

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

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

**AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA**  
*Monday, December 13, 2021 , 6:30 pm*  
*100 Ohman Avenue, Orange, 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 Orders 13A and 14, 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. SWEARING IN OF NEW BOARD OF EDUCATION MEMBERS**
- 4. ELECTION OF OFFICERS**
- 5. APPROVAL OF MINUTES**
  - a. Regular Board of Education Meeting - November 8, 2021 *Page 3*
  - b. Special Board of Education Meeting - November 29, 2021 *Page 10*
- 6. STUDENT REPORT**
  - a. Monthly Report
- 7. PUBLIC COMMENT**
- 8. SUPERINTENDENT'S REPORT**
  - a. Personnel Report *Page 11*
  - b. Superintendent Report *Page 12*
- 9. DISCUSSION AND POSSIBLE ACTION ON SETTING 2022-2023 SCHOOL CALENDAR *Page 15***
- 10. CORRESPONDENCE**
- 11. CHAIRMAN'S REPORT**
  - a. Committee Reports
    1. ACES
    2. Ad Hoc School Safety
    3. CABA
    4. Curriculum
      - a. Discussion and Possible Action on New Course Proposals
        1. African American/Black and Puerto Rican/Latino Studies *Page 16*
        2. Exploring Technology Education *Page 20*
        3. Structured Literacy *Page 23*
      - b. Discussion and Possible Action on Course Modifications
        1. Name Change and Length
          - from Drawing and Painting 1 Full-Year to Studio Art 1 Semester *Page 32*
          - from Drawing and Painting II Full-Year to Studio Art II Semester *Page 34*
        2. Length Change
          - from Digital Art Full-Year to Digital Art Semester *Page 36*
        3. Name Change
          - from "Honors Art and Portfolio Development" to "Studio Art III" LH *Page 38*
          - from "Introduction to Ceramics and Pottery" to "Ceramics I" *Page 40*
          - from "Advanced Ceramics and Pottery" to "Ceramics II" *Page 42*

- from "Honors Ceramics and Pottery" to "Ceramics III" LH Page 44
- from "Materials, Design, and Function" to "Arts and Metals" Page 46
- from "Guitar and Its Role in American Music" to "Guitar: The Evolution of Rock'n Roll!" Page 48
- from "Music Appreciation" to "Music Through Time" Page 50
- from "AP Studio Art Drawing" to "AP Studio Art: Drawing" Page 52
- from "AP Studio Art" to "AP Studio Art 2D Art and Design" Page 54

5. District Health and Safety
6. District Technology
  - a. Monthly Report Page 56
7. Facilities
  - a. Monthly Report Page 57
8. Finance
  - a. Update of 2022-23 Budget Process
    1. Initial Budget Data and Revisions to Date Page 58
    2. Important Budget Meeting Dates Page 59
  - b. Discussion and Possible Action on Selecting Architect Page 62
    1. Lecture Hall – ARHS
    2. Outdoor Classroom Structures
  - c. Discussion of Monthly Financial Statements Page 63
  - d. Director of Finance and Administration Approved Transfers Under \$3,000 Page 92
  - e. Discussion and Possible Action on Transfers over \$3,000 Page 93
  - f. Other
    1. Bond Projects YTD Budget Report Page 95
    2. Audit Update
9. Policy
  - a. Second Read
    1. Policy 4134 - Tutoring Page 97
    2. Policy 4135 - Organizations/Units Page 98
    3. Policy 4140.2/4240.2 - Compensation and Related Benefits for Non-Bargaining Unit Employees (Excluding Superintendent and Directors) Page 101
    4. Bylaw 9321 - Time, Place, Notification of Meetings Page 102
10. Personnel
12. **NEW BUSINESS**
13. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by December 31, 2021**
14. **ADJOURNMENT**



Jennifer P. Byars, Ed.D.  
Superintendent of Schools

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  
NOVEMBER 8, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Shannan Carlson, Paul Davis, Carla Eichler, George Howard, Andrea Hubbard, Patrick Reed, Dr. K. Sudhir, Dr. Carol Oladele (arrived 6:35 p.m.), Christopher Browe (departed 8:40 p.m.), Donna Schuster (remote)

**BOARD MEMBERS ABSENT**

Steven DeMaio, Dr. Jennifer Turner

**STUDENT REPRESENTATIVES PRESENT**

Marin Korenaga

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Shaun DeRosa, Brian Dower, Peter Downhour, Ernest Goodwin, Jaime Guthrie, Kathleen Kovalik, Jill LaPlante, Anna Mahon, Dr. Marie McPadden, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:33 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

**3. APPROVAL OF MINUTES**

**a. Regular Board of Education Meeting - October 18, 2021**

*MOTION by Shannan Carlson, SECOND by Paul Davis, to approve minutes as submitted  
VOTES IN FAVOR, 9 (Belfonti, Browe, Carlson, Davis, Eichler, Hubbard, Reed, Sudhir, Schuster)  
ABSTAINED, 1 (Howard)  
MOTION CARRIED*

**b. Special Board of Education Meeting - November 1, 2021**

*MOTION by George Howard, SECOND by Shannan Carlson, to approve minutes as submitted  
VOTES IN FAVOR, 8 (Belfonti, Browe, Carlson, Eichler, Howard, Reed, Sudhir, Schuster)  
ABSTAINED, 3 (Davis, Hubbard, Oladele)  
MOTION CARRIED*

**4. STUDENT REPORT**

**a. Monthly Report**

*MOTION by Christopher Browe, SECOND by Dr. Sudhir, to move DISCUSSION AND POSSIBLE  
ACTION ON PROVIDING ON-SITE COVID-19 TESTING WHEN REQUIRED FOR A SCHOOL-  
SPONSORED ACTIVITY OR EVENT (meeting agenda item #12) to immediately follow PUBLIC  
COMMENT (meeting agenda item #8)  
VOTES IN FAVOR, 11 (unanimous)  
MOTION CARRIED*

**5. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL NATIONAL MERIT SCHOLAR SEMI-FINALISTS**

Presented by Anna Mahon and Dr. Byars

**6. RECOGNITION OF CIAC/NATIONAL UNIFIED SPORTS PROGRAM AT AMITY REGIONAL HIGH SCHOOL**

Presented by Paul Meingold and Anna Mahon

**7. PRESENTATION AND DISCUSSION OF THIRD QUARTER 2021 EXECUTIVE SUMMARY REVIEW OF AMITY PENSION FUND, SICK AND SEVERANCE ACCOUNT, AND OPEB**

Presented by Mike Goss, Fiducient Advisors

**8. PUBLIC COMMENT**

- 2 parents spoke about curriculum.
- 2 students spoke about discrimination.
- 2 parents spoke about school security.
- 2 parents gave thanks for COVID mitigation strategies and diversity, equity, and inclusion.
- 4 parents spoke about the COVID vaccination policy and Homecoming dance.

**12. DISCUSSION AND POSSIBLE ACTION ON PROVIDING ON-SITE COVID-19 TESTING WHEN REQUIRED FOR A SCHOOL-SPONSORED ACTIVITY OR EVENT**

*MOTION by Christopher Browe, SECOND by Shannan Carlson, to require temperature testing at the entrance to Homecoming Dance in place of COVID-19 testing for unvaccinated students*  
*VOTES IN FAVOR, 1 (Browe)*  
*OPPOSED, 10 (Belfonti, Carlson, Davis, Eichler, Howard, Hubbard, Oladele, Reed, Sudhir, Schuster)*  
*MOTION FAILED*

**9. DISCUSSION AND POSSIBLE ACTION ON 2022 BOARD OF EDUCATION REGULAR MEETING SCHEDULE**

*MOTION by Paul Davis, SECOND by Dr. Oladele, to approve 2022 Board of Education Regular Meeting Schedule*  
*VOTES IN FAVOR, 11 (unanimous)*  
*MOTION CARRIED*

**10. PRESENTATION OF 2022-2023 SCHOOL CALENDAR**

**11. SUPERINTENDENT'S REPORT**

- a. **Personnel Report**
- b. **Superintendent Report**

**13. CORRESPONDENCE**

Summarized by Carla Eichler

**14. CHAIRMAN'S REPORT**

Chairperson Belfonti recognized and thanked departing Board of Education members, George Howard and Steven DeMaio, for their years of hard work and service.

Chairperson commended and thanked the remaining Board of Education members for their time, effort, hard work, and attendance at meetings.

**a. Committee Reports**

- 1. ACES**
- 2. Ad Hoc School Safety**
- 3. CABE**
- 4. Curriculum**
- 5. District Health and Safety**
- 6. District Technology**
  - 1. Monthly Reports**
- 7. Facilities**
  - 1. Monthly Reports**
- 8. Finance**
  - 1. Discussion of Monthly Financial Statements**
  - 2. Director of Finance and Administration Approved Transfers Under \$3,000**

**3. Discussion and Possible Action on Transfers over \$3,000**

*MOTION by Shannan Carlson, SECOND by Carla Eichler, to approve the following budget transfer to cover the cost of 10 vape sensors at Amity Regional High School:*

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT NAME</u>	<u>FROM</u>	<u>TO</u>
05-15-0000-5850	Contingency	\$10,470	
05-14-2350-5730	Equipment - New		\$10,470

VOTES IN FAVOR, 10 (unanimous)

MOTION CARRIED

**4. Other**

- a. **Bond Projects YTD Budget report**

**9. Policy**

**1. First Read**

- a. **Policy 4134 – Tutoring**
- b. **Policy 4135 - Organizations/Units**
- c. **Policy 4140.2/4240.2 - Compensation and Related Benefits for Non-Bargaining Unit Employees (Excluding Superintendent and Directors)**
- d. **Policy 5145.53 - Transgender and Gender Non-Conforming Youth**
- e. **Bylaw 9321 - Time, Place, Notification of Meetings**

**2. Second Read**

- a. **Policy 1110.1 - Parental Involvement**
- b. **Policy 3542.43 - Food Service - Charging Policy**
- c. **Policy 4131 - Staff Development**
- d. **Policy 4133 - Travel Reimbursement**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
NOVEMBER 8, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

- e. **Policy 5112 - Ages of Attendance**
- f. **Policy 5113.2 – Attendance**
- g. **Policy 5131.911 - Bullying and Teen Dating Violence**
- h. **Policy 5141 - Student Health Services**
- i. **Policy 5142.4 - School Resource Officer**

*MOTION by Carla Eichler, SECOND by Patrick Reed, to approve all policies listed under SECOND READ:*

- *Policy 1110.1 - Parental Involvement*
- *Policy 3542.43 - Food Service - Charging Policy*
- *Policy 4131 - Staff Development*
- *Policy 4133 - Travel Reimbursement*
- *Policy 5112 - Ages of Attendance*
- *Policy 5113.2 – Attendance*
- *Policy 5131.911 - Bullying and Teen Dating Violence*
- *Policy 5141 - Student Health Services*
- *Policy 5142.4 - School Resource Officer*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

**10. Personnel**

**15. NEW BUSINESS**

School Climate Survey and School Security

**16. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by November 30, 2021**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
NOVEMBER 8, 2021 REGULAR MEETING MINUTES  
6:30 P.M., 25 Newton Road, Woodbridge, CT

**17. ADJOURNMENT**

*MOTION by Shannan Carlson, SECOND by Dr. Oladele, to adjourn meeting  
VOTES IN FAVOR, 10 (unanimous)  
MOTION CARRIED*

Meeting adjourned at 9:07 p.m.

