that which could have been earned on a riskless investment per each unit of market risk. The ratio relates excess return over the risk-free rate to the additional risk taken; however, systematic risk is used instead of total risk. The Treynor ratio is similar to the Sharpe ratio, except in the fact that it uses the beta to evaluate the returns rather than the standard deviation of portfolio returns. High values mean better return for risk taken.
- **Tracking Error:** Tracking error measures the volatility of the difference in annual returns between the manager and the index. This value is calculated by measuring the standard deviation of the difference between the manager and index returns. For example, a tracking error of +/- 5 would mean there is about a 68% chance (1 standard deviation event) that the manager's returns will fall within +/- 5% of the benchmark's annual return.
- **Information Ratio:** The information ratio is a measure of the consistency of excess return. This value is determined by taking the annualized excess return over a benchmark (style benchmark by default) and dividing it by the standard deviation of excess return.
- **Consistency:** Consistency shows the percent of the periods the fund has beaten the index and the percent of the periods the index has beat the fund. A high average for the fund (e.g., over 50) is desirable, indicating the fund has beaten the index frequently.
- **Downside Risk:** Downside risk is a measure similar to standard deviation but focuses only on the negative movements of the return series. It is calculated by taking the standard deviation of the negative quarterly set of returns. The higher the factor, the riskier the product.
- **M-Squared:** M-squared, or the Modigliani risk-adjusted performance measure is used to characterize how well a portfolio's return rewards an investor for the amount of risk taken, relative to that of some benchmark portfolio and to the risk-free rate.

## DEFINITION OF KEY PRIVATE EQUITY TERMS

- **PIC (Paid in Capital):** The amount of committed capital that has been transferred from the limited partner to the general partner.
- **TVPI (Total Value to Paid in Capital):** Money returned to limited partners plus the fund's unrealized investments, divided by money paid-in to the partnership. The TVPI should equal RVPI plus DPI.
- **DPI (Distribution to Paid In Capital):** Money returned (distributions) to limited partners divided by money paid in to the partnership. Also called cash-on-cash multiple.
- **RVPI (Residual Value to Paid In Capital):** The value of a fund's unrealized investments divided by money paid-in to the partnership.
- **Internal rate of return (IRR):** This is the most appropriate performance benchmark for private equity investments. It is a time-weighted return expressed as a percentage. IRR uses the present sum of cash drawdowns (money invested), the present value of distributions (money returned from investments) and the current value of unrealized investments and applies a discount.
- **Commitment:** Every investor in a private equity fund commits to investing a specified sum of money in the fund partnership over a specified period of time. The fund records this as the limited partnership's capital commitment. The sum of capital commitments is equal to the size of the fund.
- **Capital Distribution:** These are the returns that an investor in a private equity fund receives. It is the income and capital realized from investments less expenses and liabilities. Once a limited partner has had their cost of investment returned, further distributions are actual profit. The partnership agreement determines the timing of distributions to the limited partner. It will also determine how profits are divided among the limited partners and general partner.
- **Carried Interest:** The share of profits that the fund manager is due once it has returned the cost of investment to investors. Carried interest is normally expressed as a percentage of the total profits of the fund.
- **Co-Investment:** Co-Investments are minority investments made alongside a private equity investor in an LBO, a recapitalization, or an expansion capital transaction. It is a passive, non-controlling investment, as the private equity firm involved will typically exercise control and perform monitoring functions.
- **General Partner (GP):** This can refer to the top-ranking partners at a private equity firm as well as the firm managing the private equity fund.
- **GP Commitments:** It is normal practice for the GP managing a private equity fund to also make a financial commitment to the fund on the same basis as the LPs in the fund, and this is seen as an important factor driving the alignment of GP and LP interests. The historic benchmark for GP commitments has been 1% of the total fund size, but this is by no means universal, and many GPs commit significantly larger amounts. Furthermore, there has been a marked trend towards GPs making larger commitments to their funds over recent years.
- **Leveraged Buy-Out (LBO):** The acquisition of a company using debt and equity finance.
- **Limited Partner (LP):** Institutions or high-net-worth individuals/sophisticated investors that contribute capital to a private equity fund.
- **Public Market Equivalent (PME):** Performance measure used to evaluate performance relative to the market. It is calculated as the ratio of the discounted value of the LP's inflows divided by the discounted value of outflows, with the discounting performed using realized market returns.
- **Primaries:** An original investment vehicle that invests directly into a company or asset.

## **VALUATION POLICY**

Fiducient Advisors does not engage an independent third-party pricing service to value securities. Our reports are generated using the security prices provided by custodians used by our clients. Our custodial pricing hierarchy is available upon request. If a client holds a security not reported by the first custodian within the hierarchy, the valuation is generated from the next custodian within the hierarchy, and so forth. Each custodian uses pricing services from outside vendors, where the vendors may generate nominally different prices. Therefore, this report can reflect minor valuation differences from those contained in a custodian's report. In rare instances where Fiducient Advisors overrides a custodial price, prices are taken from Bloomberg.

## **REPORTING POLICY**

This report is intended for the exclusive use of the client listed within the report. Content is privileged and confidential. Any dissemination or distribution is strictly prohibited. Information has been obtained from a variety of sources believed to be reliable though not independently verified. Any forecast represents median expectations and actual returns, volatilities and correlations will differ from forecasts. Please note each client has customized investment objectives and constraints and the investment strategy for each portfolio is based on a client-specific asset allocation model. Past performance does not indicate future performance and there is a possibility of a loss. Performance calculated net of investment fees. Certain portfolios presented may be gross of Fiducient Advisors' fees and actual performance would be reduced by investment advisory fees. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice.

Custodian reports are the reports that govern the account. There will be different account values between Fiducient Advisors' reports and the custodian reports based on whether the report utilizes trade date or settlement date to calculate value. Additionally, difference between values contained on reports may be caused by different accrued income values. Any forecasts represent future expectations and actual returns, volatilities and correlations will differ from forecasts. This report does not represent a specific investment recommendation. Please consult with your advisor, attorney, and accountant, as appropriate, regarding specific advice. Past performance does not indicate future performance and there is a possibility of a loss.

Manager performance for mutual funds and ETFs is based on NAV and provided by Lipper. Performance for non-mutual fund or ETF investments is based on the returns provided by managers, calculations based on a manager statement, or calculations based on a statement or data from the client's custodian. Unless specified otherwise, all returns are net of individual manager fees, represent total returns and are annualized for periods greater than one year. The deduction of fees produces a compounding effect that reduces the total rate of return over time. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be \$5,228 in the first year, and cumulative effects of \$30,342 over five years and \$73,826 over ten years. Additional information on advisory fees charged by Fiducient Advisors are described in Part 2 of the Form ADV.

## **OTHER**

By regulation, closed-end funds utilizing debt for leverage must report their interest expense, as well as their income tax expense, as part of their total expense ratio. To make for a useful comparison between closed-end funds and both open-end funds and exchange-traded funds, adjusted expense ratios excluding interest and income tax expenses are utilized for closed-end funds within this report. See disclosure on closed-end fund fact sheets for information regarding the total expense ratio of each closed-end fund.

Please advise us of any changes in your objectives or circumstances.

## **CUSTODIAN STATEMENTS**

Please remember to review the periodic statements you receive from you custodian. If you do not receive periodic statements from your custodian or notice issues with the activity reported in those statements, please contact Fiducient Advisors or your custodian immediately.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**FOR FY 2021-2022**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>JULY 2021</b>	<b>CHANGE</b>	<b>AUG 21</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./ (DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	MEMBER TOWN ALLOCATIONS	49,760,789	50,495,237	50,495,237	0	50,495,237	0	FAV
2	OTHER REVENUE	155,137	136,871	119,038	0	119,038	(17,833)	UNF
3	OTHER STATE GRANTS	1,081,353	1,025,301	1,025,301	(102,419)	922,882	(102,419)	UNF
4	MISCELLANEOUS INCOME	23,374	40,798	40,798	0	40,798	0	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	<b>TOTAL REVENUES</b>	<b>51,020,653</b>	<b>51,698,207</b>	<b>51,680,374</b>	<b>(102,419)</b>	<b>51,577,955</b>	<b>(120,252)</b>	<b>UNF</b>
7	SALARIES	26,973,879	28,036,821	28,036,821	(245,488)	27,791,333	(245,488)	FAV
8	BENEFITS	4,801,671	5,597,784	5,574,655	(39,004)	5,535,651	(62,133)	FAV
9	PURCHASED SERVICES	8,483,699	9,758,800	9,442,925	49,625	9,492,550	(266,250)	FAV
10	DEBT SERVICE	4,453,835	4,453,835	4,453,835	0	4,453,835	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,583,319	3,218,072	3,218,072	0	3,218,072	0	FAV
12	EQUIPMENT	320,427	54,348	54,348	0	54,348	0	FAV
13	IMPROVEMENTS / CONTINGENCY	331,379	404,500	404,500	0	404,500	0	FAV
14	DUES AND FEES	80,852	174,047	174,047	0	174,047	0	FAV
15	TRANSFER ACCOUNT	507,844	0	0	0	0	0	FAV
16	<b>TOTAL EXPENDITURES</b>	<b>48,536,905</b>	<b>51,698,207</b>	<b>51,359,203</b>	<b>(234,867)</b>	<b>51,124,336</b>	<b>(573,871)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>2,483,748</b>	<b>0</b>	<b>321,171</b>	<b>132,448</b>	<b>453,619</b>	<b>453,619</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	352,364	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	<b>NET BALANCE / (DEFICIT)</b>	<b>2,836,112</b>	<b>0</b>	<b>321,171</b>	<b>132,448</b>	<b>453,619</b>	<b>453,619</b>	<b>FAV</b>

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 2021-2022**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>JULY 2021</b>	<b>CHANGE</b>	<b>AUG 21</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	BETHANY ALLOCATION	9,000,731	8,983,608	8,983,608	0	8,983,608	0	FAV
2	ORANGE ALLOCATION	25,003,802	25,236,005	25,236,005	0	25,236,005	0	FAV
3	WOODBIDGE ALLOCATION	15,756,256	16,275,624	16,275,624	0	16,275,624	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>49,760,789</b>	<b>50,495,237</b>	<b>50,495,237</b>	<b>0</b>	<b>50,495,237</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	4,286	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	25,045	32,000	32,000	0	32,000	0	FAV
7	INVESTMENT INCOME	3,338	7,500	7,500	0	7,500	0	FAV
8	ATHLETICS	0	25,000	25,000	0	25,000	0	FAV
9	TUITION REVENUE	102,968	43,329	25,496	0	25,496	(17,833)	UNF
10	TRANSPORTATION INCOME	19,500	26,000	26,000	0	26,000	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>155,137</b>	<b>136,871</b>	<b>119,038</b>	<b>0</b>	<b>119,038</b>	<b>(17,833)</b>	<b>UNF</b>
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,081,353	1,025,301	1,025,301	(102,419)	922,882	(102,419)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,081,353</b>	<b>1,025,301</b>	<b>1,025,301</b>	<b>(102,419)</b>	<b>922,882</b>	<b>(102,419)</b>	<b>UNF</b>
16	RENTAL INCOME	25	18,000	18,000	0	18,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	4,797	4,798	4,798	0	4,798	0	FAV
18	OTHER REVENUE	18,552	18,000	18,000	0	18,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>23,374</b>	<b>40,798</b>	<b>40,798</b>	<b>0</b>	<b>40,798</b>	<b>0</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>51,020,653</b>	<b>51,698,207</b>	<b>51,680,374</b>	<b>(102,419)</b>	<b>51,577,955</b>	<b>(120,252)</b>	<b>UNF</b>

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 2021-2022**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>JULY 2021</b>	<b>CHANGE</b>	<b>AUG 21</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	5111-CERTIFIED SALARIES	22,041,070	22,915,344	22,915,344	(228,517)	22,686,827	(228,517)	FAV
2	5112-CLASSIFIED SALARIES	4,932,809	5,121,477	5,121,477	(16,971)	5,104,506	(16,971)	FAV
3	<b>SALARIES</b>	<b>26,973,879</b>	<b>28,036,821</b>	<b>28,036,821</b>	<b>(245,488)</b>	<b>27,791,333</b>	<b>(245,488)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	369,840	407,811	407,811	0	407,811	0	FAV
5	5210-FICA - ER	300,649	311,405	311,405	0	311,405	0	FAV
6	5220-WORKERS' COMPENSATION	205,308	214,297	191,168	(39,004)	152,164	(62,133)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	2,913,911	3,675,704	3,675,704	0	3,675,704	0	FAV
8	5860-OPEB TRUST	31,678	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	44,550	49,918	49,918	0	49,918	0	FAV
10	5275-DISABILITY INSURANCE	10,765	11,136	11,136	0	11,136	0	FAV
11	5280-PENSION PLAN - CLASSIFIED	790,234	764,395	764,395	0	764,395	0	FAV
12	5281-DEFINED CONTRIBUTION RETIREMENT PLAN	121,217	148,418	148,418	0	148,418	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	0	0	0	0	0	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	0	0	0	0	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	0	0	0	0	0	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	12,131	12,500	12,500	0	12,500	0	FAV
16	5291-CLOTHING ALLOWANCE	1,388	2,200	2,200	0	2,200	0	FAV
17	<b>BENEFITS</b>	<b>4,801,671</b>	<b>5,597,784</b>	<b>5,574,655</b>	<b>(39,004)</b>	<b>5,535,651</b>	<b>(62,133)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	37,973	26,600	26,600	0	26,600	0	FAV
19	5327-DATA PROCESSING	99,936	114,785	114,785	0	114,785	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,657,059	1,749,530	1,749,530	0	1,749,530	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	99,809	122,685	122,685	0	122,685	0	FAV
22	5510-PUPIL TRANSPORTATION	2,874,413	3,655,436	3,704,351	16,983	3,721,334	65,898	UNF
23	5521-GENERAL LIABILITY INSURANCE	255,503	249,650	252,071	12,768	264,839	15,189	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	88,161	114,356	95,910	8,396	104,306	(10,050)	FAV
25	5560-TUITION EXPENSE	3,206,118	3,638,655	3,289,890	11,478	3,301,368	(337,287)	FAV
26	5590-OTHER PURCHASED SERVICES	164,727	87,103	87,103	0	87,103	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>8,483,699</b>	<b>9,758,800</b>	<b>9,442,925</b>	<b>49,625</b>	<b>9,492,550</b>	<b>(266,250)</b>	<b>FAV</b>

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 2021-2022**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>JULY 2021</b>	<b>CHANGE</b>	<b>AUG 21</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
28	5830-INTEREST	788,835	788,835	788,835	0	788,835	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,665,000	3,665,000	3,665,000	0	3,665,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,453,835</b>	<b>4,453,835</b>	<b>4,453,835</b>	<b>0</b>	<b>4,453,835</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	616,751	725,065	725,065	0	725,065	0	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	764,059	747,751	747,751	0	747,751	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	244,344	369,883	369,883	0	369,883	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	159,130	246,698	246,698	0	246,698	0	FAV
35	5620-OIL USED FOR HEATING	49,787	42,500	42,500	0	42,500	0	FAV
36	5621-NATURAL GAS	41,929	68,171	68,171	0	68,171	0	FAV
37	5627-TRANSPORTATION SUPPLIES	93,802	122,016	122,016	0	122,016	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	68,322	243,902	243,902	0	243,902	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	19,390	20,215	20,215	0	20,215	0	FAV
40	5690-OTHER SUPPLIES	525,805	631,871	631,871	0	631,871	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,583,319</b>	<b>3,218,072</b>	<b>3,218,072</b>	<b>0</b>	<b>3,218,072</b>	<b>0</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	182,811	49,348	49,348	0	49,348	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	137,616	5,000	5,000	0	5,000	0	FAV
44	<b>EQUIPMENT</b>	<b>320,427</b>	<b>54,348</b>	<b>54,348</b>	<b>0</b>	<b>54,348</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	326,379	65,000	65,000	0	65,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	5,000	89,500	89,500	0	89,500	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	0	0	0	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>331,379</b>	<b>404,500</b>	<b>404,500</b>	<b>0</b>	<b>404,500</b>	<b>0</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	3,135	23,850	23,850	0	23,850	0	FAV
50	5581-TRAVEL - CONFERENCES	14,472	44,800	44,800	0	44,800	0	FAV
51	5810-DUES & FEES	63,245	105,397	105,397	0	105,397	0	FAV
52	<b>DUES AND FEES</b>	<b>80,852</b>	<b>174,047</b>	<b>174,047</b>	<b>0</b>	<b>174,047</b>	<b>0</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<i>507,844</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
54	<b>ESTIMATED UNSPENT BUDGETS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>48,536,905</b>	<b>51,698,207</b>	<b>51,359,203</b>	<b>(234,867)</b>	<b>51,124,336</b>	<b>(573,871)</b>	<b>FAV</b>

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**



AUGUST 2021

**2021-2022 FORECAST**

**OVERVIEW**

*The projected unspent fund balance for this fiscal year is \$453,619 FAV previously, \$321,171 FAV, which appears on page 1, column 6, and line 20.*

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$120,252 UNF, previously, \$17,833 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 is based on budget.

