

**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, February 14, 2022 , 6:30 pm**  
**25 Newton Road, Woodbridge, CT**

*The Amity Board of Education is conducting all Board and committee meetings in person unless designated on the agenda. In-person public comment may be made at the meeting location at the point so designated in the agenda. Per Governor's Executive 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. APPROVAL OF MINUTES**
  - a. Regular Board of Education Meeting - January 10, 2022 *Page 4*
  - b. Special Board of Education Meeting - January 31, 2022 *Page 9*
  - c. Special Board of Education Meeting - February 10, 2022 *Page 11*
- 4. STUDENT REPORT**
  - a. Monthly Report
- 5. PUBLIC COMMENT**
- 6. PRESENTATION AND POSSIBLE ACTION ON SUPERINTENDENT'S PROPOSED 2022-2023 BUDGET**
- 7. SUPERINTENDENT'S REPORT**
  - a. Personnel Report *Page 12*
  - b. Superintendent Report *Page 13*
- 8. CORRESPONDENCE**
- 9. CHAIRMAN'S REPORT**
  - a. Committee Reports
    1. ACES
    2. Ad Hoc School Safety
    3. CABE
    4. Curriculum
      - a. Textbook Proposals
        1. Campbell Biology in Focus AP Edition, 3rd Edition, AP Biology, High School Grades 11 and 12 *Page 16*
        2. The Science Behind the Stores 7th Edition 2021, AP Environmental Science, High School Grades 11 and 12 *Page 27*
        3. Forensic Science An Introduction, Forensic Science, High School Grades 11 and 12 *Page 37*
    5. District Health and Safety
    6. District Technology
      - a. Monthly Report *Page 45*

**PLEASE POST**

**PLEASE POST**

7. Facilities
  - a. Monthly Report *Page 46*
8. Finance
  - a. Discussion and Possible Action on Appointment of Auditor *Page 47*
  - b. Discussion and Possible Action on Award of Contracts over \$35,000 *Page 49*
    1. Network Security
  - c. Discussion of Monthly Financial Statements *Page 50*
  - d. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 80*
  - e. Discussion and Possible Action on Budget Transfers over \$3,000 *Page 81*
  - f. Other *Page 85*
    1. Capital Projects Update
9. Policy
  - a. First Read
    1. Policy 9132 Committees *Page 87*
    2. Policy 4151.1 Personal Illness (recommendation to remove) *Page 90*
    3. Policy 4160/4260 Chronic Communicable Disease (recommendation to remove) *Page 91*
  - b. Second Read
    1. Policy 4152.3 Long-Term Leaves *Page 92*
    2. Policy 5131.6 - Alcohol Use, Drugs, and Tobacco (Including Performance-Enhancing Substances) *Page 93*
    3. Bylaw 9110 - Number of Members, Terms of Office, Oath of Office *Page 102*
10. Personnel
  - a. Discussion and Possible Action on Non-Union Administrative Contracts (Executive Session)
  - b. Discussion and Possible Action on Vacancy in Administrative Position (Executive Session)
11. Superintendent's Mid-Year Evaluation (Executive Session)
10. **NEW BUSINESS**
11. **ITEMS FOR THE NEXT AGENDA** – Due to Chairperson by February 25, 2022
12. **ADJOURNMENT**



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

JPB/pjp

pc: Town Clerks Bethany, Orange, Woodbridge

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

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**BOARD OF EDUCATION**  
*Bethany Orange Woodbridge*

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**NORMS**

**BE RESPECTFUL**

- Model civil discourse and discussion, respecting all viewpoints, welcoming ideas, and disagreeing with courtesy.
- Collaborate as a team.
- Listen actively and refrain from interruptions or side conversations.
- Respect each others' time by brevity of comment.
- Be fully present and mindful of the distractions caused by electronic devices.
- Grow and learn from each other.

**HONOR THE POSITION**

- Work within the Board's statutory and policy duties.
- Prepare for Board & Committee meetings by reading the packet prior to the meeting.
- Treat each student, parent, and stakeholder respectfully and assist them in following the designated chain of command.
- Be reflective, including conducting an annual Board self-evaluation.

**REPRESENT THE BOARD WITH UNITY AND PRIDE**

- Make decisions based on what is best for the collective student body of Amity Regional School District No. 5.
- Respect the professional expertise of the staff.
- Be flexible in response to challenges.
- Collaboratively engage in discussions and actions and once voted on, provide undivided support of Board decisions in both public and private.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 10, 2022 REGULAR MEETING MINUTES  
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Christopher Browe, Shannan Carlson, Paul Davis, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Christina Levere-D'Addio, Patrick Reed, Dr. Jennifer Turner, Dr. Carol Oladele, Dr. K. Sudhir, Donna Schuster (remote)

**BOARD MEMBERS ABSENT**

None

**STUDENT REPRESENTATIVES PRESENT**

Alison Bowler, Marin Korenaga

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars (departed 8:00 p.m.), Theresa Lumas, Thomas Brant, Kathy Burke, Shaun DeRosa, Ernest Goodwin, Kathleen Kovalik, Jill LaPlante, Anna Mahon, Dr. Marie McPadden, Joseph Robinson, Dr. Jason Tracy

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:36 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

**3. APPROVAL OF MINUTES**

- a. Regular Board of Education Meeting - December 13, 2021

*MOTION by Shannan Carlson, SECOND by Christopher Browe, to approve minutes as submitted*  
*VOTES IN FAVOR, 13 (unanimous)*  
*MOTION CARRIED*

**4. STUDENT REPORT**

- a. Monthly Report

**5. RECOGNITION OF STUDENTS**

- a. CAPSS Superintendent Award

Presented by Dr. Byars, Dr. Tracy, Ms. Burke, and Ms. Mahon

- b. Cast of "Anastasia"

Presented by Dr. Byars, Ms. Mahon, and Mr. Kennedy

Dr. Byars called a meeting recess at 7:03 p.m.  
Chairperson called the meeting back to order at 7:07 p.m.

**6. SUPERINTENDENT'S REPORT**

- a. Personnel Report
- b. Superintendent Report

**7. CHAIRMAN'S REPORT**

Chairperson Belfonti reminded Board members of the January 31, 2022 Board of Education Special Meeting.

- a. Committee Reports
  - 1. Policy
    - a. First Read
      - 1. Policy 4152.3 - Long-Term Leaves
      - 2. Policy 5131.6 - Alcohol Use, Drugs, and Tobacco (Including Performance-Enhancing Substances)
      - 3. Bylaw 9110 - Number of Members, Terms of Office, Oath of Office

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 10, 2022 REGULAR MEETING MINUTES  
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

b. Second Read

1. Policy 5145.53 Transgender and Gender Non-Conforming Youth

*MOTION by Paul Davis, SECOND by Dr. Oladele, to approve Policy 5145.53 Transgender and Gender Non-Conforming Youth*

*VOTES IN FAVOR, 12 (Belfonti, Browe, Carlson, Davis, Eichler, Hartshorn, Hubbard, Levere-D'Addio, Oladele, Reed, Sudhir, Turner)*

*ABSTAINED, 1 (Schuster)*

*MOTION CARRIED*

2. Personnel

3. ACES

4. Ad Hoc School Safety

5. CAGE

6. Curriculum

7. District Health and Safety

8. District Technology

a. Monthly Report

9. Facilities

a. Monthly Report

10. Finance

a. Presentation and Possible Action on Audited 2020-2021 Financial Statements

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 10, 2022 REGULAR MEETING MINUTES  
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

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

*MOTION by Shannan Carlson, SECOND by Paul Davis, to accept the Annual Financial Statements for the period ending June 30, 2021, and authorize the Superintendent of Schools to return to the Member Towns a balance of \$2,836,112.76, as follows:*

<i>Town of Bethany</i>	<i>\$ 513,940.42</i>
<i>Town of Orange</i>	<i>\$1,427,274.60</i>
<i><u>Town of Woodbridge</u></i>	<i><u>\$ 894,897.74</u></i>
<i>Total</i>	<i>\$2,836,112.76</i>

*VOTES IN FAVOR, 12 (Belfonti, Browe, Carlson, Davis, Eichler, Hartshorn, Hubbard, Levere-D'Addio, Oladele, Reed, Sudhir, Turner*

*ABSTAINED, 1 (Schuster)*

*MOTION CARRIED*

c. Discussion of Monthly Financial Statements

d. Director of Finance and Administration Approved Transfers Under \$3,000

e. Other

1. Bond Projects Report

**8. NEW BUSINESS**

**9. PUBLIC COMMENT**

None

**10. CORRESPONDENCE**

Summarized by Carla Eichler

**11. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by January 24, 2022**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 10, 2022 REGULAR MEETING MINUTES  
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

Chairperson Belfonti thanked the Board of Education members and student representatives for their discussion of policies presented.

**12. ADJOURNMENT**

*MOTION by Christopher Browe, SECOND by Carla Eichler, to adjourn meeting*

*VOTES IN FAVOR, 13 (unanimous)*

*MOTION CARRIED*

Meeting adjourned at 8:09 p.m.

Respectfully submitted,

*Pamela Pero*

Pamela Pero, Recording Secretary



AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 31, 2022 SPECIAL MEETING MINUTES  
6:00 p.m., 25 Newton Road, Woodbridge, CT

**BOARD MEMBERS PRESENT**

John Belfonti, Christopher Browe, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Patrick Reed, Dr. Jennifer Turner, Paul Davis (arrived 6:24 pm), Shannon Carlson (departed 8:30 p.m.), Dr. Carol Oladele (departed 8:30 p.m.), Donna Schuster (arrived 6:33 pm, departed 8:30 p.m.)

**BOARD MEMBERS ABSENT**

Christina Levere-D'Addio, Dr. K. Sudhir

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Dr. Marie McPadden, Anna Mahon, Dr. Jason Tracy, Kathy Burke, Jill LaPlante

**1. CALL TO ORDER**

Chairperson Belfonti called the meeting to order at 6:15 p.m.

**2. PLEDGE OF ALLEGIANCE**

Recited by those present

**3. YOUTH SURVEY DATA PRESENTATION – BOWDAAC**

Presented by Jessica Simone and Allen Frommelt, BOWDAAC

**4. SCHOOL CLIMATE SURVEY DATA PRESENTATION - SCHOOL PRINCIPALS**

Presented by School Principals and Dr. Byars

*MOTION by Paul Davis, SECOND by Sean Hartshorn, to approve Dr. LaSalle's UCONN Climate Study for 2022  
VOTES IN FAVOR, 10 (Belfonti, Browe, Carlson, Davis, Eichler, Hartshorn, Hubbard, Reed, Schuster, Turner)  
ABSTAINED, 1 (Oladele)  
MOTION CARRIED*

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
JANUARY 31, 2022 SPECIAL MEETING MINUTES  
6:00 p.m., 25 Newton Road, Woodbridge, CT

**5. SCHOOL SECURITY PROCEDURES UPDATE (EXECUTIVE SESSION – approximately 7:00 pm)**

*MOTION by Carla Eichler, SECOND by Patrick Reed, to enter Executive Session to discuss School Security Procedures Update*

*VOTES IN FAVOR, 11 (unanimous)*

*MOTION CARRIED*

Entered Executive Session at 7:46 p.m.

Exited Executive Session at 8:30 p.m.

**6. BOARD OF EDUCATION WORK SESSION**

**a. Discussion and Possible Action on Board Norms**

*MOTION by Andrea Hubbard, SECOND by Sean Hartshorn, to accept the Board Norms with edits*

*VOTES IN FAVOR, 8 (unanimous)*

*MOTION CARRIED*

**b. Discussion and Possible Action on Changes in Board Processes**

**7. ADJOURNMENT**

*MOTION by Sean Hartshorn, SECOND by Christopher Browe, to adjourn meeting*

*VOTES IN FAVOR, 8 (unanimous)*

*MOTION CARRIED*

Meeting adjourned at 9:23 p.m.

Respectfully submitted,



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

JPB/pjp

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
FEBRUARY 10, 2022 SPECIAL MEETING MINUTES  
3:30 p.m., 25 Newton Road, Woodbridge, CT

**BOARD MEMBERS PRESENT**

Sean Hartshorn, Christina Levere-D'Addio, Donna Schuster (remote), Chairperson John Belfonti (4:45 p.m.)

**BOARD MEMBERS ABSENT**

Christopher Browe, Carla Eichler, Andrea Hubbard, Patrick Reed, Dr. Jennifer Turner, Paul Davis, Shannan Carlson, Dr. Carol Oladele, Dr. K. Sudhir

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars

**1. CALL TO ORDER**

Dr. Byars called the meeting to order at 3:30 p.m.

**2. NEW BOARD MEMBER ORIENTATION**

Presented by Attorney Floyd Dugas

**3. ADJOURNMENT**

Meeting adjourned at 5:15 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

**February 14, 2022**

**To: Members of the Board of Education**  
**From: Jennifer P. Byars, Ed.D., Superintendent of Schools**  
**Re: Personnel Report**

**NEW HIRES-CERTIFIED: NONE**

- Amity Regional High School:
- Amity Regional Middle School – Bethany:
- Amity Regional Middle School – Orange:

**NEW HIRES-BENCH/LONG TERM SUBSTITUTES: NONE**

**NEW HIRES-NON-CERTIFIED:**

*Kathleen Wettemann* – 10 Month Category I Administrative Assistant – Amity Regional High School

**NEW HIRES-COACHES:**

*Nora Curley* – Assistant Girls Lacrosse Coach - 2022 Spring Season – Amity Regional High School

*Dominique Burrell* – Asst. Co-Ed Indoor Track & Field Coach - 2021 Winter Season – Amity Reg. High School

**TRANSFERS:**

*Gary Pope* – 5 Day Bench Substitute at Amity Regional High School to Long Term Social Studies Substitute at Amity Regional High School, effective 01/25/2022

**RESIGNATIONS:**

*Kara Crotta* – Girls Outdoor Track Coach ~ Amity Middle School - Orange, eff. 01/25/2022

*Eleanor Jimenez-Franck* – PT Paraprofessional ~ Amity Middle School - Orange, eff. 02/17/2022

*Stephanie Sanchez* – FT Spanish Language Teacher ~ Amity Middle School - Orange, eff. 02/18/2022

*Steven Prussin* – 5 Day Bench Substitute ~ Amity Regional High School, eff. 02/25/2022

**RETIREMENTS:**

*Marie McPadden* – Director of Curriculum & Instruction, Amity District Offices, eff. 03/01/2022

*James Clifford* – Social Studies Teacher, Amity Regional High School, eff. 06/30/2022

# **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 – February 2022

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

**High School Transition:** The process to transition to high school is underway at AMSO and AMSB. Teachers are making high school course recommendations and sharing that information with students to help them plan for freshman year. ARHS music teachers visited with students to share information regarding the numerous offerings in the performing arts at ARHS. On Thursday, January 27, 2022, members of the high school faculty and student body hosted potential members of the ARHS Class of 2026 through our 8<sup>th</sup> grade transition night. Over 200 students and their guardians participated in the building tour, a showcase of some of the performing and visual arts classes, and discussions with the department chairs about academic offerings. This in-person activity was a HUGE success. Students will make final course selections by the end of the month.