Respectfully submitted,  
Pamela Pero  
Pamela Pero, Recording Secretary

DRAFT

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
NOVEMBER 29, 2021 SPECIAL MEETING MINUTES  
6:00 p.m., 25 Newton Road, Woodbridge, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Shannon Carlson, Paul Davis, Carla Eichler, Andrea Hubbard, Patrick Reed,  
Dr. Jennifer Turner (arrived 6:09 pm), Dr. K. Sudhir (arrived 6:15 p.m.), Christopher Browe (arrived 7:35 pm),  
Donna Schuster (remote)

**BOARD MEMBERS ABSENT**

Steven DeMaio, George Howard, Dr. Carol Oladele

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Theresa Lumas, Kristi Bellara, Thomas Brant, Kathy Burke, Shaun DeRosa, Ernest Goodwin,  
Jaime Guthrie, Kathleen Kovalik, Anna Mahon, Stephen Martoni, Dr. Marie McPadden, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:05 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

**3. 2022-2023 BUDGET PRESENTATIONS**

- a. Director of Finance & Administration
- b. Middle School Principals
- c. High School Principal
- d. Director of Pupil Services
- e. Director of Technology
- f. Director of Facilities
- g. Director of Athletics
- h. Director of Curriculum and Staff Development

**4. ADJOURNMENT**

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

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Jennifer P. Byars, Ed.D.  
Superintendent of Schools

JPB/pjp

# 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

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

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

*Gary Pope* – Bench Substitute Teacher – Amity Regional High School  
*Cynthia Twiss* – Long Term Substitute Coordinator of Pupil Services

**NEW HIRES-NON-CERTIFIED: NONE**

**NEW HIRES-COACHES: NONE**

**TRANSFERS:**

*Meaghan Carbone* – Second Shift Custodian at Amity Regional High School to the position of Head Custodian at Amity Middle School-Orange, effective 01/03/2022

*Amanda Mills* – Special Education Paraprofessional at Amity Middle School-Bethany to the position of Category IV Administrative Assistant to the Director of Pupil Personnel Services, effective 01/26/2022

**RESIGNATIONS:**

*Matthew Fletcher* – Assistant Softball Coach ~ Amity Regional High School, eff. 11/11/2021

*Michael Stockmal* – Assistant Softball Coach ~ Amity Regional High School, eff. 11/11/2021

**RETIREMENTS:**

*Barbara Miller* – School Counselor, Amity Middle School-Orange, eff. 12/31/2021

*Phil Ianniello* – Head Custodian, Amity Middle School-Orange, eff. 12/31/2021

*Denise Clark* – Category II Administrative Assistant, Amity Middle School-Orange, eff. 12/31/2021

*Elizabeth Grace* – Physical Education Teacher, Amity Regional High School, eff. 6/30/2022

*Mary Carlson* – Special Education Teacher, Amity Regional High School, eff. 6/30/2022

# 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 – December 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

**8<sup>th</sup> Grade Visit:** On December 9<sup>th</sup>, the ARHS Class of 2026 visited the high school to view the Amity Creative Theater Fall Play, *Puffs*, and to listen to a brief panel discussion about elective opportunities at the high school. It was a wonderful opportunity to begin to build a connection with these future members of the ARHS community. The students and faculty were a WONDERFUL audience!

**College Admissions and PSAT Results:** December is a month highly-focused on post-secondary educational opportunities. Many of our seniors are anxiously awaiting results of their early-action and early-decision applications to their top choice colleges and juniors received PSAT scores via the College Board website on Monday, December 6, 2021. While these are stressful times, they are also moments of great hope and positive planning, which reflect one of the core tenets of the currently-piloted BOWA Portrait of the Graduate.

**AMSB Winter Concert:** On December 2, 2021, AMSB held its Winter Concert. This event was another step in the return to the performing arts in Amity and was very well attended. To accommodate for space and social distancing, the band and choir concerts were divided - alternating the start times and allowing time to have the crowds shift between concerts. Student performances far exceeded expectations and we anticipate that we will see more student growth as we look forward to our Spring Concerts!

**AMSO Winter Concert:** The AMSO Winter Concert was an enormous success. Over 250 students participated in performances by the band, orchestra, jazz band and choir. The concert was broken up into small sections to limit the size of the audience. In addition, the event was live streamed so family members could enjoy the performance from home.

**Middle School Debate:** The AMSB/AMSO Debate Team is preparing for an online tournament on December 19, 2021. Working in collaboration with members from the Amity Regional High School Debate Team, our students will debate the motion, "This House would boycott the 2022 Beijing Winter Olympics."

**New Course Proposals:** District Steering approved of three new course proposals at the November committee meeting. The new courses include the CSDE mandated elective for the African American/Black Latino/Puerto Rican course, Exploring Technology Education, and a Structured Literacy course. The Visual and Performing Arts department proposed some modifications to their program including course name changes and length of courses.

**Professional Learning:** The December 9, 2021 minimum-day for professional learning was planned by the building principals. The focus of the afternoon sessions was to provide opportunities for collaborative discussion on the characteristics of the Amity Portrait of the Graduate within content curricula.

**Committee Meetings:** Curriculum Articulation meetings held included District Reading and Math. District meetings during November included District Technology, District Steering, PDEC (Professional Development, and Evaluation Committee), and District Wellness. Teachers new to the district participated in the Teacher Education and Mentoring Program (TEAM) and submitted their first TEAM Reflection Papers in early December.

**Curriculum Equity Audit:** Dr. Lori Elliott, CES Consultant for Diversity, Equity, and Inclusion provided a session to District Steering Committee members on the plan for developing curriculum cycles, phases of the cycles, and the expectations of the curriculum work. Dr. Elliott will continue to provide English/ELA 7-12 and Social Studies 7-12 with training in the use of a Curriculum Equity Audit from January through May.

## Resources

**2022-2023 Budget Planning:** The administration teams from all three schools continue to meet with district-level personnel to mindfully consider the needs of the schools for the 2022-2023 school year and make judicious decisions about various budget requests supportive of the excellent, comprehensive education provided to students in Amity.

**CBITS Training:** Amity is continuing their partnership with The Child Health and Development Institute and their CBITS initiative. School Social Workers Jennifer DeMattia and Claire McVey both completed their two day training recently. Amity now has 12 clinicians who are trained in CBITS. The district facilitates multiple CBITS groups across our schools each year.

**AMSB Holiday Ideas from Art:** Mrs. Smolinski, our awesome AMSB Art Teacher, has created an Amazon page for parents of emerging artists and their families. She has included links to ideas for the upcoming holidays or birthdays that would be of interest to students who have a love of art.

## Climate

**Amity Creative Theater:** For seven years a certain boy wizard went to a certain Wizard School and conquered evil. This, however, is not his story. This is the story of the Puffs... who just happened to be there too. A tale for anyone who has never been destined to save the world. Amity Creative Theater Fall Play performed *Puffs* on December 9,10, & 11 2021 at the Brady Center.

**Spartan Seminar Focus on Inclusion/Jingle Jam:** As part of the intentional effort to highlight our core belief in inclusion, the December 8<sup>th</sup> Spartan Seminar was specifically designed around inclusion for students with intellectual difficulties and differences. Students discussed various terms around the concept of creating a welcoming environment during the session, watched a few videos regarding inclusion and Amity's programs, such as Unified Sports and Unified PE, that foster a sense of inclusion. Additionally, time was allotted to begin processing the impending midterm exams and offer space to students to discuss their mounting anxieties.

**Unified Programs:** Unified Sports at the high school have been very busy with their winter trail hiking, dance and jingle parties. Students are beginning their preparations for the winter basketball season starting after the New Year.

**Leo Club Food Drive:** The ARHS Leo Club recently held its annual food drive! Students collected over 1000 items for gift baskets! Faculty Advisor Ms. Beres-Nork gave a big shoutout of thanks to Mr. Catalde, who engages his classes in a competition to see who can donate the most items every year. His students brought in 915 items alone!

**Signs of Suicide Assessment:** Both Amity Middle Schools will participate in the Signs of Suicide assessment in January and February of next year. This program is part of the Sandy Hook Promise Program, started in 2019 in the Amity School District. Utilizing a protocol and the collective resources of our district staff to administer and review, this assessment will be conducted to identify students in need of support and to connect those students to the resources available at Amity and in our BOW community.

**Self-Care Initiative:** Jenna DeRosa and her school psychology colleagues at ARHS created a *12 days until Winter Break* self-care email initiative. Staff receive a daily email with helpful tricks and tips for supporting their own self-care in a variety of ways.

**AMSB Winter Sports:** Winter sports have started at AMSB and the girls' and boys' basketball teams at AMSB are ready for competition. The turnout for tryouts was overwhelming and we applaud all of the students who expressed an interest.

**AMSO Culture of Giving:** AMSO Team T is conducting its annual fundraiser for the Hamden Children's Center. The team is gathering gently used toys and games to be delivered to the children's center in time for the Christmas holiday. AMSO students, along with hundreds of schools from around the state, wore PJs to school on Dec. 10, 2021 to raise money for the Connecticut Children's Hospital to support the children with cancer and blood disorders.

**AMSB Canned Food Drive:** Prior to the Thanksgiving break, AMSB held a canned food drive. Students and staff donated items to the local food pantries, and in three days they collected over 40 large grocery bags full of non-perishable items. These donations will help support those in need across our community, and they serve as a testament to the kind and giving nature of the AMSB school community.

**AMSB No Place for Hate:** AMSB held its first No Place for Hate Committee meeting last week. There was a large number of students, staff and parents who participated, speaking to the commitment of our staff, students, and community to examine and strengthen our school climate, and continue to make AMSB a safe place for all students. The school also had the kickoff event with the ADL, and eight students and a few staff members were able to watch a live event and be a part of this kick off.



*ARHS Leo Club Food Drive Collection*



# Amity Regional School District No. 5

## 2022-2023 District Calendar



Date	Event or Holiday
August 23	Prof. Dev. - Teachers Only
August 24	Prof. Dev. - Teachers Only
August 25	Prof. Dev. - Teachers Only
August 29	First Day of School - Students <i>Early Dismissal</i>
August 30	Students <i>Early Dismissal</i>
September 5	Labor Day - No School
September 8	Back to School Night - ARHS - Grades 9&12
September 13	Back to School Night - Middle Schools
September 15	Back to School Night - ARHS - Grades 10&11
September 22	Early Dismissal - Professional Development
September 26	Rosh Hashana - No School
October 5	Yom Kippur - No School
October 10	Columbus/Indigenous Peoples Day - No School
October 13	Early Dismissal - Professional Development
November 8	Prof. Dev. - Teachers Only
November 9	Parent Conferences - Middle Schools
November 10	Parent Conferences - High School
November 16	Parent Conferences - High School
November 17	Parent Conferences - Middle Schools
November 23	Early Dismissal
November 24, 25	Thanksgiving - No School
December 7	Parent Conferences - MS/HS - <i>Early Dismissal</i>
December 8	Early Dismissal - Professional Development
December 23	Early Dismissal
December 26 - 30	Holiday Recess
January 5	Early Dismissal - Professional Development
January 16	Martin Luther King, Jr. Day - No School
February 8	Parent Conferences - Middle Schools
February 9	Early Dismissal - Professional Development
February 15	Parent Conferences - High School
February 16	Parent Conferences - Middle Schools
February 20, 21	Winter Recess
March 16	Early Dismissal - Professional Development
April 7 - April 14	Spring Recess
April 27	Early Dismissal - Professional Development
May 29	Memorial Day - No School
June 7	Last Day of School - Students

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# 2022-2023

If emergency closings extend beyond June 30, 2023, any additional days will be taken from Spring Recess, beginning with April 10, 2023. Amity Regional High School Graduation is traditionally held on the actual last day of school for students. Total Days For Students = 181; Total Days For Teachers = 185

## PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

✓ **Proposed Title of New Course or Course Modification:**  
African American/Black and Puerto Rican/Latino Studies

**Brief Description and Objectives of the Course/Unit or Course Modification:**

The African American/Black and Puerto Rican/Latino Course of Studies is a one credit, year-long elective in which students will consider the scope of African American/Black and Puerto Rican/Latino contributions to U.S. history, society, economy, and culture. It utilizes Connecticut's Social Studies Framework themes and inquiry-based approach already familiar to social studies teachers to deliver a content rich and personalized learning experience. The course is an opportunity for students to explore accomplishments, struggles, intersections, perspectives, and collaborations of African American/Black and Puerto Rican/Latino people in the U.S. Students will examine how historical movements, legislation, and wars affected the citizenship rights of these groups and how they, both separately and together, worked to build U.S. cultural and economic wealth and create more just societies in local, national, and international contexts. Coursework will provide students with tools to identify historic and contemporary tensions around race and difference; map economic and racial disparities over time; strengthen their own identity development; and address bias in their communities. This course will contribute to the critical consciousness and civic-mindedness competencies of a twenty-first century graduate, and ultimately facilitate students' interest in pursuing further ethnic, anthropology, or human rights studies in the future.

Source: SERC B&L Studies Curriculum Guide (Pilot 2021-2022), Course Overview (pg. 5)  
<https://files.serc.co/pa1912/20210701-CT%20BL%20Curriculum%20-%20screen%20-%20v1.pdf>

**Department:** History/Social Studies

**Grade Level:** 11 or 12

**Elective or Required?**

Elective  
 Required

**Length of Course:** Full Year

### **RATIONALE**

***Why does Amity need this course/unit?***

This course is required to be offered by all CT public high schools beginning in the 2022-2022 school year pursuant to CT Public Act No. 19-12.

Details follow below.

**"Connecticut Public Act No. 19-12**

This bill adds African-American and black and Puerto Rican and Latino studies to the required programs of study for public schools and requires all local and regional boards of education ("boards") to include these topics in their curriculum beginning with the 2021-22 school year. As with other courses required under existing law, the State Board of Education (SBE) must make curriculum materials available to help boards develop their instructional programs.