**LINE 7 on Page 2: INVESTMENT INCOME:**

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

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2021	.398%	.10%
August	.398%	.10%

**LINE 8 on Page 2: ATHLETICS:**

The forecast is based on budget.

**LINE 9 on Page 2: TUITION REVENUE:**

The budget is based on three tuition students, one at a reduced employee rate. The actual tuition charged is higher (\$574 per year) than budgeted since the rate is set after the budget referendum is past. One less tuition students enrolled in the District. *The projected variance is \$17,833 UNF.*

**LINE 10 on Page 2: TRANSPORTATION INCOME:**

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

**LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:**

The current projection is based on budgeted costs for placements and transportation. The budget assumes a 73% reimbursement rate. *The end of year report for fiscal year 2021 was filed on September 1, 2021. This data submitted reports the final cost for high cost students. The State made its final payment to the District in May based on the March data. The State will adjust the payment for the current fiscal year based on any variances between the March report and the end of year report. There were significant changes in student placements after March 1<sup>st</sup>. It was noted in the forecast for fiscal year 2021 that we would receive additional funds that would not be “returned” to the State until this year. The additional funds were part of the surplus in the fiscal year 2021 end of year report. The forecast reflects that \$102,419 UNF will be reduced from our current year grant to align with the end of year report.*

**LINE 16 on Page 2: RENTAL INCOME:**

The forecast is based on the budget.

**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.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is \$573,871 FAV, *previously \$339,004 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. *There were 5 retirements at the end of fiscal year 2020. Fewer retirements were known during the budget process and therefore expected in 2021. Two staff members were budgeted to retire. To date 7 have retired and 6 have resigned. There is a favorable turnover variance of \$228,517 FAV in the forecast.*

**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. *There are 7 retirements which is unusually high for classified staff. The forecast is \$16,971 favorable.*

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

The forecast is based on the budget.

**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 \$23,129 FAV. The renewal policy is \$39,004 FAV less than budgeted. We are provided the

maximum premium number during the fiscal year and at the time of renewal, July 1, the final premium is calculated. *Total savings YTD \$62,133 FAV, previously \$23,129 FAV.*

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

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

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2021-2022 ACTUAL</b>	<b>2021-2022 BUDGET</b>	<b>VARIANCE</b>	<b>2020-2021 ACTUAL</b>	<b>2019-2020 ACTUAL</b>
<i>JUL</i>	<b>\$ 530,877</b>	\$ 369,954	<b>\$ 160,923</b>	\$ 256,509	\$ 366,182
<i>AUG</i>	<b>\$ 405,635</b>	\$ 426,870	<b>\$ (21,235)</b>	\$ 200,490	\$ 383,765
SEP	\$ 363,929	\$ 363,929	\$ -	\$ 292,575	\$ 317,685
OCT	\$ 361,074	\$ 361,074	\$ -	\$ 293,360	\$ 383,369
NOV	\$ 464,671	\$ 464,671	\$ -	\$ 409,279	\$ 370,672
DEC	\$ 507,134	\$ 507,134	\$ -	\$ 489,999	\$ 403,126
JAN	\$ 325,625	\$ 325,625	\$ -	\$ 253,077	\$ 348,820
FEB	\$ 312,242	\$ 312,242	\$ -	\$ 259,775	\$ 124,317
MAR	\$ 366,860	\$ 366,860	\$ -	\$ 255,965	\$ 276,832
APR	\$ 303,014	\$ 303,014	\$ -	\$ 304,485	\$ 196,735
MAY	\$ 379,181	\$ 379,181	\$ -	\$ 235,252	\$ 124,900
JUN	\$ 318,269	\$ 318,269	\$ -	\$ 274,741	\$ 194,428
<b>TOTALS</b>	<b>\$ 4,638,512</b>	<b>\$ 4,498,824</b>	<b>\$ 139,688</b>	<b>\$ 3,525,507</b>	<b>\$ 3,490,831</b>

**ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS**

<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 ACTUAL</b>	<b>2021-2022 FORECAST</b>
72.1%	92.2%	84.1%	75.8%	<b>103.1%</b>

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

<b>MONTH</b>	<b>2021-2022 ACTUAL</b>	<b>2021-2022 BUDGET</b>	<b>VARIANCE</b>	<b>2020-2021 ACTUAL</b>	<b>2019-2020 ACTUAL</b>
JUL	\$ 14,068	\$ 49,997	\$ (35,929)	\$ 53,562	\$ 65,692
AUG	\$ 74,642	\$ 53,423	\$ 21,219	\$ 50,187	\$ 62,661
SEP	\$ 45,088	\$ 45,088	\$ -	\$ 53,804	\$ 46,306
OCT	\$ 51,048	\$ 51,048	\$ -	\$ 55,100	\$ 70,245
NOV	\$ 42,200	\$ 42,200	\$ -	\$ 56,242	\$ 59,406
DEC*	\$ 39,812	\$ 39,812	\$ -	\$ 55,608	\$ 62,365
JAN	\$ 36,118	\$ 36,118	\$ -	\$ 11,403	\$ 73,157
FEB	\$ 44,037	\$ 44,037	\$ -	\$ 94,489	\$ 57,592
MAR	\$ 38,241	\$ 38,241	\$ -	\$ 80,240	\$ 58,624
APR	\$ 38,834	\$ 38,834	\$ -	\$ 54,687	\$ 57,573
MAY	\$ 40,369	\$ 40,369	\$ -	\$ 59,398	\$ 56,459
JUN	\$ 36,858	\$ 36,858	\$ -	\$ 50,341	\$ 56,502
<b>TOTALS</b>	<b>\$ 501,314</b>	<b>\$ 516,024</b>	<b>\$ (14,710)</b>	<b>\$ 675,061</b>	<b>\$ 726,582</b>

**LINE 9 on Page 3: 5260-LIFE INSURANCE:**

The forecast is based on budget.

**LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

The forecast is based on budget.

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

The forecast is based on budget..

**LINE 15 on Page 3: 5290-UNEMPLOYMENT:**

The forecast is based on budget.

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

The forecast is based on budget.

**LINE 21on Page 3: 5440-RENTALS:**

The forecast is based on budget.

**LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is projected to be \$65,898 UNF, previously \$48,915 UNF, based on current student placements.

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:** *Various liability policies, including medical professional, Student Accident insurance and cyberinsurance renewed higher than budgeted-\$15,189 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 District will save \$18,446 FAV. An onboarding software was purchased to digitize hiring forms for \$8,396 UNF. The account is projected to be \$10,050 FAV.*

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

*Tuition is currently forecasted to have a \$337,287 FAV previously \$348,765 FAV variance. The forecast is based on current students and their placements.*

Tuition for the vo-ag schools has a projected variance of **\$61,949 FAV.**

	<b>FY17-18 ACTUAL</b>	<b>FY18-19 ACTUAL</b>	<b>FY19-20 ACTUAL</b>	<b>FY20-21 ACTUAL</b>	<b>FY21-22 BUDGET</b>	<b>FY21-22 FORECAST</b>
Sound	4	6	6	5	6	3
Trumbull	6	4	4	3	3	1
Nonnewaug	4	6	5	7	7	7
Common Ground Charter HS	0	0	0	1	1	1
Betsy Ross Magnet	0	0	0	0	1	1
King Robinson Magnet	0	0	0	0	0	0
Engineering Science Magnet	1	0	0	0	0	0
Highville Charter School	1	0	0	0	0	0
<b>Totals</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>13</b>

ECA is projected variance *to be \$11,360 FAV, with two less students enrolled than budgeted.*

	<b>FY17-18 ACTUAL</b>	<b>FY18-19 ACTUAL</b>	<b>FY19-20 ACTUAL</b>	<b>FY20-21 ACTUAL</b>	<b>FY21-22 BUDGET</b>	<b>FY21-22 FORECAST</b>
<b>ECA</b>	<b>19</b>	<b>24</b>	<b>21</b>	<b>16</b>	<b>20</b>	<b>17(18)</b>

*Public (ACES) and private out-of-district placements are currently less than anticipated, \$275,456 FAV. There are more outplaced students who recently returned back to District in-house programs or moved out of the District.*

	<b>FY17-18 ACTUAL</b>	<b>FY18-19 ACTUAL</b>	<b>FY19-20 ACTUAL</b>	<b>FY20-21 ACTUAL</b>	<b>FY21-22 BUDGET</b>	<b>FY21-22 FORECAST</b>
Public SPED	8	11	8	6	14	12
Private SPED	20	22	18	27	25	25
<b>Totals</b>	<b>28</b>	<b>33</b>	<b>26</b>	<b>33</b>	<b>39</b>	<b>37</b>

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

The 2021-2022 budget for electricity assumes the use of 3,189,868 kilowatt hours at an average price of 0.20037 or a cost of \$639,169. Forecast is neutral.

**ELECTRICITY (KILOWATT HOURS)**

<b>MONTH</b>	<b>2021-2022 FORECAST</b>	<b>2021-2022 BUDGET</b>	<b>VARIANCE</b>	<b>2020-2021 ACTUAL</b>	<b>2019-2020 ACTUAL</b>
<i>JUL</i>	<b>296,292</b>	253,660	<b>42,632</b>	254,686	306,744
AUG	287,736	287,736	-	299,439	298,187
SEP	303,777	303,777	-	285,993	255,198
OCT	282,968	282,968	-	248,089	294,827
NOV	262,230	262,230	-	238,583	243,754
DEC	263,699	263,699	-	240,912	250,944
JAN	273,187	273,187	-	249,595	266,227
FEB	268,924	268,924	-	243,774	251,802
MAR	255,252	255,252	-	246,886	217,683
APR	265,084	265,084	-	254,711	<b>232,983</b>
MAY	243,404	243,404	-	244,685	<b>145,568</b>
JUN	229,947	229,947	-	290,054	<b>239,032</b>
Totals	<b>3,232,500</b>	<b>3,189,868</b>	<b>42,632</b>	<b>3,097,407</b>	<b>3,002,949</b>

**Note: 2019-2020 Actual Kilowatt Hours during COVID shutdown shown in bold italics.**

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

The budget for propane is \$3,546. *The forecast is project to be neutral.*

The budget for water is \$57,350. *The forecast is project to be neutral.*

Sewer costs are budgeted at \$25,000. *The forecast is project to be neutral*

**DEGREE DAYS**

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

**LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE:** *The forecast is project to be neutral.*

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

The budget for natural gas is \$68,171 and the budget for oil is \$41,000. *The forecast is project to be neutral.*

**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.

**LINE 47 on Page 4: 5850-CONTINGENCY:**

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

## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2020-2021

---

**TOTAL ANNUAL SAVINGS TO-DATE OF: \$128,708**

**\$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.

**\$300 DMV fees:** The Facilitites staff reviewed motor vehicles fees for registering our vehicles and obtained a waiver as a municipal agency.

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

- Energy Savings Initiatives for the past decade  
<http://www.amityregion5.org/boe/sub-committees/finance-committe>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies  
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2019-2020 - \$43,497 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2018-2019 - \$52,451 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2017-2018 – \$746,688 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2016-2017 – \$595,302 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2015-2016 – \$125,911 <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2014-2015 – \$139,721 <http://www.amityregion5.org/boe/sub-committees/finance-committee>

## APPENDIX B

### MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

#### **PURPOSE & METHODOLOGY:**

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

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

The most recent two fiscal years were significantly impacted by the COVID-19 pandemic. School operations were halted or modified and not at 100% for either year. The District staff took many steps to reserve the general operating budget to meet the demands and brace for the unknown costs. Nearly one million dollars was held from accounts to prepare for operations in fiscal year 2021. Grant funding from State and Federal sources became available during the year. These funds were used to offset unexpected costs and plan for the future costs. Some of the funds do not expire until September 2024. The administration is planning to use funds as required by grant guidelines while limiting the impact to future budgets.

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).

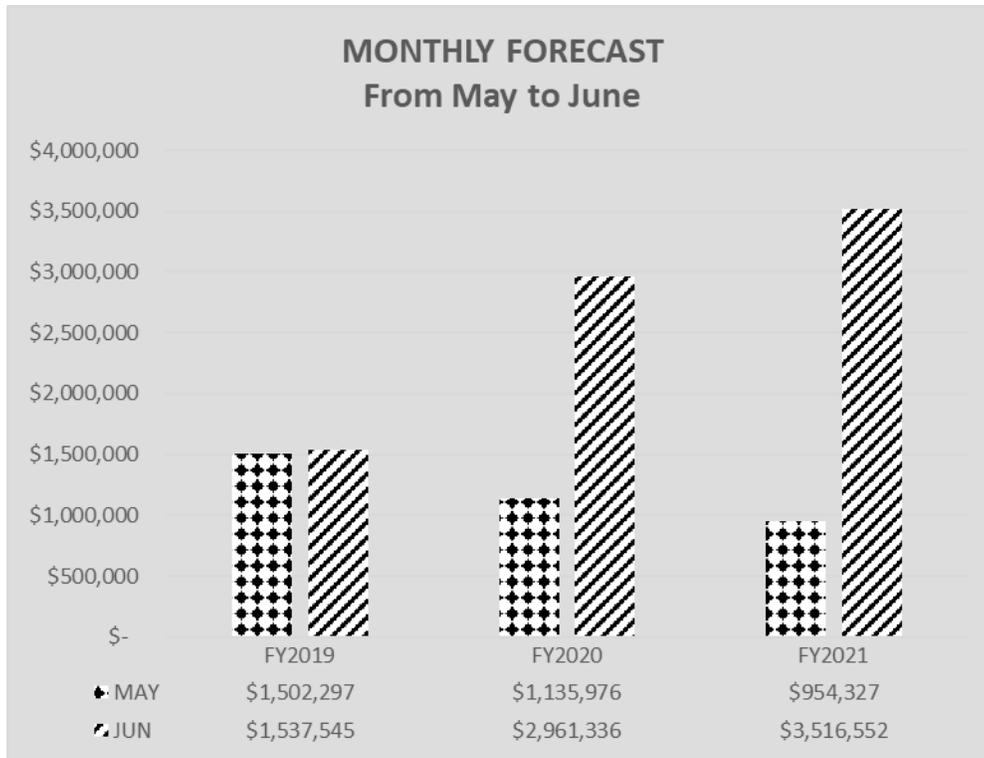
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

**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.

**FY2021:**

The *unaudited* fund balance for 2020-2021 is \$2,483,748 after designating \$185,600 for items cut from the FY22 budget, \$339,360 for end of year purchases (security and technology) and \$507,844 proposed for capital nonrecurring account. ***The change is \$2,991,592 higher than the prior month's forecast.*** *The major reasons for the significant increase in the yearend fund balance was the continuing unsettled environment of the COVID-19 global pandemic. The changes from one month to the next month are summarized as follows:*

- **\$609,645:** Medical & dental claims were lower and the assumption is it is due to the COVID-19 global pandemic. Routine office visits and medical tests may not have resumed to normal levels. Since we are self-insured, actual claims are not known until the end of the fiscal year.
- **\$260,880** Purchased services were lower due to the COVID-19 global pandemic. There were fewer athletic contests, which reduced the annual number of game day staff and officials paid. Less costs were incurred for special education than anticipated.
- **\$147,390:** Transportation and fuel costs for busses were lower due to the COVID-19 global pandemic. There were no field trips or late runs during the year. As the schools edged toward operating at 100% it was difficult to predicate if transportation needs would increase in May and June. There were also a reduced number of athletic trips. The fuel bills from the member towns are not finalized until mid-July. The final invoices were less than allotted.
- **\$111,272:** Instructional supplies and maintance 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. Grant funding became available to reimburse \$96,980 of cleaning supplies.