**Midyear Exams:** For the first time in two years, the high school held comprehensive exams in January. After a few weather disruptions to the school calendar, students at ARHS were offered an opportunity to demonstrate their skills and knowledge through the midyear examinations. The makeup period will conclude through the middle of February.

**2022-2023 Course Selection:** Throughout the month of February, 9<sup>th</sup>-11<sup>th</sup> grade students will be researching and choosing their courses for next school year through the school's program of studies and book creator prepared by district Director of Counseling, Jill LaPlante, in conjunction with the department chairs. The kick-off for this was on Tuesday, February 8<sup>th</sup> during the SSP session.

**AMSB Learning Projects:** AMSB 8<sup>th</sup> graders will begin the Fiber Arts project in Social Studies classes starting this month. This project will span several days and will allow students to participate in cultural exploration and help them to gain historical perspective. AMSB 7<sup>th</sup> graders will be participating in the cross-disciplinary, cross-team Global Studies project in their English and Social Studies classes over the next few weeks. Student will work collaboratively to identify a global issue and propose solutions to help address the issue. This project culminates with a poster presentation to the community in our gymnasium. AMSB will hold their annual Solo & Ensemble Concert on February 17, 2022.

**Instructional Meetings:** Curriculum Articulation meetings scheduled for February include Social Studies/History, Math, Science, and CTE. District meetings scheduled for February include District Steering and the Scientific Research-Based Interventions Committee (SRBI). The District Wellness Committee and the District Health and Safety Committee will participate in a joint meeting to review the results from the Amity Youth Survey administered to all 7, 9, and 11<sup>th</sup> graders in the spring 2022.

**Curriculum Equity Audit Update:** Dr. Lori Elliott (CES) continued Curriculum Audit Training with Social Studies/History teachers and with ELA/English teachers on February 8, 2022. Teachers were introduced to several research-based curriculum equity audit instruments to review and create an Amity Curriculum Equity Audit tool for use with the training groups. Dr. Elliott also provided an update to the District Steering Committee following the training sessions on February 8, 2022. Additionally, she reviewed the curriculum cycles and how the training will be on going for both the Curriculum Equity Audit and curriculum cycles.

**February Professional Learning:** The Professional Development and Evaluation Committee (PDEC) completed the planning for the February 17, 2022, minimum-day for professional learning with a focus on the Portrait of the Graduate.

### **Resources**

**Signs of Suicide (SOS):** SOS was completed over the last four weeks at Amity Middle School Bethany and Amity Middle School Orange. Over 660 students were screened and 122 students were seen immediately between the two middle school campuses. Recognition goes to Jill LaPlante, Director of Counseling, for organizing SOS. Also, thanks are extended to the counseling staff at each building and our School Psychology interns for supporting our students' immediate mental health needs throughout the school day.

**ATA-UNH:** Amity Transition Academy-UNH Orange Campus was featured in an article written by Renee Chmiel, Office of Marketing and Communications for the University of New Haven. The article can be viewed [here](#). Congratulations to our students and staff at ATA-UNH Orange Campus.

### **Climate**

**Pupil Services Support:** To date, Pupil Services staff have provided over a dozen support groups of various counseling approaches (Cognitive Behavioral Therapy, Dialectical Behavioral Therapy, Cognitive Behavioral Intervention for Trauma in Schools, Social Skills, etc..) supporting over 90 students throughout the school-year to date. Additional support groups are planned for the spring semester.

**Second Semester Class Meetings:** On Monday, February 7, 2022, the administrative team at the high school met with each class to remind them of the expectations as we head in to 2<sup>nd</sup> semester both academically and behaviorally. Students were attentive and responded positively.

**Highlighting Significant Celebratory Periods:** Throughout the month of February, the ARHS community is celebrating Black History Month and Lunar New Year with announcements, Spartan Seminar lessons, after-school activities, and website resources among other ways to highlight these important aspects of our school and greater community.

**Unified Sports:** Unified Sports has resumed at the high school and middle school levels. The winter season proves more challenging due to the variability in the weather. However, our student athletes have been enjoying activities that allow them to socialize with peers while experiencing different aspects of our campuses that are both indoors and outdoors. We look forward to the resumption of unified events against other school districts in the very near future.

**February Spartan Seminars:** Two of the three Spartan Seminars held during the month of February are focused on highlighting and celebrating Black History Month. The first Spartan Seminar was a postponement from January and focused on identifying points of gratitude and opportunities for kindness. All of the Spartan Seminars are created in conjunction with student groups such as the Black Student Union and Amity Advocates.

**Middle School Parent Conferences:** Middle School parent conferences were held in-person on February 3, 2022 and virtually on February 9, 2022. Both sessions were well attended across all disciplines.

**AMSO No Place for Hate Committee Update:** Early in February the AMSO advisory groups participated in a lesson designed by our No Place for Hate committee. The lesson centered on authentic experiences of some middle school students. The stories that were shared served to promote conversation around the day-to-day challenges of mean or unkind behavior while in middle school. As a follow up to this lesson, students from the ARHS Diversity in Action club led an activity that focused on bias and bullying.

**Internet Safety Presentation:** Officer Scott Driscoll came to AMSB on January 31, 2022 and presented to our 7<sup>th</sup> and 8<sup>th</sup> graders. He taught the students about internet safety, creating a thoughtful digital footprint, and standing up for their peers. Thank you to Woodbridge Youth Services for funding this important event.

**Mamma Mia!:** Tickets are on sale for Amity Creative Theater's spring production of Mamma Mia! Remember to purchase tickets [here](#).

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## AMITY REGIONAL SCHOOL DISTRICT NO. 5 TEXTBOOK APPROVAL

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### TEXTBOOK APPROVAL GUIDELINE

Title: Campbell Biology in Focus AP Edition, 3rd Edition

Author: Urry • Cain • Wasserman • Minorsky

Publisher: Pearson / SAVVAS

Copyright Date – New Text: March 1, 2019

Copyright Date – Old Text (if applicable): Our textbook we currently use was published on January 5th 2011

Price of Book: \$181.97 Physical Book \$120.97

This book is recommended for use in grades:

- **11th & 12th Grade**

Subject Area:

- **AP Biology**

Why is a new textbook needed? Include an explanation of how text relates to overall curriculum model.

**The College board has made many changes to the biology curriculum since the purchase of our currently used textbook. The textbook being presented today is a textbook that is aligned to the new curriculum changes implemented by the College Board. This particular textbook is presented & written in a better format and provides more user-friendly resources that students can utilize both within the textbook and digitally. Embedded in the digital textbook are videos, which are easily accessed to aid in student comprehension. The other Campbell textbook, which we currently use, and the newest version are not designed the same way.**

Identify at least two other workbooks which were investigated. List publishers and copyrights.

- **Biology (Mader) ©2022 14e**
- **Campbell Biology 12e**

Why were the above listed textbooks unsatisfactory?

**The books written very well, but their text and digital resources are not as user friendly as the book requested.**



Why was this particular textbook chosen?

**This textbook is aligned to the new curriculum changes, the resources / textbook are very user friendly, and concise. Students will maximize their efficiency in comprehension and understanding through the new textbook and resources provided by the publisher.**

Was this text piloted?

**We have not used this particular textbook, but I have used other Campbell Biology textbook/s for about 20 years. Many of the images, materials and resources are similar, but this textbook meets the needs of the AP curriculum changes. Current students have also reviewed the textbook and have liked the new format / textbook over the current one.**

How many of these textbooks are needed? 72

What will the total cost be? 13795.90

Is there an on-line version of the text? What are the costs of the online version and are costs separate from the textbook costs or package?

- Yes there is and online version.

If the textbooks are a replacement, what are they replacing?

Campbell Biology 9th Edition

Recommended By: Derek Wilson

Date: 11/30/2021

Building Administrator  
Approval:



Date: 12/22/21

Director of Curriculum and Staff Development  
Approval:



Date: 12/23/21

Superintendent of Schools/District Steering Committee  
Approval:



Date: 1/18/2022

Board of Education Curriculum Committee  
Approval:

Date:

Board of Education  
Approval:

Date:

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## AMITY REGIONAL SCHOOL DISTRICT NO. 5 TEXTBOOK APPROVAL

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### PART ONE – DEPARTMENT REVIEW

- **TITLE:** Campbell Biology in Focus AP Edition, 3rd edition
- **Author:** Urry • Cain • Wasserman • Minorsky
- **Publisher:** Pearson / SAVVAS
- **Copyright:** March 1, 2019

### TEXT EVALUATION DATA

Course: AP Biology

Grade: 11th & 12th

Level: (H) Honors

Check One:      ☒ Basic Text Replacement  
                      ☐ Supplemental Text  
                      ☐ Text for New Course

### STAFF EVALUATORS

Signature: Derek Wilson

Signature:

### RATIONALE FOR REPLACEMENT

What is the specific reason for replacing the current text? Please explain in some detail.

College Board has made some major changes in the biology curriculum in the past several years. The objectives, enduring understandings, big ideas have been modified. The College Board requires that a book older than 10 years will need to be replaced.

Does this text support the school's mission and academic expectations? How?

This textbook does connect concepts that affect our daily lives. By understanding processes within the biological sciences like genetics, virology, evolution.... the better we are at formulating reasonable questions and in return we will be able to make better informed decisions.

This book also meets the academic expectations. Students will not only work with the provided textbook, but additional resources not limited to this publisher of varied complexity. Students will work both individually and collaborate with their peers on activities in and outside of class.

Students will increase their vocabulary in this course especially since this is a language within the course that is not always described in everyday conversation. Through hands on activities, writing prompts, projects and using current events, students will problem solve and logically to come up with a reasonable solution.

## DEPARTMENT EVALUATION

DIRECTIONS: For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### OBJECTIVES AND CONTENT

- |   |                    |
|---|--------------------|
| 1. To what extent are the objectives of the text stated?  | 2 - To Some Extent |
| 2. To what extent do the objectives of the text correlate with goals and objectives of the course?  | 3 - Great Extent   |
| 3. To what extent do the objectives require students to use higher Cognitive skills (analysis, synthesis, etc.)   | 3 - Great Extent   |
| 4. To what extent does the content of the text cover the content requirements of the course?  | 3 - Great Extent   |
| 5. To what extent is the content of the text geared to the interests abilities, and needs of the students using the materials?                                | 3 - Great Extent   |
| 6. To what extent does the content of the text reflect recent scholarship in this subject area?   | 2 - To Some Extent |
| 7. To what extent does the text clearly and accurately develop and present essential concepts, generalizations, and relationships?                            | 3 - Great Extent   |
| 8. To what extent does the text present charts, maps, graphs, and tables accurately and clearly?  | 3 - Great Extent   |
| 9. To what extent do the learning aids of the text (i.e., pictures, graphs, suggested activities, etc.) focus on the major objectives of the chapter or unit? | 3 - Great Extent   |
| 10. To what extent are skills and skill development stressed throughout the text?   | 3 - Great Extent   |
| 11. To what extent does the text offer practice opportunities to reinforce the skills which are taught?   | 3 - Great Extent   |
| 12. To what extent is this text interesting to read?  | 3 - Great Extent   |
| 13. To what extent does the text and supplemental materials reflect current learning theory and principles?   | 3 - Great Extent   |

**COMMENT:**

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **PUBLICATION DATA AND PHYSICAL CHARACTERISTICS**

- |   |                    |
|---|--------------------|
| 1. To what extent do the authors (or contributors) have background and experience in the subject area and teaching experience to know how to present the material to the students who will be using it? | 2 - To Some Extent |
| 2. To what extent is the quality and binding sufficient to withstand the wear and tear of student use?  | 2 - To Some Extent |
| 3. To what extent is the typeface and type size suitable for the students who will be using it?   | 3 - Great Extent   |
| 4. To what extent are the illustrations pleasing, well selected, and well placed?   | 3 - Great Extent   |
| 5. To what extent is the book effectively organized for maximum student learning?   | 3 - Great Extent   |

**COMMENT:** Click or tap here to enter comments.

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **TEACHING AIDS**

- |  |                      |
|--|----------------------|
| 1. To what extent does the teacher's manual explain the aims and objectives of individual units and lessons?   | 2 - To Some Extent   |
| 2. To what extent are up-to-date reference sources listed in an easily used format?  | 3 - Great Extent     |
| 3. To what extent does the book have accompanying learning aids (film strips, transparencies, video, charts, etc.)?  | 3 - Great Extent     |
| 4. To what extent are the workbooks (if included) challenging for students and do they reinforce the text's major concepts?                                      | N/A - Not Applicable |
| 5. To what extent are appropriate test materials available for teachers?   | 2 - To Some Extent   |
| 6. To what extent are interesting activities suggested that will challenge students to do further research?  | 2 - To Some Extent   |
| 7. To what extent do the suggested activities and accompanying materials accommodate the range of learning abilities of the students most likely to be using it? | 3 - Great Extent     |

**COMMENT:** Click or tap here to enter comments.

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **TREATMENT OF SENSITIVE AREAS**

- |  |                      |
|--|----------------------|
| 1. To what extent does the content of the text (both pictorial and written) reflect the pluralistic, multi-ethnic nature of our society, past and present? | N/A - Not Applicable |
| 2. To what extent is the role of gender and of various racial, ethical and socio-economic groups, past and present, accurately and fairly presented?       | N/A - Not Applicable |
| 3. To what extent are all sides of a controversial issue treated fairly and objectively?   | N/A - Not Applicable |

**COMMENT:**

## PART TWO – TEXT READABILITY REVIEW

TITLE: Campbell Biology in Focus AP Edition, 3rd edition

Author: Author: Urry • Cain • Wasserman • Minorsky

Publisher: Publisher: Pearson / SAVVAS

Copyright: Copyright: March 1, 2019

### READABILITY EVALUATION

Course: AP Biology

Grade: 11/12

Level: AP

Check One: ☒ Proposed Text  
☐ Supplemental Text  
☐ Current Text

Text is appropriate for the grade(s) and level(s) designated above:

Check One: ☒ YES  
☐ NO

### COMMENT:

See attached reading evaluation report.