The bill requires the State Board of Education (SBE) to review and approve, by January 1, 2021, a black and Latino studies high school course. Under the bill:

1. The State Education Resource Center (SERC) must develop the course,
2. SBE must make course curriculum material available,
3. boards may offer the course beginning with the 2021-22 school year, and
4. boards must offer the course beginning with the 2022-23 school year.

For the school years 2022-23 to 2024-25, SDE must conduct an annual audit to ensure that the black and Latino studies course approved under the bill is being offered by each board of education. SDE must annually submit a report on the audit to the Education Committee."

Source: <https://pa1912.serc.co/about/>

Accessed: 10/29/21

***What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

*See the Course Overview provided in the Brief Description of the Course/Objectives of the Course at the beginning of this proposal.*

**Will this course replace an existing course?**

Yes  
 No

If this course replaces an existing course:

1. Which course is it replacing?
2. Why should this course be replaced?

## **STUDENT LEARNING OBJECTIVES**

**As a result of this course or course modification, each student should be able to (identify major content):**

Learning Objectives (LO)

- LO1 UNDERSTAND the construct of race and why and how it was developed.
- LO2 INVESTIGATE the evolution and development of African American/Black and Puerto Rican/Latino identities, including intersections with Indigenous and other identities.
- LO3 ANALYZE how race, power, and privilege influence group access to citizenship, civil rights, and economic power.
- LO4 EXAMINE the scope and legacy of resistance that has been integral to African American, Black, Puerto Rican, and Latino(a) histories.
- LO5 ARTICULATE the integral role African American, Black, Puerto Rican, and Latino(a) communities have played in shaping U.S. society, economy, and culture.
- LO6 REIMAGINE new possibilities and more just futures for our country and our world drawn from the legacy of African American/Black and Puerto Rican/ Latino experiences, intellectual thought, and culture.
- LO7 EXPLORE local and regional African American/ Black and Puerto Rican/Latino communities and compare/contrast them with national histories.
- LO8 EXAMINE examples of African American/Black and Puerto Rican/Latino action in addressing issues impacting their communities.
- LO9 IDENTIFY resources and opportunities for active engagement, learning, and civic responsibility.
- LO10 USE the inquiry cycle to take informed action.

Source: SERC B&L Studies Curriculum Guide (Pilot 2021-2022), Course Overview (pg. 6)

## **MATERIALS & PERSONNEL NEEDS**

***You must include any budgetary considerations.***

Total Budgetary requests at this time: ~ \$7000

I have included a budget request of \$3000 for materials for this course. At this time I anticipate that to mainly to purchase the materials from the Reference List I describe below. We may also have a need to pay for speakers and/or other educational opportunities or material needs.

I also have submitted a Summer Curriculum Writing request for \$3913.50 for 75 hrs based on the estimated need to have 2 staff members attend a week long CSDE/SERC Professional Development & Curriculum Training program during Summer 2022 in preparation for teaching this course.

**Supplies and/or Equipment:** N/A at this time

**Personnel Requirements:**

Number of FTE needed will be determined based on student enrollment. I am anticipating 1-2 sections of this course at this time, likely to be taught by the same teacher.

**Texts:**

While there is no required text, SERC has compiled a reference list of books and videos for each teacher of the course and the Library Media Center to have copies of. Some state funding may provide for 1 set of materials if available.

"The African American/Black and Puerto Rican/Latino Course of Studies REFERENCE LIST has been published, including Book Bundle Recommendations (for each class/department and school/community library) and Supplemental Teacher Resources (referenced in units; some excerpts available electronically)"

Source: <https://pa1912.serc.co/2021/01/19/now-available-curriculum-reference-list/>

Accessed: 10/29/21

**REFERENCE LIST**

<https://pa1912.serc.co/wp-content/uploads/2021/06/Book-List-NEW-as-of-6-16-21.pdf>

**Comments:**

**APPROVALS**

✓ Building Administrator Approval: *Adlahan 11/9/2021*

✓ Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year) *Dr. E. M. McFarland 11/9/2021*

BOE Curriculum Committee Approval Date (month, day, year)

**Approval Status**

Approved

Rejected

Other \_\_\_\_\_

If rejected, what was the reason?



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**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PROPOSAL FOR NEW COURSE OR COURSE  
MODIFICATION**

---

**Proposed Title of New Course or Course Modification:**

✓ Exploring Technology Education

**Brief Description and Objectives of the Course/Unit or Course Modification:**

Exploring Technology Education would be a semester long course introducing ninth grade students to different areas of Technology Education including manufacturing, transportation/auto, construction and Computer-Aided Design (CAD). The students would spend about 5 weeks in each area. Throughout the course, the students will learn how to practice proper safety in a shop setting. By rotating through each area, students will get a sense of how the areas can be connected as well as how they differ. This course will allow the students to find out what area interests them. Ultimately, the course will help the students plan what pathway may best suit their needs for a possible future career.

**Department:** Career & Technical Education

**Grade Level:** 9

**Elective or Required:** Elective

**Length of Course:** Semester

## RATIONALE

**Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?**

At Amity High School, we have a wide array of offerings in Technology Education. However, there are many students who are not quite aware of the opportunities available to them. The purpose of the course is to make students aware of the career possibilities that are out there in these four areas as well as see what opportunities Amity High School has to offer in those areas. After doing the four rounds in this exploratory course, students will have an idea of what area might interest them and help them make a more informed decision on what pathway best fits their interests and possible career choice they might want to pursue after high school. The course will be aligned to state and national CTE standards and will embody elements of the BOWA Portrait of the Graduate by allowing for students to be collaborators, communicators, empathizers and problem solvers while completing hands on projects. The course will also contain elements of the academic expectations.

**Will this course replace an existing course? Yes**      **Which Course? Exploring Transportation**

**Why should this course be replaced?**

Rather than limiting a ninth grade course to one area of Technology Education for 16 students, this course will provide exposure to four different areas for up to 64 students. As a result, students will be able to make a more informed decision as to which courses they want to pursue as they progress throughout high school.

## **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to: (Identify major content)

1. Identify and practice proper safety procedures in a shop setting.
2. Use the basic operations of CAD software to draw up designs that will be manufactured/built in the other portions of the course.
3. Identify and practice dimensional measurement systems and tools used in the four shops.
4. Identify and apply separating, joining, and finishing material processes
5. Identify and practice safe use of stationary and portable equipment to process material
6. Identify and use a large variety of hand tools and power tools.
7. Explain the basics of vehicle operation, required maintenance and service procedures.
8. Identify career paths related to Automotive, CAD, Manufacturing and Construction fields.
9. Introduce students to basic CNC programming and use of the machines.

## **MATERIALS & PERSONNEL NEEDS**

**\*YOU MUST INCLUDE ANY BUDGETARY CONSIDERATIONS**

**Supplies and/or Equipment:**

Supplies for CAD, woods/carpentry and manufacturing sections (stock for projects, fasteners, finishes, additional equipment wear+tear)

Existing equipment in the shops.

**Personnel Requirements:**

We would need to use 4 existing Technology Ed. teachers to run the course with a maximum number of 64 students. This would allow for a maximum of 16 students to be in each separate area at a time.

**Texts:**

None

**Comments:**

**Approved by:**

**Building Administrator:**  **Date:** 10/12/21

**District Steering Committee:**  **Date:** 11/9/21

**BOE Curriculum Committee:** **Date:**

**Not Approved:**  **Reason:** **Date:**

# NEW COURSE/COURSE MODIFICATION INFORMATION

Proposed Title of New Course or Course Modification

Structured Literacy

Brief Description and Objectives of the Course/Unit or Course Modification

This is a course designed for students who have significant decoding and encoding deficits; usually as a result of dyslexia. Students who fit this profile require intensive instruction that utilizes a multisensory approach, begins with letter/sound relationships and proceeds to isolated syllables and finally multisyllabic words. Instruction will address goals and objectives outlined in student IEP's.

Department

Reading (special education)

Grade Level

9-12

Elective or Required?

- Elective
- Required

Length of Course

full year

RATIONALE

Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?

Will this course replace an existing course?

- Yes
- No

If this course replaces an existing course:

Choose 

STUDENT LEARNING OBJECTIVES

As a result of this course or course modification, each student should be able to (identify major content):

read multisyllabic words fluently and accurately.

#### MATERIALS & PERSONNEL NEEDS

**\*YOU MUST INCLUDE ANY BUDGETARY CONSIDERATIONS.**

#### Supplies and/or Equipment

binders, white board on wheels for letter cards

#### Personnel Requirements

one teacher (currently Berni Schwartz)

#### Texts

Wilson Reading System materials (when appropriate based on student need), REWARDS© (Word Attack and Rate Development Strategies)

#### Comments

Currently, eight students receiving reading instruction are identified as having dyslexia. Without a Structured Literacy course in place this year, these students were hand scheduled in Word Analysis classes so as to group them by need. This new course will provide appropriate instruction for these students while also ensuring they are placed in a class that will address their decoding weaknesses using a structured approach.

#### APPROVALS

Building Administrator Approval:

Anna Mahon



Building Administrator Approval Date

MM DD YYYY

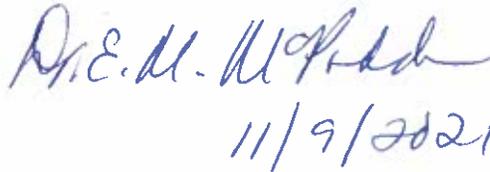
/ / 11/8/21

District Steering Committee Approval

District Steering Committee Approval Date

MM DD YYYY

/ /

  
11/9/2021

BOE Curriculum Committee Approval Date

MM DD YYYY

/ /

Approval Status

- Approved
- Rejected
- Other

If rejected, what was the reason?

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This form was created inside of Amity Regional School District.

Google Forms

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
PROPOSAL FOR NEW COURSE OR COURSE  
MODIFICATION**

---

Proposed Title of New Course or Course Modification:

**Name Change and Length changes only**

Drawing and Painting I FY to Studio Art I SEM

Drawing and Painting II FY to Studio Art II SEM

**Length Changes Only**

Digital Art from FY to SEM

**Course Name only:**

Honors Art and Portfolio Development to Studio Art III LH

Introduction to Ceramics and Pottery to Ceramics I

Advanced Ceramics and Pottery to Ceramics II

Honors Ceramics and Pottery to Ceramics III LH

Materials, Design and Function to Arts and Metals (I have asked the Department Chair of CTE and she is fine with it as well)

Guitar and it's Role in American Music to Guitar: The Evolution of Rock 'n Roll!"

Music Appreciation to Music Through Time

AP Studio Art Drawing to AP Studio Art: Drawing

Ap Studio Art to AP Studio Art 2D Art and Design

Brief Description and Objectives of the Course/Unit or Course Modification:

With changes in course requirements full year classes are more difficult for students to take. Making them half year will help the enrollment numbers

The course name changes are a way to align all of our courses so they are similarly named. It makes it easier for a student to see the progression for multiple years of a course.

Department: VPA

Grade Level: 9-12

Elective or Required: Elective

Length of Course:

## **RATIONALE**

**Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?**

n/a

Will this course replace an existing course? n/a Which Course?

Why should this course be replaced? n/a

## **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to: (Identify major content)

## MATERIALS & PERSONNEL NEEDS

**\*YOU MUST INCLUDE ANY BUDGETARY CONSIDERATIONS**

Supplies and/or Equipment: n/a

Personnel Requirements: n/a

Texts: n/a

Comments: n/a

**Approved by:**

**Building Administrator:**

**Date:**

District Steering Committee:

**Date:**

BOE Curriculum Committee:

**Date:**

Not Approved:  Reason:

**Date:**

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Studio Art I

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name and length of course. Previously Drawing and Painting I. Similar units will be taught, but with modification to fit into the shortened time frame.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Semester

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Drawing and Painting I

2. Why should this course be replaced? Students are having a hard time fitting in a full year course. This will help increase enrollment in the Art program

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)  11/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

## PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Studio Art II

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name and length of course. Previously Drawing and Painting II. Similar units will be taught, but with modification to fit into the shortened time frame.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course - *Semester*

### **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Drawing and Painting I

2. Why should this course be replaced? Students are having a hard time fitting in a full year course. This will help increase enrollment in the Art program

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)  11/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Digital Art

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change from full year to semester

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Semester

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Digital Art

2. Why should this course be replaced? Students have an easier time with fitting half year courses into their schedule

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

Course will stay the same with some modifications

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)  11/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

Approved  
 Rejected  
 Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Studio Art III

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name from Honors Art and portfolio development. Course lessons and objectives will stay the same. This name change aligns all the art courses in sequence

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Full Year

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Honors Art and portfolio Development

2. Why should this course be replaced? To align the names in the department

## **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year) 

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification  
Ceramics I

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name from Introduction to Ceramics and Pottery. Course lessons and objectives will stay the same. This name change aligns all the art courses in sequence

Department

VPA

Grade Level  
9-12

Elective or Required?