## APPENDIX C

### 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 30<sup>th</sup> 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.

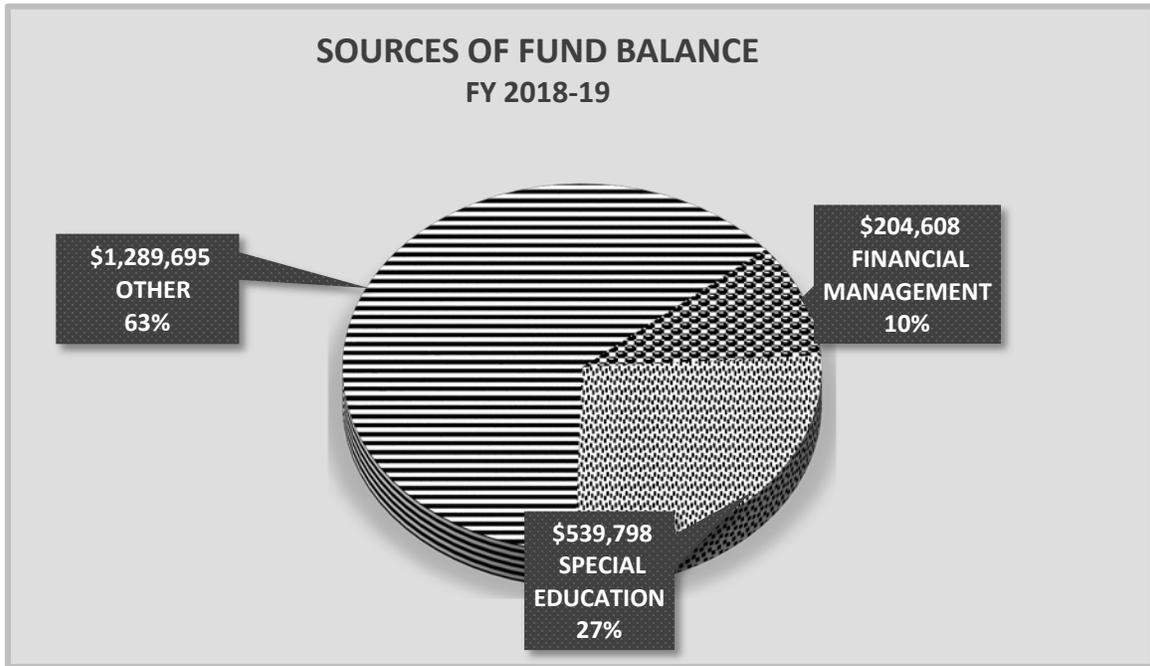
**\$378,012 REVENUE:** The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts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

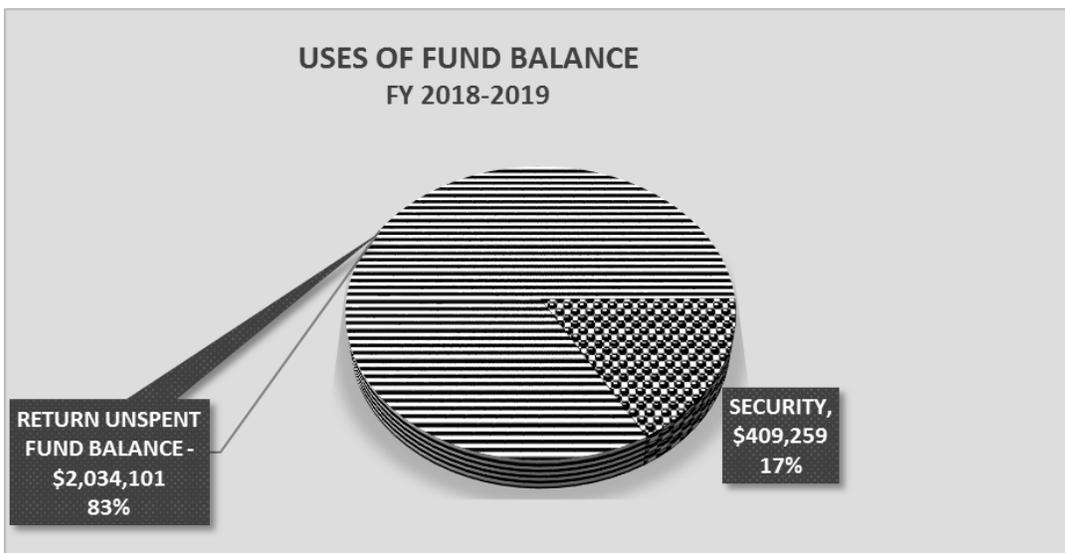
The primary sources of the fund balance are shown graphically below:



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

**APPENDIX D**

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

**SPECIAL EDUCATION:**

**\$ 580,502**

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

special education expenditures. The State reimbursement rate fluctuates throughout the year. Expenses were down \$580,502 prior to the shutdown.

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

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

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

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

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

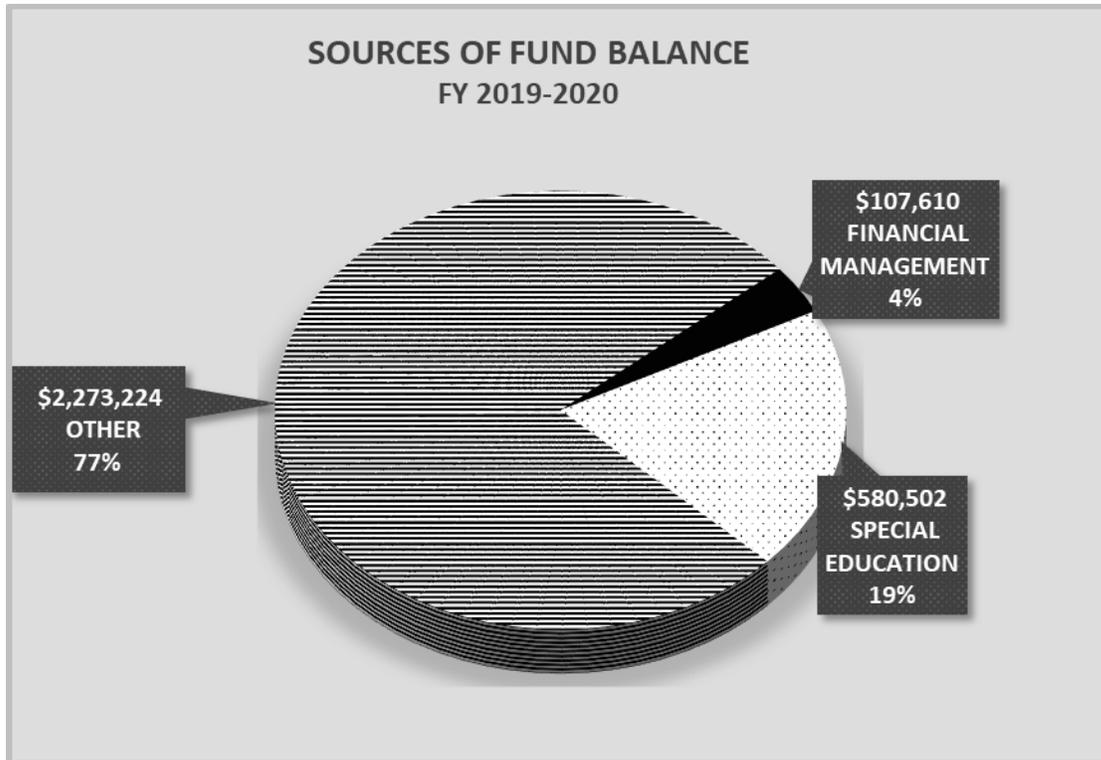
**\$93,339 UTILITIES (OTHER):** A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

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

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

**\$38,170 COMMUNICATIONS: TEL, POST, ETC. (OTHER):** Less copy paper, postage, toner and other Xerox supplies were needed during the remote instruction period. The District also received a grant for internet services.

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



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

1. **\$1,950,777** - Return of unspent fund balance per audit.
2. **\$ 495,482** – Approved for Capital Reserve
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.

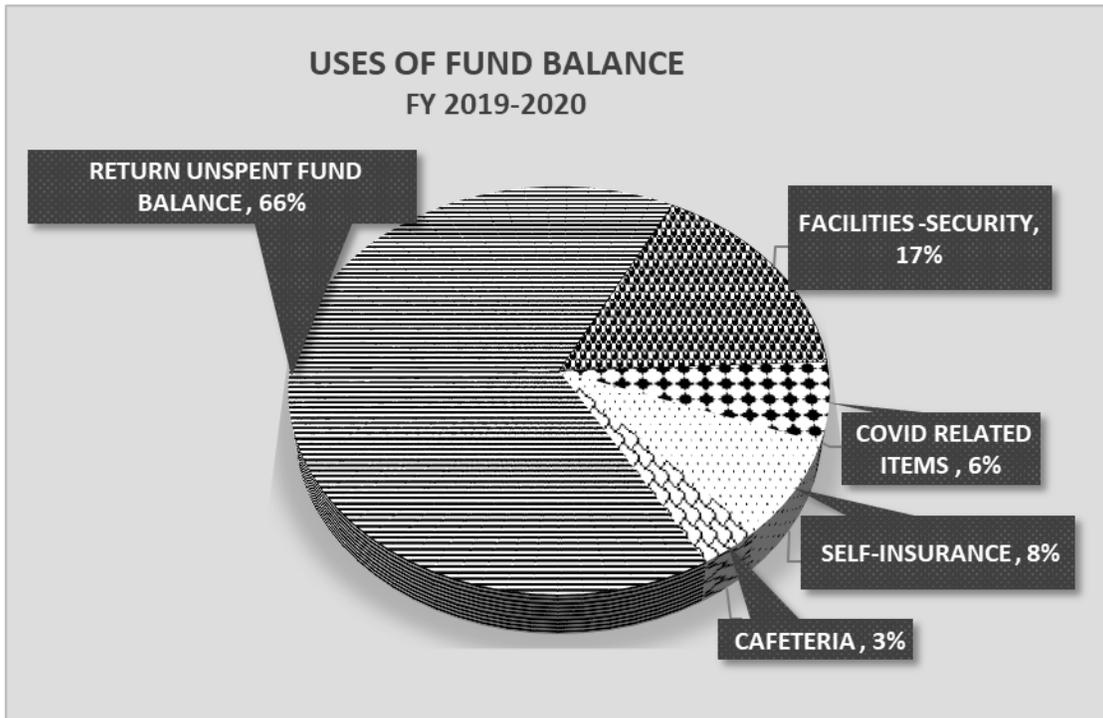
**\$515,077 END OF YEAR PURCHASES (EOY):**

**\$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
<b>Total</b>	<b>\$1,950,777</b>

APPENDIX E

RECAP OF 2020-2021

Return Unspent Fund Balance:

*The cancellation of 2019-2020 encumbrances of \$352,364 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. The final quarter of FY20 was a period of shut down making it difficult to determine the need for open orders and there was a substantial amount of unemployment claims in dispute. 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 2020-21, the funds will be returned.*

<i>Bethany</i>	<i>\$ 64,680</i>
<i>Orange</i>	<i>\$179,241</i>
<i>Woodbridge</i>	<i><u>\$108,444</u></i>
<i>Total</i>	<i>\$352,364</i>

The unaudited fund balance for 2020-2021 is \$2,483,748 after designating \$185,600 for items cut from the FY22 budget, \$339,360 for end of year purchases (security and technology) and \$507,844 approved for capital nonrecurring account. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

**\$ 578,763**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$128,708. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440, \$49,245 Pegpetia Grant for course equipment and supplies, \$28,339 for polycarbonate dividers manufactured in-house. \$968,619 was withheld in general fund accounts in preparation for operating in a pandemic environment. These funds were redistributed as needed and it was difficult to predict all throughout the year how much funds would be needed to keep schools open. The District operating under many scenarios, remote, hybrid, shortened days and full days. All operations were subject to constant change during the year making forecasting difficult.

**\$194,873 SALARIES (FINANCIAL MANAGEMENT):** The administration worked closely with bargaining units to develop options for remote work to keep all staff employed. The administration hired an additional number of bench subs including college students (allowed under executive order) to maintain our own pool of substitutes rather than contracting for more outsident services.

**\$255,182 GRANTS AWARDS (FINANCIAL MANAGEMENT):** The administration closely tracked expenses related to the pandemic and applied for funding under various grants. \$255,182 of expenses were credited to the general operation and charged to appropriate grants.

SPECIAL EDUCATION:

**\$1, 078,971**

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. Transportation budget was \$488,891 FAV and the tuition budget was \$240,380 FAV.

**\$349,700 REVENUE (SPECIAL EDUCATION):** The Special Education Grant was higher than budgeted by \$349,700 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$31,662 less than budgeted as interest rates were less than budgeted. Building rental and athletics events generated no income due to COVID-19 pandemic and offset the gain in special education revenue.

**OTHER:** **\$ 1,877,084**

**\$1,315,946 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were significantly lower than budgeted, \$1,125,718, amounting to only 75.8% of expected claims. The assumption is members were still hesitant to get routine care because of the pandemic. There were some other savings with other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

**\$212,213 TRANSPORTATION (OTHER):** Transportation costs including fuel for were reduced since no late busses were offered during the year, fewer athletic trips and no field trips requiring bus services were scheduled due to the pandemic.