### READING EVALUATORS

Signature:

Signature:

*Cathy Bludnick*

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### **READING EVALUATION (to be completed by Reading Department)**

- |   |                  |
|---|------------------|
| 1. To what extent do the textual aids (illustrations, headings, special features, format) provide the reader with an overview of the content of the chapters? | 3 - Great Extent |
| 2. To what extent do the illustrations (pictures, maps, diagrams) support or extend accompanying narrative?   | 3 - Great Extent |
| 3. To what extent do the headings and sub-headings indicate the content that follows?   | 3 - Great Extent |
| 4. To what extent do the chapters have an introduction and summary?   | 3 - Great Extent |
| 5. To what extent does the narrative have enough elaboration to promote comprehension and recall of important concepts, facts, and illustrations?             | 3 - Great Extent |
| 6. To what extent does each lesson, chapter, and unit contain a clear, explicit main idea?  | 3 - Great Extent |
| 7. To what extent does the text have glossary references which give easily understood definitions for the difficult words in the text?                        | 3 - Great Extent |
| 8. To what extent are important and difficult words, concepts, and terms explained on context or signaled for the reader?                                     | 3 - Great Extent |
| 9. To what extent do sentences vary in length and structure?  | 3 - Great Extent |
| 10. To what extent are the reading level and vocabulary appropriate for the student who will be using the textbook?   | 3 - Great Extent |
| 11. To what extent are the directions for students and teachers clear and complete?   | 3 - Great Extent |
| 12. To what extent is the table of contents and subject index a useful and easy-to-use learning tool for the student?   | 3 - Great Extent |

### **COMMENT:**

Please see the attached textbook evaluation report.



## Reading Department: Textbook Evaluation Summary

**Department:** Science

**Course:** AP Biology

**Text:** *Campbell Biology in Focus* AP Edition, 3rd Edition

**Author(s):** Urry, Cain, Wasserman and Minorsky

**Publisher:** Pearson

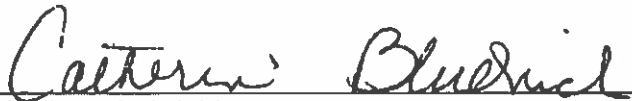
**Copyright:** 2019

*Biology in Focus* is being considered for the AP Biology Class, which is offered to students in grades 11 and 12. The readability should be appropriate for students in an AP class because it averaged out to span grades 12-13. Some areas of the text may be more challenging depending on the topic while others may be more "user friendly." The text is adequately supported by visuals to aid the student in comprehending difficult, higher level text. The complete glossary in the appendix will also be a helpful tool for students who may need assistance with vocabulary definitions.

The new edition of this text has been written to stay current with new knowledge and technology in the study of Biology. Moreover, the text is organized into seven units, beginning with Unit 1-Chemistry and Cells and ending with a Unit 7-Ecology. The units are then divided into chapters (43 total). The first page of each chapter lists the key concepts covered in that chapter, and an additional list of Advanced Placement underlying "Big Ideas." An overview of the chapter is presented next which introduces the students to upcoming concepts explored in that chapter. Vocabulary words are in bold and defined within the context of that particular topic. The end of each concept section includes a "Concept Check" which includes a general comprehension question and a "What if?" theoretical question to extend student thinking. Each chapter also includes a scientific skill exercise where students are asked to consider real world problems by using scientific skills. The chapter review, seeming like a study guide, is comprehensive and complete.

The text includes many helpful features. One outstanding feature of the text is the visual component. There are a high number of appealing graphics including photographs, models, charts and graphs. Students are asked to use their visual skills to help them understand the content. Additionally, the text includes information directing the students to online self-study resources. Finally, the appendix includes answers to the chapter questions, scientific skills review, biology equations and formulas, and a glossary of all the bolded vocabulary words. Biology equations and formulas are also included in the appendix.

Appropriate selection for course, students, and teaching faculty.

  
Catherine Bludnicki  
Reading Consultant



Mr. Angelo Amato  
Science Dept. Chair  
Amity Regional School Dist 5  
25 Newton Rd  
Woodbridge, CT 06525-1521  
United States

Quote Number: 171239-3  
Quote Creation Date: 11-30-2021  
Quote Expiration Date: 09-30-2022  
Quote Release: 3

Campbell Biology for Amity Regional High School  
Price Quote Summary

Solution	Base Amount	Total
Campbell: Biology	\$ 13,441.06	\$ 13,441.06
Solution Subtotal	\$ 13,441.06	\$ 13,441.06
Shipping & Handling		\$ 354.84
		Total \$ 13,795.90

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
Campbell: Biology				
Campbell Biology 12th Edition, AP® Edition ©2021 with Mastering® Biology with Pearson eText, Urry et al.,				
9780137453023	MODIFIED MASTERING BIOLOGY WITH PEARSON ETEXT FOR CAMPBELL BIOLOGY, 12TH EDITION ©2021, AP EDITION FOR ADVANCED PLACEMENT 6YEAR DIGITAL DELIVERY	\$120.97	72	\$8,709.84
9780136486879	CAMPBELL BIOLOGY AP EDITION	\$181.97	26	\$4,731.22
Campbell Biology 12th Edition, AP® Edition ©2021 with Mastering® Biology with Pearson eText, Urry et al., Subtotal				\$ 13,441.06
Campbell: Biology Subtotal				\$ 13,441.06
Solution Subtotal				\$ 13,441.06
Shipping and Handling				\$ 354.84
				Total \$ 13,795.90

\*Teacher Resources are digital only and free with the student purchase.

✓ Approved  
1/2022

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## AMITY REGIONAL SCHOOL DISTRICT NO. 5 TEXTBOOK APPROVAL

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### TEXTBOOK APPROVAL GUIDELINE

Title: Environment: The Science Behind the Stores 7th edition 2021

Author: Withgott/LaPosata

Publisher: Pearson/Savaas

Copyright Date – New Text: 2021

Copyright Date – Old Text (if applicable):

Price of Book: 162.47 (includes 6 years of digital access and a 6 year subscription to AP test prep workbook).

This book is recommended for use in grades: 11-12 (high school AP students)

Subject Area: AP Environmental Science

Why is a new textbook needed? Include an explanation of how text relates to overall curriculum model.

The AP Environmental Science curricular requirements state that “students and teacher have access to college-level resources including a recently published (within the last 10 years) college-level textbook and reference materials in print or electronic format.” Our current textbook is from 2011 and has dated information in some of the units. The course curriculum and exam format were changed in 2019, and newer textbooks have update resources that align with the new AP college exam description (CED).

Identify at least two other workbooks which were investigated. List publishers and copyrights.

Friedland/Relyea Environmental Science Textbook for the AP® Course 3rd edition, 2019, BFW

Miller/Spoolman Book: Exploring Environmental Science Textbook for AP, 2017, Cengage/National Geographic

Why were the above listed textbooks unsatisfactory?

Friedland and Relyea has the most gaps in content and requires supplementation. Their online platform (SaplingPlus) is less versatile than the others.

Miller/Spoolman is a close second to my book of choice but all of the prep materials are modeled after the old CED and the version I reviewed is already over 4 years old.

Why was this particular textbook chosen?

The Withgott text is a new release (2021) that is updated to reflect recent changes to the AP curriculum. The case studies are fantastic and the text is both rigorous yet readable. The online platform (of student review resources, test bank, ex.) is excellent. Finally, the text content is grouped in an order that makes a lot of sense and is more user friendly.

Was this text piloted?

No.

How many of these textbooks are needed?

72

What will the total cost be?

12971.38

Is there an on-line version of the text? What are the costs of the online version and are costs separate from the textbook costs or package?

The physical book comes with 6 years of digital access and a subscription to a test prep workbook

If the textbooks are a replacement, what are they replacing?

Cunningham's Environmental Science: A Global Concern 12<sup>th</sup> ed. (2011/

Recommended By:

Alison Beres-Nork

Date:

12/6/21

Building Administrator

Approval:

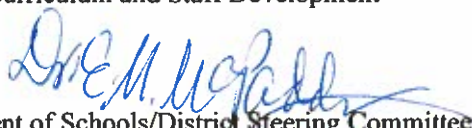


Date:

12/20/21

Director of Curriculum and Staff Development

Approval:



Date:

12/23/21

Superintendent of Schools/District Steering Committee

Approval:



Date:

1/18/2022

Board of Education Curriculum Committee

Approval:

Date:

Board of Education

Approval:

Date:

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## AMITY REGIONAL SCHOOL DISTRICT NO. 5 TEXTBOOK APPROVAL

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### PART ONE – DEPARTMENT REVIEW

**TITLE:** Environment: The Science Behind the Stores 7th edition 2021

**Author:** Withgott/LaPosata

**Publisher:** Pearson/Savaas

**Copyright:** 2021

### TEXT EVALUATION DATA

**Course:** AP Environmental Science

**Grade:** 11-12

**Level:** Honors

**Check One:**      ☒ Basic Text Replacement

☐ Supplemental Text

☐ Text for New Course

### STAFF EVALUATORS

**Signature:**

**Signature:**

### RATIONALE FOR REPLACEMENT

What is the specific reason for replacing the current text? Please explain in some detail.

The AP Environmental Science curricular requirements state that “students and teacher have access to college-level resources including a recently published (within the last 10 years) college-level textbook and reference materials in print or electronic format.” Our current textbook is from 2011 and has dated information in some of the units. The course curriculum and exam format were changed in 2019, and newer textbooks have update resources that align with the new AP college exam description (CED).

Does this text support the school’s mission and academic expectations? How?

The text absolutely supports both our mission statement and learning expectations. The book provides perspective on a wide range of global, environmental topics (pollution, resource and energy usage, biodiversity loss, global change, etc.) that directly tie in with our goal of helping our students “to become lifelong learners and literate, caring, creative and effective world citizens.” The case studies and engaging chapter topics promote opportunities for and civic and social awareness that result in environmental initiatives in our school and community (i.e. collecting usable food from lunches for donation, removing invasive plant species, trail clearing and maintenance, water quality monitoring at the nearby Wepawaug River). The content is rigorous and lends itself to labs and other activities that support the academic expectations.

## DEPARTMENT EVALUATION

DIRECTIONS: For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### OBJECTIVES AND CONTENT

- |   |                  |
|---|------------------|
| 1. To what extent are the objectives of the text stated?  | 3 - Great Extent |
| 2. To what extent do the objectives of the text correlate with goals and objectives of the course?  | 3 - Great Extent |
| 3. To what extent do the objectives require students to use higher Cognitive skills (analysis, synthesis, etc.)   | 3 - Great Extent |
| 4. To what extent does the content of the text cover the content requirements of the course?  | 3 - Great Extent |
| 5. To what extent is the content of the text geared to the interests abilities, and needs of the students using the materials?                                | 3 - Great Extent |
| 6. To what extent does the content of the text reflect recent scholarship in this subject area?   | 3 - Great Extent |
| 7. To what extent does the text clearly and accurately develop and present essential concepts, generalizations, and relationships?                            | 3 - Great Extent |
| 8. To what extent does the text present charts, maps, graphs, and tables accurately and clearly?  | 3 - Great Extent |
| 9. To what extent do the learning aids of the text (i.e., pictures, graphs, suggested activities, etc.) focus on the major objectives of the chapter or unit? | 3 - Great Extent |
| 10. To what extent are skills and skill development stressed throughout the text?   | 3 - Great Extent |
| 11. To what extent does the text offer practice opportunities to reinforce the skills which are taught?   | 3 - Great Extent |
| 12. To what extent is this text interesting to read?  | 3 - Great Extent |
| 13. To what extent does the text and supplemental materials reflect current learning theory and principles?   | 3 - Great Extent |

COMMENT:

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **PUBLICATION DATA AND PHYSICAL CHARACTERISTICS**

- |   |                  |
|---|------------------|
| 1. To what extent do the authors (or contributors) have background and experience in the subject area and teaching experience to know how to present the material to the students who will be using it? | 3 - Great Extent |
| 2. To what extent is the quality and binding sufficient to withstand the wear and tear of student use?  | 3 - Great Extent |
| 3. To what extent is the typeface and type size suitable for the students who will be using it?   | 3 - Great Extent |
| 4. To what extent are the illustrations pleasing, well selected, and well placed?   | 3 - Great Extent |
| 5. To what extent is the book effectively organized for maximum student learning?   | 3 - Great Extent |

**COMMENT:** Click or tap here to enter comments.

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **TEACHING AIDS**

- |  |                  |
|--|------------------|
| 1. To what extent does the teacher's manual explain the aims and objectives of individual units and lessons?   | 3 - Great Extent |
| 2. To what extent are up-to-date reference sources listed in an easily used format?  | 3 - Great Extent |
| 3. To what extent does the book have accompanying learning aids (film strips, transparencies, video, charts, etc.)?  | 3 - Great Extent |
| 4. To what extent are the workbooks (if included) challenging for students and do they reinforce the text's major concepts?                                      | 3 - Great Extent |
| 5. To what extent are appropriate test materials available for teachers?   | 3 - Great Extent |
| 6. To what extent are interesting activities suggested that will challenge students to do further research?  | 3 - Great Extent |
| 7. To what extent do the suggested activities and accompanying materials accommodate the range of learning abilities of the students most likely to be using it? | 3 - Great Extent |

**COMMENT:** Click or tap here to enter comments.



## PART TWO – TEXT READABILITY REVIEW

TITLE: Environment: The Science Behind the Stores 7th edition 2021

Author: Withgott/LaPosata

Publisher: Pearson/Savaas

Copyright: 2021

### READABILITY EVALUATION

Course: AP Environmental Science

Grade: 11/12

Level: AP

Check One: ☒ Proposed Text  
☐ Supplemental Text  
☐ Current Text

Text is appropriate for the grade(s) and level(s) designated above:

Check One: ☒ YES  
☐ NO

COMMENT:

### READING EVALUATORS

Signature: 

Signature:

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **TREATMENT OF SENSITIVE AREAS**

- |  |                  |
|--|------------------|
| 1. To what extent does the content of the text (both pictorial and written) reflect the pluralistic, multi-ethnic nature of our society, past and present? | 3 - Great Extent |
| 2. To what extent is the role of gender and of various racial, ethical and socio-economic groups, past and present, accurately and fairly presented?       | 3 - Great Extent |
| 3. To what extent are all sides of a controversial issue treated fairly and objectively?   | 3 - Great Extent |

**COMMENT:**

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### **READING EVALUATION (to be completed by Reading Department)**

- |   |                  |
|---|------------------|
| 1. To what extent do the textual aids (illustrations, headings, special features, format) provide the reader with an overview of the content of the chapters? | 3 - Great Extent |
| 2. To what extent do the illustrations (pictures, maps, diagrams) support or extend accompanying narrative?   | 3 - Great Extent |
| 3. To what extent do the headings and sub-headings indicate the content that follows?   | 3 - Great Extent |
| 4. To what extent do the chapters have an introduction and summary?   | 3 - Great Extent |
| 5. To what extent does the narrative have enough elaboration to promote comprehension and recall of important concepts, facts, and illustrations?             | 3 - Great Extent |
| 6. To what extent does each lesson, chapter, and unit contain a clear, explicit main idea?  | 3 - Great Extent |
| 7. To what extent does the text have glossary references which give easily understood definitions for the difficult words in the text?                        | 3 - Great Extent |
| 8. To what extent are important and difficult words, concepts, and terms explained on context or signaled for the reader?                                     | 3 - Great Extent |
| 9. To what extent do sentences vary in length and structure?  | 3 - Great Extent |
| 10. To what extent are the reading level and vocabulary appropriate for the student who will be using the textbook?   | 3 - Great Extent |
| 11. To what extent are the directions for students and teachers clear and complete?   | 3 - Great Extent |
| 12. To what extent is the table of contents and subject index a useful and easy-to-use learning tool for the student?   | 3 - Great Extent |

**COMMENT:**

**Reading Department  
Textbook Evaluation**

**For:** Science

**Course:** AP Environmental Science

**Grade:** 11/12

**Text:** *Environment: The Science Behind the Stores 7th edition 2021*

**Author(s):** Jay Withgott and Matthew Laposata

**Publisher:** Pearson

**Copyright:** 2021

*Environment: The Science Behind the Stores 7th edition 2021* is being considered for AP Environmental Science. The readability level of this text should be a good match for students taking this course because the readability of the text averaged out to span grades 12 to college level. Typically, students enrolled in this course are reading above grade level. While some passages came out slightly higher (college level) and a few passages scored in the twelfth grade range, this fluctuation in readability is expected as it reflects the various content and specialized vocabulary one would usually see within an in-depth study of a particular discipline. The Dynamic Study Modules help students study by continually assessing learning in real time. Students complete multiple sets of questions for a given topic and are accessible by print or electronically. These added features provide additional curriculum support and teachers the ability to customize the learning content for every chapter. Each chapter includes modified text, audio option, video support, along with teaching and differentiation strategies. The program presents manageable two- and four-page lessons, following a clear unit-chapter lesson organization. If vocabulary instruction is provided prior to reading assignments, this should considerably reduce some difficulties students have with the text. By previewing and reviewing the text with the teacher regularly in class, students should be able to understand and apply most concepts explored in the text. These added features provide additional curriculum support and teachers the ability to customize the learning content for every chapter. Each chapter includes video support, interactive reading guides, scaffolded chapter questions, and in-unit assessments.