Elective  
 Required

Length of Course

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes  
 No

If this course replaces an existing course:

1. Which course is it replacing? Introduction to Ceramics and Pottery

2. Why should this course be replaced? To align the names in the department

## **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)

*Dr. E.M. McPhee 11/9/21*

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

Approved

Rejected

Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification  
Ceramics II

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name from Advanced Ceramics and Pottery. Course lessons and objectives will stay the same. This name change aligns all the art courses in sequence

Department

VPA

Grade Level  
9-12

Elective or Required?

Elective  
 Required

Length of Course

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes  
 No

If this course replaces an existing course:

1. Which course is it replacing? Advanced Ceramics and Pottery
2. Why should this course be replaced? To align the names in the department

## **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)  "1/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

Approved  
 Rejected  
 Other \_\_\_\_\_

If rejected, what was the reason?

## PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Ceramics III

Brief Description and Objectives of the Course/Unit or Course Modification

This is a change in name from Honors Ceramics and Pottery. Course lessons and objectives will stay the same. This name change aligns all the art courses in sequence

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

### **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Honors Ceramics and Pottery

2. Why should this course be replaced? To align the names in the department

### **STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

***You must include any budgetary considerations.***

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year) 

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

Approved  
 Rejected  
 Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Arts and Metals

Brief Description and Objectives of the Course/Unit or Course Modification

Name change from materials, Design and Function. We find the name is confusing to what is done in the course.

Department

VPA/CTE

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Semester

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Materials, Design and Function
2. Why should this course be replaced? Name is easy to understand.

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

Course will stay the same with some modifications

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)

 11/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

## PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Guitar the Evolution of Rock N Roll

Brief Description and Objectives of the Course/Unit or Course Modification

Name change from Guitar and its Role in American Music We find the name is outdated and hope for more interest.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Semester

### **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Guitar and its Role in American Music
2. Why should this course be replaced? Name is easy to understand.

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

Course will stay the same with some modifications

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)  11/9/2011

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

Music Through Time

Brief Description and Objectives of the Course/Unit or Course Modification

Name change from Music Appreciation. We find the name is outdated and hope for more interest.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Semester

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Music Appreciation

2. Why should this course be replaced? Name is easy to understand.

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

Course will stay the same with some modifications

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

\* Building Administrator Approval: 

Building Administrator Approval Date (month, day, year)

District Steering Committee Approval Date (month, day, year)



BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

AP Studio Art: Drawing

Brief Description and Objectives of the Course/Unit or Course Modification

This name change will modify the old AP Studio Art drawing class that was formerly in the program of studies.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Full Year

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

This is a change in the way the College board is designating courses. We need to be able to designate the specific test in the name of the course.

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Ap Studio Art

2. Why should this course be replaced? The name does not designate the specific content and it needs to reflect it for the transcript.

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

Building Administrator Approval:



Building Administrator Approval Date (month, day, year) 11/8/21

District Steering Committee Approval Date (month, day, year)



BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

Approved

Rejected

Other \_\_\_\_\_

If rejected, what was the reason?.

# PROPOSAL FOR NEW COURSE OR COURSE MODIFICATION FORM

Proposed Title of New Course or Course Modification

AP Studio Art:2D Art and Design

Brief Description and Objectives of the Course/Unit or Course Modification

This name change will modify the old AP Studio Art class that was formerly in the program of studies.

Department

VPA

Grade Level

9-12

Elective or Required?

Elective

Required

Length of Course

Full Year

## **RATIONALE**

***Why does Amity need this course/unit? What educational needs will it serve? How does this course/unit fit in with the school's mission statement and academic expectations?***

This is a change in the way the College board is designating courses. By adding this one into the current offerings we can open up the program to students who work two dimensionally, but not in the lines of drawing and painting.

Will this course replace an existing course?

Yes

No

If this course replaces an existing course:

1. Which course is it replacing? Ap Studio Art

2. Why should this course be replaced? The name does not designate the specific content and it needs to reflect it for the transcript.

**STUDENT LEARNING OBJECTIVES**

As a result of this course or course modification, each student should be able to (identify major content):

**MATERIALS & PERSONNEL NEEDS**

*You must include any budgetary considerations.*

Supplies and/or Equipment

Personnel Requirements

Texts

Comments

**APPROVALS**

Building Administrator Approval: 

Building Administrator Approval Date (month, day, year) 11/8/21

District Steering Committee Approval Date (month, day, year)  11/9/21

BOE Curriculum Committee Approval Date (month, day, year)

Approval Status

- Approved
- Rejected
- Other \_\_\_\_\_

If rejected, what was the reason?.

December, 2021

## Nov. Ticket Summary

Tickets addressed and closed: 91

Tickets open: 7

## HS Student Help Desk

Students helped: 374

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:

- Preparing for replacement of Photography lab computers
  - New lab computers were ordered, delivered, and are imaged.
  - Installation of the new computers is expected before the new calendar year; we are allowing the staff to get comfortable with them before full replacement.
- Computers in digital media lab 164 at ARHS have been re-imaged in an effort to refresh and clean up the lab.
- Supported the exchange of Xerox machines around the District as they came in.
- A classroom audio system solution has been ordered and installed and is being tested to determine if it will be a viable large scale solution to the low sound level issues caused by moving classroom desktop computers to laptops.

### Projects in process:

- Pulling wires and installing infrastructure for additional security cameras inside and outside of all three buildings; ongoing.
- Supporting the Technology Committee as they explore possible Learning Management System (LMS) solutions.
- Preparing technology budget requests and updating the technology budget to reflect the full 1:1 environment post-COVID.
- The SwipeK12 classroom attendance system continues to receive major updates based on our requests as we continue to customize it to fit our specific needs. The latest update was rolled out over the weekend of Oct. 30-31.
- The vape sensors have arrived:
  - We have been testing and calibrating them in a controlled test environment prior to deployment.
  - Data drop cables to each location are being pulled and tied into our switch closets.
  - We expect installation and setup to be complete and the devices operational before the new calendar year.

# Amity Regional School District No. 5

CLEAN  
SAFE  
HEALTHY  
SCHOOLS

## Facilities Department Monthly Report

### **Completed Projects:**

- Security fencing at AMSB was installed.
- Preventative maintenance work on all boilers and pumps District-wide were completed.
- Snow removal equipment District-wide was serviced by our in-house building maintainer.
- Preventative maintenance work for winter shutdown on the chillers District-wide was completed.
- A faulty limit switch was repaired on the mat mover in the middle gym at ARHS.
- The retractable batting cage needed a new motor. Both repairs were made by MW Billings.

### **Projects in process:**

- Reviewing the District's storage needs and options for the modular building at AMSB.
- Roof restoration and repair at ARHS is wrapping up. There was a delay in materials for the capstones, but all roof work was completed. Final inspection was done on December 2nd. The five-year warranty extensions for the gravel sections that were repaired and 20-year warranty for the EDPM roof sections will be issued by mid-December.
- The acoustic panel project bid for both AMSO and AMSB was awarded and is in the scheduling process. Materials and colors were approved and ordered.
- We are working to secure an architect to work with Amity in proposing design options to remodel the lecture hall at ARHS as well as the outdoor classroom structures at all three schools.
- Facilities and the Town of Woodbridge Wetlands Commission are developing a plan for culvert cleanouts at ARHS.

### **Employee News:**

On behalf of the entire Amity Regional School District Facilities Department we would like to wish Phil Ianniello a very happy and enjoyable retirement!! Phil is the Head Custodian of AMSO. Phil has an outstanding attendance record spanning his 36 years of service in the District.

### **Outstanding issues to be addressed:**

The ARHS Track and Field project is close to completion. The Facilities Committee met with representatives of Classic Turf and FieldTurf to discuss concerns issues with the track surface retaining water. Amity staff continues to work with Classic Turf and Field Turf to address the moisture on the track.

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



TO: Dr. Jennifer Byars, Superintendent of Schools  
 FROM: Theresa Lumas, Director of Finance & Administration  
 DATE: December 7, 2021  
 RE: 2022-2023 Budget Update

The initial budget requests from staff and department leaders came in at an increase of 7.16% or \$3,699,262 over the current year’s budget. The budget workshop with the administrative team in November provided an opportunity to review the requests from each department and hear the rationale for the requests. Follow-up meetings with each department resulting in identifying \$906,206 in cuts to the requests. Revisions are made by assessing priorities and needs. The goal is to reduce the budget request with little disruption to the curriculum and services provided students. The budget request was reduced to 5.40% after the workshop and follow up meetings.

The driving factors in the initial requests are special education services, staffing requests, benefits, lease 1:1 devices, 18 projectors and 40 smartboards for classrooms. Medical costs include increases for current staff coverage which is predicted to increase about 14% due to medical inflation, new positions and maintaining the reserve. Debt Service has a slight increase of \$31,881 to favorable premium funds from the bond sale.

Below is a summary by category of cuts from the workshop and individual meetings, totaling \$906,206. These include new staff requests, associated benefits with new staff, reduced equipment requests and developing a potential debt restructure. We will continue to work to reduce the budget before the January presentation.

Benefits	\$313,090
Certified Salaries	\$141,226
Classified Salaries	\$57,685
Conferences	-\$12,000
Equipment - Replacement	\$2,000
Equipment -Tech - New	\$266,600
Equipment -Tech - Replacement	\$39,400
Improvements to Building	\$45,000
Instructional Supplies	\$2,375
Maintenance/Custodial Supplies	\$25,000
Other Professional Services	-\$10,603
Professional Technical Services	\$9,000
Pupil Transportation	\$148
Purchase Services	-\$7,500
Rental-Land, Bldg, Equipment	\$2,195
Repairs & Maintenance	\$22,500
Tech Supplies	\$10,090
<b>Grand Total</b>	<b>\$906,206</b>

## 2022-2023 BUDGET CALENDAR

### December

- **DECEMBER 1, 2021:** Director of Technology submits updated enrollment data to New England School Development Council (NESDEC) for the purpose of obtaining revised enrollment projections.
- **DECEMBER XX, 2021:** Finance Director meets with Administrators to discuss budget and make decisions on further changes, if necessary.
- **DECEMBER XX, 2021:**
  - Assistant Director of Finance and Administration makes changes directed by Superintendent and distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.
  - Administrators print out MUNIS budget report(s) for their area(s) of responsibility and review for errors or omissions. Administrators ‘sign-off’ on their budget or provide revisions by sending an e-mail to the Superintendent, Director of Finance and Administration, and Assistant Director of Finance and Administration.
  - Assistant Director of Finance and Administration makes changes due to errors or omissions identified by Administrators, subject to the approval of the Superintendent.
  - Assistant Director of Finance and Administration distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.
  - Director of Finance and Administration and Assistant Director of Finance and Administration prepare budget report for Superintendent.
- **DECEMBER 7, 2021:** The Facilities Committee reviews and discusses the preliminary Facilities Five-Year Capital Improvement Plan.
- **DECEMBER 13, 2021:** At the Amity Finance Committee and Amity Board of Education meetings, Superintendent presents preliminary budget information, including, major budget drivers, Federal and State unfunded and underfunded mandates and related costs, and potential budget balancers.

### January

- **JANUARY 4, 2022:** Director of Finance and Administration and Assistant Director of Finance and Administration submit preliminary budget documents to Superintendent for review.
- **JANUARY 6, 2022:** Superintendent meets with Administrators to review and discuss the proposed 2022-2023 Budget.

- **JANUARY 10, 2022:** Superintendent distributes the proposed 2022-2023 Budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance.
- **JANUARY 10, 2022:** Superintendent presents the proposed 2022-2023 Budget to the Amity Finance Committee.
- **JANUARY 24, 2022, 7 p.m.:** Superintendent presents budget to the Orange Board of Finance to have an open dialog on the 2022-2023 budget.
- **JANUARY 25, 2022, 6 p.m.:** Superintendent presents budget to the Woodbridge Board of Selectmen to have an open dialog on the 2022-2023 budget.
- **JANUARY 31, 2022:** Amity Finance Committee may meet to consider revisions to the Superintendent's proposed 2022-2023 budget. Additional workshops will be held, if necessary.
- **JANUARY - FEBRUARY 2022 T.B.D:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2022-2023 budget.