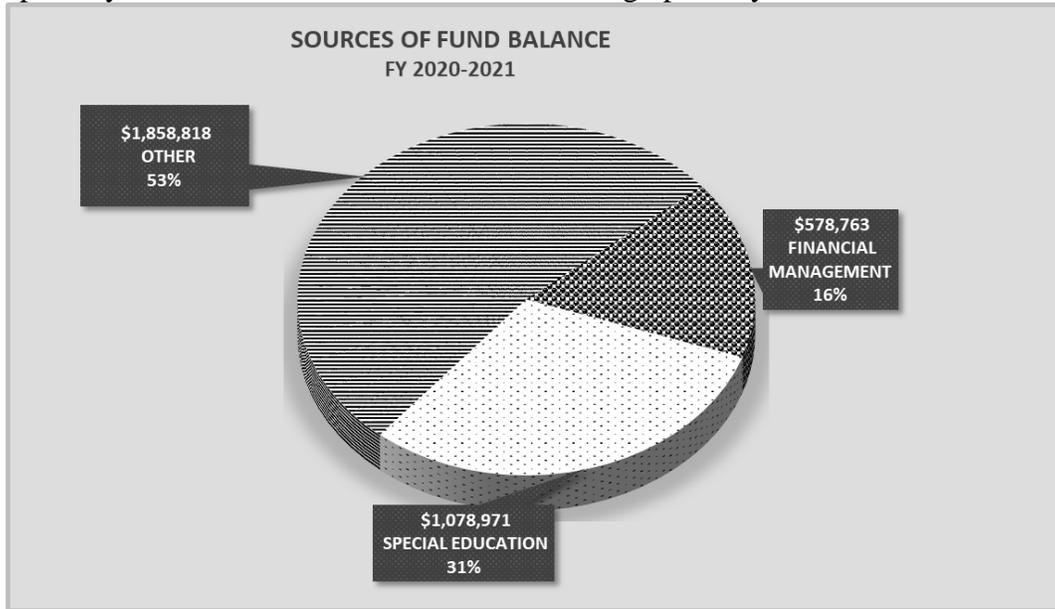
**\$192,377 SUPPLIES:** Instructional supplies and maintenance supplies were underbudget. The teaching staff adjusted purchases for remote and hybrid learning. \$96,980 was reimbursed through grants.

**\$111,272 UTILITIES (OTHER):** The buildings did not operate under full capacity for most of the year and there were no building rentals, limited evening activities and many more outside events.

**\$102,300 PROFESSIONAL TECHNICAL SERVICES (OTHER):** Athletic services were reduced for officials and game day workers and special education services were less than budgeted. These savings were offset by higher legal costs.

**\$96,312 STAFF TRAVEL, CONFERENCES AND DUES & FEES (OTHER):** Staff travel was not necessary with remote options and 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 school year. Less entry fees for athletics also reduced fees.

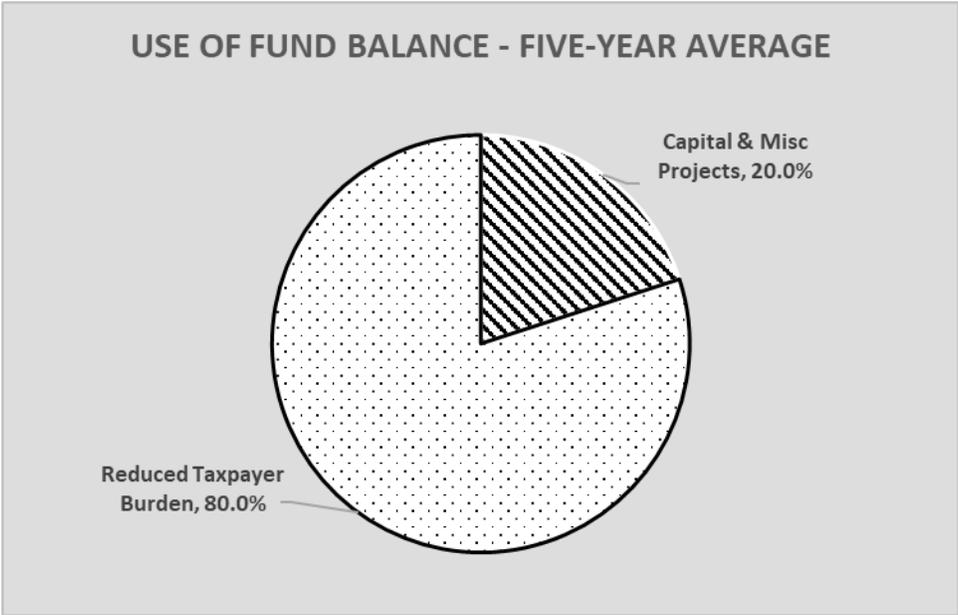
The primary sources of the fund balance are shown graphically below:



The use of the fund balance was designated as follows:

1. **\$187,600** was designated in items removed from the 21-22 budget
2. **\$339,360** was designated for security and technology items eligible for grant reimbursement.
3. **\$507,844** approved for capital nonrecurring projects to offset future budgets.
4. **\$2,483,748** - 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 would be returned to the Member Towns, as follows:

<i>Town of Bethany</i>	<i>\$ 449,260</i>
<i>Town of Orange</i>	<i>\$1,248,034</i>
<i>Town of Woodbridge</i>	<i><u>\$ 786,454</u></i>
<i>Total</i>	<i>\$2,483,748</i>

**Amity Regional School District No. 5 - Budget Transfers 2021-2022**

<b>MONTH/YR</b>	<b>JNL#</b>	<b>ACCOUNT NUMBER &amp; DESCRIPTION</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
<b>JUL</b>				
2022-July	129	05-13-2212-5581 TRAVEL - CONFERENCES	(400.00)	INCREASE IN STAR TESTING
2022-July	129	05-13-2212-5611 INSTRUCTIONAL SUPPLIES	400.00	INCREASE IN STAR TESTING
<b>AUG</b>				
2022-Aug	91	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(133.00)	UHAUL TRUCK RENTAL
2022-Aug	91	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	133.00	UHAUL TRUCK RENTAL

ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
<b>IMPROVEMENTS TO SITES</b>									
	<b>Athletics</b>	<b>3,167,960</b>	<b>170,646</b>	<b>3,338,606</b>	<b>2,849,536.45</b>	<b>489,069.55</b>	<b>-</b>		
09/01/2020	API		241406	115998	175,500.00			FIELDTURF	ATHLETIC TURF
10/07/2020	API		241406	116784	173,250.00			FIELDTURF	ATHLETIC TURF
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
03/30/2021	API		241406	117441	434,691.00			FIELDTURF	ATHLETIC TURF
05/11/2021	API		241406	117441	101,700.00			FIELDTURF	ATHLETIC TURF
06/08/2021	API		241406	117441	63,673.45			FIELDTURF	ATHLETIC TURF
06/08/2021	API		241406	117441	909,000.00			FIELDTURF	ATHLETIC TURF
08/02/2021	API		372046	241406	483,335.10			FIELDTURF	ATHLETIC TURF
08/02/2021	API		372046	251842	58,500.00			FIELDTURF	ATHLETIC TURF
08/30/2021	API		372046	251842	414,187.00			FIELDTURF	ATHLETIC TURF
<b>IMPROVEMENTS TO BUILDINGS</b>									
	<b>HVAC</b>	<b>1,830,630</b>	<b>72,282</b>	<b>1,902,912</b>	<b>1,064,572.48</b>	<b>833,569.76</b>	<b>4,769.76</b>		
5/22/2020	API		241814		14,725.00			SAV-MOR COOLING & HEATING INC	
07/17/2020	API		241814		196,555.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
09/01/2020	API		241814		275,321.91	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
09/01/2020	API		241814		50,416.67	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
09/01/2020	API		241814		80,199.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
12/09/2020	API		241814		1,662.50	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
01/07/2021	API		241814		33,072.64	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
04/30/2021	API		251440		21,330.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
05/04/2021	API		250900		5,699.76	Y		VANZELM ENGINEERS	SERVICES HVAC
06/08/2021	API		251440		14,665.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
06/15/2021	API		250900		2,472.50	Y		VANZELM ENGINEERS	SERVICES HVAC
06/30/2021	API		251440		365,315.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
06/30/2021	API		250900		847.50	Y		VANZELM ENGINEERS	SERVICES HVAC
06/30/2021	API		250900		980.24	Y		VANZELM ENGINEERS	SERVICES HVAC
06/30/2021	API		250900		1,309.76	Y		VANZELM ENGINEERS	SERVICES HVAC
<b>IMPROVEMENTS TO BUILDINGS</b>									
	<b>Chillers</b>	<b>140,000</b>	<b>0</b>	<b>140,000</b>	<b>136,822.00</b>	<b>0.00</b>	<b>3,178.00</b>		
09/01/2020	API	329846	241572	115945	136,822.00	Y		TRANE BUILDING SERVICES	SERVICE - Contract HVAC

ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
<b>IMPROVEMENTS TO BUILDINGS</b>	<b>Paving</b>	<b>600,000</b>	<b>40,545</b>	<b>640,545</b>	<b>330,514.80</b>	<b>0.00</b>	<b>310,030.20</b>		
09/01/2020	API	372188	242291	116171	270,514.80			B & W PAVING & LANDSCAPING, LLC	SERVICE - PARKING LOT
07/15/2021	API	372468	260252	122532	60,000.00			H AND L PAVING, LLC	SERVICE - PARKING LOT
<b>OTHER PROFESSIONAL &amp; TECH SRVC</b>	<b>COI</b>	<b>108,018</b>	<b>-39,156</b>	<b>68,862</b>	<b>68,862.12</b>	<b>0.00</b>	<b>-</b>		
			250130		15,500.00			S & P RATINGS	ANALYTICAL SERVICES WITH U
			250133		21,700.00			DAY PITNEY LLP	PROFESSIONAL SERVICES-BOND
			250139		394.52			TECHNIQUE PRINTERS I	FINAL OFFICIAL STATEMENT -
			250188		26,000.00			HILLTOPSECURITIES	FINANCIAL ADVISORY FEES, D
			250131		4,000.00			US BANK	CERTIFYING, REGISTRAR, TRA
			250454		500.00			ARIZENT	ONLINE LEGAL AD-NOTICE OF
			250958		767.60			IPREO, LLC	BOND ISSUE 2020 \$6,570,000
<b>IMPROVEMENTS TO BUILDINGS</b>	<b>Acoustics</b>	<b>245,000</b>	<b>0</b>	<b>245,000</b>	<b>2,150.00</b>	<b>4,350.00</b>	<b>238,500.00</b>		
			250798		2,150.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
<b>IMPROVEMENTS TO BUILDINGS</b>	<b>Contingency</b>	<b>478,392</b>	<b>-244,317</b>	<b>234,075</b>	<b>0.00</b>	<b>0.00</b>	<b>234,074.88</b>		
<b>Total Bond Projects</b>		<b>6,570,000</b>	<b>0</b>	<b>6,570,000</b>	<b>4,452,458</b>	<b>1,326,989.31</b>	<b>790,552.84</b>		

## Community Relations

### Communications with the Public

#### Parental Involvement

The Amity Regional District No. 5 (ARSD) Board of Education (Board) recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as well-informed partners.

Although families are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. The Amity Regional School District ARSD and its schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Amity Regional ARSD Board of Education supports the development, implementation, and regular evaluation of a parent involvement program in each school that will involve parents at all grade levels in a variety of roles. Such parent involvement policies will include, but not be limited to, the following components:

- Communication and shared information between home and school is regular, two-way, and meaningful.
- Parents are welcome in the school, and their support and assistance are sought.
- Input from parents on significant school-related issues is sought.
- Parents are informed as to how they can assist in their children's learning.
- Community resources are available to strengthen school programs, family practices, and student learning.
- The two required parent-teacher conferences per year, beginning July 1, 2021 and each school year thereafter, can be fulfilled by the District ARSD offering parents the option of attending any parent-teacher conference by the use of telephonic, video, or other conferencing platforms.
- An additional parent-teacher conference, in addition to the two required conferences, shall be conducted during periods when the District ARSD provides remote learning for more than three consecutive weeks and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning.
  - The District ARSD will request from the parent/guardian of each student the name and contact information of an emergency contact person who may be contacted, if the student's parent/guardian cannot be reached to schedule a parent-teacher conference required when the District ARSD is providing remote learning for a period of three consecutive weeks or more.
  - In situations in which the teacher is unable to contact a student's parent/guardian after three attempts to schedule the required parent-teacher conference

## 1110.1(a)

period of remote learning provided by ~~the District~~ ARSD for three consecutive weeks or more, such teacher is directed to report such inability to the principal, school counselor, or other school administrator designated by the Board ~~of Education~~. Such principal, counselor, or administrator is to contact the student's emergency contact to determine the student and family's health and safety.



By December 1, 2021, ~~the~~ the Board shall utilize the document developed by the State Department of Education that provides information concerning educational, safety, mental health, and food insecurity resources and programs available to students and their families.

NOTE – End policy with above. All information below would be incorporated into a regulation with this policy.

### **Parental Involvement Procedures**

**Communication and shared information between home and school is regular, two-way and meaningful.**

- Distribute a comprehensive handbook
- Provide parents with a written schedule of open houses and parent-teacher conferences
- Encourage teachers ~~to report student progress through~~ to update student grades at mid-marking reports period
- Send out a principal's newsletter
- Share the district/building parental contract with parents
- ~~Sponsor Support~~ Sponsor Support new teacher ~~workshops~~ workshops on conducting effective parent conferences through the TEAM Mentor process

## Community Relations

### Communications with the Public

#### Parental Involvement Procedures (continued)

##### Parents are welcome in the school and their support and assistance are sought.

- Sponsor open houses
- Encourage parent volunteer opportunities
- ~~Welcome parents during National Education Week~~
- Encourage parents to join the Parent-Teacher-Student ~~Association~~Organization (PTSOA) district-wide

##### Input from parents on significant school-related issues is sought.

- ~~Establish a Parent Involvement Committee for the development of the parent compact~~Invite parents to participate in school and district based committees
- Work with ~~parent/teacher organizations~~Parent-Teacher-Student Organization to support school initiatives
- Encourage parents to attend Board of Education meetings
- Conduct parent forums on education issues

##### Parents are informed as to how they can assist in their children's learning.

- ~~Develop a~~Include in the newsletter that outlines helpful tips for parents to support their children's education
- Develop and distribute parental informational brochures created by Support Services
- Department to parents at open houses, parent-teacher meetings, and guidance functions
- Continue parent programs supported by the high school Guidance Department

##### Community resources are available to strengthen school programs, family practices, and student learning.

- Continue Guidance Department programs on the college process, financial aid, and the school to-work/transition program
- Continue to distribute Support Service Department parent informational pamphlets informing the community of available resources
- Continue job-shadowing opportunities for students to link them with community professionals/services
- Continue to support students and families through the high school scholarship program
- Inform parents of excellence in student achievement through ~~district Curriculum Night~~school and district sponsored events
- Continue to encourage PTSOA to co-sponsor activities promoting student success

## Community Relations

### Communications with the Public (continued)

#### District-Level Parental Involvement Compact

1. The Amity District involves parents/guardians in the joint responsibility of Amity's mission to enable every student to become a lifelong learner and a literate, caring, creative and effective world citizen. ~~plan to help all children meet challenging achievement and academic standards and the process of school review and improvement~~ by:
  - ~~Establishing a District level committee with parents/guardians liaisons from each building~~
  - Establishing meaningful, ongoing three-way communication among the District, staff, and parents/guardians
  - ~~Developing a District newsletter to communicate to parents/guardians about the plan and seek their input and participation~~
  - Training personnel in ways to collaborate effectively with families with diverse backgrounds that may impede parents/guardians participation
  
2. The Amity District provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parents/guardians involvement activities to improve student academic achievement and school performance by:
  - Providing ongoing District-level workshops to assist buildings in planning and implementing improvement strategies
  - ~~Establishing training programs for building liaisons to bring communication and facilitation skills to the buildings they represent~~
  - Providing information to parents/guardians about the various assessment tools and instruments that will be developed to monitor progress
  - Seeking input from parents/guardians in developing workshops
  
3. The Amity District builds the capacity of schools and parent/guardians for strong parental involvement by:
  - Providing ongoing communication ~~about the district wide committee~~ through district-wide newsletters, websites, or other written or electronically communicated means
  - Engaging the building ~~PTSO's and PTSA's~~ actively to seek out and involve parents/guardians through regular communications updates and information sessions
  - Utilizing ~~PTSO's and PTSA's~~ to assist in identifying effective communication strategies based on their members' needs
  - Providing a master calendar of district meetings to discuss pertinent topics

## Community Relations

### Communications with the Public

#### District-Level Parental Involvement Compact (continued)

~~4. The Amity District coordinates and integrates parents/guardians involvement strategies under this compact with parents/guardians involvement strategies under other programs (such as HEAD Start program, Reading First program) by:~~

- ~~• Involving district, building, and parent representatives from other programs to assist in identifying specific population needs~~
- ~~• Sharing data from other programs to assist in developing new initiatives to improve academic achievement and school improvement~~

~~5.4.~~ The Amity District conducts, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parents/guardians involvement policy in improving the academic quality of all the district schools (Title I and non-Title I, including identifying barriers to greater participation by parents/guardians in activities authorized by this section (with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parents/guardians involvement, and to revise, if necessary, the parents/guardians involvement policies described in this section by:

- Evaluating the effectiveness of the content and communication methods through a variety of ways, including: focus groups, surveys, workshops, written communications, and informal coffees with district and building administrative staff, parents/guardians, and teachers
- ~~• Identifying barriers to effective evaluation by language support or other assistance as needed~~
- ~~• Identifying potential policy and compact changes to revise and improve programs~~

~~6.5.~~ The Amity District involves parents/guardians in the activities of the district schools, including those served under Title I, by:

- Providing communications and calendar information to parents/guardians of upcoming meetings, discussions, or events and encouraging their participation
- Providing building principal and ~~PTSO/PTSA~~ coordination of events

## Community Relations

### Communications with the Public

#### District-Level Parental Involvement Compact (continued)

Legal Reference: Connecticut General Statutes

10-221(f) Boards of Education to prescribe rule(s), policies, and procedures as amended by PA 97-290

[P.A. 21-46, An Act Concerning Social Equity and the Health, Safety, and Education of Children.](#)



## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

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

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

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

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

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

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

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

The Board prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which may exclude a la carte items, for any school breakfast, lunch, or other feeding.