The book is organized into units about environmental issues and impact. Information in the text is clearly presented. Pages are well-balanced with print being proportional to graphics (illustrations, photographs, maps, tables, graphs, etc.). Each chapter/section begins with a central case study to find the main ideas of each section of the chapter. The chapter “closes the loop” by revisiting the case study at the end of the chapter. Included with the online resource is a graphic organizer/sticky note feature to use to help them take notes throughout the chapter to answer the guiding questions. In addition, important vocabulary is highlighted as well as objectives for the chapter/section. Text graphics illustrate concepts being discussed or provide additional information about them. Photographs and illustrations are clearly labeled and most are in color. Charts, tables, and diagrams are well designed and easy to understand.

Another excellent feature of this book is the FAQ feature found in each section. This feature highlights questions commonly posed by students thereby helping address common misconceptions and potential conceptual gaps. This is a great resource for students to use to review for tests with charts that help organize the unit and chapters essential questions, important vocabulary, and key concepts. This book also incorporates the use of *Everyday Environmental Science*. These are short videos to highlight current environmental issues and pique student interest.

Finally, the Appendix section provides a guide to help read and interpret graphs. Both the index and table of contents are easy to use. The author and publisher have collaborated to create a vibrant text that is easily accessible to the learner.

Appropriate selection for course, students, and teaching faculty.



Nicole M. Raiola

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## AMITY REGIONAL SCHOOL DISTRICT NO. 5 TEXTBOOK APPROVAL

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### PART ONE – DEPARTMENT REVIEW

TITLE: Forensic Science An Introduction  
Author: Saferstein & Roy Publisher:  
Copyright: 2022  
Title: Forensic Science An Introduction

### TEXT EVALUATION DATA

Course: Forensic Science

Grade: 11 & 12

Level: Level E and Level 1

Check One:     ☒ Basic Text Replacement  
                    ☐ Supplemental Text  
                    ☐ Text for New Course

### STAFF EVALUATORS

Signature: Nicholas Shamp

Signature:

### RATIONALE FOR REPLACEMENT

What is the specific reason for replacing the current text? Please explain in some detail.

The old textbook is too high of a level to be easily incorporated into the course and is old as Forensic Science has changed immensely in the last 15 years. The current textbook is entirely in black, white, and blue without any color illustrations.

Additionally this book is very out dated showing technology that was cutting edge 25 years ago. Forensic Science is very different now as this textbook does not discuss modern techniques such as digital forensics or forensics ancestry.

Does this text support the school's mission and academic expectations? How?

Yes. The text can be related to all of the aspects of the portrait of the graduate as they are relevant to being a forensic scientists.

## DEPARTMENT EVALUATION

DIRECTIONS: For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### OBJECTIVES AND CONTENT

- |   |                  |
|---|------------------|
| 1. To what extent are the objectives of the text stated?  | 3 - Great Extent |
| 2. To what extent do the objectives of the text correlate with goals and objectives of the course?  | 3 - Great Extent |
| 3. To what extent do the objectives require students to use higher Cognitive skills (analysis, synthesis, etc.)   | 3 - Great Extent |
| 4. To what extent does the content of the text cover the content requirements of the course?  | 3 - Great Extent |
| 5. To what extent is the content of the text geared to the interests abilities, and needs of the students using the materials?                                | 3 - Great Extent |
| 6. To what extent does the content of the text reflect recent scholarship in this subject area?   | 3 - Great Extent |
| 7. To what extent does the text clearly and accurately develop and present essential concepts, generalizations, and relationships?                            | 3 - Great Extent |
| 8. To what extent does the text present charts, maps, graphs, and tables accurately and clearly?  | 3 - Great Extent |
| 9. To what extent do the learning aids of the text (i.e., pictures, graphs, suggested activities, etc.) focus on the major objectives of the chapter or unit? | 3 - Great Extent |
| 10. To what extent are skills and skill development stressed throughout the text?   | 3 - Great Extent |
| 11. To what extent does the text offer practice opportunities to reinforce the skills which are taught?   | 3 - Great Extent |
| 12. To what extent is this text interesting to read?  | 3 - Great Extent |
| 13. To what extent does the text and supplemental materials reflect current learning theory and principles?   | 3 - Great Extent |

COMMENT:

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **PUBLICATION DATA AND PHYSICAL CHARACTERISTICS**

- |   |                  |
|---|------------------|
| 1. To what extent do the authors (or contributors) have background and experience in the subject area and teaching experience to know how to present the material to the students who will be using it? | 3 - Great Extent |
| 2. To what extent is the quality and binding sufficient to withstand the wear and tear of student use?  | 3 - Great Extent |
| 3. To what extent is the typeface and type size suitable for the students who will be using it?   | 3 - Great Extent |
| 4. To what extent are the illustrations pleasing, well selected, and well placed?   | 3 - Great Extent |
| 5. To what extent is the book effectively organized for maximum student learning?   | 3 - Great Extent |

**COMMENT:** Click or tap here to enter comments.

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

## **TEACHING AIDS**

- |  |                      |
|--|----------------------|
| 1. To what extent does the teacher's manual explain the aims and objectives of individual units and lessons?   | N/A - Not Applicable |
| 2. To what extent are up-to-date reference sources listed in an easily used format?  | 2 - To Some Extent   |
| 3. To what extent does the book have accompanying learning aids (film strips, transparencies, video, charts, etc.)?  | 3 - Great Extent     |
| 4. To what extent are the workbooks (if included) challenging for students and do they reinforce the text's major concepts?                                      | N/A - Not Applicable |
| 5. To what extent are appropriate test materials available for teachers?   | 3 - Great Extent     |
| 6. To what extent are interesting activities suggested that will challenge students to do further research?  | 3 - Great Extent     |
| 7. To what extent do the suggested activities and accompanying materials accommodate the range of learning abilities of the students most likely to be using it? | 3 - Great Extent     |

**COMMENT:** Click or tap here to enter comments.



**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

**1 – Little or No Extent**

**2 – To Some Extent**

**3 – Great Extent**

**N/A – Not Applicable**

## **TREATMENT OF SENSITIVE AREAS**

- |  |                  |
|--|------------------|
| 1. To what extent does the content of the text (both pictorial and written) reflect the pluralistic, multi-ethnic nature of our society, past and present? | 3 - Great Extent |
| 2. To what extent is the role of gender and of various racial, ethical and socio-economic groups, past and present, accurately and fairly presented?       | 3 - Great Extent |
| 3. To what extent are all sides of a controversial issue treated fairly and objectively?   | 3 - Great Extent |

**COMMENT:**

## PART TWO – TEXT READABILITY REVIEW

TITLE: Forensic Science An Introduction

Author: Saferstein & Roy Publisher:

Copyright: 2022

Title: Forensic Science An Introduction

### READABILITY EVALUATION

Course: Forensics

Grade: 11/12

Level: E/1

Check One: ☒ Proposed Text  
☐ Supplemental Text  
☐ Current Text

Text is appropriate for the grade(s) and level(s) designated above:

Check One: ☒ YES  
☐ NO

### COMMENT:

See attached write up

### READING EVALUATORS

Signature: 

Signature:

**DIRECTIONS:** For each question, rate the question from a low of 1 point to a high of 3 points.

1 – Little or No Extent

2 – To Some Extent

3 – Great Extent

N/A – Not Applicable

### **READING EVALUATION (to be completed by Reading Department)**

- |   |                         |
|---|-------------------------|
| 1. To what extent do the textual aids (illustrations, headings, special features, format) provide the reader with an overview of the content of the chapters? | 3 - Great Extent        |
| 2. To what extent do the illustrations (pictures, maps, diagrams) support or extend accompanying narrative?   | 3 - Great Extent        |
| 3. To what extent do the headings and sub-headings indicate the content that follows?   | 3 - Great Extent        |
| 4. To what extent do the chapters have an introduction and summary?   | 2 - To Some Extent      |
| 5. To what extent does the narrative have enough elaboration to promote comprehension and recall of important concepts, facts, and illustrations?             | 3 - Great Extent        |
| 6. To what extent does each lesson, chapter, and unit contain a clear, explicit main idea?  | 3 - Great Extent        |
| 7. To what extent does the text have glossary references which give easily understood definitions for the difficult words in the text?                        | 1 - Little or No Extent |
| 8. To what extent are important and difficult words, concepts, and terms explained on context or signaled for the reader?                                     | 2 - To Some Extent      |
| 9. To what extent do sentences vary in length and structure?  | 2 - To Some Extent      |
| 10. To what extent are the reading level and vocabulary appropriate for the student who will be using the textbook?   | 2 - To Some Extent      |
| 11. To what extent are the directions for students and teachers clear and complete?   | 2 - To Some Extent      |
| 12. To what extent is the table of contents and subject index a useful and easy-to-use learning tool for the student?   | 3 - Great Extent        |

**COMMENT:**

**Reading Department  
Textbook Evaluation**

**For:** Science

**Course:** Forensic Science

**Grade:**

**Text:** *Forensic Science: An Introduction Fourth Edition, High School*

**Author(s):** Saferstein & Roy

**Publisher:** Pearson

**Copyright:** 2022

*Forensic Science: An Introduction Fourth Edition, High School* is being considered for the Forensic Science elective course. The readability level of this text is somewhat high; reading at a college level. This is due mostly to the vocabulary specific to context and concepts introduced throughout the text. The sophistication of scientific content suggests more advanced text complexity. Typically, students enrolled in this course are reading at grade level. If vocabulary instruction is provided prior to reading assignments, this should considerably reduce some difficulties students may have with the text. By previewing and reviewing the text with the teacher regularly in class, students should be able to understand and apply most concepts explored in the text.

The book is organized into chapters about Forensic Science. Information in the text is clearly presented. Pages are well-balanced with print being proportional to graphics (illustrations, photographs, tables, graphs, etc.). Each chapter opens with a "Chapter Opener" where students will read a real-life case study and view a visual that connects to that case study. This helps bring the content to life. Learning Objectives are also noted in the margins to help students focus on the key takeaways for that chapter, as well as noting the National Science Education Standards that align within the chapter content. In addition, important vocabulary is bolded within the text and then defined in the margin. Photographs and illustrations are clearly labeled and in color. Charts, tables, and diagrams are well designed and easy to understand. The chapters also include engaging case files that are linked to the chapter material. These case files provide students with quick and pertinent facts about real forensic cases. At the end of each chapter is a chapter review which provides a point-by-point summary of key concepts, with explanations that reinforce the material covered from the chapter for students to review.

Another excellent feature of this book is the "Quick Labs" found in each chapter. This section allows students a hands-on opportunity to apply and experience key forensic concepts. This is a great resource for students to use for inquiry based projects and assessments. This text also incorporates application and critical thinking activities within each chapter. Each chapters contains many activities designed to encourage the application of critical thinking skills as they pertain to everyday life.

Finally, both the index and table of contents are easy to use. The author and publisher have collaborated to create a vibrant text that is easily accessible to the learner.

Appropriate selection for course, students, and teaching faculty.



Nicole M. Raiola

February, 2022

## Jan. Ticket Summary

Tickets addressed  
and closed: 74

Tickets open: 1

## HS Student Help Desk

Students helped: 251

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:

- New photography lab computers are installed, configured, and in use in the classroom.
- The classroom audio system solution that had been ordered was installed and 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.
  - The solution proved to be an effective solution to the classroom sound issues.
- The vape sensors have been deployed.
  - We have been testing and calibrating them in a live environment after deployment to refine the sensitivity levels and notification system.
  - Sensors are in 8 bathrooms throughout the high school.

### Projects in process:

- Pulling wires and installing infrastructure for additional security cameras inside and outside of all three buildings; ongoing.
- 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.
- Working with Facilities and building admin to help plan for upgrades to both the Lecture Hall as well as the Presentation Room to better serve the District's needs moving forward.
- Working with Facilities to deploy an addition to our current Raptor software suite that will include drill management and integrated reunification capabilities.
- Exploring solutions to address the need for a mobile door access control system to allow security to answer and respond to requests for door access while away from their desk.
- Preparing for installation of outdoor data closet, fiber run, and data cable pulls for the stadium to provide data and power solutions on the field.

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



## Amity Regional School District No. 5

### Facilities Department Monthly Report

#### **Completed Projects:**

- A hot water circulator pump for one of the boilers at ARHS was repaired.
- New cat 5 wire was run to a handful of air handlers and device panels at ARHS to prepare them for the new DESIGO software upgrade of the BMS system. This was an upgrade from the current wire which DESIGO does not support. This was done in-house by our building electrician, maintainer, and IT department.
- A control issue with an air handler at AMSO was fixed by our in-house electrician.
- Some older custodial equipment at AMSO was repaired and put back into service by our in-house building maintainer.
- Minor heat-related problems with the HVAC equipment were fixed by our in-house maintainers.