## February

- **FEBRUARY 8, 2022, 7 p.m.:** Superintendent presents budget to the Bethany Board of Finance to have an open dialog on the 2022-2023 budget
- **FEBRUARY 14, 2022:** Superintendent presents the proposed 2022-2023 Budget, as amended by the Amity Finance Committee, to the Amity Board of Education. The Amity Board of Education will begin deliberation of the proposed 2022-2023 budget.
- **FEBRUARY 14, 2022:** The Curriculum Committee reviews and discusses the 5 Year Textbook Forecast Plan, new programs and enhancements, and staffing **T.B.D.:** The Amity Board of Education will set as many budget workshops as they deem appropriate.
- **FEBRUARY 21, 2022:** Superintendent distributes the revised 2022-2023 budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance. The revisions will be based on the feedback from the Amity Board of Education.

## March

- **By MARCH 1, 2022:** Amity Finance Committee meets to discuss the Superintendent's Proposed 2022-2023 Budget, make any desired changes, and vote to send the proposed 2022-2023 budget to the Amity Board of Education for their consideration. (if necessary)
- **MARCH 14, 2022:**
  - Amity Finance Committee will consider if the budget vote should be at the Annual Public Budget Meeting or by Referendum on the next day. A recommendation will be made to the Amity Board of Education.
  - Amity Board of Education meets to discuss the proposed 2022-2023 budget, make any desired changes, and vote to send the proposed 2022-2023 budget to the Public.

- Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.

## **April**

- **APRIL 4, 2022:**
  - Public District Budget Hearing is held.
  - Amity Board of Education votes on the budget if revised to send to the Public for a vote.

## **May**

- **MAY 2, 2022 (MONDAY):** Annual Public Budget Meeting is held.
- **MAY 3, 2022 (TUESDAY):** Referendum is held unless vote takes place at Annual Public Budget Meeting.

**Note: The Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.**

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

*Bethany Orange Woodbridge  
25 Newton Road, Woodbridge, Connecticut 06525  
(203) 397-4811*

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**Theresa Lumas**  
**Director of Finance and Administration**  
[terry.lumas@amityregion5.org](mailto:terry.lumas@amityregion5.org)

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

To: Dr. Jennifer Byars, Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Selection of Architect  
Date: December 6, 2021

The Facilities Director solicited a proposal for architectural services for the lecture hall and the outdoor classroom structures. The Administration is recommending the Board approve entering into a contract with Northeast Collaborative Architects of Middletown, CT. The firm has done extensive work with schools in Connecticut. The proposal for the lecture hall is \$10,000 that includes repurposing Presentation Room and the proposal for the outdoor classroom structures is \$4,500. The lecture hall project would be funded by the Capital and Nonrecurring Fund and the outdoor classroom structures are funded through ARP –ESSER III.

The lecture hall has a basic estimate in the 5 year Capital Plan for \$110,000. Once the architectural services are complete, the project will be bid and a better estimate will be available. There is \$507,844 undesignated from FY21 appropriation and \$332,587 from previous projects for a total of \$840,431 to support this request.

The outdoor classroom structures have a base estimate of \$144,000 in the ARP-ESSER III budget. Once the architectural services are complete, the project will be bid and a better estimate will be available.

**Amity Facilities and Finance Committee:**

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

**Amity Board of Education:**

*Move to ...*

*award the architectural services project for the lecture hall, presentation room and outdoor structures to Northeast Collaborative Architects of Middletown for \$10,000 and \$4,500 respectively, totaling, \$14,500 and funded as outlined above.*

**Amity Board of Education:**

*Move to designate \$110,000 to the lecture hall renovation project from the existing Capital and Nonrecurring.*

**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>OCT 21</b>	<b>CHANGE</b>	<b>NOV 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	125,076	0	125,076	(11,795)	UNF
3	OTHER STATE GRANTS	1,081,353	1,025,301	774,683	27,597	802,280	(223,021)	UNF
4	MISCELLANEOUS INCOME	23,374	40,798	40,798	95	40,893	95	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>51,435,794</b>	<b>27,692</b>	<b>51,463,486</b>	<b>(234,721)</b>	<b>UNF</b>
7	SALARIES	26,973,879	28,036,821	27,780,067	(223)	27,779,844	(256,977)	FAV
8	BENEFITS	4,801,671	5,597,784	5,538,178	0	5,538,178	(59,606)	FAV
9	PURCHASED SERVICES	8,483,699	9,758,800	9,438,569	(43,752)	9,394,817	(363,983)	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	3,244,072	0	3,244,072	26,000	UNF
12	EQUIPMENT	320,427	54,348	54,348	0	54,348	0	FAV
13	IMPROVEMENTS / CONTINGENCY	331,379	404,500	378,500	0	378,500	(26,000)	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>51,061,616</b>	<b>(43,975)</b>	<b>51,017,641</b>	<b>(680,566)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>2,483,748</b>	<b>0</b>	<b>374,178</b>	<b>71,667</b>	<b>445,845</b>	<b>445,845</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	<b>352,364</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
20	<b>NET BALANCE / (DEFICIT)</b>	<b>2,836,112</b>	<b>0</b>	<b>374,178</b>	<b>71,667</b>	<b>445,845</b>	<b>445,845</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>OCT 21</b>	<b>CHANGE</b>	<b>NOV 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	30,000	0	30,000	(2,000)	UNF
7	INVESTMENT INCOME	3,338	7,500	3,500	0	3,500	(4,000)	UNF
8	ATHLETICS	0	25,000	25,000	0	25,000	0	FAV
9	TUITION REVENUE	102,968	43,329	44,034	0	44,034	705	FAV
10	TRANSPORTATION INCOME	19,500	26,000	19,500	0	19,500	(6,500)	UNF
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>125,076</b>	<b>0</b>	<b>125,076</b>	<b>(11,795)</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	774,683	27,597	802,280	(223,021)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,081,353</b>	<b>1,025,301</b>	<b>774,683</b>	<b>27,597</b>	<b>802,280</b>	<b>(223,021)</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	95	4,893	95	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>95</b>	<b>40,893</b>	<b>95</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>51,435,794</b>	<b>27,692</b>	<b>51,463,486</b>	<b>(234,721)</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>OCT 21</b>	<b>CHANGE</b>	<b>NOV 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	22,682,285	3,376	22,685,661	(229,683)	FAV
2	5112-CLASSIFIED SALARIES	4,932,809	5,121,477	5,097,782	(3,599)	5,094,183	(27,294)	FAV
3	<b>SALARIES</b>	<b>26,973,879</b>	<b>28,036,821</b>	<b>27,780,067</b>	<b>(223)</b>	<b>27,779,844</b>	<b>(256,977)</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	152,164	0	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	52,200	0	52,200	2,282	UNF
10	5275-DISABILITY INSURANCE	10,765	11,136	11,381	0	11,381	245	UNF
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>5,538,178</b>	<b>0</b>	<b>5,538,178</b>	<b>(59,606)</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	3,640,333	(7,015)	3,633,318	(22,118)	FAV
23	5521-GENERAL LIABILITY INSURANCE	255,503	249,650	264,839	0	264,839	15,189	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	88,161	114,356	104,306	0	104,306	(10,050)	FAV
25	5560-TUITION EXPENSE	3,206,118	3,638,655	3,328,388	(36,737)	3,291,651	(347,004)	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>9,438,569</b>	<b>(43,752)</b>	<b>9,394,817</b>	<b>(363,983)</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>OCT 21</b>	<b>CHANGE</b>	<b>NOV 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	773,751	0	773,751	26,000	UNF
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>3,244,072</b>	<b>0</b>	<b>3,244,072</b>	<b>26,000</b>	<b>UNF</b>
42	5730-EQUIPMENT - NEW	182,811	49,348	54,348	0	54,348	5,000	UNF
43	5731-EQUIPMENT - REPLACEMENT	137,616	5,000	0	0	0	(5,000)	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	53,000	0	53,000	(12,000)	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(26,000)	0	(26,000)	(26,000)	FAV
46	5720-IMPROVEMENTS TO SITES	5,000	89,500	101,500	0	101,500	12,000	UNF
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>378,500</b>	<b>0</b>	<b>378,500</b>	<b>(26,000)</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>51,061,616</b>	<b>(43,975)</b>	<b>51,017,641</b>	<b>(680,566)</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**



**NOVEMBER 2021**

**2021-2022 FORECAST**

**OVERVIEW**

*The projected unspent fund balance for this fiscal year is \$445,845 FAV previously, \$374,178 FAV, which appears on page 1, column 6, and line 20.*

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$234,721 UNF, previously, \$262,413 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 to be *\$2,000 UNF* compared to budget.

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

*The budget is based on the expectation that interest rates will remain low and revenue will not meet budget, \$4,000 UNF, previously \$4,000 UNF.*

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2021	.398%	.10%
August	.398%	.10%
September	.398%	.09%
October	.398%	.09%
November	.398%	.09%

**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 tuition student has enrolled in the District since last month. *The projected variance is \$705 FAV, previously \$705 FAV.*

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

The forecast is based on projected State payments and enrollment for magnet school transportation budgeted. *The actual transportation cost is \$19,500 which is \$6,500 UNF.*

**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. The current reimbursement for students is down \$120,597 UNF, previously, \$148,478 UNF based on current student placements. The total for this line is \$223,021 UNF, previously, \$250,618 UNF. The budget expenditures will need to be reduced to cover this shortfall.*

**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 *\$680,566 FAV, previously \$636,591 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 7 have resigned. **There is a favorable turnover variance of \$216,805 FAV in the forecast. An estimated number of stipend positions for clubs and activities are vacant, \$12,878 FAV, total for the certified salary line is \$229,683 FAV, previously \$233,059 FAV.**

**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 \$27,294 FAV, previously, \$23,695 favorable. Substitutes costs are higher than budgeted due to the higher turnover and vacant positions.*

**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 \$62,133 FAV.**

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

*The following charts are included to track how the District actual claims are comparing against the expected claims. How claims are running for the year has always been a common question, so the charts for claims and fees are shown monthly. However, claims are one piece of the medical budget line shown in the Excel file. Fees, employee contributions, grant funding, employer contributions to employee HSA accounts and reserve funding are other factors built into the Medical and Dental Insurance Budget. The claim chart in the Word document will not equal the Excel line since it is only one factor of the data comprising the medical budget. Certainly a significant factor which is why it is given in detail below.*

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
<i>SEP</i>	<b>\$ 364,327</b>	\$ 363,929	<b>\$ 398</b>	\$ 292,575	\$ 317,685
<i>OCT</i>	<b>\$ 341,109</b>	\$ 361,074	<b>\$ (19,965)</b>	\$ 293,360	\$ 383,369
<i>NOV</i>	<b>\$ 324,557</b>	\$ 464,671	<b>\$ (140,114)</b>	\$ 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>\$ 4,478,830</b>	<b>\$ 4,498,824</b>	<b>\$ (19,994)</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>
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72.1%	92.2%	84.1%	75.8%	99.5%
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**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	\$ 46,923	\$ 45,088	\$ 1,835	\$ 53,804	\$ 46,306
OCT	\$ 47,049	\$ 51,048	\$ (3,999)	\$ 55,100	\$ 70,245
NOV	\$ 39,556	\$ 42,200	\$ (2,644)	\$ 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>\$ 496,506</b>	<b>\$ 516,024</b>	<b>\$ (19,518)</b>	<b>\$ 675,061</b>	<b>\$ 726,582</b>

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

*The forecast reflects \$2,282 UNF.*

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

*The forecast reflects \$245 UNF, previously \$568 UNF.*

**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 \$22,118 FAV, previously \$15,103 FAV, 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 \$347,004 FAV previously \$310,267 FAV variance.* The forecast is based on current students and their placements.

Tuition for the vo-ag schools has a projected variance of *\$35,376 FAV previously, \$48,303 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	9(9)
Common Ground Charter HS	0	0	0	1	1	1
Betsy Ross Magnet	0	0	0	0	1	0(0)
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>14(14)</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>18(18)</b>

*Public (ACES) and private out-of-district placements are currently less than anticipated, \$300,268 FAV, previously \$250,604 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	11(11)

Private SPED	20	22	18	27	25	<b>24(24)</b>
Totals	28	33	26	33	39	<b>35(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)**

MONTH	2021-2022 FORECAST	2021-2022 BUDGET	VARIANCE	2020-2021 ACTUAL	2019-2020 ACTUAL
<i>JUL</i>	<b>296,292</b>	253,660	<b>42,632</b>	254,686	306,744
<i>AUG</i>	<b>321,023</b>	287,736	<b>33,287</b>	299,439	298,187
<i>SEP</i>	<b>314,756</b>	303,777	<b>10,979</b>	285,993	255,198
<i>OCT</i>	<b>272,755</b>	282,968	<b>(10,213)</b>	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>3,266,553</b>	<b>3,189,868</b>	<b>76,685</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 544 degree days to date compared to 550 last year at this time.

**LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE:** *The forecast is projected to be \$26,000 UNF, previously neutral.* A budget transfer was approved in October to cover an emergency replacement of a failed building control system at Amity Middle School –Orange and to schedule replace for Amity Middle School –Bethany.