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

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

#### Definitions

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

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

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

#### District-Wide

1. ARSD uses MyPaymentsPlus, an automated prepayment system, which allows

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, and make deposits to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance—an amount not to exceed the cost of thirty (30) meals. of \$15.00. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the MyPaymentsPlus website

1-2. Student shall be allowed up to thirty (30) reimbursable meal charges. -All other No-snacks or a la carte items may shall not be charged. When the charge limit is reached an alternate meal will be provided consisting of one or more choices listed above until the charges are paid in full. After thirty charges, the parents/guardians of such child will be referred to the District ARSD's homeless education liaison.

Parents are responsible for providing meals or meal money for their student(s). Parents will be notified when charges are incurred. All credited meals must be repaid. Borrowing or charging is only in an emergency. Repayment is expected -within 10 business days. without delay. Snack and a la carte purchases are cash only. If a student with a negative balance attempts to urchase a-la-carte items with cash, the money must first be applied to the negative balance.

2-3.

Communications with parents/guardians regarding collection of a student's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program, and a link to the District ARSD's website that lists any community services available to town residents.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.

## Business/Non-Instructional Operations

### Food Service

#### Charging Policy

~~Snack and a la carte purchases are cash only.~~

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

#### Delinquent Debt and Bad Debt

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

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

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

#### Dissemination of Policy

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

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

## Business/Non-Instructional Operations

### Food Service

### Charging Policy

applied to a specific child.

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

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

(cf.3542-Food Service)

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

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. [\(as amended by PA 21-46\)](#)

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

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

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

Policy adopted: January 11, 2021

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Business/Non-Instructional Operations**

**Food Service**

**Charging Policy**

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

## Students

### Ages of Attendance

All children whose parents or legal guardians reside in the towns of Bethany, Orange, or Woodbridge are entitled to a free public education in the middle schools or high school of Amity Regional School District No. 5 (ARSD). Students are legally entitled to attend until they graduate from high school or reach the age of twenty-one, whichever comes sooner. For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in a district school ARSD, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in the District ARSD.

Parents and those who have the care of children five years of age and older and under eighteen years of age are obligated by Connecticut law to cause any such child to attend public day school or its equivalent, except as otherwise provided by law.

A child who has attained the age of seventeen and who has terminated enrollment with parental consent in ~~the District~~ARSD's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA.

Legal Reference: Connecticut General Statutes

4-176e to 4-180a Agency hearings  
 4-181a Contested cases, Reconsideration, Modifications  
 10-15 Towns to maintain schools  
 10-15c Discrimination in public schools prohibited; School Attendance by five-year olds  
 10-76a-10-76g Re: special education  
 10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA 98-243, PA 00-157, PA 09-6 (September Special Session), and PA 18-15..  
 10-186 Duties of towns and regional school districts re school attendance; Hearings (as amended by PA 19-179 and PA 21-86)  
P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a

Policy approved: January 13, 2020

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
 Woodbridge, Connecticut

**Students**

**Ages of Attendance**

[Purple Star School Program](#)

PA 19-179 An Act Concerning Homeless Students' Access to Education  
Appeals to state board. Establishment of hearing board

[McKinney-Vento Homeless Assistance Act \(PL 107-110 Sec. 1032\) 42](#)

[U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95](#)

[Federal Register: McKinney-Vento Education for Homeless Children & Youths Program, Vol. 81 No. 52, 3/17/2016](#)

10-233a-10-233f Inclusive re: suspend, expel, removal of pupils

10-233c Suspension of students

**Students**  
**Ages of Attendance**

10-233d Expulsion of students  
State Board of Education Regulations  
10-76a-i General Definitions (c) (d) (g) (t)

McKinney Vento Homeless Assistance Act (PL 107-110 sec. 1032) 42  
U.S.C. § 11431-11435, as amended by the ESSSA, PL 114-95

Federal Register: McKinney Vento Education for Homeless Children &  
Youths Program, Vol. 81 No. 52, 3/17/2016

## Students

### Attendance

#### The Two-Level Approach to Excused Absences

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence To be Considered Excused	Documentation Required Within <del>10</del> <u>Ten</u> days
1	One through nine	Any <del>reason that</del> the <del>student's</del> <del>parent</del> <del>or</del> guardian approves.	Parent or Guardian note only.
2	<del>10</del> <u>Ten</u> and above	<ul style="list-style-type: none"> <li>• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>)</li> <li>• Student's observance <del>of a</del> religious holiday.</li> <li>• <u>Student mental health day (2)</u></li> <li>• Death in the student's family or other emergency beyond the control of the student's family.</li> <li>• Mandated court appearances (additional documentation required).</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li> <li>• Extraordinary <del>educational</del> opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).</li> </ul>	Parent or Guardian note and in some cases additional documentation (see details below of specific reason).

*\*Note: The total number of days absent includes both excused and unexcused absences.*

It is important to note that while the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, the ~~10<sup>th</sup>~~ tenth and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused. The flow chart (attachment C) offers a visual tool to help determine if an absence is excused or unexcused.

**Students**

Included in the excused absences are two (2) student mental health days taken during the school year. Such absence is to permit the student to attend to his/her emotional and psychological well-being in lieu of attending school. For purposes of school year limitation, such absence shall be identified as a "mental health wellness day." A student cannot take these mental health days during consecutive school days.

-A student's engagement in remote classes, remote meetings, activities on time-logged electronic systems, and completion and submission of assignments; if such engagement accounts for not less than one-half of the school day during remote learning is excluded from the definitions of "excused absence" and "unexcused absence."

## Students

### Attendance - Continued

In cases where a student's extended absence crosses levels, the rules should be applied as if there were two separate absences, one under Level 1 and the other under Level 2. For example, if a student is absent for five days on a family vacation and those absences represent numbers seven through ~~11~~eleven, absences seven, eight, and nine would fall under Level 1 rules and can be accepted as excused; absences ~~10~~ten and ~~11~~eleven would fall under Level 2 rules and would not be considered excused.

[Amity ARSD](#) communicates the different levels of criteria to parents and provides absence information, so parents can track their child's excused and unexcused absences. [Amity ARSD](#) informs parents when their child has reached his or her sixth and ninth absences and reminds them of the stricter rules that apply to absence number ~~10~~ten and above.

### Documentation

Parent or guardian notes and other documentation are central to determining whether a student's absence is excused or unexcused. While a note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student's absence are acceptable. For example, a parent or guardian can report the student's absence in person to an authorized school official, such as an attendance clerk. The table below details the different types of acceptable absence documentation and the required elements for each type:

Parent or Guardian Note	In-Person Explanation from Parent or Guardian to an Authorized School Staff Member	School Nurse Evaluation (either in person or telephone consultation)
Date of absence	Dates of absence	Dates of absence
Reason for absence	Reason for absence parent or guardian reports	Reason for absence
Signature of parent or guardian	Name of parent or guardian reporting the absence	Date and location of the consultation
	Date and location of the report by the parent or guardian	Type of consultation (i.e., did they see the student themselves or speak to parent about the student?)
	Signature of staff member receiving report	Signature of school nurse

School staff receive or generate documentation for each incidence of absence. An incidence of absence is a set of consecutive school days absent. If a student is out three consecutive

## Students

### Attendance - Continued

days, that is one incidence of absence; therefore, only one note is needed. If the student is out three days but attended school one day between days two and three, the student has two incidences of absence and needs two notes. Amity ARSD accepts notes covering a series of absences, only if the absences share a common cause.

Certain types of absences in Level 2 require additional documentation or verification. Absences due to student illnesses and mandated court appearances require this additional information, once the student has accrued more than nine absences (entered Level 2). For students in Level 1, these additional requirements do not apply. For absences due to student illness, Level 2 students must either provide a signed note from a medical professional who has evaluated the student confirming the absence and giving an expected return date ~~or~~ have his or her school nurse verify the student's absence with the medical professional treating the student. The medical professional who is treating the student can be the school nurse at the student's school.

Mandated court appearances also require additional documentation. Students missing school to make mandated court appearances must provide documentation such as:

- a police summons
- a subpoena
- a notice to appear
- a signed note from a court official

### Accommodations for Parents

With Connecticut's diverse student population, most, if not all, schools will likely encounter a student whose parent or guardian is not proficient in writing in English. These parents may or may not be proficient in writing in another language. Schools should make efforts to help these parents report their child's absences. For parents who are proficient in a language other than English, Amity ARSD accepts absence notes in the parents' proficient language. For parents who are not proficient in writing in any language, Amity ARSD verbally informs them of the attendance requirements and that they may report a student's absence in person at the school.

### Families without Health Insurance

Families who lack health insurance and/or those with limited means may find it challenging to meet the Level 2 requirement to obtain a note from a licensed medical professional for absences due to illness. In these cases, school nurses can evaluate the ill student, either in person or over the telephone, and, where appropriate, provide the required documentation for the excused absence.

School nurses can further assist schools and families by:

## Students

### Attendance - Continued

- assisting parents with accessing publicly supported health insurance for those children who are uninsured;
- gaining permission from parents to communicate with health care providers regarding students' health status; and
- providing schools with a perspective that validates why students ~~with~~ confirmed diagnoses may be frequently absent from school due to illnesses or for therapies essential to maintaining their health.

### Exceptions to the Documentation Requirement

Two types of absences do not require documentation:

1. Absences that result from a student not receiving transportation from one school district to attend school in another district must be deemed as an excused absence. For example:
  - One district provides transportation for students of its town or region to attend schools run by another district; *and* the district providing the transportation shuts down due to inclement weather or other emergency, but the district that the student attends stays open.

In this situation, the student would be absent but would not need a parental note to that effect; such absence would be deemed excused.
2. The second type of absence that would not require documentation would be absences that are the result of disciplinary actions taken by ~~the district~~ ARSD. These disciplinary absences are neither excused nor unexcused.

### Emergencies

One of the acceptable reasons for a Level 2 student to be absent is a death in the family or other emergency beyond the control of the family. For the purposes of the definition of excused absences, emergencies are generally significant events that are outside of the control of the student's family. They are normally short absences consisting of a few days at most. Examples of emergencies include:

- family member who is very ill and close to dying;
- student's home is lost to fire or eviction;
- family's home being quarantined;

## Students

### Attendance – Continued

#### Emergencies - Continued

- natural disaster;
- a student who is a parent and whose child needs to be to the hospital; or
- a family member’s military deployment or return from deployment.

Some unexpected absences will not qualify as an emergency. These include:

- staying home to meet the plumber or other tradesman;
- routine childcare of a younger child by the student; or
- opportunity to work an extra shift at after-school job.

Extended absences would be considered an emergency only under extreme circumstances. For example, if an order of the community health department quarantined a family’s home for an extended period, such quarantine would be an extended emergency.

Absences due to family emergencies do not require additional documentation. A parental note explaining the emergency received within ~~10~~ ten school days is sufficient, ~~;~~ ; but it is essential that the note explain the emergency, so school staff can evaluate if the situation was indeed an emergency.

#### Extraordinary Educational Opportunities

From time to time, students encounter an exceptional opportunity for an experience of an educational nature. While these events may not be part of their schoolwork, they provide an excellent chance to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences for Level 2 students.

To qualify as an extraordinary educational opportunity, ~~if it~~ it must meet the following criteria:

- a) The opportunity must be educational in nature. It must have a learning objective related to the student’s course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.
- b) It must be an opportunity not ordinarily available to the students.
- c) It must be grade and developmentally appropriate.

## Students

### Attendance – Continued

### Extraordinary Educational Opportunities - Continued

- d) The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students. For example, a trumpet lesson from jazz great Wynton Marsalis would be very relevant to students who play trumpet, but not to others who do not play trumpet.

Note: Criteria c) and d) above may mean that an exceptional educational opportunity exemption may be approved for one family member but not another attending the same event/opportunity.

Some examples of extraordinary educational opportunities include:

- the opportunity to meet the President of the United States or a foreign head or state; or
- a behind-the-scenes tour of the Kennedy Space Center.

Some examples of activities that do not qualify as extraordinary educational opportunities include:

- family vacations; or
- going to a concert of a favorite pop star.

### **Best Practices for Extraordinary Educational Opportunities**

It is important that the school, the student, and the student's family all have a common understanding of the opportunity that is being requested and approved.

- a) **Requests:** All requests for approval of exceptional educational opportunities should be submitted in writing; bear the signature of the student and his or her parent or guardian; outline the learning objective of the opportunity; and detail how the objective is linked to the student's coursework or plan of study; include additional documentation (where available); and be submitted prior to the opportunity.
- b) **Approvals:** All approvals for opportunities should:
- be in written form;
  - detail any requirements placed upon the student as a condition of approval;

## Students

### Attendance – Continued

### Extraordinary Educational Opportunities - Continued

#### **Best Practices for Extraordinary Educational Opportunities - Continued**

- include the specific days approved for the opportunities;\* and
- include in the approval the caveat that the administration may withdraw its approval if the opportunity is canceled or the student fails to meet the mutually agreed on requirements of the approval.

\*For approved opportunities that occur during longer absences (e.g., during a vacation), limit the number of days that are considered excused to reasonable travel time to and from the opportunity and the days of the opportunity.