#### **Projects in process:**

- Reviewing the District's storage needs and options for the modular building in Bethany.
- Roof restoration and repair at ARHS is wrapping up. New sheet metal was ordered and once weather improves, it will be installed.
- The acoustic panel project for both AMSO and AMSB has been scheduled for April break.
- The District hired Northeast Collaborative Architects to provide design options to remodel the lecture hall at ARHS as well as the outdoor classroom structures at all three schools. We met on February 3rd with stakeholders to discuss the wants and needs for the spaces. NCA will be working on plans for review.
- The Town of Woodbridge Wetlands Commission approved our plans for culvert cleanout at their January 19, 2022 meeting. Facilities is working on a schedule to address that work when the weather breaks.
- The DESIGO building management system software upgrade for ARHS is underway.

#### **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 Field Turf 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**

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



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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: Professional Auditing Services Contract

Date: January 20, 2022

The current contract with the auditing firm of Mahoney, Sabol, & Company will expire on June 30, 2022. I am proposing the District negotiate new terms for the next 3 years with a 2-year extension option. Engaging with a new auditing firm will require more hours in the finance department to review procedures, policies, software, personnel and other aspects of our operations with a new firm. There are currently 28 grants in process, which is nearly double the number of grants usually awarded to the District. The additional funds are from the State and Federal governments to address the District's response to the pandemic and are multi-year, some having started in fiscal year 2021. The Finance Department must maintain these grants with no additional staff to help manage them. The department will be understaffed in the coming months due to a leave of absence.

This District has contracted with the following firms under circumstances and years noted:

**CCR, LLP 2009-2012**

**Grant Thornton** 2013, merged with CCR, LLP and assigned new account manager

**Mahoney, Sabol, & Company** contract from some existing Grant Thornton staff, 2014-present.

New account manager assigned in 2018.

Smaller firms such as Mahoney, Sabol, & Company are typically able to negotiate better prices than through the bid process, which is costlier to them. Many municipal clients do not routinely bid auditing services. The Town of Orange has contracted with the same firms since 1996 and the Town of Woodbridge has been 10-15 years with the same firm. Accounting services are identified as an exempt professional service in the purchasing policy. Excerpts of the purchasing policy are included below for reference.

## **Business/Non-Instructional Operations Purchasing Policy - Regulation 2230**

From Definition Section:

Professional Services means any type of service to the public that requires that members of a profession rendering such service obtain a license or other legal authorization as a condition

precedent to the rendition thereof, limited to the professional services of architects, professional engineers, or jointly by architects and professional engineers, landscape architects, certified public accountants and public accountants, land surveyors, attorneys-at-law, psychologists, licensed marital and family therapists, licensed professional counselors and licensed clinical social workers. A contract for professional services may run to individuals or to business entities.

From Section:

**5. Exceptions to the General Rule:**

***f. Exempt Services***

The following shall be exempt from the Competitive Bid and Proposal process. The Superintendent of Schools or his/her designee or the Amity Board of Education may, nonetheless, elect to undertake a competitive selection process to solicit professional services which are exempt from the Competitive Bid and Proposal process.

- i. Procurement of professional services as defined above;
- ii. Procurement of legal, architectural and engineering services where entered in compliance with this policy;

**Amity Finance Committee:**

***Move to recommend the Amity Board of Education directs the Administration to negotiate a contract with the current auditing firm of Mahoney, Sabol, CPAs and Advisors and bring the negotiated contract forward for approval to the Amity Finance Committee and the Amity Board of Education.***

**Amity Board of Education:**

***Move to ...***

***direct the Administration to negotiate a contract with the current auditing firm of Mahoney, Sabol, CPAs and Advisors and bring the negotiated contract forward for approval to the Amity Finance Committee and the Amity Board of Education.***



**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: Dr. Jennifer Byars, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

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

Date: February 7, 2022

**1. Technology:**

The Director of Technology is recommending we renew our endpoint protection services with Bitdefender, through SHI International. The price is for a 3-year contract and is from the CREC consortium bid. The price for a single year is \$53,550 and the 3-year price is \$39,290 annually, a savings of \$42,780 over the life of the contract. The budget for 2022-2023 can be reduced by \$14,260 if we commit to a 3-year contract. The District currently uses this endpoint protection software and after an extensive review, the Director of Technology is recommending we renew.

**Amity Finance Committee:**

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

**Amity Board of Education:**

***Move to ...***

***award a 3 year license agreement financed with SHI International Corp for \$117,870 for academic volume licenses and server protection.***

**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>DEC 21</b>	<b>CHANGE</b>	<b>JAN 22</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	(608)	124,468	(12,403)	UNF
3	OTHER STATE GRANTS	1,081,353	1,025,301	802,280	0	802,280	(223,021)	UNF
4	MISCELLANEOUS INCOME	23,374	40,798	40,893	(300)	40,593	(205)	UNF
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>51,463,486</b>	<b>(908)</b>	<b>51,462,578</b>	<b>(235,629)</b>	<b>UNF</b>
7	SALARIES	26,973,879	28,036,821	27,852,166	(189,178)	27,662,988	(373,833)	FAV
8	BENEFITS	4,801,671	5,597,784	5,578,298	3,185	5,581,483	(16,301)	FAV
9	PURCHASED SERVICES	8,483,699	9,758,800	9,419,916	105,715	9,525,631	(233,169)	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	3,244,872	0	3,244,872	26,800	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	386,874	386,874	386,874	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>48,536,905</b>	<b>51,698,207</b>	<b>51,155,982</b>	<b>306,596</b>	<b>51,462,578</b>	<b>(235,629)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>2,483,748</b>	<b>0</b>	<b>307,504</b>	<b>(307,504)</b>	<b>0</b>	<b>0</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>307,504</b>	<b>(307,504)</b>	<b>0</b>	<b>0</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>DEC 21</b>	<b>CHANGE</b>	<b>JAN 22</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	892	30,892	(1,108)	UNF
7	INVESTMENT INCOME	3,338	7,500	3,500	(1,500)	2,000	(5,500)	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>(608)</b>	<b>124,468</b>	<b>(12,403)</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	802,280	0	802,280	(223,021)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,081,353</b>	<b>1,025,301</b>	<b>802,280</b>	<b>0</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	4,893	0	4,893	95	FAV
18	OTHER REVENUE	18,552	18,000	18,000	(300)	17,700	(300)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>23,374</b>	<b>40,798</b>	<b>40,893</b>	<b>(300)</b>	<b>40,593</b>	<b>(205)</b>	<b>UNF</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>51,463,486</b>	<b>(908)</b>	<b>51,462,578</b>	<b>(235,629)</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>DEC 21</b>	<b>CHANGE</b>	<b>JAN 22</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	22,757,983	(169,187)	22,588,796	(326,548)	FAV
2	5112-CLASSIFIED SALARIES	4,932,809	5,121,477	5,094,183	(19,991)	5,074,192	(47,285)	FAV
3	<b>SALARIES</b>	<b>26,973,879</b>	<b>28,036,821</b>	<b>27,852,166</b>	<b>(189,178)</b>	<b>27,662,988</b>	<b>(373,833)</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	3,715,824	0	3,715,824	40,120	UNF
8	5860-OPEB TRUST	31,678	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	44,550	49,918	52,200	2,293	54,493	4,575	UNF
10	5275-DISABILITY INSURANCE	10,765	11,136	11,381	892	12,273	1,137	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>5,578,298</b>	<b>3,185</b>	<b>5,581,483</b>	<b>(16,301)</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-PROFESSIONAL & TECHNICAL SRVC	1,657,059	1,749,530	1,729,530	145,600	1,875,130	125,600	UNF
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	3,679,471	(11,312)	3,668,159	12,723	UNF
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	1,841	106,147	(8,209)	FAV
25	5560-TUITION EXPENSE	3,206,118	3,638,655	3,290,597	(30,414)	3,260,183	(378,472)	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>9,419,916</b>	<b>105,715</b>	<b>9,525,631</b>	<b>(233,169)</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>DEC 21</b>	<b>CHANGE</b>	<b>JAN 22</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	725,865	0	725,865	800	UNF
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>3,244,872</b>	<b>0</b>	<b>3,244,872</b>	<b>26,800</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>	<b>507,844</b>	<b>0</b>	<b>0</b>	<b>386,874</b>	<b>386,874</b>	<b>386,874</b>	<b>UNF</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>51,155,982</b>	<b>306,596</b>	<b>51,462,578</b>	<b>(235,629)</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**



**JANUARY 2022**

**2021-2022 FORECAST**

**OVERVIEW**

*The projected unspent fund balance for this fiscal year is \$0 FAV previously, \$307,504 FAV, which appears on page 1, column 6, and line 20. This amount now reflects \$386,874 of a possible \$515,981 or 1% of the surplus as an end-of-year transfer. The \$386,874 appropriation to the capital and non-recurring account is shown on line 53 of the Excel file.*

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$235,629 UNF**, previously, **\$234,721 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 **\$1,108 UNF**, previously **\$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, \$5,500 UNF, previously \$4,000 UNF.*

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

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

The forecast is based on budget.

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

The budget is based on three tuition students, one at a reduced employee rate. The actual tuition charged is higher (\$574 per year) than budgeted since the rate is set after the budget referendum is past. One 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 \$120,602 UNF, previously, \$148,478 UNF based on current student placements. The total for this line is \$223,021 UNF, previously, \$223,021 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 \$95 FAV for shared services with the Woodbridge Board of Education for technology services.

**LINE 18 on Page 2: OTHER REVENUE:**

The forecast is \$300 UNF.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is \$235,629 FAV, previously \$542,225 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,*

*coverage costs are expected to be \$72,322 UNF based on YTD costs, total for the certified salary line is \$326,548 FAV, previously \$157,361 FAV. There are unpaid LOAs and several vacancies. One of the long-term absences will require a transfer to cover the services of a temporary replacement on the professional technical line.*

**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 \$47,285 FAV, previously, \$27,294 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 projects actual claims of current employees and retirees will be \$40,120 UNF (average 6 month overage) the budget, previously \$40,120. 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><b>JUL</b></i>	<b>\$ 530,877</b>	\$ 369,954	<b>\$ 160,923</b>	\$ 256,509	\$ 366,182
<i><b>AUG</b></i>	<b>\$ 405,635</b>	\$ 426,870	<b>\$ (21,235)</b>	\$ 200,490	\$ 383,765
<i><b>SEP</b></i>	<b>\$ 364,327</b>	\$ 363,929	<b>\$ 398</b>	\$ 292,575	\$ 317,685
<i><b>OCT</b></i>	<b>\$ 341,109</b>	\$ 361,074	<b>\$ (19,965)</b>	\$ 293,360	\$ 383,369
<i><b>NOV</b></i>	<b>\$ 324,557</b>	\$ 464,671	<b>\$ (140,114)</b>	\$ 409,279	\$ 370,672
<i><b>DEC</b></i>	<b>\$ 767,843</b>	\$ 507,134	<b>\$ 260,709</b>	\$ 489,999	\$ 403,126
<i><b>JAN</b></i>	<b>\$ 320,277</b>	\$ 325,625	<b>\$ (5,348)</b>	\$ 253,077	\$ 348,820
<b>FEB</b>	\$ 312,242	\$ 312,242	\$ -	\$ 259,775	\$ 124,317
<b>MAR</b>	\$ 366,860	\$ 366,860	\$ -	\$ 255,965	\$ 276,832
<b>APR</b>	\$ 303,014	\$ 303,014	\$ -	\$ 304,485	\$ 196,735
<b>MAY</b>	\$ 379,181	\$ 379,181	\$ -	\$ 235,252	\$ 124,900
<b>JUN</b>	\$ 318,269	\$ 318,269	\$ -	\$ 274,741	\$ 194,428
<b>TOTALS</b>	<b>\$ 4,734,191</b>	<b>\$ 4,498,824</b>	<b>\$ 235,367</b>	<b>\$ 3,525,507</b>	<b>\$ 3,490,831</b>

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

<b>2017-2018 ACTUAL</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 ACTUAL</b>	<b>2021-2022 FORECAST</b>
72.1%	92.2%	84.1%	75.8%	<b>105.2%</b>

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

<b>MONTH</b>	<b>2021-2022 ACTUAL</b>	<b>2021-2022 BUDGET</b>	<b>VARIANCE</b>	<b>2020-2021 ACTUAL</b>	<b>2019-2020 ACTUAL</b>
<i><b>JUL</b></i>	<b>\$ 14,068</b>	\$ 49,997	<b>\$ (35,929)</b>	\$ 53,562	\$ 65,692
<i><b>AUG</b></i>	<b>\$ 74,642</b>	\$ 53,423	<b>\$ 21,219</b>	\$ 50,187	\$ 62,661
<i><b>SEP</b></i>	<b>\$ 46,923</b>	\$ 45,088	<b>\$ 1,835</b>	\$ 53,804	\$ 46,306
<i><b>OCT</b></i>	<b>\$ 47,049</b>	\$ 51,048	<b>\$ (3,999)</b>	\$ 55,100	\$ 70,245
<i><b>NOV</b></i>	<b>\$ 39,556</b>	\$ 42,200	<b>\$ (2,644)</b>	\$ 56,242	\$ 59,406
<i><b>DEC</b></i>	<b>\$ 51,770</b>	\$ 39,812	<b>\$ 11,958</b>	\$ 55,608	\$ 62,365
<i><b>JAN</b></i>	<b>\$ 48,349</b>	\$ 36,118	<b>\$ 12,231</b>	\$ 11,403	\$ 73,157
<b>FEB</b>	\$ 44,037	\$ 44,037	\$ -	\$ 94,489	\$ 57,592
<b>MAR</b>	\$ 38,241	\$ 38,241	\$ -	\$ 80,240	\$ 58,624
<b>APR</b>	\$ 38,834	\$ 38,834	\$ -	\$ 54,687	\$ 57,573
<b>MAY</b>	\$ 40,369	\$ 40,369	\$ -	\$ 59,398	\$ 56,459
<b>JUN</b>	\$ 36,858	\$ 36,858	\$ -	\$ 50,341	\$ 56,502
<b>TOTALS</b>	<b>\$ 520,695</b>	<b>\$ 516,024</b>	<b>\$ 4,671</b>	<b>\$ 675,061</b>	<b>\$ 726,582</b>

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

*The forecast reflects \$4,575 UNF previously, \$2,282 UNF.*

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

*The forecast reflects \$1,137 UNF, previously \$245 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 projects the legal budget will be \$125,600 UNF, previously \$20,000 FAV. A long-term temporary replacement is contracted to cover an extended leave of absence and additional BCBA and behavioral therapist services are required to meet the needs of our students. Transfers are requested this month.*

**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 \$12,723 UNF, previously \$24,035 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 \$16,605 FAV. An onboarding software was purchased to digitize hiring forms for \$8,396 UNF. *The account is projected to be \$8,209 FAV previously \$10,050 FAV.*

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

*Tuition is currently forecasted to have a \$378,472 FAV previously \$348,058 FAV variance.* The forecast is based on current students and their placements.

Tuition for the vo-ag schools has a projected variance of **\$33,515 FAV** *previously, \$35,376 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	<b>3(3)</b>
Trumbull	6	4	4	3	3	<b>1(1)</b>
Nonnewaug	4	6	5	7	7	<b>9(9)</b>
Common Ground Charter HS	0	0	0	1	1	<b>1(1)</b>
Betsy Ross Magnet	0	0	0	0	1	<b>0(0)</b>
Wintergreen Magnet	0	0	0	0	0	<b>1(0)</b>
Engineering Science Magnet	1	0	0	0	0	<b>0</b>
Highville Charter School	1	0	0	0	0	<b>0</b>
<b>Totals</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>15(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, \$333,597 FAV, previously \$301,322 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	<b>10(11)</b>
Private SPED	20	22	18	27	25	<b>24(24)</b>
<b>Totals</b>	<b>28</b>	<b>33</b>	<b>26</b>	<b>33</b>	<b>39</b>	<b>34(35)</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.

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

The budget for propane is \$3,546. *The forecast is projected to be \$800 UNF.*

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

Sewer costs are budgeted at \$25,000. *The forecast is projected to be 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
<i>NOV</i>	<b>256,208</b>	262,230	<b>(6,022)</b>	238,583	243,754
<i>DEC</i>	<b>259,994</b>	263,699	<b>(3,705)</b>	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>3,256,826</b>	<b>3,189,868</b>	<b>66,958</b>	<b>3,097,407</b>	<b>3,002,949</b>

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

#### DEGREE DAYS

There are 1,190 degree days to date compared to 1,298 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.

#### **LINE 53 on Page 4: 5856-TRANSFER:**

*The forecast includes \$386,874, previously \$0, of the estimated fund balance will be appropriated to the capital non-recurring account.*

**COVID ACCOUNTS:**

Year to date, the District has committed \$35,867 which is \$8,672 UNF, previously \$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			\$ 94,631		\$ 94,631
Special Education Recovery - ESSER II		\$ 20,000	\$ 20,000		\$ 40,000
Special Education Dyslexia - ESSER II Bonus		\$ 13,000			\$ 13,000
Special Education Population - ESSER II Bonus			\$ 25,000		\$ 25,000
Special Education Stipend		\$ 20,000			\$ 20,000
Homeless ARP ESSER III <i>pending</i>		\$ 3,000			\$ 3,000
<b>TOTAL</b>	\$ 315,160	\$ 285,890	\$ 660,291	\$ 36,037	\$ 1,297,378

## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2021-2022

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$37,178**

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**\$10,732 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.

**\$18,446 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.

**\$8,000 Facilities Repairs:** A circulator pump for the boiler started leaking at the high school. In-house maintenance staff pulled the pump and sent it out to have it rebuilt. Once rebuilt, they reinstalled the pump. Cost for the rebuild was \$1,612. with a three year warranty. By pulling the pump and having it rebuilt, we saved potentially an estimated \$4,000 by not having a mechanical contractor called in.

In preparation for the HVAC BMS System upgrade at ARHS, a handful of air handling units needed an upgrade to the communication wiring in order to support the upgrade. Our in-house electrician and building mechanic ran the new wires and with the help of the IT department, terminated the connections to the units and field panels. Since this was not part of the upgrade, we would have had to pay for Siemens technicians to come in and run the wire. Potential savings again were an average \$4,000 factoring on the labor of two technicians for two days plus markup on material costs.

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

- Energy Savings Initiatives for the past decade  
<http://www.amityregion5.org/boe/sub-committees/finance-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies  
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2020-2021 - \$128,708 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- 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.

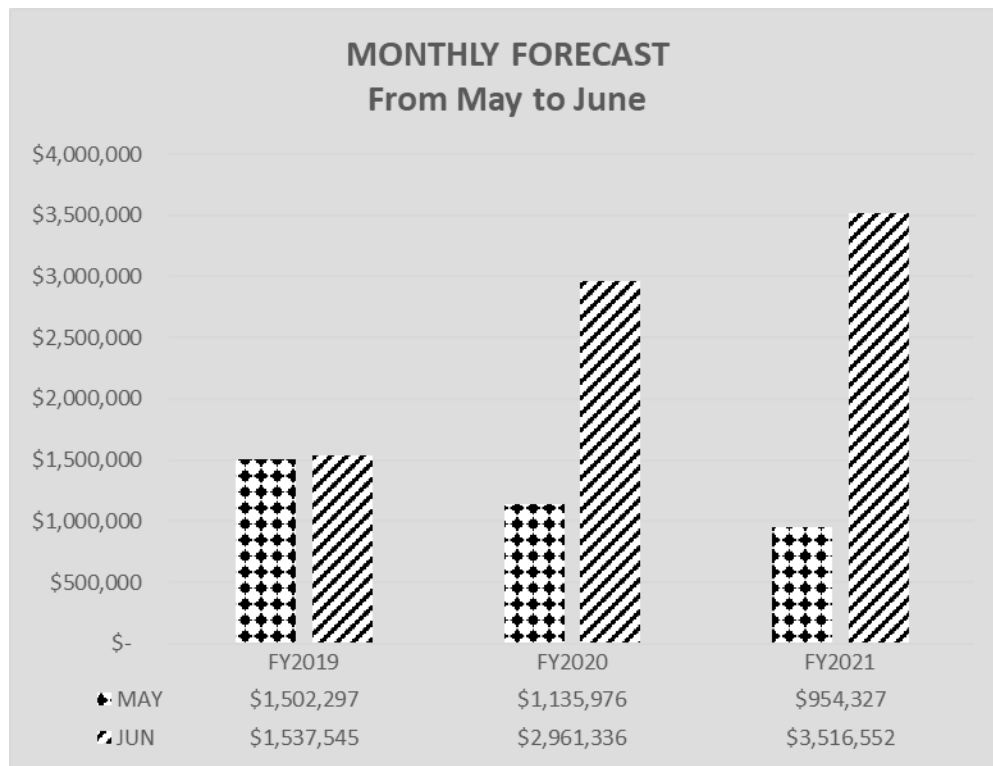
Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account 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 audited 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.

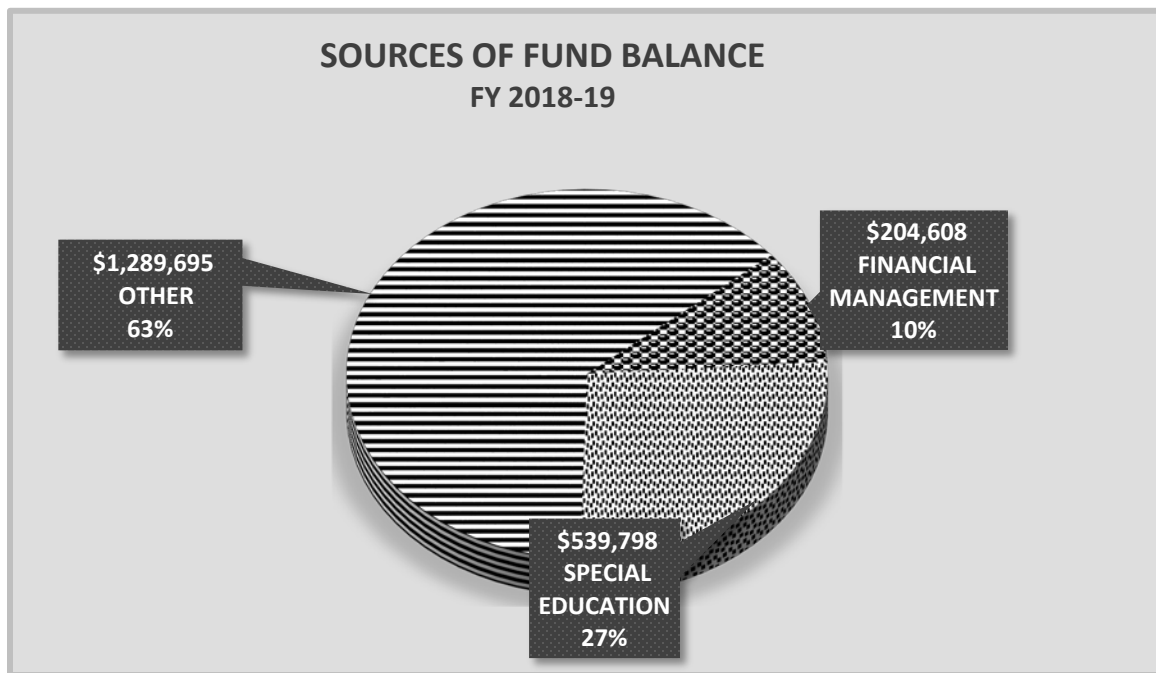
**\$378,012 REVENUE:** The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts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

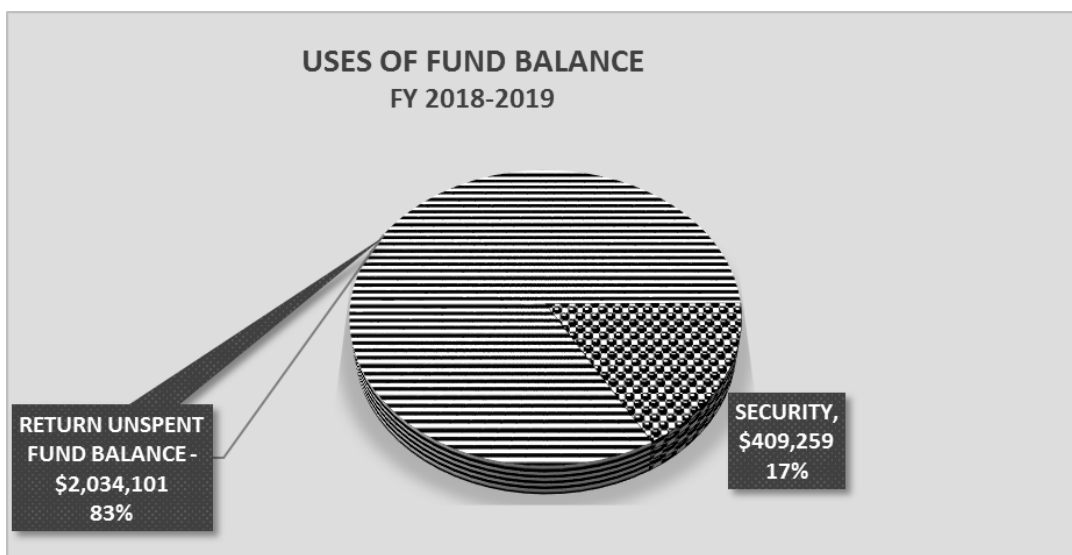
The primary sources of the fund balance are shown graphically below:



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

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

#### SPECIAL EDUCATION:

**\$ 580,502**

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



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

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

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

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

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

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

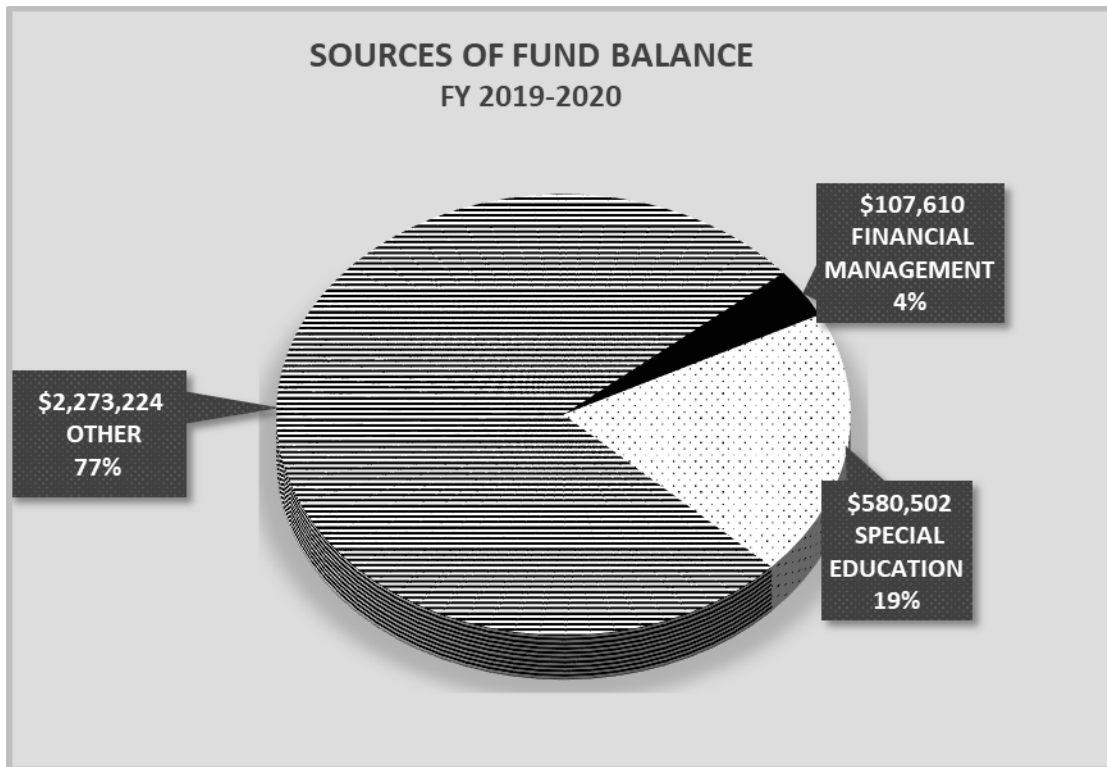
**\$93,339 UTILITIES (OTHER):** A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

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

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

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

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



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

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

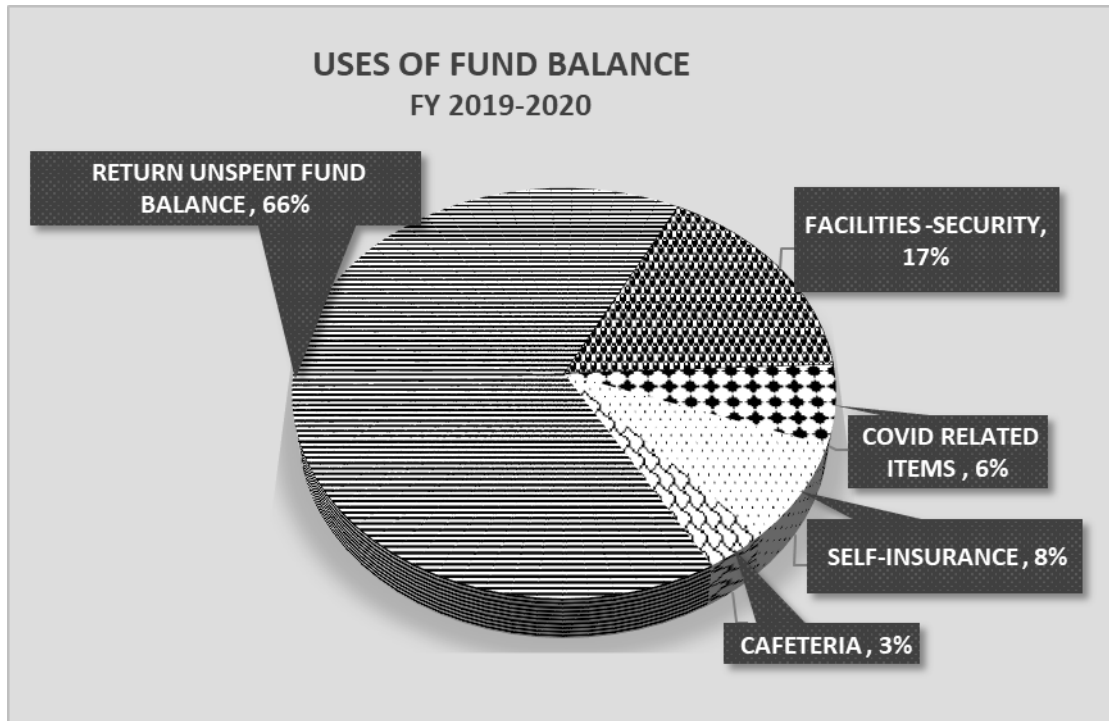
**\$515,077 END OF YEAR PURCHASES (EOY):**

**\$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 audited fund balance for 2020-2021 is \$2,483,748 after designating \$187,600 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:**

**\$ 1,858,818**

**\$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.

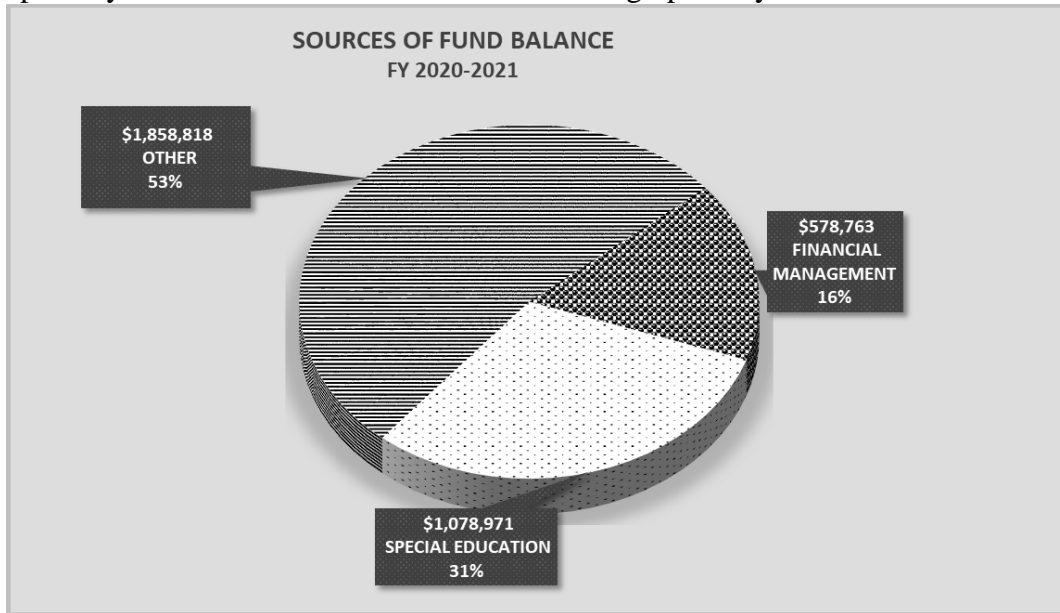
**\$111,272 UTILITIES (OTHER):** The buildings did not operate under full capacity for most of the year and there were no building rentals, limited evening activities and many more outside events.

**\$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.

Some of these savings were offset by COVID purchases.

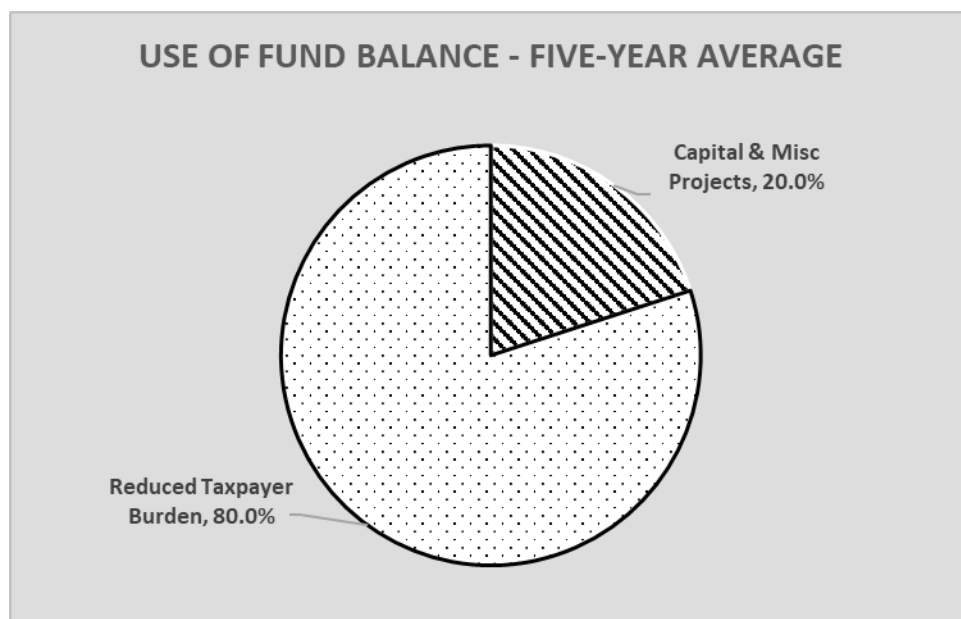
The primary sources of the fund balance are shown graphically below:



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
<b>DEC</b>				
2022- Dec	86	01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(201.00)	amplifiers for music lab
2022- Dec	86	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	201.00	amplifiers for music lab
2022- Dec	162	03-13-2400-5581 TRAVEL - CONFERENCES	825.00	Seminar for Miguel Pickering
2022- Dec	162	03-13-2400-5580 STAFF TRAVEL	(825.00)	Seminar for Miguel Pickering
<b>JAN</b>				
2022-Jan	34	01-11-3201-5690 OTHER SUPPLIES	(600.00)	Actor's Club - Play Production
2022-Jan	34	01-11-3201-5590 OTHER PURCHASED SERVICES	600.00	Actor's Club - Play Production
2022-Jan	153	02-13-2120-5330 PROF/TECH SERVICES	(410.00)	Table rental-Career Fair
2022-Jan	153	02-13-2400-5440 RENTALS	410.00	Table rental-Career Fair
2022-Jan	167	05-13-2213-5611 INSTRUCTIONAL SUPPLIES	(1500.00)	Retirement & Yrs Serv Gifts
2022-Jan	167	05-13-2213-5690 OTHER SUPPLIES	1500.00	Retirement & Yrs Serv Gifts



# **AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

From: Theresa Lumas, Director of Finance and Administration

Re: Budget Transfers over \$3,000 for FY 2021-22

Date: January 25, 2022

## **Facilities:**

The current walk behind auto scrubber machine at the high school is no longer working. The machine is used multiple times a day to wash floors, particularly in the cafe. The cost to repair is quoted at \$3,998.90, which is 58% the cost of a new machine. The machine is about 10-15 years old. Mr. Martoni, Facilities Director, does not recommend spending almost \$4,000 to repair an older machine that still may need further repair work down the road. The custodial staff can still use the old machine to vacuum even though the scrubber portion will not work. Utilizing the vacuum part will come in handy in the summer to help with stripping the floors.

Mr. Martoni is requesting a transfer of funds from the facilities contingency account for the purchase of a new auto scrubber for the high school. If approved this will leave a balance of \$67,146 in the facilities contingency account. I support this request.

## **Motions:**

### **For the Amity Finance Committee:**

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

### **For the Amity Board of Education:**

***Move to approve –***

***the following budget transfer to purchase a new auto scrubber machine at Amity Regional High School.***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-14-2600-5715	Contingency- Facilities	\$6,854	
03-14-2600-5731	Equipment - Replacement		\$6,854

### **Textbooks:**

The Math Department at the ARHS has requested to postpone their textbook purchases from this year to FY23 and FY24. World Language at AMSO is in need of set of Spanish texts that was omitted in error from the FY22 budget. Social Studies at ARHS had texts for Modern American History and AP US History shifted to next year during the last budget process in order to keep the budget lower. The total of these three orders is \$33,510. There is \$27,380 available in the math account and the \$6,130 remaining amount needed is available from various textbooks accounts that prices/shipping was less than anticipated. Purchasing these books now will allow for a reduction in next year's proposed budget.

### **Motions:**

#### **For the Amity Finance Committee:**

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

#### **For the Amity Board of Education:**

*Move to approve –*

*the following budget transfer to purchase Social Studies textbook and digital resources at Amity Regional High School and World Language textbook and digital resources at Amity Middle School Orange.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-1009-5641	Textbooks	\$27,380	
01-11-1006-5641	Textbooks	\$ 4,426	
03-11-1006-5641	Textbooks	\$ 1,420	
03-11-1014-5641	Textbooks		\$11,250
02-11-1006-5641	Textbooks		\$21,976

### **Computers/Café Stations:**

The District last purchased new computers for the cafeteria in 2007. The computers in the cafeterias are components of each cash register. The District Technology Department has repurposed classroom desktop computers in recent years as a cost effective means to update the hardware. The repurposed desktops are older now and will not be compatible with a software upgrade to the lunch service program scheduled for July. The Technology Department priced new computers from a consortium bid, National Association of State Procurement Officials (NASPO). Below is a brief description of NASPO.

*“The cooperative contracting arm of the National Association of State Procurement Officials (NASPO) a non-profit organization formed in 1947, comprised of the Chief Procurement Officials of all fifty states, Washington D.C. and the U.S. Territories; to promote public procurement throughout the country. NASPO ValuePoint facilitates administration of the NASPO cooperative group*

*contracting consortium of state Chief Procurement Officials for the benefit of state departments, institutions, agencies, and political subdivisions; as well as other eligible entities including cities, counties, special districts, community colleges, universities, and some quasi-governmental and nonprofit organizations.”*

Nine computers and monitors will be purchased to service all three schools.

**Motions:**

**For the Amity Finance Committee:**

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

**For the Amity Board of Education:**

*Move to approve –*

*the following budget transfer to purchase computers for the cafeterias in all three schools.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2350-5420	Contingency- Facilities	\$11,754	
05-14-2350-5731	Equipment - Replacement		\$11,754

**Special Education #1:**

The Director of Special Education has requested transfers to cover anticipated expenses. The first is the cost of a Board Certified Behavior Analyst (BCBA) and behavioral therapist to meet the increased needs of our students. The request is for \$100,000. The transfer is from a tuition line to the professional technical services. We are expanding the scope of services of a current provider.

**Motions:**

**For the Amity Finance Committee:**

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

**For the Amity Board of Education:**

*Move to approve –*

*the following budget transfer to expand the scope of services to meet the needs of students.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-13-6110-5560	Tuition - Public Out	\$100,000	
04-13-2190-5330	Professional Technical		\$100,000

**Special Education #2:**

The Director of Special Education has requested transfers to cover anticipated expenses. The second is the cost of a consultant to cover a staff member on leave of absence. The consultant's rate of pay is \$600.00 per/day and the time period is 76 days. The transfer being requested is \$45,600. The transfer is from the salary line to the professional technical services. The consultant is a retired special education director.

**Motions:**

**For the Amity Finance Committee:**

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

**For the Amity Board of Education:**

*Move to approve –*

*the following budget transfer to contract with a consultant to cover a long-term leave of absence.*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-1026-5111	Substitute Salaries	\$45,600	
04-12-1200-5330	Professional Technical		\$45,600

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	173,146	\$ 3,341,106	\$ 2,846,292.47	\$ 32,615.24	\$ 462,198.29		
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
00150048	00150048	17 -00-15-0048-5715	IMPROVEMENTS TO BUILDINGS	HVAC	1,830,630	181,967	\$ 2,012,597	\$ 1,902,851.89	\$ 97,190.00	\$ 12,555.11		
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

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		\$ 5,576.00			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL
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
2022	6	131	12/17/2021	API		260544		\$ 2,725.00			VANZELM ENGINEERS	SERVICES HVAC
2022	7	64	1/10/2022	API		251440		\$ 9,550.00			SAV-MOR COOLING&HEAT	SERVICES HVAC
2022	7	64	1/10/2022	API		260544		\$ 278.65			VANZELM ENGINEERS	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	-71,640	\$ 528,360	\$ 507,253.80	\$ -	\$ 21,106.20		
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		

## Bylaws of the Board

### Committees

The Board ~~of Education (Board)~~ shall act as a committee of the whole on all matters coming before it except that committees may be created by vote of the Board for the consideration or investigation of certain matters, or for the performance of certain Board functions.

#### 1. Committees

##### a. Standing Committees

The Board may create standing committees. Any standing committee shall remain in effect indefinitely or until such time as the committee is abolished by the Board.

##### b. Ad Hoc Committees

Ad hoc committees may be established by the Board with a fixed objective and for a limited period of time. The Board shall take formal action to dissolve such committees when their stated purposes have been carried out and/or the services of the committee are no longer required.

#### 2. Scope of Authority

A committee's only authority is to make recommendations to the Board regarding matters that have been referred to it, unless the Board specifically authorizes otherwise; however, the Board cannot delegate the powers granted it under the State Statutes to such committees.

#### 3. Committee Membership

The Board Chairperson shall appoint the members of all committees, and the Board Chairperson shall also appoint a Chairperson for each committee. The Board Chairperson may serve as ex-officio member of any standing or ad hoc committee. As ex-officio, the Chairperson can vote but cannot count as part of a quorum.

#### 4. Meetings and Reports

a. Meetings of committees shall be posted as required by the Freedom of Information Act. Minutes of each posted committee meeting shall be prepared.

b. Committees shall submit their recommendations and/or reports at meetings of the Board.

#### 5. Electronic Committee Meetings

The Board ~~of Education Board (Board)~~ recognizes that due to the schedule, time, frequency and content of committees, committee meetings may be best accomplished through a meeting by electronic means. The decision to conduct a committee meeting electronically shall be determined by mutual consensus between the cCommittee cChair and the sSchool pPersonnel who serve on the committee. In the event that a cCommittee meets by electronic means, the following shall be adhered to:

Bylaw approved by the Board: February 13, 2017

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Bylaws of the Board

- a. All members of the committee shall meet by electronic means. A hybrid meeting is not permissible.
- b. Committee members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, ~~for~~by each other and members of the public.
- c. Notice of the ~~C~~committee meeting's virtual location shall be published through the traditional means and outlets as well as being noticed on the District (~~ARSD~~) website and in the Board of Education Office no less than 48 hours in advance.
- d. ~~The District~~ARSD shall post the agenda for the ~~C~~committee meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the ~~District~~ARSD website.
- e. The live public comment portion of the ~~C~~committee meeting shall be temporarily suspended during an electronic meeting. However, 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 Committee Chairperson 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.*
- f. 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.
- g. When a ~~C~~committee meeting is conducted by electronic means, a recording of the meeting with video, in addition -to minutes, will be posted. These recordings will not stand as the minutes.; only the written record as approved will do so.
- h. The Board shall take the steps necessary for the public to view electronic ~~C~~committee meetings and proceedings in real time.
- i. Executive session will not be conducted during an electronic ~~C~~committee meeting.

**5.**

(cf. 9131 – Committee of the Whole)

(cf. 9132.2 – Amity Finance Committee)

(c.f. 9312 – Time, Place, and Notification of Meetings)

Bylaw approved by the Board: February 13, 2017

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



## **Bylaws of the Board**

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act

1-200 Definitions

1-225 Meetings of government agencies to be public

Bylaw approved by the Board: February 13, 2017

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Personnel -- Certified**

### **Personal Illness and Injury (Sick) Leave**

Sick leave is a designated amount of compensated leave that may be granted an employee who is unavoidably absent because of illness.

### **Excessive or Questionable Use of Sick Leave**

The employee's immediate supervisor will review the employee's use of sick leave. If this review indicates that the employee's use of sick leave is excessive or questionable, the appropriate official shall submit to the Superintendent a report of the review. The Superintendent may then require the employee to have a physical examination, or submit a written certificate by a physician confirming the necessity for absence due to illness.

### **Verification of Absence**

The Superintendent or supervisor of the employee may require a physician's statement or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of the absence.

**Personnel – Certified/Non-Certified**

**Chronic Communicable Disease**

The Board of Education recognizes that the presence of staff afflicted with a chronic communicable disease may create issues of concern on behalf of parents, students, and staff. To that end, the Board will protect the rights of those afflicted with such a disease and the rights of their associates and insist that just and humane treatment prevail.

Once it has been determined that a staff member has a chronic communicable disease, a hearing will be conducted, the result of which may remove such person from school premises. This will be done in order to prevent endangerment to persons in the care of the Board of Education. Pending a hearing, the Superintendent may place the staff person on administrative leave.

(cf. 4260/5141.22 - Chronic Communicable Disease)

Policy reviewed:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
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## **Personnel – Certified/Non-Certified**

### **Long-Term Leaves**

#### **Maternity Leave**

Disabilities caused by pregnancy, miscarriage, abortion, or childbirth and recovery from shall be treated like any other temporary non-job related disability. Accordingly, employees shall be granted a leave of absence and may use accumulated paid sick leave to continue to receive pay during the period of such disability.

Documentation from the employee's physician shall be required in order for the employee to be eligible to use accumulated paid sick leave. Such documentation should include the anticipated length of the disability period.

#### **Child-rearing Leave**

Any employee (male or female) may request an unpaid leave of absence following the birth or legal adoption of a child. Approval of such leave is at the discretion of the Superintendent. Such leaves shall not exceed one year in duration. The employee must provide at least two months' notice of their intention to return to work.

Employees eligible for vacation leave may utilize accrued vacation leave to receive pay during child-rearing leave up to the extent available. Sick leave may not be utilized during a child-rearing leave.

Employees on child-rearing leave may continue to receive health insurance benefits by paying to the Board the COBRA rate.

#### **Application of the Family and Medical Leave Acts**

Under the Federal Family and Medical Leave Act employees are entitled to take unpaid leaves of absence for up to twelve (12) weeks in any given calendar year in certain circumstances, including following the birth or adoption of a child. While unpaid, employees on leave designated as a FMLA leave are entitled to continue to receive health insurance benefits, subject to the payment of any applicable co-payment requirements. Any maternity or child-rearing leave taken during a given calendar year shall be counted towards the employee's eligibility of FMLA leave. Sick leave used during the period of disability would be applied concurrently to the FMLA leave.

Policy adopted:

## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

Pursuant to the goal of the Amity Regional School District No. 5 (ARSD) Board of Education (Board) to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol; tobacco; stimulants; street drugs including, but not limited to, marijuana, heroin and cocaine; anabolic steroids; hormones and analogues; diuretics; and other performance-enhancing substances including supplements are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances are addressed by this policy. The use, possession, sale, or distribution of drugs, drug paraphernalia, and/or alcoholic beverages is strictly prohibited at any time on the school premises or at any school-sponsored activity. Violators will be subject to disciplinary action, which may include suspension, expulsion, and referral to the police.

## **Definitions**

**Drugs** are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

**Controlled substances** for purposes of this policy shall include all controlled substances prohibited by federal and state law; look-alike drugs; alcoholic beverages; anabolic steroids; drug paraphernalia; any volatile solvents or inhalants such as, but not limited to, glue and aerosol products; and prescription or patent drugs except those for which permission for use in school has been granted pursuant to Board policy.

**Under the influence** for purposes of this policy shall include any use of drugs, as defined above, by a student.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Students

### Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)

**Electronic nicotine delivery system** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed, or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is pre-filled and sealed by the manufacturer and not intended to be opened by the consumer.

**Vapor product** means any product that employs a heating element; power source; electronic circuit; or other electronic, chemical, or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

**CBD** for purposes of this policy is defined under federal law as a cannabis product with less than 0.3% tetrahydrocannabinol (THC) on a dry weight basis. It is also referred to as hemp. (Non-prescription CBD products that are available have not been approved by the U. S. Food and Drug Administration (FDA) for any use.)

**Drug Paraphernalia** means any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, re-packaging, storing, containing or concealing or injecting, ingesting, inhaling, or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to, all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," "pipes," "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended, or designed for use in storing, concealing, possessing, distributing, or selling controlled drugs or controlled substances.

## Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical

## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

evidence of a controlled substance and/or where there is an immediate threat or where students' health, safety, and welfare may be jeopardized.

### **Illegal Activities**

Use, possession, sale, or distribution of drugs including prescription drugs, drug paraphernalia, and/or alcoholic beverages in violation of state law or Board policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified; his/her parent(s)/guardian(s) will be contacted; and he/she may be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth on suspension/expulsion in ARSD Board Policy 5131.

### **Notification of Policy**

Annually students will be notified through the student handbook or through other means of disciplinary sanctions for violation of this policy.

Principals shall include statements appropriate to student maturity in school handbooks and on ARSD website to the effect that:

1. The unlawful manufacture, distribution, sale, dispensing, possession, or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol, or tobacco including electronic nicotine delivery systems and vapor products, is prohibited in school, on school grounds, on school transportation, and at school sponsored activities;
2. Compliance with the standards of conduct stated in the handbook is mandatory;
3. A violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution;
4. CIAC-controlled activities at the high school and middle school levels sponsored by ARSD are included in this policy and accompanying administrative regulations; and
5. CIAC may impose sanctions beyond those applied by ARSD for the use of performance-enhancing substances as defined in this policy by athletes.

Policy approved:

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## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

6. Sports and activities not controlled by the CIAC will be treated in a manner consistent with CIAC-sanctioned activities.

### **Disciplinary Action**

Students who violate this policy will be subject to disciplinary action, which includes, but is not limited to, suspension or expulsion and/or a program recommended by the Student Support Team. Student athletes who violate this policy and are participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently. The Superintendent shall propose and the Board shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action and that any disciplinary actions imposed for similar violations are treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution, or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products, the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, recommend a specific assessment as appropriate, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products, or tobacco paraphernalia from a student in school, on school grounds, on school-provided transportation, or at a school-sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee.
3. Disciplinary action taken by ARSD officials against a student for the use, sale, or possession of marijuana (cannabis) on school premises or at any ARSD-/school-sponsored activity shall not result in any discipline, punishment, or sanction greater than that which a student would face for the use, sale, possession of alcohol (C.G.S. 10-221 (d), as amended by P.A. 21-1, June Special Session, Section 19).



## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

#### **Drug-Free Awareness Program**

The Superintendent shall assure that ARSD provides a drug-free awareness program for students including the following topics:

- health and safety-related dangers of drug abuse;
- review of the Board's policy of maintaining drug-free schools;
- notification of the availability of drug counseling and rehabilitation programs; and
- official penalties for drug abuse violations in schools.

#### **Drugs and Alcohol**

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution, or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events, or on school-provided transportation. ARSD will provide: (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency and (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in ARSD schools found to be using, selling, distributing, in possession of, or under the influence of intoxicants, mood-altering drugs or substances or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds, when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process, shall be subject to consequences as stated in the student handbook.

A passive alcohol sensor is approved for use at events/activities such as dances and proms at the middle school and high school levels under the guidelines set forth in ARSD Board Policy 5145.124.

#### **Inhalant Abuse**

In addition to the prohibitions pertaining to alcohol, drugs, and tobacco contained in this policy, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:

1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, aerosol paint, or substance; and

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## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

2. Designed to affect the central nervous system; create or induce a condition of intoxication, hallucination or elation; or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

For purposes of this policy inhalants are defined as follows, but not limited to:

- Nitrous Oxide
- Amyl Nitrite
- Butyl Nitrite
- Chlorohydrocarbons
- Hydrocarbons

Further, no student 18 years of age or older shall intentionally, knowingly, or recklessly deliver or sell potentially abusable inhalant materials as listed above to a minor student.

No student shall intentionally use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the body an abusable glue, aerosol paint or substance, or other substance that contains a volatile chemical.

Any student in the ARSD schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program. The Superintendent shall propose and the Board shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar violations are treated consistently.

The Board shall incorporate into the curriculum at all levels education pertaining to potential inhalant abuse, which is appropriate for students given their age, maturity, and grade level. Inhalant abuse educational programs/information for parents/guardians will be offered in a manner convenient to parents/guardians.

### **Performance-Enhancing Drugs**

In addition to the prohibition pertaining to alcohol, drugs, tobacco, and inhalants, the Board prohibits the use, possession, distribution, or sale of performance-enhancing drugs including androgenic/anabolic steroids by students involved in school-related athletics or any co-curricular or extra-curricular school activity/program other than use for a valid medical purpose as

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## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes.

School personnel and coaches will not dispense any drugs, medication, or food supplements except as in compliance with Connecticut State law, ARSD policy, and as prescribed by a student's physician, dentist, physician assistant, or advanced practice registered nurse.

Students shall be made aware of the dangers of steroid abuse and that such abuse, unauthorized possession, purchase, or sale will subject them to disciplinary action and CIAC sanctions.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board of Education shall approve procedures and regulations to ensure that any student violating this section is subjected to disciplinary action and that any disciplinary actions imposed for similar violations are treated consistently.

It is the expectation of the Board that ARSD schools require all athletes playing sports to be chemical-free. This includes CIAC-controlled sports as well as sports and activities outside of CIAC oversight.

### **Tobacco/E-Cigarette Use by Students**

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products including chewing tobacco or tobacco paraphernalia, and electronic nicotine delivery systems or vapor products by students in any school building or school vehicle at any time or on any school grounds during the school day or at any time when the student is subject to the supervision of designated school personnel such as when the student is at any school function, extra-curricular event, field trip, or school-related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering systems or vapor product, chemicals, or devices that produce the same flavor or physical effect of nicotine substances and any other tobacco or nicotine innovations.

Students who violate this policy will be subject to disciplinary action. The Superintendent shall propose and the Board shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action and that any disciplinary actions imposed for similar actions are treated consistently.

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## **Students**

### **Alcohol Use, Drugs, and Tobacco (including Performance-Enhancing Substances)**

#### **Medical Marijuana**

Although possession and use of marijuana for certain medical conditions consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," as amended by P.A. 16-23 is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law including the Controlled Substances Act and the Drug-Free Schools and Communities Act the use and/or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds, or at a school-sponsored activity. ARSD will continue to enforce its policies regarding controlled substances, and any students who violate ARSD policy prohibiting the use, sale, or possession of illegal drugs in ARSD facilities and school property will be subject to disciplinary and criminal action.

#### **Use of CBD Products**

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal law.

(cf. 5131 – Conduct)

(cf. 5131.8 – Out of School Grounds Misconduct)

(cf 5145.11 – Police in Schools)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.124 – Breathalyzer Testing)

(cf. 6164.11 – Drugs, Alcohol, Tobacco)

Legal Reference: Connecticut General Statutes

1-21b Smoking prohibited in certain places.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender or physical evidence obtained from students.

10-221(d) Boards of education to prescribe rules, policies and procedures re sale or possession of alcohol or controlled drugs.

21a-240 Definitions dependency producing drugs.

21a -240(8) Definitions "Controlled Drugs," dependency producing drugs.

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21a-240(9) Definitions “controlled substance.”

21a-243 Regulation re schedules of controlled substances.

21a-408 et. seq. Palliative Uses of Marijuana (as amended by P.A. 16-23)

53-198 Smoking in motor buses, railroad cars and school buses.

P.A. 11-73 An Act Regulating the Sale and Possession of Synthetic Marijuana and Salvia Divinorum.

P.A. 12-55 An Act Concerning the Palliative Use of Marijuana.

P.A. 16-23 An Act Concerning the Palliative Use of Marijuana.

P.A. 14-76 An Act Concerning the Governor’s Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention.

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

Federal Regulation 34 CFR Part 85 Drug-free Schools & Communities Act.

P.L. 114-95 Every Student Succeeds Act, Section 8573

Synthetic Drug Abuse Prevention Act of 2012. (part of s.3187, the Food and Drug Administration Safety and Innovation Act)

*New Jersey v. T.L.O.*, 469 U.S. 325 (1985).

*Veronia School District 47J v. Acton*, 515 U.S. 646. (1995)

*Board of Education of Independent School District No 92 of Pottawatomie County v. Earls* 01-332 U.S. (2002).

## **Bylaws of the Board**

### **Number of Members, Terms of Office, Oath of Office**

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) consists of thirteen (13) members, apportioned to each town according to its percentage of the total student population.

Terms of the office are 4-year overlapping terms. Members from Orange and Woodbridge shall take office the first day of December. Members from Bethany shall take office on the first day of July. Before entering upon their official duties members of the Board shall take the oath of office before the Town Clerk or designee of their respective town.

Vacancies shall be filled by each representative town according to its town charter or state statute as appropriate.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

10-63h Applicability to existing  
regional school districts

10-218a Oath of office

Bylaw approved:

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