**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. A budget transfer was approved in October to cover an emergency replacement of a failed building control system at Amity Middle School –Orange and to schedule replace for Amity Middle School –Bethany. *Current balance is \$74,000.*

**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.

**COVID ACCOUNTS:**

Year to date, the District has committed \$32,794 which is \$5,599 UNF to purchases related to operating safely during the pandemic. We are once again seeking FEMA funds for the eligible purchases. FEMA has recently changed the eligibility criteria so an application will be submitted soon.

Other grant funding is listed below by fiscal year. Many of these grants required meeting needs that are not budgeted or in response to newly identified needs stemming from the pandemic.

GRANT	FY21	FY22	FY23	FY24	TOTAL
ESSER I	\$ 55,040				\$ 55,040
ESSER II		\$ 48,678	\$ 159,307	\$ 36,037	\$ 244,022
ESSER III		\$ 181,212	\$ 361,353		\$ 542,565
Coronavirus Relief Funds	\$ 240,120				\$ 240,120
Special Education - COVID	\$ 20,000				\$ 20,000
Special Education IDEA-ARP (application in progress)			\$ 94,631		\$ 94,631
<b>TOTAL</b>	<b>\$ 315,160</b>	<b>\$ 229,890</b>	<b>\$ 615,291</b>	<b>\$ 36,037</b>	<b>\$ 1,196,378</b>

## APPENDIX A

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

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**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).

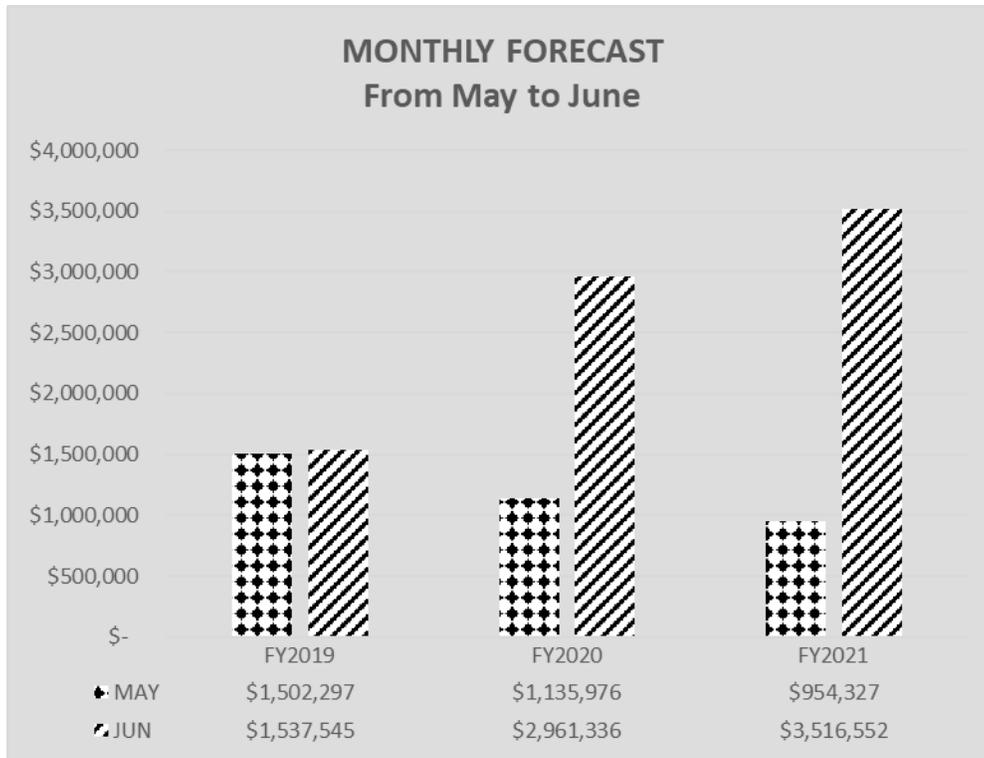
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

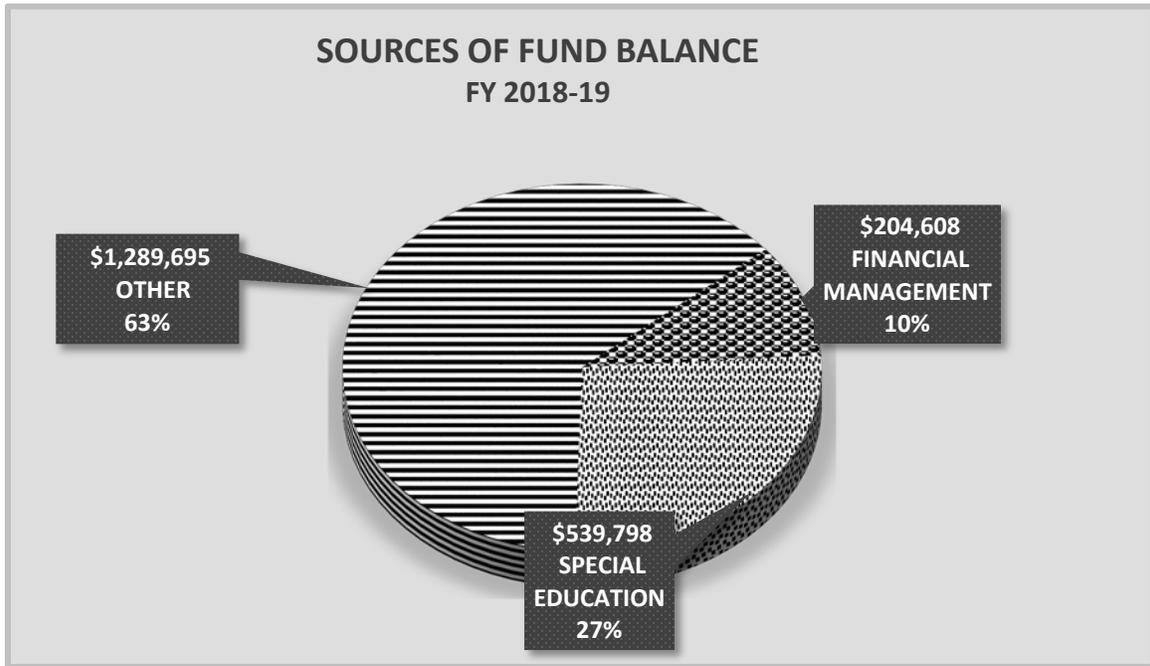
**\$378,012 REVENUE:** The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts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

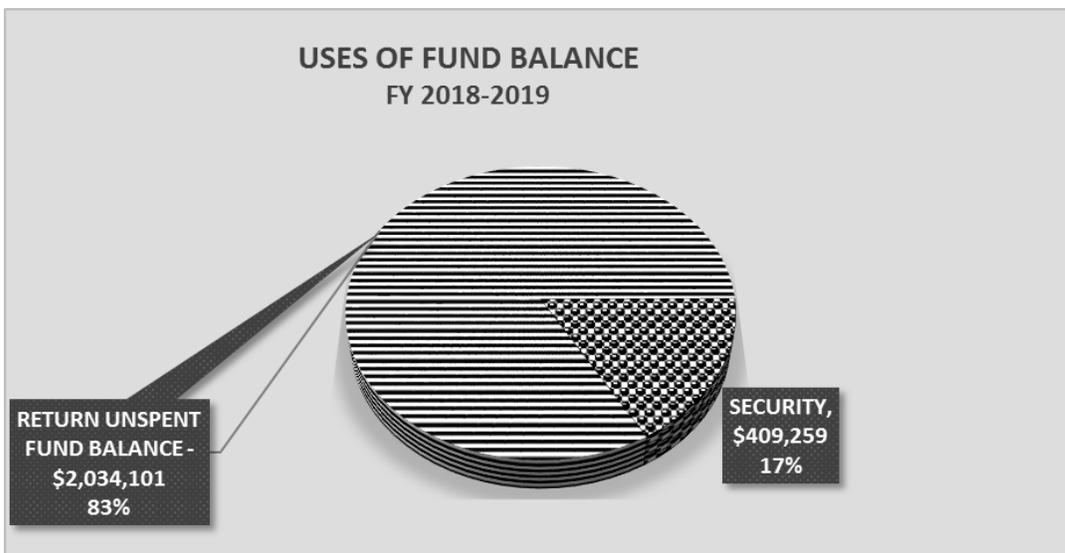
The primary sources of the fund balance are shown graphically below:



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>	\$2,034,101

**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.

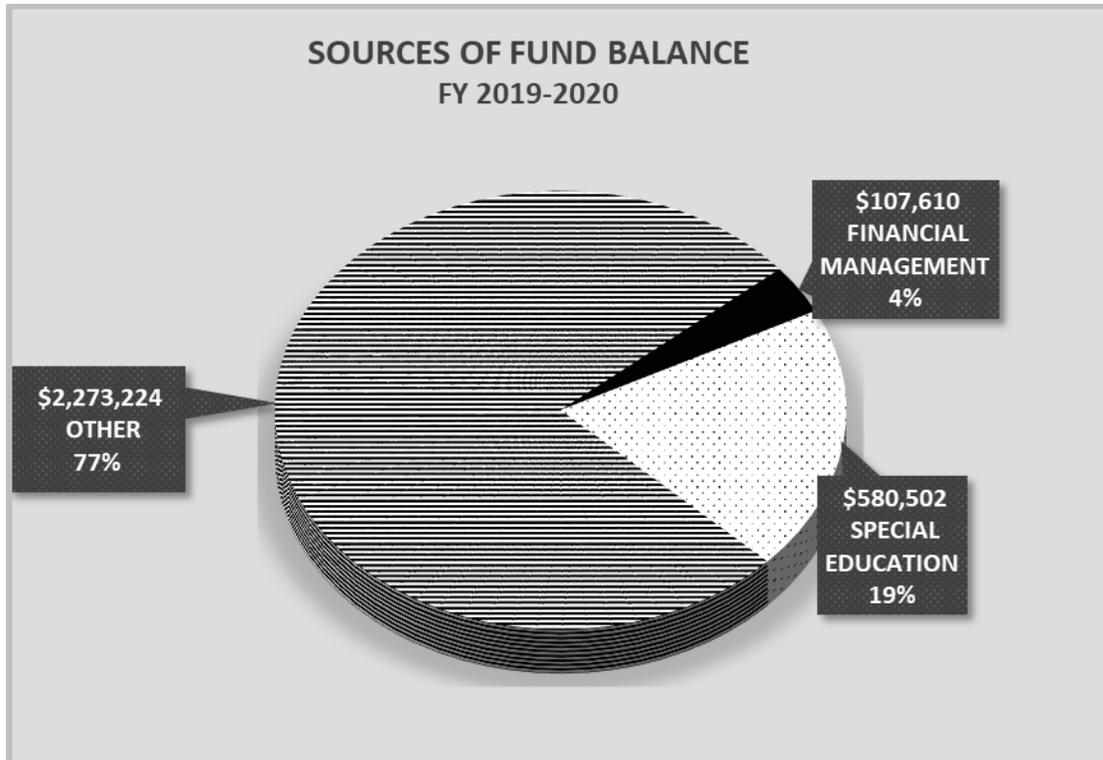
**\$93,339 UTILITIES (OTHER):** A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

**\$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.

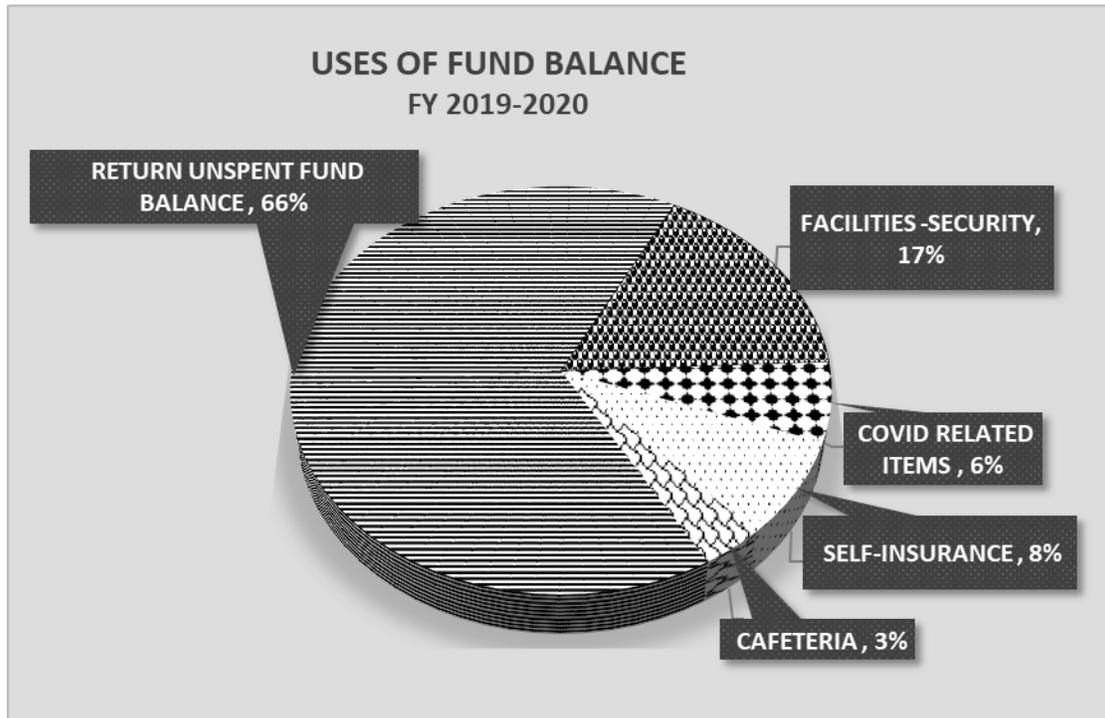
**\$515,077 END OF YEAR PURCHASES (EOY):**

**\$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 outside 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 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.