- c) Requirement to share: [\\_Amity-ARSD](#) expects students to share their experience with other students and/or staff when they return. \_\_This will benefit the larger school community.
- d) Approval not assured: [\\_Amity-ARSD](#) informs parents that approvals are awarded on a case-by--case basis, are based on a number of factors, and that opportunities approved for one student may not be approved for another.

#### Legal Reference: Connecticut General Statutes

10-184 Duties of parents (as amended by PA 98-243, PA 00-157 and PA 18-15)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service Members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence" (as amended by PA 21-46 Section 19)

10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-25)

**Students**

**Attendance – Continued**

**Extraordinary Educational Opportunities - Continued**

10-199 through 10-202 Attendance, truancy - in general

Action taken by State Board of Education on January 2, 2008, to define "attendance."

Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.

PA 17-14 An Act Implementing the Recommendations of the Department of Education

PA 21-46 An Act Concerning Social Equity and the Health, Safety and Education of Children

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

Regulation Policy? approved: 6-26-13

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

#### Purpose/Priority Statement

The Amity Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, teen dating violence, or retaliation, in our schools or in school related activities. In addition, the District will promptly investigate all reports and complaints of bullying, cyberbullying, teen dating violence, and retaliation, and take appropriate, effective action to end that behavior. Most importantly, the District will support this commitment in all aspects of its activities, including in its curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement. The Board of Education (Board) fully understands that it is only through a comprehensive approach with a focus on the development of a positive school climate and the support of students, staff, families, law enforcement agencies and the community that issues of violence will be prevented and a safe school climate achieved. Lastly, in consultation with these constituencies, the Board has established this District Safe School Climate Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, teen dating violence and retaliation.

The Board of Education (Board) promotes a safe and secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior or teen dating violence. Therefore, it shall be the policy of the Board that bullying of a student by another student or teen dating violence are prohibited.

#### I. Prohibition Against Bullying

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

## II. Definitions

**“Bullying”** means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

1. causes physical or emotional harm to such student or damage to such student’s property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

*(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**“Cyberbullying”** means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

**“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

**“Mobile electronic device”** means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

**“Electronic communication”** means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

**“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

**“Outside of the school setting”** means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education. “School employee” means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

**“School climate”** means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on people’s experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)

### III. Reporting and Responding to Bullying and Teen Dating Violence and Retaliation (Complaint Process)

#### A. Publication of the Prohibition against Bullying and Teen Dating Violence and Related Procedures

The prohibition against bullying and teen dating violence shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior and teen dating violence by any student in the Amity Regional School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim;
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior or teen dating violence and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying behavior or teen dating violence will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation (Plan) #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the District and individual school websites or by request.

#### **B. Appropriate School Personnel**

All school employees are charged with the responsibility of taking reports of bullying and teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

#### **District Safe School Climate Coordinator**

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the district and make recommended changes to the District's safe school climate plan.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

##### Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying and teen dating violence in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying and dating violence reports in the school.

##### C. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

##### D. Formal Written Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying or teen dating violence. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, or teen dating violence and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

##### **E. Informal/Verbal Complaints by Students**

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

##### **F. Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

#### **IV. Staff Responsibilities and Intervention Strategies**

##### **A. Teachers and Other School Staff**

School employees who witness acts of bullying or teen dating violence as defined above, or who receive reports of bullying or teen dating violence shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying or teen dating violence. A

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.

School employees who receive student or parent reports of suspected bullying or teen dating violence shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable.

If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying and teen dating violence in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and teen dating violence and help eliminate bullying behavior and teen dating violence through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying” or teen dating violence.

### **B. Responsibilities of the Safe School Climate Specialist**

#### **1. Investigation**

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying or teen dating violence received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District’s Safe School Climate Plan. All such complaints shall be investigated promptly. The investigation

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied or victimized by teen dating violence must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied or victimized by teen dating violence must complete the above-referenced consent form so long as that student has not requested anonymity. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying or teen dating violence were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

The school shall notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested.

The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying or teen dating violence.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

#### 2. Remedial Actions

Verified acts of bullying or teen dating violence shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior and teen dating violence is enforced, with the goal that any such bullying behavior or teen dating violence will end as a result. Bullying behavior and teen dating violence can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence” as defined above will generally warrant disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board’s prohibition against bullying and teen dating violence. No disciplinary action may be taken solely on the basis of an anonymous complaint.

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board’s prohibition against bullying and teen dating violence.

##### a. Non-disciplinary Interventions

When verified acts of bullying or teen dating violence are identified early and/or when such verified acts of bullying or teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying and teen dating violence and their prohibition, and students’ duty to avoid any conduct that could be considered bullying or teen dating violence.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying or teen dating violence are verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence.

In the discretion of the building Principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately.

(The SDE recommends such meetings to be separate.)

#### **b. Disciplinary Interventions**

When acts of bullying or teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying or teen dating violence and/or when past interventions have not been successful in eliminating bullying behavior or teen dating violence.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

#### c. Interventions for Students Bullied or Victimized by Teen Dating Violence

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or student victimized by teen dating violence may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying/teen dating violence situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

#### 3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying or teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other District actions may ameliorate any potential problem with bullying or teen dating violence in school or at school sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying and teen dating violence Such assessments may include, in addition to those

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

approved and disseminated by the State Department of Education, in collaboration with CAS, the National School climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School Climate Team Rubric;"

- c.** Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

~~e.~~ Beginning July 1, 2021 and each school year thereafter, such committee shall also include: (a) school personnel, including, but not limited to, at least one teacher selected by the exclusive bargaining unit representative for certified employees, (b) medical and mental health personnel assigned to such school, and (c) at the high school level at least one student enrolled at the school. The student is to be selected by the students in a manner determined by the school Principal.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
2. Identify and address patterns of bullying and teen dating violence among students in the school;
3. Review and amend school policies relating to bullying and teen dating violence;
4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
5. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and school teen dating violence for the school.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

Parent and student members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.

- d.** Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying and teen dating violence are likely to occur;
- e.**—Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in grades 7-12;

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

- f.e.** Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student or the student victimized by teen dating violence, parents and school employees;
- g.f.** School-wide training related to safe school climate;
- h.g.** Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
- i.h.** Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
- j.i.** Planned professional development programs addressing bully/victim and perpetrator of teen dating violence/victim problems;
- k.j.** Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l.k.** Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m.l.** Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n.m.** Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o.n.** Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p.o.** Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

#### V. Reporting Obligations

##### A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying or teen dating violence by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying or teen dating violence (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying and teen dating violence. Records will be maintained by the School Principal/Safe School Climate

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

#### **B. Reports to the Targeted Student and his/her Parent or Guardian**

If after investigation, acts of bullying or teen dating violence against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena).

In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying or teen dating violence was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

#### **C. List of Verified Acts of Bullying/Teen Dating Violence**

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and maintain a list of the number of verified acts of bullying and teen dating violence in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

involves repeated acts over time, each report prepared in accordance with Section V (B) (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

### VI. Prohibition against Discrimination and Retaliation

#### A. Safety

Discrimination and/or retaliation against any person who reports bullying or teen dating violence or provides information during an investigation of an act of bullying or teen dating violence, or witnesses or has reliable information about bullying or teen dating violence is prohibited. The continuation and perpetuation of bullying or teen dating violence against a student through the dissemination of hurtful or demeaning material by any other student is prohibited. The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, teen dating violence, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, teen dating violence, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying or teen dating violence was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement. Before formally investigating the allegations of bullying, teen dating violence, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying or teen dating violence was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying or teen dating violence was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying, teen dating violence or retaliation a student who has reported bullying, teen dating violence or retaliation, a student who has witnessed bullying, teen dating violence or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying, teen dating violence or retaliation.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School climate specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

#### **B. Law Enforcement Notification**

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying or teen dating violence constitute criminal conduct.

### **VII. Training Requirements for School Staff**

- A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying and teen dating violence and the prevention of and response to youth suicide. *(The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying, teen dating violence, or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)*
- B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying and teen dating violence and the prevention of and response to youth suicide.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

- C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in statewide workshops, or through on-line courses. Such training may include, but is not limited to:
- i. Developmentally appropriate strategies to prevent bullying and teen dating violence among students in school and outside the school setting.
  - ii. Developmentally appropriate strategies for immediate and effective interventions to stop bullying and teen dating violence,
  - iii. Information regarding the interaction and relationship between students committing acts of bullying or teen dating violence students against whom such acts of bullying or teen dating violence are directed and witnesses of such acts of bullying or teen dating violence,
  - iv. Research findings on bullying and teen dating violence, such as information about the types of students who have been shown to be at-risk for bullying or teen dating violence in the school setting,
  - v. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, or
  - vi. Internet safety issues as they relate to cyberbullying.

#### VIII. Notification Requirements

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

#### IX. School Climate Assessments

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

#### **X. Bullying/Teen Dating Violence Through the Use of Technology (Cyberbullying)**

An emerging form of bullying and teen dating violence is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages. There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying or teen dating violence purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing, harassment or committing teen dating violence is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying or teen dating violence through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the day to day operations of the school.

#### **XI. Relationship to Other Laws**

- C.** Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.
- D.** In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local

## Students

### Bullying and Teen Dating Violence

#### Safe School Climate Plan

school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the “Plan” covers the behavior.

## XII. Immunity for Board of Education, School Employees, Others

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying and teen dating violence. PA 11-232 and PA 14-234 extend this immunity to reports of bullying or teen dating violence incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Legal Reference: Connecticut General Statutes

C.G.S. 10-220a. In-service training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations.

C.G.S. 10-222d. Safe school climate plans. Definitions. School Climate assessments.

C.G. S. 10-222g. Prevention and intervention re bullying.

C.G.S. 10-222j. State-wide safe school climate resource network.

C.G.S. 10-222k. District safe school climate coordinator. Safe school climate specialist. Safe school climate committee. (as amended by PA 21-95, Section 14).

C.G.S. 10-222l. Immunity of school employees, students, parents or guardians, individuals and boards of education from liability for certain actions relating to reporting, investigating and responding to school bullying.

## Students

### Student Health Services

#### School District Medical Advisor

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) shall appoint a school district medical advisor and appropriate medical support service personnel including nurses.

The school district medical advisor, in cooperation with the Board and the board of health/health department for the school district, shall:

1. Plan and administer each school's health program
2. Advise on the provision of school health services
3. Provide consultation on the school health environment
4. Perform any other duties as agreed between the advisor and the appointing board of education

School health efforts shall be directed toward detection and prevention of health problems and to emergency treatment, including the following student health services:

1. Appraising the health status of student and school personnel
2. Counseling students, parents, and others concerning the findings of health examination
3. Encouraging correction of defects
4. Helping prevent and control disease
5. Providing emergency care for student injury and sudden illness
6. Maintaining school health records

#### Health Records

There shall be a health record for each student enrolled in the school district, which will be maintained in the school nurse's room. For the purposes of confidentiality records will be treated in the same manner as the student's cumulative academic record.

Student health records are covered by the Family Educational Rights and Privacy Act (FERPA) and are exempt from the Health Insurance Portability Act (HIPAA) privacy rule. However, it is recognized that obtaining medical information from health care providers will require schools to have proper authorization and to inform parents that such information, once released by health care providers, is no longer protected under HIPAA but is covered under FERPA.

## Students

### Student Health Services

#### Regular Health Assessments

Health assessments shall be required in grade 7 and in grade 10 by a legally qualified practitioner of medicine, an advanced practiced registered nurse licensed pursuant to C.G.S. Chapter 378, a physician assistant licensed pursuant to C.G.S. Chapter 370, a school medical advisor or a legally qualified practitioner of medicine, an advanced practice registered nurse or a physician assistant stationed at any military base prior to school entrance in Connecticut. The purpose of the health assessment is to ascertain whether a student has any physical disability or other health problem. Such health assessments shall include:

1. Physical examination, which shall include hematocrit or hemoglobin tests, height, weight, blood pressure, and a chronic disease assessment which shall include, but not be limited to, asthma
2. Updating of immunizations required under C.G.S. 10-204a and the Department of Public Health, Public Health Code, 10-204a-2a, 10-204-3a and 10-204a-4
3. Vision, hearing, postural, and gross dental screenings
4. If required by the current medical standard, testing for tuberculosis and sickle cell anemia or Cooley's anemia
5. Any other information including a health history that the physician believes to be necessary and appropriate

A child will not be allowed, as the case may be, to begin or continue in District schools unless health assessments are performed as required. Students transferring into the District must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

The ARSD Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers.

Health assessment results and recommendations signed by the examining physician or authorized medical personnel shall be recorded on forms provided by the Connecticut State Board of Education and kept on file in the school the student attends. Upon written authorization from the student's parent or guardian, original cumulative health records shall be sent to the chief administrative officer of the school district to which such student moves (or his/her designee) and a true copy of the student's cumulative health records maintained with the student's academic records. The Superintendent of Schools or designee shall notify parents of any health-related problems detected in health assessments and shall make reasonable efforts to assure that further testing and treatment is provided, including advice on obtaining such required testing or treatment.

## Students

### Student Health Services

Students who are in violation of Board requirements for health assessments and immunizations will be excluded from school after appropriate parental notice and warning.

#### Postural Screening

School nurses will screen all female students in grade 7 and male students in grade 8 or 9 for scoliosis or other postural problems. Additional postural screenings will also be conducted in response to appropriate requests from parents/guardians or professionals working with the student. Results will be recorded in the student's health record on forms supplied by the Connecticut State Board of Education, and the Superintendent shall cause a written notice to be given to the parent or guardian of each student found to have any postural defect or problem with a brief statement describing such defect or disease.

As necessary, special educational provisions shall be made for students with disabilities.

#### Tuberculin Testing

It is required that students at each mandated health assessment be screened for their risk of exposure to tuberculosis (TB). A child determined to be at risk for exposure to TB should be required to be tested.

#### Immunizations/Vaccinations

No student will be allowed to enroll in District schools without adequate immunization against the following diseases:

1. Measles
2. Rubella
3. Poliomyelitis
4. Diphtheria
5. Tetanus
6. Pertussis
7. Mumps
8. Hepatitis B
9. Varicella (Chickenpox)
10. Meningococcal disease
11. Any other vaccine required by section 19a 7f of Connecticut General Statutes.

## Students

### Student Health Services

All students in grades 7-12 are required to have received 2 doses of measles, mumps, and rubella vaccine or demonstrate serologic proof of immunity. Students entering seventh grade shall show proof of having received 2 doses of varicella vaccine, laboratory confirmation of immunity, or present a written statement signed by a physician, physician assistant, or advanced practice registered nurse indicating the individual has had varicella based on family or medical history. (~~Varicella requirement effective August 1, 2011~~)

All seventh grade students must show proof of 1 dose of meningococcal vaccine and 1 dose of Tdap, in addition to the completion of the primary DTP series.

All students in grades 7-12 are required to have 3 doses of Hepatitis B vaccine or serologic evidence of immunity.

Beginning with the 2019-2020 school year all incoming seventh grade students must show proof of 2 doses of Hepatitis A vaccine.