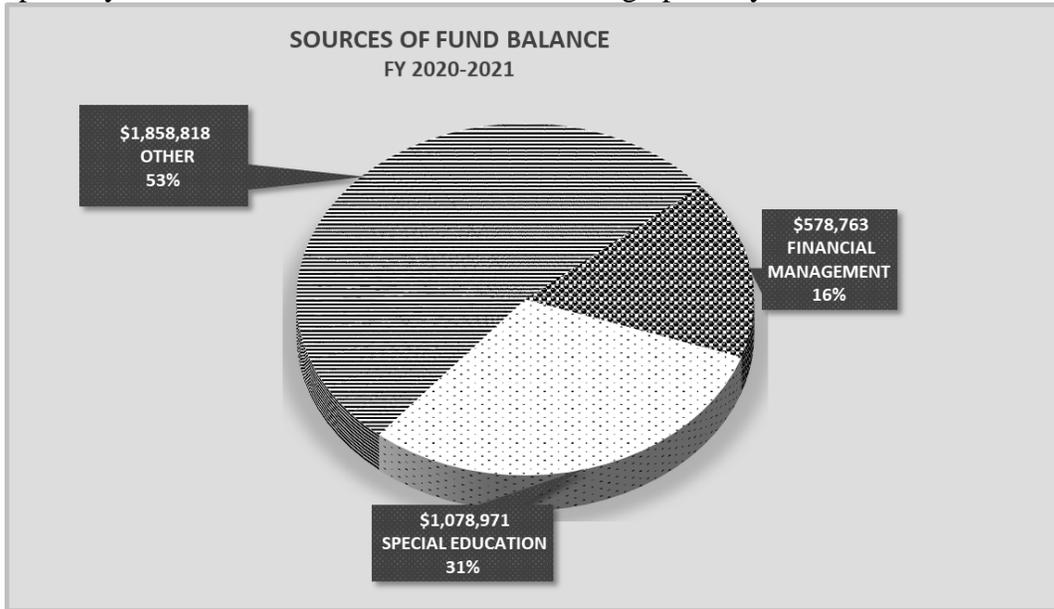
**\$192,377 SUPPLIES:** Instructional supplies and maintenance supplies were underbudget. The teaching staff adjusted purchases for remote and hybrid learning. \$96,980 was reimbursed through grants.

**\$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.

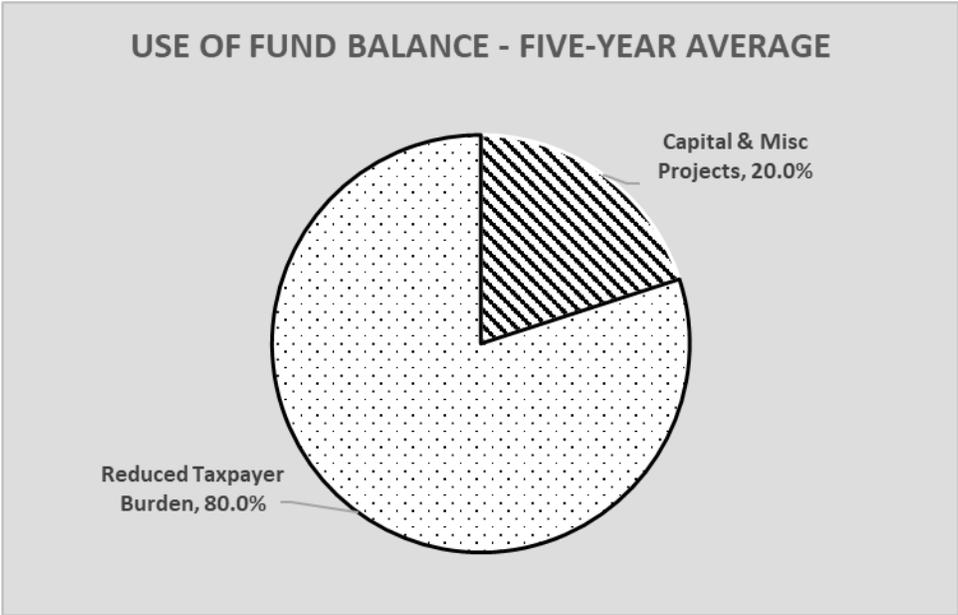
The primary sources of the fund balance are shown graphically below:



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
<b>SEPT</b>				
2022- Sept	11	01-11-1010-5690 OTHER SUPPLIES	(1100.00)	add'l classes require keyboard
2022- Sept	11	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	1100.00	add'l classes require keyboard
2022- Sept	66	05-14-2350-5690 OTHER SUPPLIES	2240.00	Upgrade SNAP Software
2022- Sept	66	01-13-2130-5690 OTHER SUPPLIES	(746.67)	Upgrade SNAP Software
2022- Sept	66	02-13-2130-5690 OTHER SUPPLIES	(746.67)	Upgrade SNAP Software
2022- Sept	66	03-13-2130-5690 OTHER SUPPLIES	(746.66)	Upgrade SNAP Software
2022- Sept	356	03-11-3202-5420 REPAIRS,MAINTENANCE & CLEANING	(995.00)	Swim Timing Purchase
2022- Sept	356	03-11-3202-5731 EQUIPMENT - REPLACEMENT	995.00	Swim Timing Purchase
2022- Sept	360	02-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	(1250.00)	REPLACE WEIGHT ROOM FLOOR
2022- Sept	360	02-13-2400-5590 OTHER PURCHASED SERVICES	(1250.00)	REPLACE WEIGHT ROOM FLOOR
2022- Sept	360	02-13-2400-5420 REPAIRS,MAINTENANCE & CLEANING	2500.00	REPLACE WEIGHT ROOM FLOOR
<b>OCT</b>				
2022- Oct	77	01-11-1007-5611 INSTRUCTIONAL SUPPLIES	(65.00)	Health PD Transfer
2022- Oct	77	01-11-1007-5810 DUES & FEES	65.00	Health PD Transfer
2022- Oct	119	02-11-1010-5611 INSTRUCTIONAL SUPPLIES	(900.00)	PURCHASE A KEYBOARD(MUSIC)
2022- Oct	119	02-11-1010-5730 EQUIPMENT - NEW	900.00	PURCHASE A KEYBOARD(MUSIC)
2022- Oct	130	05-14-2700-5512 VO-AG/VO-TECH REG ED	2440.00	TRANSPORTATION NONNEWAUG HS
2022- Oct	130	05-14-2700-5513 IN DISTRICT PRIVATE REG ED	(2440.00)	TRANSPORTATION NONNEWAUG HS
2022- Oct	267	03-13-2400-5581 TRAVEL - CONFERENCES	600.00	PowerSchool Wrkshp-F. Barretta
2022- Oct	267	03-13-2400-5580 STAFF TRAVEL	(600.00)	PowerSchool Wrkshp-F. Barretta
2022- Oct	329	02-13-2120-5590 OTHER PURCHASED SERVICES	75.00	STUDENT RECORD FILE FOLDERS
2022- Oct	329	02-13-2120-5581 TRAVEL - CONFERENCES	(75.00)	STUDENT RECORD FILE FOLDERS
2022- Oct	384	01-11-1014-5810 DUES & FEES	(100.00)	HISTORY CLASSROOM SUPPLIES
2022- Oct	384	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	100.00	HISTORY CLASSROOM SUPPLIES
2022- Oct	441	05-13-2213-5611 INSTRUCTIONAL SUPPLIES	(1775.00)	11/2/21 PD Lunch
2022- Oct	441	05-13-2213-5590 OTHER PURCHASED SERVICES	1775.00	11/2/21 PD Lunch
<b>NOV</b>				
2022- Nov	115	02-11-1006-5611 INSTRUCTIONAL SUPPLIES	(277.00)	SPANISH CONFERENCE
2022- Nov	115	02-11-1006-5810 DUES & FEES	277.00	SPANISH CONFERENCE
2022- Nov	136	02-11-1005-5611 INSTRUCTIONAL SUPPLIES	(1309.00)	PURCHASE BOOKS
2022- Nov	136	02-11-1005-5641 TEXTBOOKS	1309.00	PURCHASE BOOKS

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



**Theresa Lumas**  
**Director of Finance and Administration**  
[terry.lumas@amityregion5.org](mailto:terry.lumas@amityregion5.org)

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

To: Jennifer Byars, Ed. D., Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Capital Projects FY 2021-22 Change Order and Budget Transfer  
Date: December 2, 2021

**HVAC Engineering Costs – Amity Regional High School:**

Additional funds are needed for engineering costs as we work through the final stages of the HVAC project. The request is for \$10,000 which can be transferred from the paving project. An invoice for \$5,037 is pending approval. Budget transfers are requested this month to move the balance from the paving projects which were completed under budget.

**For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve...*

**For the Amity Board of Education:**

*Move to approve –  
Additional engineering costs for the HVAC project at Amity Regional High School.*

**Motions for Budget Transfer:**

**For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve ...*

**For the Amity Board of Education:**

*Move to approve...*

*A transfer from remaining funds in the paving project account to the HVAC Project Account for engineering costs.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
17-00-15-0050-5720	Paving	\$10,000	
17-00-15-0048-5715	HVAC Projects		\$10,000

**Athletic Project - Concrete Replacement Costs – Amity Regional High School:**

Additional funds are needed for replacing several sections of concrete in front of the concession stands. These sections were not part of the original bid price. The original sections were discolored and cracked. They stood out as they abutted against the new sections. The request is for \$2,500 which can be transferred from the paving project. An invoice for \$2,500 is pending approval. Budget transfers are requested this month to move the balance from the paving projects which were completed under budget.

**For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve...*

**For the Amity Board of Education:**

*Move to approve –  
Additional concrete sections for the Athletic project at Amity Regional High School.*

**Motions for Budget Transfer:**

**For the Amity Finance Committee:**

*Recommend the Amity Board of Education approve ...*

**For the Amity Board of Education:**

*Move to approve...*

*A transfer from remaining funds in the paving project account to the Athletic project Account for concrete installation costs.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
17-00-15-0050-5720	Paving	\$2,500	
17-00-15-0047-5715	Athletic Projects		\$2,500

ORG	ORG/PER	ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
		17 -00-15-	IMPROVEMENTS									
00150047	00150047	0047-5720	TO SITES	Athletics	3,167,960		170,646	\$ 3,338,606	\$ 2,846,292.47	\$ 32,615.24	\$ 459,698.29	
2021	3	80	09/01/2020	API			241406	\$ 175,500.00			FIELDTURF	ATHLETIC TURF
2021	4	119	10/07/2020	API			241406	\$ 173,250.00			FIELDTURF	ATHLETIC TURF
2021	4	185	10/26/2020	API			241406	\$ 35,199.90			FIELDTURF	ATHLETIC TURF
			12/04/2020				251145	\$ 500.00			J & M LANDSCAPING	Service - Field 3 Project
2021	9	304	03/30/2021	API			241406	\$ 434,691.00			FIELDTURF	ATHLETIC TURF
2021	11	99	05/11/2021	API			241406	\$ 101,700.00			FIELDTURF	ATHLETIC TURF
2021	12	56	06/08/2021	API			251842	\$ 63,673.45			FIELDTURF	ATHLETIC TURF
2021	12		06/08/2021	API			241406	\$ 909,000.00			FIELDTURF	ATHLETIC TURF
2022	2	6	08/02/2021	API			241406	\$ 483,335.10			FIELDTURF	ATHLETIC TURF
2022	2	6	08/02/2021	API			251842	\$ 58,500.19			FIELDTURF	ATHLETIC TURF
2022	3	57	09/09/2021	API			241406	\$ 379,987.19			FIELDTURF	APPLICATION 9
2022	3	57	09/09/2021	API			252036	\$ 14,800.64			FIELDTURF	APPLICATION 9
2022	3	57	09/09/2021	API			251842	\$ 16,155.00			FIELDTURF	APPLICATION 9
		17 -00-15-	IMPROVEMENTS									
00150048	00150048	0048-5715	TO BUILDINGS	HVAC	1,830,630		171,967	\$ 2,002,597	\$ 1,890,298.24	\$ 64,211.00	\$ 48,087.76	
2020	12	79	5/22/2020	API			241814	\$ 14,725.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	1	140	07/17/2020	API			241814	\$ 196,555.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	184	09/01/2020	API			241814	\$ 275,321.91	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	184	09/01/2020	API			241814	\$ 50,416.67	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	4	09/01/2020	API			241814	\$ 80,199.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	6	298	12/09/2020	API			241814	\$ 1,662.50	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	7	37	01/07/2021	API			241814	\$ 33,072.64	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	10		04/30/2021	API			251440	\$ 21,330.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	11		05/04/2021	API			250900	\$ 5,699.76	Y		VANZELM ENGINEERS	SERVICES HVAC
2021	12	56	06/08/2021	API			251440	\$ 14,665.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	12	265	06/15/2021	API			250900	\$ 2,472.50	Y		VANZELM ENGINEERS	SERVICES HVAC
2021	12	338	06/30/2021	API			251440	\$ 365,315.00	Y		SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	12	63	06/30/2021	API			250900	\$ 847.50	Y		VANZELM ENGINEERS	SERVICES HVAC
2022	3	155	08/30/2021	API			251875	\$ 980.24			VANZELM COMMISSIONIN	SERVICE - ADMIN SRVCS
2022	3	162	08/30/2021	API			260544	\$ 1,309.76			VANZELM COMMISSIONIN	SERVICE - ADMIN SRVCS
2022	3	57	09/09/2021	API			251440	\$ 412,185.00			SAV-MOR COOLING&HEAT	CONTRACT - AMITY HIGH AHU
2022	3	278	09/09/2021	API			251440	\$ 347,280.00			SAV-MOR COOLING&HEAT	APP 5
2022	3	376	09/28/2021	API			260677	\$ 188.02			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL bala
2022	3	376	09/28/2021	API			260677	\$ 76.50			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL bala
2022	3	376	09/28/2021	API			260677	\$ 1,921.33			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL bala
2022	3	388	09/28/2021	API			252002	\$ 5,576.00			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL

YTD Summary 12-2-21

ORG	ORG/PER	ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
2022	3	388	09/28/2021	API		252002		\$ 6,337.52			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL
2022	4	351	10/15/2021	API		260544		\$ 620.00			VANZELM ENGINEERS	SERVICES HVAC
2022	5	46	11/4/2021	API		260544		\$ 380.39			VANZELM ENGINEERS	SERVICES HVAC
2022	5	212	11/23/2021	API		251440		\$ 51,161.00			SAV-MOR COOLING&HEAT	SERVICES HVAC
00150049	00150049	17 -00-15-0049-5715	IMPROVEMENTS TO BUILDINGS	Chillers	140,000	0	\$ 140,000	\$ 136,822.00	\$ -	\$ 3,178.00		
2021	3	40	09/01/2020	API	329846	241572	115945	\$ 136,822.00	Y		TRANE BUILDING SERVICES	SERVICE - Contract HVAC
00150050	00150050	17 -00-15-0050-5715	IMPROVEMENTS TO BUILDINGS	Paving	600,000	-59,140	\$ 540,860	\$ 507,253.80	\$ -	\$ 33,606.20		
2021	3	184	09/01/2020	API	372188	242291	116171	\$ 270,514.80			B & W PAVING & LANDSCAPING, LLC	SERVICE - PARKING LOT
2022	1	57	07/15/2021	API	372468	260252	\$ 122,532	\$ 60,000.00			H AND L PAVING, LLC	SERVICE - PARKING LOT
2022	3	388	09/28/2021	API	372468	252039		\$ 132,974.00			H AND L PAVING, LLC	SERVICE - PARKING LOT PHAS
2022	3	388	09/28/2021	API	372468	260252		\$ 29,815.00			H AND L PAVING, LLC	SERVICE - PARKING LOT PHAS
2022	3	388	09/28/2021	API	372468	260251		\$ 13,950.00			H AND L PAVING, LLC	SERVICE - PARKING LOT PHAS
00150051	00150051	17 -00-15-0051-5330	OTHER PROFESSIONAL & TECH SRVC	COI	108,018	-39,156	\$ 68,862	\$ 68,862.12	\$ -	\$ -		
2021	1	72	07/17/2020			250130		\$ 15,500.00			S & P RATINGS	ANALYTICAL SERVICES WITH U
2021	1	72	07/17/2020			250133		\$ 21,700.00			DAY PITNEY LLP	PROFESSIONAL SERVICES BOND
2021	1	138	07/17/2020			250139		\$ 394.52			TECHNIQUE PRINTERS I	FINAL OFFICIAL STATEMENT -
2021	1	139	07/17/2020			250188		\$ 26,000.00			HILLTOPSECURITIES	FINANCIAL ADVISORY FEES, D
2021	2	10	08/03/2020			250131		\$ 4,000.00			US BANK	CERTIFYING, REGISTRAR, TRA
2021	3	4	09/01/2020			250454		\$ 500.00			ARIZENT	ONLINE LEGAL AD- NOTICE OF
2021	5	68	11/09/2020			250958		\$ 767.60			IPREO, LLC	BOND ISSUE 2020 \$6,570,000
00150052	00150052	17 -00-15-0052-5715	IMPROVEMENTS TO BUILDINGS	Acoustics	245,000	0	\$ 245,000	\$ 5,850.00	\$ 68,745.00	\$ 170,405.00		
2021	4	196	10/07/2020			250798		\$ 2,150.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
2022	3	55	9/8/2021			250798		\$ 3,700.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
00150053	00150053	17 -00-15-0053-5715	IMPROVEMENTS TO BUILDINGS	Contingency	478,392	-244,317	\$ 234,075	\$ -	\$ -	\$ 234,074.88		
			Total Bond Projects		6,570,000	0	\$ 6,570,000	\$ 5,455,378.63	\$ 165,571.24	\$ 949,050.13		

**Personnel – Certified**

**Tutoring**

The instruction of students in a teacher’s class shall be part of his/her regular duty. These students shall be entitled to all the reasonable amount of time that is needed or can be given to them. No teacher shall teach privately (tutor) students of any school where such teacher has classes. This shall not apply to teachers employed by the Board of Education (Board) who are providing homebound instruction to Amity Regional School District No. 5 (ARSD) students. It is also suggested that the classroom teacher be notified as a courtesy, if a student is tutored by another teacher from within ARSD.

(cf. 6174 – Summer School re: Tutoring)

Legal Reference: Connecticut General Statutes  
53-392a - 53-392e All related to academic crimes.  
53-392b - Preparation of assignments for students attending educational institutions prohibited.

## **Personnel – Certified/Non-Certified**

### **Organizations and Units**

#### **Teacher–Administrator–Board of Education Relationships**

Providing a high quality education for children is the paramount aim of this school system, and good morale in the teaching staff is necessary for the best education of the children. Therefore, the Amity Regional School District (ARSD) Board of Education (Board) encourages participation of staff members in activities of their professional organizations and encourages organizations to exercise their rights and responsibilities clearly established by law:

1. The Board of Education, under law, has the final responsibility of establishing policies for the school system.
2. The Superintendent and staff have the responsibility of carrying out the policies established.
3. The certified teaching personnel have the ultimate responsibility for providing excellent education in the classroom.

#### **Attainment of Goals**

Attainment of goals of the educational program conducted in the ARSD schools requires mutual understanding and cooperation among the Board, the Superintendent and administrative staff, the certified personnel, the non-certified personnel, and other citizens of the community. Free and open exchange of views is desirable, proper, and necessary.

#### **Teachers and Teachers' Organization**

Teachers have the right to join, or to refrain from joining, any organization for their professional or economic improvement and for the advancement of public education; but membership in any organization shall not be required as a condition of employment of a teacher in the ARSD.

#### **Employee Organizations**

All employees are free to join or not join employee organizations. Decisions affecting the individual employee are made without regard to membership or non-membership in such organizations. Each employee is entitled to his/her individual legal or ethical rights and privileges.

ARSD will not deduct "agency fees" from a non-members wages, nor may a union otherwise collect "agency fees" from a non-member, without the non-member employee's affirmative consent.

Employees shall not be interfered with, intimidated, restrained, coerced, or discriminated against

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Personnel – Certified/Non-Certified**

### **Organizations and Units**

either by ARSD or by employee organizations. They shall have the right to participate through representatives of their own choosing in the presentation of their views to the Board.

### **Policy Development and Review**

The Superintendent shall consult with appropriate personnel and employee organizations in suggesting and establishing desired policies and regulations relating to Board of Education-teacher-administrator relationships and in other matters as provided by law.

The Board will annually review policies and will consider suggested revisions or additions, which will improve these relationships and promote the educational welfare of the children attending the ARSD schools.

### **Agreements**

All articles included in negotiated agreements with employees shall have the effect of Board policy. In cases of conflict between negotiated agreements and Board policies or administrative regulations, the agreements shall take precedence.

### **Bargaining Units**

Unit clarification petitions concerning the appropriate composition of an existing bargaining unit shall be filed with the Commissioner of Education.

### **Filing of Education Administrative Personnel Contracts**

The Board will file, in accordance with the requirement of Section 157 of June Special Session, Public Act 17-2, a signed copy of any contract for administrative personnel with the Town Clerk who shall post a copy of such contract on the Town's website. (A regional board of education shall file a copy of such contract with town clerk in each member town, and town clerk shall post a copy of the contract on the Town's website.)

"A signed copy of any contract for administrative personnel" is interpreted as referring to: (1) any collective bargaining agreement with administrators and (2) any individual signed employment contracts for administrative personnel.

Legal Reference: Connecticut General Statutes  
[10](#) 153a Rights concerning professional organization and negotiations.  
[10](#) 153b Selection of teachers' representatives.  
[10](#) 153c Disputes as to elections.  
[10](#) 153e Strikes prohibited. Interference with the exercise of employees' rights prohibited.  
[46a](#) 60 Discriminatory employment practices prohibited.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Personnel – Certified/Non-Certified**

**Organizations and Units**

June 2017 Special Session PA 17-2, Section 157  
Janus v. AFSCME Council 31.585 U.S. \_\_\_\_\_ 138 S. Ct. 248 (June 27,  
2018)

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**Personnel – Certified/Non-Certified**

**Compensation and Related Benefits for Non-Bargaining Unit Employees  
(Excluding Superintendent and Directors)**

Each spring the Superintendent shall submit to the Amity Regional School District No. 5 (ARSD) Board of Education (Board) recommended salaries of all employees not covered by collective bargaining agreements. The recommendations by the Superintendent shall be based on four (4) factors:

1. employee performance evaluations;
2. prevailing wages and salaries of personnel occupying similar positions in the geographical area;
3. contractual settlements with various Board bargaining units;
4. individual salary adjustments necessary to maintain an appropriate wage or salary spread among personnel.

The Board shall review the Superintendent's recommendations and, based on the four factors listed above, vote on the wages or salary of these employees.

## **Bylaws of the Board**

### **Time, Place, and Notification of Meetings**

#### **Regular Meetings**

1. The Board of Education (Board) 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 31st and not later than January 31st.
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 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.

Bylaw approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **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 members, the Board of Education 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. An in-person meeting of the Board will only be conducted if a quorum of the Board is physically present at the in-person meeting.

Members who participate in an in-person Board meeting through electronic means shall 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 acknowledges that during the closure of the Amity Regional School District No. 5 (ARSD) 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 members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, by each other and members of the public. The Board 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 ARSD website and in the Board of Education Office no less than 48 hours in advance.
3. ARSD 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 ARSD website.

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## 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. ARSD shall provide any member of the public with a physical location and the electronic equipment needed to attend a fully remote meeting in real-time. Members of the public must request this provision by emailing the Clerk of the Board of Education by the close of the last business day before the day of the fully remote meeting.
6. Under these circumstances when a Board 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.
7. The Board shall take the steps necessary for the public to view remote Board meetings and proceedings in real time.
8. Executive session will not be conducted during an electronic meeting of the Board.

Legal Reference: Connecticut General Statutes

1-200(2) Definitions. "Meeting."  
1-225 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 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.  
10-218 Officers. Meetings.  
10-238 Petition for hearing by board of education.

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