Students shall be exempt from the appropriate provisions of this policy when:

1. they present a certificate from a physician, physician assistant, advanced practice registered nurse, or local health agency stating that initial immunizations have been given and additional immunizations are in process under guidelines and schedules specified by the Commissioner of Health Services; or
2. they present a certificate from a physician, physician assistant, or advanced practice registered nurse stating that in the opinion of such ~~physician~~medical provider, immunization is medically contraindicated because of the physical condition of such child. Such certification shall be provided on the medical exemption certificate form developed by the Department of Public Health and available on its website; or
- ~~3. they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians; such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, a Connecticut attorney, or a school nurse, and such religious exemption was granted prior to April 28, 2021 (by midnight April 27, 2021). Such student retains this exemption through grade twelve, even if the student transfers to another school in Connecticut; or they present a written statement from their parents or guardians that such immunization would be contrary to the religious beliefs of such child or his/her parents/guardians such statement to be officially acknowledged by a notary public or a judge, a court clerk/deputy clerk, a town clerk, a justice of the peace, or a Connecticut attorney; or~~
- ~~4.~~3. in the case of measles, mumps, or rubella, present a certificate from a physician, physician assistant, or advanced practice registered nurse or from the Director of Health in such child's present or previous town of residence, stating that the child has had a confirmed case of such disease; or

**Students**

**Student Health Services**

- 5.4. in the case of hemophilus influenza type B has passed his or her fifth birthday; or
- 6.5. in the case of diphtheria, tetanus, and pertussis, has a medical exemption confirmed in writing by a physician, physician assistant or advanced practice registered nurse (per C.G.S. 19a-7f).

The school nurse will report to the local director of health any occurrence of State of Connecticut defined reportable communicable diseases.

## Students

### Student Health Services

#### Health Assessments/Interscholastic Sports Programs

Any student participating in an interscholastic sports program must have a health assessment. Each participant in a sport program must complete a health questionnaire prior to their health assessment. Completed physical examination forms, or copies of, must be on file in the Health Office of the high school or middle school prior to the first tryout/practice session. The physical examination is valid for 13 months and must cover the athlete for the entire sport season (including the tryout period), as specified by the Connecticut Interscholastic Athletic Conference (CIAC). Physicals cannot expire during the season. The ARSD will annually post the dates for eligible physicals. A parent/guardian may submit an appeal to the Athletic Department in writing, if the last competition of the sports season is scheduled prior to 13 months from the posted physical eligibility date. Physical examinations performed by a student's parent who is a medical professional will not be accepted.

#### Student Medical Care at School

School personnel are responsible for the immediate care necessary for a student whose sickness or injury occurs on the school premises during school hours or in school-sponsored and supervised activities.

Schools shall maintain files of Emergency Information cards (on paper or electronically) for each student. If a child's injury requires immediate care, the parent or guardian will be called by telephone by the nurse, the building Principal, or other personnel designated by the Principal, and advised of the student's condition. When immediate medical or dental attention is indicated and when parents or guardians cannot be reached the student will be transported to the nearest hospital. In this event the family physician/dentist and school district medical advisor will be notified of school district actions at the discretion of the school nurse.

~~(cf. 5125.11 — Health/Medical Records HIPAA)~~

(cf. 5142 - Student Safety)

(cf. 5143 – Health Assessments & Immunizations)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5141.5 - Suicide Prevention)

**Students**

**Student Health Services**

~~(cf. 6142.1 — Family Life and Sex Education)~~

(cf. 6145.2 - Interscholastic/Intramural Athletics)

(cf. 6171 - Special Education)

Legal Reference: Connecticut General Statutes

10-203 03 Sanitation

10-204 Required immunizations (as amended by PA 15-174, ~~and~~ PA 15- 242, and PA 21-6)

10-20404c Immunity from liability

10-205 Appointment of school medical advisors

10-206 Health assessments, as amended by PA 07-58 and PA 11-179 and PA 18-168

10-206 Free health assessments

10-207 07 Duties of medical advisers, (as amended by P.A. 12-

198) 10-208 Exemption from examination or treatment

10-20808a Physical activity of student restricted; boards to honor notice

10-209 Records not to be made public (as amended by PA 03-211)

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

10-212 School nurses and nurse practitioners

10-212a Administration of medicines by school personnel

**Students**

**Student Health Services**

10-214 Vision, audiometric and postural screenings: When required; notification of parents re defects; record of results (as amended by PA 96-229 An Act Concerning Scoliosis Screening)

10-214a Eye protective devices

10-214b Compliance report by local or regional Board of Education

10-217a Health services for children in private non-profit schools; payments from the state, towns in which children reside and private non-profit schools

Department of Public Health, Public Health Code – 10-204a-2a, 10-204a-3a, and 10-204a-4

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)

42 U.S.C. 1320d-1320d-8, P.L. 104-191, Health Insurance Portability and Accountability Act of 1996 (HIPAA)

PA 18-168 An Act Concerning the Department of Public Health's Recommendations Regarding Various Revisions to the Public Health Statutes Sections 7-9, 539, & 540

## Students

## School Safety

## School Resource Officer

In order to make schools more orderly, safer, and secure, ~~the District~~ Amity Regional School District No. 5 (ARSD) may utilize a police officer to deliver services as a School Resource Officer (SRO), as guided by an agreement between the Board of Education (Board) and a law enforcement agency. The agreement shall address daily interactions among students, school personnel, and police officers; and shall include a graduated response model for student discipline.

The Superintendent of Schools will develop administrative regulations as necessary to implement this policy. The Board or its designee will work in cooperation with the law enforcement agency in the placement of a School Resource Officer at Amity Regional High School. Any additional District-ARSD facilities upon approval of the Board may also qualify for placement of an SRO. The Superintendent will make such suggestions to the Board when needed.

It is understood and agreed that the Board ~~of Education~~ and the Police Department officials share the following goals and objectives with regard to the School Resource Officer (SRO) Program in the schools:

1. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies;
2. To encourage SROs to attend extra-curricular activities held at schools when possible;
3. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school such as: disorderly conduct by trespassers, the possession and/or use of weapons on campus, the sale and/or distribution of controlled substances, and riots;
4. To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school;
5. To cooperate with law enforcement officials in their investigations of criminal offenses which occur off campus; and
6. To be involved in the development of ARSD ~~District~~ and school safety/crisis plans.

**Students**

**School Safety**

**School Resource  
Officer**

Duties include but are not limited to:

1. The observation and reporting of any unlawful act;
2. The prevention of theft or misappropriation of any item of value;
3. The control of access to premises being protected;
4. The maintenance of order and safety at public activities;
5. Protection of ~~District~~ARSD property, students, staff, and persons and property on or about ~~District~~ARSD property or while attending ~~District~~ARSD-sponsored activities.
6. Investigating and documenting specific incidents;
7. Assistance in identifying, intervening, and communicating with at-risk students;
8. Provision of crime prevention education;
9. Promotion of a positive student attitude toward law enforcement;
10. Operating as a liaison between the community and ~~the District~~ARSD.

The Board shall enter into a Memorandum of Understanding (MOU) with the local police department that defines the officer's role and responsibilities. The MOU must address daily interactions among students, school personnel, and police officers, and must include a graduated response model for student discipline. Any such MOU entered into, extended, updated, or amended on or after July 1, 2021 shall include a provision requiring all school resource officers to complete, while in the performance of their duties as school resource officers and during periods when such officers are assigned to be at the school, any separate training specifically related to social-emotional learning and restorative practices provided to ~~district~~ARSD certified employees.

## Students

### School Safety

#### School Resource Officer

~~(cf. 5114—Suspension/Expulsion; Student Due Process)~~

(cf. 5131 - Student Conduct)

~~(cf. 5131.2—Assault)~~

~~(cf. 5131.21—Terrorist Acts/Threats)~~

~~(cf. 5131.4—School Grounds Disturbances)~~

~~(cf. 5131.41—In School Disturbances)~~

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Drugs, Tobacco, Alcohol)

~~(cf. 5131.61—Inhalant Abuse)~~

~~(cf. 5131.612—Surrender of Physical~~

~~Evidenced Obtained from Students)~~ (cf.

5131.7 - Weapons and Dangerous

Instruments)

(cf. 5131.8 - Off School Grounds Misconduct)

~~(cf. 5131.9—Gang Activity or Association)~~

(cf. 5141.6 - Crisis Management)

(cf. 5142 - Safety)

(cf. 5144.1 - Use of Physical Force)

(cf. 5145.11 - ~~Questioning and~~

~~Apprehension~~Police in Schools)

(cf. 5145.12 - Search and Seizure)

~~(cf. 5145.121—Vehicle Searches on School Grounds)~~

Policy approved: January 14, 2019

## Students

### School Safety

#### School Resource Officer

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.

10-220 Duties of boards of education.

10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.

53a-3 Definitions.

53a-217b Possession of Firearms and Deadly Weapons on School Grounds.

~~PA 15-168 An Act Concerning Collaboration Between Boards of Education and School Resource Officers and the Collection and Reporting of Data on School-Based Arrests~~

~~PA 94-221 An Act Concerning School Discipline and Safety.~~

GOALS 2000: Educate America Act, Pub. L. 103-227.

18 U.S.C. 921 Definitions.

Title III - Amendments to the Individuals with Disabilities Education Act.

Sec. 314 (Local Control Over Violence)

Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.

P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.

*Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.*

## Bylaws of the Board

### Time, Place, and Notification of Meetings

#### Regular Meetings

1. The Board of Education shall set a calendar of regular meetings for the ensuing year at the first regular meeting in December.
2. In compliance with the General Statutes of the State of Connecticut, the Chairperson shall file this calendar with the Town Clerk by December 31<sup>st</sup>, and not later than January 31<sup>st</sup>.
3. Normally the Board shall schedule regular meetings on the 2nd Monday of each month of the year.
4. If at any point in the meeting the Board of Education should not maintain a quorum, then the Chairperson of the Board will adjourn the meeting and declare the time and place of the resumption of the meeting, which shall be reflected in a written order of adjournment. A copy of the written order of adjournment will be posted on or near the door of the place where the meeting was held within twenty- four hours after the time of adjournment.

#### Special Meetings

1. Special meetings may be held when determined by the Board, when so called by the Chairperson, or upon written request of three members of the Board.
2. No special meeting shall be held unless a notice stating the time, place, and purpose of the meeting has been given to each member and to the Town Clerks, twenty-four (24) hours before the time stated for the meeting to convene.
3. When a majority of the members agree that an emergency exists which has made a regular notice impossible such a meeting may be called at a time or place which may be most convenient. —In case of such emergency meeting, a copy of the minutes setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than seventy-two (72) hours following the holding of such meeting.
4. No other business shall be considered by the Board at that special meeting.

#### Notice of Meetings

Notice of meetings will be mailed to persons filing a written request renewable in January of each year. The Board of Education will charge a fee for these notices based upon cost of the service, as provided by law.

## Bylaws of the Board

### Time, Place, and Notification of Meetings

#### Electronic Participation during In-Person Meetings

Recognizing the inherent responsibility and statutory duties of Board of Education members, the Board of Education (Board) strongly encourages Board members to attend and participate at meetings of the Board. Though great importance is given to the physical presence of Board members at meetings, the participation of members in an in-person Board meeting by electronic means is authorized whenever physical presence is not practicable.

Members who participate in an in-person Board meeting through electronic means may not be counted in the quorum. Due to security concerns, electronic participation in closed executive sessions will not be permitted. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Any Board member wishing to participate in a meeting electronically will notify the Board Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

#### Electronic Meeting of the Board During School District Closures

The Board of Education Board (Board) acknowledges, during the closure of the Amity Regional School District No. 5 and the ARSD schools, business of the Board may still need to occur. In this event where pressing business of the Board is required such as, but not limited to, personnel issues, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted.

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of Education will accomplish this through use of an electronic videoconferencing program.
2. Notice of the Board meeting's virtual location shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than 48 hours in advance.
3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website.

## Bylaws of the Board

### Time, Place, and Notification of Meetings

4. Members of the public can submit their comments to be added to the public record by emailing the Clerk of the Board of Education prior to 2:00 pm on the day of the meeting. These comments will be summarized by the Board Chair in the place so designated in the agenda for the meeting. The public may also email the Clerk of the Board by 2:00 pm on the day of the meeting and request to speak during public comment as noted on the agenda. Those members of the public making such request will be provided with the information necessary to join the meeting electronically to provide public comment.
5. Under these circumstances when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting with video, in addition to minutes, will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.
6. The Board shall take the steps necessary for the public to view remote Board meetings and proceedings in real time.
7. Executive session will not be conducted during an electronic meeting of the Board.

Legal Reference: Connecticut General Statutes

1-200 (2) Definitions. "Meeting."

1-206 Denial of access to public records or meetings.

1-225 Meetings of government agencies to be public, as amended by June 11 Special Session, PA 08-3.

1-226 Broadcasting or photographing meetings.

1-227 7 Mailing of notice of meetings to persons filing written request. 1-228 Adjournment of meetings. Notice.

1-229 Continued hearings. Notice.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-231 Conduct of meetings.

1-232 10-218 Officers. Meetings.

10-238 Petition for hearing by board of education.

## Personnel - Certified

### Staff Development

“Staff Development” is viewed by the Board of Education (Board) as a continuous systematic effort to improve educational programs in the Amity Regional School District No. 5 (ARSD) through (1) staff involvement in organized program planning, implementation and evaluation efforts, and (2) activities to upgrade the skills, knowledge and ability of educators to improve student learning.

~~Staff development experiences, for which CEUs are awarded, should be guided by:~~

- ~~• expectations for student performance as reflected in *Connecticut’s Common Core of Learning* and the *Connecticut Framework: Curriculum Goals and Standards*;~~
- ~~• school or district goals;~~
- ~~• actual student performance, as evidenced by the Connecticut Mastery Test (CMT) and the Connecticut Academic Performance Test (CAPT) in addition to other indices; and~~
- ~~• what teachers need to know and be able to do to improve instruction that advances student learning.~~

~~Each certified employee, shall annually participate in a program of professional development, of not fewer than eighteen hours in length, of which a preponderance is in a small group or individual group settings. The professional development program shall:~~

- ~~1. be a comprehensive, sustained, and intensive approach to improving teacher and administrator effectiveness in increasing student knowledge achievement;~~
- ~~2. focus on refining and improving various effective teaching methods that are shared between and among educators;~~
- ~~3. foster collective responsibility for improved student performance;~~
- ~~4. be comprised of professional learning that is aligned with rigorous state student academic achievement standards; conducted at the school among educators and facilitated by principals, coaches, mentors and distinguished educators or other appropriate teachers; occurs frequently on an individual basis or among groups of teachers in a job-embedded process of continuous improvement; and includes a repository of best practices for teaching methods developed by educators within each school that is continuously available to such educators for comment and updating; and~~
- ~~5. include training in culturally responsive pedagogy and practice.~~

~~The principles and practices of social-emotional learning shall be integrated throughout the components of such program of professional development described in items 1 through 5 above.~~

~~Staff development experiences, made available by the Board directly, or through a RESC, with another Board of Education or through a provider approved by the Commissioner, and shall be consistent with any goals identified by the certified employees and the Board.~~

## 4131(a)

The Board believes that staff development experience should be comprehensive, sustained, and intensive enough to improve teacher and administrator effectiveness in raising student performance; and foster collective responsibility for improved student performance.

Teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education to enhance the capabilities of educators to improve student learning. ~~Significant opportunities should also be offered annually to enhance the abilities of staff to promote student mastery in literacy and numeracy.~~ ~~The Board of Education~~ recognizes that it shares with its certified staff responsibility for the upgrading and updating of teacher performance. ~~The Board of Education~~ supports the principle of continuing training of teachers and the improvement of instruction.

~~The Board shall designate the standing professional development committee, consisting of certified employees, including their union representatives. The Superintendent shall staff the committee. The duties of the committee shall include, but not be limited to, the development, evaluation and annual updating of a comprehensive local professional development plan for certified employees of the District. Such plan all (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), and (2) on or after July 1, 2011, be developed with full consideration of the priorities and needs related to student outcomes as determined by the State Board of Education, and (3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the professional staff members of the Board, including personnel management and evaluation training or experience for administrators.~~

~~Special effort shall be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.~~

The Board, in order to determine its professional development program seeking the advice and assistance of teachers, shall establish a professional development and evaluation committee; consisting of certified employees; including representatives of the exclusive bargaining representative for such employees. Committee membership shall consist of at least one representative from each of the teachers' and administrators' unions and other school personnel the Board deems appropriate. The duties of the committee shall include, but not be limited to, participation in the development of a teacher evaluation and support program for ~~the District~~ARSD; and -the development, evaluation, and annual updating of a comprehensive local professional development plan; in fulfillment of the statutes; for certified employees of ~~the District~~ARSD. Such plan shall: (1) be directly related to the educational goals proposed by the Board pursuant to C.G.S. 10-220(b), (2) be developed in full consideration of the priorities and needs related to student social-emotional learning pursuant to C.G.S. 10-148a; as amended; and student outcomes as determined by the State Board of Education, and (3) provide for the ongoing and systematic assessment and improvement of both teacher evaluation and professional development of the Board's professional staff members, including personnel management and evaluation training or experiences for administrators, shall be related to regular and special student needs and may include provisions concerning career incentives and parent involvement.

Special effort shall be made to prepare teachers and other school personnel to meet the needs of students of diverse cultural and ethnic backgrounds. Planning and implementation of such programs shall be done cooperatively by administration, teachers, and parent advisory groups. Special effort shall also be given to administrators and/or supervisors in training pursuant to their obligations in the evaluation of the teacher.

**4131(a)**

Staff development activities should respond directly to the educational needs of the student body. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in CGS 10-220a, as amended.

The Board will allow any paraprofessional or noncertified employee of ~~the District~~ ARSD to participate, on a voluntary basis, in any in-service training program provided to certified staff on those topics mandated per C.G.S. 10-220a, subsection (a).

**Personnel - Certified****Staff Development** (continued)

~~Staff development activities should respond directly to the educational needs of the student body and conform to the *Connecticut Common Core of Teaching*. The in-service program shall fulfill all applicable statutory requirements, especially those delineated in C.G.S. 10-220(a).~~

(cf. 4115 – Evaluation and Support Program)  
~~(cf. 4131.5 – Continuing Education Units)~~

Legal Reference: Connecticut General Statutes

~~10-27 — Exchange of professional personnel and students  
 10-220a — In-service training (amended by PA 04-227, PA 08-160  
 and June 19 Special Session, Public Act No. 09-1)  
 10-153b — Selection of teachers' representatives  
 10-226f — Coordinator of intergroup relations  
 10-226g — Intergroup relations training of teachers  
 10-145b — Teaching certificates (as amended by PA 01-173)~~

10-27 Exchange of professional personnel and students.

10-220a In-service training. (amended by PA 04-227, PA 08-160, June 19 Special Session, Public Act No. 09-1, PA 10-91, PA 12-116, PA 13-145, PA 15-215, PA 17-37 and PA 19-100 and PA 21-46)

10-153b Selection of teachers' representatives

10-226f Coordinator of intergroup relations.

10-226g Intergroup relations training for teachers.

10-145b Teaching certificates (as amended by PA 01-173)

10-148a Professional development (as amended by PA 17-37 and PA 19-100 and PA 21-46)

10-151(b) Employment of teachers. Definitions. Tenure

PA 17-32 An Act Concerning Human Trafficking

PA 17-37 An Act Implementing the Recommendations of the Task Force on Professional Development and In-service Training Requirements for Educators

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut 06525

Typed 3-8-2010  
APPROVED – BOE: 3-8-2010

**Connecticut General Statutes 10-220a – In-service Training**

**A. Required In-service Topics for Certified Personnel**

1. ~~Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.~~
2. ~~Health and mental health risk reduction education including, but not limited to the prevention of risk taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV infection and AIDS, violence, teen dating, domestic violence, child abuse and youth suicide.~~
3. ~~Growth and development of exceptional children, including handicapped and gifted and talented children including but not limited to, children with attention deficit hyperactivity disorder or learning disabilities who may require special education, and methods for identifying, planning and working effectively with special needs children in a regular classroom~~
4. ~~on and conflict resolution and the prevention of and~~
5. ~~prevention of bullying and \_\_\_\_\_ as defined in 10-222d, subsectioards that implement an evidence based model approach \_\_\_\_\_ are not required to provide in-service training on prevention of bullying.)~~
6. ~~Cardiopulmonary resuscitation and other emergency life saving procedures.~~
7. ~~Computer and other information technology as applied to student learning and classroom instruction, communications and data management.~~
8. ~~Teaching of the language arts, reading and reading readiness and assessment of reading performance including methods of teaching language skills necessary for reading, comprehension skills, phonics and the structure of the English language for teachers in grades kindergarten to three, inclusive. (15 hours every 5 years)~~
9. ~~Second language acquisition in districts required to provide a program of bilingual education pursuant to C.G.S. 10-17f.~~
10. ~~Elementary, middle, and high school teachers must include 15 hours of training in the use of computers in the classroom every five years. Teachers, regardless of grade level, who can demonstrate technology competency, in a manner determined by the Board of Education, based on statewide standards for teacher competency in the use of instructional technology, shall be exempted from this requirement.~~
11. ~~Training in the evaluation of teachers for superintendents and those employees employed in positions requiring an intermediate adm~~

~~s      supervisory certificate whose duties equal at least 50% of the assigned time.~~  
~~u      (15 hours every 5~~  
~~years)~~

---

**Connecticut General Statutes 10-220a - In-service Training**

**A. Required In-service Topics for Certified Personnel**

1. Nature and the relationships of drugs and alcohol to health and personality development and procedures for discouraging their abuse.
2. Health and mental health risk reduction education including, but not limited to the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases, including HIV-infection and AIDS, violence, teen dating, domestic violence and child abuse.
3. School violence prevention and conflict resolution and the prevention of and response to youth suicide and the identification and prevention of bullying and response to bullying, as defined in 10-222d, subsection (a) as amended. (Boards that implement an evidence-based model approach approved by the SDE are not required to provide in-service training on the identification and prevention of and response to prevention of bullying.)
4. Cardiopulmonary resuscitation and other emergency life-saving procedures.
5. Requirements and obligations of a mandated reporter regarding reporting of child abuse and neglect.
6. Training in the detection and recognition of, and evidence-based structured literacy interventions for, students with dyslexia.
7. Training in the awareness of human trafficking issues.
8. Culturally responsive pedagogy and practice.
9. African-American and black studies (required commencing July 1, 2021)
10. Puerto-Rican and Latino studies (required commencing July 1, 2021)

The principles and practices of social-emotional learning shall be integrated throughout all components of the professional development program, as appropriate.

**B. Optional In-Service Topics for Certified Personnel**

The State Department of Education, within available appropriates and utilizing available materials, shall make the following subject matter available to boards of education:

- Holocaust and genocide education and awareness
- Native American History
- Personal Financial Management
- The historical events surrounding the Great Famine in Ireland
- Domestic violence and teen dating violence
- Mental health first aid training
- Trauma-informed practices for the school setting to enable teachers, administrators and pupil personnel to more adequately respond to students with mental, emotional or behavioral health needs

• Second language acquisition, including, but not limited to, language development and cultural responsive pedagogy

Topics approved by the State Board of Education upon the request of local or regional boards of education as part of in-service training programs pursuant to CGS 10-220a, section 3.

The Board may include any of the items listed above (Section B) in its in-service training program, pursuant to CGS 10-220a.

## Personnel -- Certified/Non-Certified

### Travel; Reimbursement

The Board of Education ([Board](#)) will reimburse employees of the school system who incur expenses in carrying out their authorized duties. Authorization for reimbursements must be obtained in writing from the employee's supervisor prior to incurring such expenses. Immediately upon returning from a business trip, the individual will prepare and submit for approval by the Supervisor and Business Office, a travel expense voucher. Receipts must be submitted for all individual expenditures. Travel expenses will be paid for the employee only.

Reimbursement for mileage shall be at the rate established by the Internal Revenue Service. Other incurred travel expenses shall not exceed the rates established by the Internal Revenue Service.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

## Personnel – Certified

### Evaluation of Coaches

There shall be an annual evaluation of all coaches, to be conducted by the Athletic Director or his/her designee. The purposes of evaluation are:

1. To provide a systematic process whereby coaches may increase the effectiveness of their services to the athletic program utilizing the available professional resources.
2. To provide an opportunity for coaches to analyze their strengths and weaknesses and to discuss objectively the contributions they have made to the athletic program.
3. To provide an opportunity for the administrative staff to analyze the strengths and weaknesses of individual coaches and to utilize this knowledge to develop supervisory service to assist individuals in developing their competence.
4. To provide an effective means by which administrators may make recommendations concerning the continued employment of personnel and/or other recommendations to the Board of Education (Board).

It is the responsibility of all administrators, coaches, and other professional staff members to recognize that the Amity Regional School District No. 5 (ARSD) schools intend to seek and maintain the best qualified staff to provide quality coaching for student athletes. In keeping with this goal, all personnel are expected to participate fully in the appraisal process. An integral part of this process is self-appraisal. The self and administrative appraisals include: knowledge of sports area, coaching skills and techniques, attitudes, behavior patterns, and values and ethics.

Any coach who has held the same coaching position for three or more years for which the Board terminates or non-renews the contract shall be informed of the Board's decision within ninety (90) days of the completion of the sport season covered by the contract. The coach may request a written statement from the Board specifying the reason(s) for the Board's action. The statement shall be provided within thirty (30) days of the request. The decision to terminate or non-renew the coach's contract may be appealed by the coach in a manner prescribed by the Board. The Board may terminate the contract of any coach at any time for reasons of moral misconduct, insubordination, or a violation of the rules of the Board or because a sport has been cancelled by the Board.

Legal Reference:        Connecticut General Statutes  
                                  [10-149](#) Qualifications for coaches of intramural and interscholastic athletic coaches (as amended by P.A. 13-41)  
                                  [10-151b](#) Evaluation by superintendent of certain educational personnel  
                                  [10-220a](#) In-service training  
                                  [10-222e](#) Policy on evaluation and termination of athletic coaches (as amended by P.A. 13-41)  
                                  P.A. 13-41 An Act Concerning Hiring Standards for Athletic Directors  
                                  P.A. 02-243 An Act Concerning Notification in Cases of Termination of Coaches

## **Personnel – Certified/Non-Certified**

### **Rights, Responsibilities, and Duties – Acceptable Computer Use**

#### **Acceptable Computer Network Use**

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

Employees are to utilize the school unit's computers, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

The Board will implement a technology protection measure to block or filter internet access to visual depictions that are obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use. Any employee who violates this policy and/or any rules governing use of the school unit's computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the school unit's computers will also result in referral to law enforcement authorities.

All ARSD computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by employees. The systems' security aspects, message delete function, and personal passwords can be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of ARSD's computer systems, including any incidental personal use permitted in accordance with this policy and applicable regulations.

Each employee authorized to access the school unit's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read this policy and the accompanying regulations. The acknowledgment form will be retained in the employee's personnel file.

The Superintendent or his/her designee shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to the policy/regulations. The Superintendent or his/her designee may develop additional administrative procedures/rules governing the day-to-day management and operations of the school unit's computer system, as long as they are consistent with the Board's policy/rules. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Personnel – Certified/Non-Certified

### Rights, Responsibilities, and Duties – Acceptable Computer Use

#### Electronic Mail

Electronic mail is an electronic message that is transmitted between two or more computers, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. All ARSD electronic mail systems are owned by ARSD and are intended for the purpose of conducting ARSD business. ARSD employees should have no expectation of privacy when using the electronic mail systems. ARSD reserves the right to bypass individual passwords at any time and to monitor the use of such systems by employees.

Electronic messages are not for private or confidential matters. Due to the fact that there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.

ARSD retains the right to review, store, and disclose all information sent over ARSD electronic mail systems for any legally permissible reason including, but not limited to, determining whether the information is a public record, whether it contains information discoverable in litigation, and to access ARSD information in the employee's absence.

(cf. 6141.321 - Student Use of the Internet)

#### Legal References: Connecticut General Statutes

The Freedom of Information Act

[31-48d](#) Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.

[53a-182](#) Disorderly conduct; Class C misdemeanor

[53a-182b](#) Harassment in the first degree.

[53a-183](#) Harassment in the second degree

[53a-250](#) Computer-related Offenses: Definitions

Electronics Communication Privacy Act, 28 U.S.C. §2510 through 2520

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Personnel – Certified/Non-Certified**

**Technology Equipment – Laptop Computers**

**Staff Laptop Use**

The Board of Education (Board) shall permit the assignment and use of a laptop computer and related equipment for each staff member in the Amity Regional School District No. 5 (ARSD) when such use is directly or peripherally related to employment and school purposes. Proper controls shall be established to assure each staff member's responsibility for, and return of, such equipment. The administration will develop written procedures outlining these responsibilities and appropriate use. Use of these computers must comply with all ARSD policies. These laptop computers are being provided for educational purposes. These laptops and all included items shall be returned upon resignation/termination or whenever requested by the Superintendent of ARSD Schools or his/her designee. Restitutions will be made for any and all damage done to the laptops owned by ARSD.

(cf. 4118.5 - Computer Network Use)

## Personnel – Certified

### Substitute Teachers

A substitute teacher shall be a person who has earned a Bachelor's Degree, is fully qualified to instruct in our schools, and who is employed for short periods of time in the absence of the regular teacher. The Commissioner of Education may waive requirement for a Bachelor's Degree for good cause upon the request of the Superintendent of Schools.

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) shall only hire applicants for substitute teaching positions who comply with the reference and background checks and who comply with the required disclosure requirements and after requesting information from the applicant's prior employers and Connecticut State Department of Education (CSDE). The Superintendent shall determine which persons are employable as substitute teachers and maintain a list of such persons. Approved substitutes shall remain on such list, as long as he or she is continuously employed by the Board as a substitute teacher, provided the Superintendent does not have any knowledge of a reason that such person should be removed from the list. Suitable programs for training, assigning, orienting, and evaluating the work of substitute teachers shall be provided by the certified staff under the direction of the Superintendent or his/her designee.

Daily substitute teachers are those who serve for a variety of teachers in a non-consecutive manner and are assigned on an as-needed basis. Building substitute teachers are those who serve for a variety of teachers and report to an assigned school building on all student days. Fully certified long-term substitute teachers will be assigned to classes whose regular teachers are on long-term leaves of absence of forty (40) days or more.

Rates of compensation for substitute teachers will be set by the Board of Education. Rates for daily substitutes and building substitutes will be determined annually during the budget process for the following year. Rates for long-term substitute teachers will be the prorated daily rate of the beginning B.A. salary step in effect for that school year. For shortage area positions, the Superintendent may consider the experience, degree, and/or certification of the long-term substitute teacher and establish a different rate.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school system.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

(c.f. 4112.5 Security Check/Fingerprinting)

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Personnel – Certified**

**Substitute Teachers**

Legal Reference: Connecticut General Statutes  
[10-183v](#) Reemployment of teachers.  
[10-145a](#) Certificates of qualification for teachers.  
June 19 Special Session, Public Act No. 09-1  
An Act Implementing the Provisions of the Budget Concerning Education, Authorizing State Grant Commitments for School Building Projects and Making Changes to the Statutes Concerning School building Projects and Other Education Statutes. (Section 48) Public Act No. 09-6 September Special Session  
[10-221d](#) Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal. (as amended by PA 16-67)  
[10-222c](#) Hiring policy. (as amended by PA 16-67)

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut