

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

Dr. Jennifer P. Byars
Superintendent of Schools

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA
Monday, June 13, 2022, 6:30 pm
25 Newton Road, Woodbridge, CT

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - a. Regular Meeting - May 9, 2022 *Page 4*
 - b. District Meeting on the Budget - May 23, 2022 *Page 12*
 - c. Special Meeting - May 31, 2022 *Page 13*
- 4. STUDENT REPORT**
 - a. Monthly Report
- 5. ONE BOOK, ONE AMITY PRESENTATION**
- 6. PUBLIC COMMENT**
- 7. SUPERINTENDENT'S REPORT**
 - a. Personnel Report *Page 15*
 - b. Superintendent Report *Page 16*
- 8. CORRESPONDENCE**
- 9. STUDENT DISCIPLINARY DISCUSSION (Due to confidentiality of individual student records, anticipated in Executive Session)**
- 10. CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. ACES
 2. CUBE
 3. Communications
 4. Curriculum
 5. District Health and Safety
 6. Diversity, Equity, and Inclusion Executive Committee
 7. District Technology
 - a. Monthly Report *Page 19*
 8. Facilities
 - a. Monthly Report *Page 20*
 9. Finance
 - a. Discussion and Possible Action on Healthy Food Certification *Page 24*
 - b. Discussion and Possible Action on Contracts over \$35,000 *Page 25*
 1. Food Service Management
 2. Dishwasher
 3. Bethany Courtyard
 4. Outdoor Structures

- 5. Site-Based Grounds – corrections from May agenda
- 6. 1:1 Devices – FY22-23 Budget
- c. Discussion of Monthly Financial Statements *Page 30*
- d. Director of Finance and Administration Approved Transfers Under\$3,000 *Page 62*
- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Page 65*
- f. Designation of available funds in the Capital Nonrecurring Account *Page 69*
- g. Other
 - 1. Capital Projects Update *Page 71*
 - 2. Audit engagement letter *Page 75*
- 10. Policy
 - a. First Read
 - 1. Policy 5000 Concepts and Roles in Student Policies *Page 85*
 - 2. Policy 5010 Goals and Objectives *Page 86*
 - 3. Policy 5111.1 Foreign Exchange Students *Page 88*
 - 4. Policy 5112 Ages of Attendance *Page 89*
 - 5. Policy 5113.2 Attendance *Page 93*
 - 6. Policy 6141.51 Advanced Courses or Programs, Eligibility Criteria for Enrollment *Page 103*
 - 7. Policy 6141.52 Challenging Curriculum Policy *Page 106*
 - 8. Policy 6141.5 Advanced College Opportunity *Page 110*
 - b. Second Read
 - 1. Policy 5144.1 Restraint and Seclusion *Page 111*
 - 2. Policy 4148 Employee Protection *Page 118*
 - 3. Bylaw 9325 Meeting Conduct *Page 120*
- 11. Personnel
 - a. Discussion and Possible Action on Non-Union Wages (Executive Session)
- 11. **NEW BUSINESS**
- 12. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by July 31, 2022**
- 13. **ADJOURNMENT**



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

pc: Town Clerks Bethany, Orange, Woodbridge

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

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

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



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
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Shannan Carlson, Andrea Hubbard

STUDENT BOARD MEMBERS PRESENT

Alison Bowler, Marin Korenaga

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Patrick Cumpstone, Shaun DeRosa, Peter Downhour, Ernest Goodwin, Kathleen Kovalik, Jill LaPlante, Anna Mahon, Stephen Martoni, Joseph Robinson, Dr. Jason Tracy

1. CALL TO ORDER

Chairperson Belfonti called the meeting to order at 6:34 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF MINUTES

- a. Board of Education Special Meeting - Public Hearing - April 4, 2022

*MOTION by Sean Hartshorn, SECOND by Christopher Browe, to approve minutes as submitted
VOTES IN FAVOR, 10 (Belfonti, Browe, Davis, Eichler, Hartshorn, Levere-D'Addio, Reed, Schuster, Sudhir, Turner)
ABSTAINED, 1 (Oladele)
MOTION CARRIED*

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

b. Board of Education Regular Meeting - April 4, 2022

MOTION by Patrick Reed, SECOND by Paul Davis, to approve minutes as submitted
VOTES IN FAVOR, 10 (Belfonti, Browe, Davis, Eichler, Hartshorn, Levere-D'Addio, Reed, Schuster, Sudhir, Turner)
ABSTAINED, 1 (Oladele)
MOTION CARRIED

c. Board of Education Special Meeting - Annual Meeting - May 2, 2022

MOTION by Sean Hartshorn, SECOND by Christina Levere-D'Addio, to approve minutes as submitted
VOTES IN FAVOR, 6 (Belfonti, Browe, Eichler, Hartshorn, Levere-D'Addio, Sudhir)
ABSTAINED, 5 (Davis, Oladele, Reed, Schuster, Turner)
MOTION CARRIED

4. STUDENT REPORT

a. Monthly Report

5. RECOGNITION OF STUDENTS

a. CABE Student Leadership Awards 2022

Presented by Dr. Byars, Kathy Burke, Anna Mahon, and Dr. Tracy

6. DISCUSSION AND POSSIBLE ACTION TO CONDUCT A DISCUSSION ON STUDENT DISCIPLINARY PROCEDURES AT A FUTURE BOARD MEETING

MOTION by Sean Hartshorn, SECOND by Carla Eichler, to Conduct a Discussion on Student Disciplinary Procedures at a Future Board Meeting
VOTES IN FAVOR, 11 (unanimous)
MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

7. PUBLIC COMMENT

1 resident and 2 students spoke about the April 6th student protest
8 residents and 2 students spoke about the DEI instructional coach position
6 residents and 2 students spoke about the 2022-2023 budget
2 residents spoke about curriculum

8. SUPERINTENDENT'S REPORT

- a. Personnel Report
- b. Superintendent Report

9. DISCUSSION AND POSSIBLE ACTION ON 2022-2023 BUDGET

MOTION by Sean Hartshorn, SECOND by Dr. Sudhir, to remove DEI instructional coach position from 2022-2023 budget

VOTES IN FAVOR, 8 (Belfonti, Browe, Davis, Eichler, Hartshorn, Reed, Sudhir, Turner)

ABSTAINED, 1 (Levere-D'Addio)

OPPOSED, 2 (Oladele, Schuster)

MOTION CARRIED

MOTION by Dr. Sudhir, SECOND by Patrick Reed, approve the budget for the fiscal year 2022-2023 at a 3.59% increase for a total budget of \$53,553,973 and a net amount of \$52,553,776

VOTES IN FAVOR, 10 (Belfonti, Browe, Davis, Eichler, Levere-D'Addio, Oladele, Reed, Schuster, Sudhir, Turner)

ABSTAINED, 1 (Hartshorn)

MOTION CARRIED

10. DISCUSSION AND POSSIBLE ACTION ON ANNUAL DISTRICT MEETING DATE AND REFERENDUM DATE

MOTION by Dr. Turner, SECOND by Christopher Browe, to set the District Meeting date for Monday, May 23, 2022 at 5:30 p.m. in the Presentation Room at Amity Regional High School and Referendum on Tuesday, May 24, 2022

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

11. DISCUSSION AND POSSIBLE ACTION ON MODIFICATION TO 2022-2023 SCHOOL CALENDAR

MOTION by Christopher Browe, SECOND by Dr. Oladele, to approve modification to 2022-2023 School Calendar
VOTES IN FAVOR, 11 (unanimous)
MOTION CARRIED

12. CORRESPONDENCE

Summarized by Carla Eichler

13. PERSONNEL COMMITTEE

- a. Discussion and Possible Action on the Appointment of an Assistant Superintendent (anticipated Executive Session)

Chairperson Belfonti requested that the Board enter Executive Session to Discuss the Appointment of an Assistant Superintendent and invite Dr. Byars

Entered Executive Session at 10:20 p.m.
Exited Executive Session at 10:34 p.m.

MOTION by Christopher Browe, SECOND by Patrick Reed, to Appoint Frank A. Purcaro as Assistant Superintendent
VOTES IN FAVOR, 10 (unanimous; Dr. Oladele not present)

14. CHAIRMAN'S REPORT

- a. Committee Reports
 1. Finance
 - a. Presentation and Discussion of First Quarter 2022 Executive Summary Review of Amity Pension Fund, Sick and Severance Account and OPEB Trust (Informational Only)

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

b. Discussion and Possible Action on Contracts over \$35,000

1. New Awards

- Insurance Consultant
- Snow removal, ice control and sanding
- Trash and recycling removal
- Site-based grounds maintenance
- Paving – (Bond funds)
- Bethany Courtyard

MOTION by Patrick Reed, SECOND by Dr. Sudhir to approve the following contracts:

- *award a 3-year contract to Brown & Brown of Connecticut, Inc, for auditing services. The proposed 3-year contract price is \$30,000 in year 1, \$30,000 in year 2, and \$30,000 in year 3, with an option to negotiate a 2-year extension.*
- *award a three-year contract for snow removal, ice control, and sanding services at Amity Middle School Bethany to Steve's Lawn and Landscaping of Bethany, Connecticut, for July 1, 2022 to June 30, 2025; a three-year contract for snow removal, ice control, and sanding services at Amity Middle School Orange to Denny Landscaping LTD of Orange, CT for July 1, 2022 to June 30, 2025; and a three-year contract for snow removal, ice control, and sanding services at Amity Regional High School to J.M. Tirollo, Inc DBA J&M Landscaping of Orange, Connecticut, for July 1, 2022 to June 30, 2025. There is an option to extend the contract for two additional years with price negotiated in 2025. The Board reserves the right to cancel the contract if any of the contractors fail to perform in a satisfactory manner.*
- *award a three-year contract for trash and recycling removal services to All American Waste of Enfield, Connecticut for July 1, 2022 to June 30, 2025. Bid price is \$46,693 for all three years. Extra pick-ups can be scheduled, and there is an option to extend the contract for two additional years with price negotiated in 2025. The Board reserves the right to cancel the contract if All American Waste fails to perform in a satisfactory manner.*
- *award the site-based grounds maintenance program for July 1, 2022 to June 30, 2025 to Sports Turf of Orange, Connecticut at the price of \$220,000, \$221,000, and \$221,500 for a three-year contract period. The Board reserves the right to cancel the contract if Sports Turf of Orange, Connecticut fails to perform in a satisfactory manner.*
- *award the District-wide asphalt repair services for July 1, 2022 to June 30, 2023 to Connecticut SealCoating out of Waterbury, CT*

VOTES IN FAVOR, 10 (Belfonti, Browe, Davis, Eichler, Hartshorn, Levere-D'Addio, Reed, Schuster, Sudhir, Turner)

ABSTAINED, 1 (Oladele) – or was she out of room

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

2. Renewals

- Athletic Training
- Student Accident
- Transportation

MOTION by Sean Hartshorn, SECOND by Christina Levere-D’Addio, to approve the following:

- *waive the bid requirement and award the athletic trainer services to Rehab Associates for \$66,538 for one year*
- *award the Student Accident Insurance bid to H.D. Segur Insurance of Wallingford, CT for the second year of the contract for \$33,500 for Interscholastic Sports including Student Activities and \$2,910 for Catastrophic Accident Coverage*
- *extend the transportation contracts through June 30, 2027 to the current owner/operators per the prices listed below:*

<u>PROPOSED TERMS</u>	<u>2025/26</u>	<u>Inc</u>	<u>2026/2027</u>	<u>Inc</u>
<i>Full contract Price:</i>	<i>\$70,318.00</i>	<i>7%</i>	<i>\$74,185.00</i>	<i>5.5%</i>
<i>Half contract Price:</i>	<i>\$36,888.00</i>	<i>6%</i>	<i>\$39,101.00</i>	<i>6%</i>
<i>Trips:</i>	<i>\$68.55 per hour</i>	<i>6%</i>	<i>\$72.66 per hour</i>	<i>6%</i>
<i>Late Runs:</i>	<i>6% increase on both rates</i>		<i>6% increase on both rates</i>	
<i>Price for up to 185 days of school.</i>				
 <i>Adjustment to Paragraph IV:</i>				
<i>The term of this contract shall be for a period of five (5) years beginning on July 1, 2022 and terminating on June 30, 2027 (the term).</i>				

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

- c. Discussion of Monthly Financial Statements
- d. Director of Finance and Administration Approved Transfers Under \$3,000

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

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

MOTION by Carla Eichler, SECOND by Patrick Reed, to approve:

- *the following budget transfer to cover snow removal, salting and sanding:*

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FROM</i>	<i>TO</i>
05-14-2600-5715	Contingency - Facilities	\$10,150	
0X-14-2600-5420	Repair & Maintenance		\$10,150

- *the following budget transfer to cover COVID-related expenses*

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FROM</i>	<i>TO</i>
05-14-2675-5613	Custodial Supplies - COVID	\$12,141.79	
05-15-2512-5220	Workers' Compensation	\$ 8,749.78	
05-14-2675-5690	Other Supplies - COVID		\$ 4,787.73
05-14-2675-5730	Equipment New - COVID		\$12,157.76
05-14-2675-5611	Instructional Supplies - COVID		\$ 3,946.08

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

f. Discussion and Possible Action on Capital Projects Change Orders and Budget Transfers

MOTION by Sean Hartshorn, SECOND by Paul Davis, to approve the change order and budget transfer for paving. A transfer from remaining funds in the bond project contingency account to the paving project Account for culvert and drain maintenance and fence.

<i>ACCOUNT NUMBER</i>	<i>ACCOUNT NAME</i>	<i>FROM</i>	<i>TO</i>
17-00-15-0053-5715	Contingency	\$25,000	
17-00-15-0050-5715	Improvements to Buildings		\$25,000

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

g. Discussion and Possible Action on Standard Year-End Transfers

MOTION by Christina Levere-D'Addio, SECOND by Dr. Oladele, to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
MAY 9, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

h. Other Information Items

1. Capital Project Expenditure Report- Informational

15. NEW BUSINESS

June 2, 2022 Board of Education Recognition Ceremony at 5:30 p.m.

16. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by May 23, 2022

17. ADJOURNMENT

MOTION by Sean Hartshorn, SECOND by Dr. Sudhir, to adjourn meeting

VOTES IN FAVOR, 11 (unanimous)

MOTION CARRIED

Meeting adjourned at 10:55 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero, Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
ANNUAL DISTRICT MEETING MINUTES
MAY 23, 2022, 5:30 P.M.
25 Newton Road, Woodbridge, CT

BOARD MEMBERS PRESENT

John Belfonti, Christopher Browe, Carla Eichler, Sean Hartshorn, Patrick Reed, Dr. K. Sudhir (arrived 5:42 p.m.)

BOARD MEMBERS ABSENT

Shannan Carlson, Paul Davis, Andrea Hubbard, Christina Levere-D'Addio, Dr. Carol Oladele, Donna Schuster, Dr. Jennifer Turner

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Dr. Anna Mahon

Chairperson Belfonti called the meeting to order at 5:30 p.m.

MOTION by Sean Hartshorn, SECOND by Carla Eichler, to nominate Patrick Reed as moderator to conduct the District Meeting

VOTES IN FAVOR, 5 (unanimous)

MOTION CARRIED

MOTION by Christopher Browe, SECOND by Sean Hartshorn, to close nominations for moderator to conduct the District Meeting

VOTES IN FAVOR, 5 (unanimous)

MOTION CARRIED

Patrick Reed read the Call of the Meeting (Legal Notice)

Patrick Reed turned the meeting over to Board of Education Chairperson, John Belfonti

Presentation of the Board of Education 2022-2023 Amity Regional School District No. 5 Budget by Dr. Byars

MOTION by Christopher Browe, SECOND by Carla Eichler, to adjourn to a machine/ballot vote to be held in the towns of Bethany, Orange, and Woodbridge on Tuesday, May 24, 2022, from 6:00 a.m. to 8:00 p.m.

VOTES IN FAVOR, 6 (unanimous)

MOTION CARRIED

MOTION by Dr. Sudhir, SECOND by Sean Hartshorn, to adjourn meeting

VOTES IN FAVOR, 6 (unanimous)

MOTION CARRIED

Meeting adjourned at 6:03 p.m.

Respectfully submitted,



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

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

BOARD MEMBERS PRESENT

John Belfonti, Paul Davis, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Dr. Carol Oladele, Patrick Reed, Donna Schuster, Dr. K. Sudhir, Dr. Jennifer Turner, Christina Levere-D'Addio, Christopher Browe (arrived 7:07 p.m.)

BOARD MEMBERS ABSENT

Shannan Carlson

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant, Kathy Burke, Stefan Ciceron, Shaun DeRosa, Peter Downhour, Kathy Kovalik, Jill LaPlante, Dr. Anna Mahon, Stephen Martoni, Dr. Jason Tracy

1. CALL TO ORDER

Chairperson Belfonti called the meeting to order at 6:01 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. SUPERINTENDENTS' BUDGET UPDATE

Presented by Dr. Byars

4. PUBLIC COMMENT

5 parents, 5 residents, 2 students, and 1 teacher spoke in favor of the budget
2 residents spoke against budget

Chairperson Belfonti called a meeting recess at 6:57 p.m.
Chairperson Belfonti resumed the meeting at 7:07 p.m.

2 parents and 6 residents spoke against budget

Chairperson Belfonti called a meeting recess at 7:32 p.m.
Chairperson Belfonti resumed the meeting at 7:50 p.m.

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

5. DISCUSSION AND POSSIBLE ACTION ON 2022-2023 BUDGET

MOTION by Christopher Browe, SECOND by Paul Davis, to approve the budget for the fiscal year 2022-2023 at a 3.19% increase for a total budget of \$53,349,805 and a net amount of \$52,349,608

VOTES IN FAVOR, 9 (Belfonti, Browe, Davis, Eichler, Hubbard, Oladele, Reed, Schuster, Sudhir)

OPPOSED, 2 (Hartshorn, Turner)

ABSTAINED, 1 (Levere-D'Addio)

MOTION CARRIED

6. DISCUSSION AND POSSIBLE ACTION ON ANNUAL DISTRICT MEETING DATE AND REFERENDUM DATE

MOTION by Sean Hartshorn, SECOND by Paul Davis, to set the District Meeting Date for Monday, June 13, 2022 at 6:15 p.m. in the Presentation Room at Amity Regional High School and Referendum on Tuesday, June 14, 2022

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

7. ADJOURNMENT

MOTION by Patrick Reed, SECOND by Sean Hartshorn, to adjourn meeting

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

Meeting adjourned at 10:26 p.m.

Respectfully submitted,

Pamela Pero

Pamela Pero

Board of Education Recording Clerk

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



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

June 13, 2022

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

NEW HIRES-CERTIFIED:

• District Offices:

Frank Purcaro – Assistant Superintendent – Frank has extensive experience in all facets of school system management with a substantial focus in the area of classroom teaching, professional development, and student learning. Frank began his career in education as a high school social studies teacher before becoming an assistant principal. For nearly the past decade, his experiences at the district level have included service as the Director of Student Learning and Teaching followed by a promotion to Assistant Superintendent in the Wolcott School District. He currently is the Director of Teaching and Learning for the Newtown Public School District. Guided by a passion for education, Mr. Purcaro earned his Master's Degree in Education from the University of Bridgeport and also holds his Juris Doctorate from the University of Connecticut School of Law.

- Amity Regional High School: NONE
- Amity Regional Middle School – Bethany: NONE
- Amity Regional Middle School – Orange: NONE

NEW HIRES-BENCH/LONG TERM SUBSTITUTES: NONE

NEW HIRES-NON-CERTIFIED:

Lucas Racioppo – Paraprofessional – Amity SAILS-AMSO, remainder of 2021-2022 school year

NEW HIRES-COACHES:

Nicholas Dottori – Varsity Girls Basketball Coach - 2022 Winter Season – Amity Regional High School

TRANSFERS: NONE

RESIGNATIONS:

Gabrielle Aiardo – Assistant Dance Coach ~ Amity Regional High School, eff. 05/23/2022

Victoria Sampieri – Assistant Cheer Coach ~ Amity Regional High School, eff. 06/06/2022

Christina DeLouise – Special Education Teacher – Amity Regional High School, eff. 06/16/2022

Anna Mahon – Principal – Amity Regional High School – Orange, eff. 07/31/2022

RETIREMENTS:

William Dahn – Technology Education Teacher, Amity Middle School Orange, eff. 06/30/2022

Donna Salemme – Category II Administrative Assistant, Amity Regional High School, eff. 07/29/2022

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 – June 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.

CONGRATULATIONS TO THE CLASS OF 2022!

Instruction

AP and NGSS Testing: All 11th grade students completed NGSS testing during the month of May, after wrapping up Advanced Placement (AP) testing, where 380 students completed 758 tests in 28 different AP testing areas.

Stepping Up Ceremonies: The AMSB and AMSO stepping up ceremonies have been set for June 15, 2022 beginning at 1:00pm. Students and families will gather to celebrate the accomplishments of the 8th grade class, recognize their collective achievements, and wish them all well as they matriculate to ARHS!!

SSLP/SIP Completion: This year's SSLP/SIP was highly successful, with over 320 students successfully completing the program. All students who participated presented their final projects in the cafeteria over a two-day timeframe on June 7 and 8, 2022. All current juniors were required to attend one of the presentation sessions and completed a Google form as the first step in their process of preparing for next year's program (a requirement for all members of the Class of 2023).

Trident Success: Congratulations to advisor Emily Clark and the editors of *The Trident* for first-place honors for schools with a population of 1200-1700 students in the school newspaper competition sponsored by the American Scholastic Press Association. *The Trident* staff received a certificate and an evaluation of the paper, earning 950 points of 1000.

Amity Advocates Outreach: This health elective is completing its 2nd year and offers students the opportunity to develop their leadership skills through planning and outreach to the local community. They have engaged in 9th grade health lessons, collaborative lessons with Unified PE, a character matters series with the Mary L. Tracy students, and an 8th grade transition video presentation for both middle schools. One of their culminating activities was supporting the BCS and Beecher Road 6th grade field day at AMSB in May.

Middle School Final Exams: As we have in years prior to the pandemic, middle school students will practice taking final examinations in their core subjects this year. While we do use these assessments to provide feedback to students, these exams are also meant to be formative in nature and will help teachers identify successes and gaps in learning, consider instructional practices, and inform our curriculum.

AMSB Music Adjudication: The AMSB band, choir, and strings students participated in adjudication on June 1, 2022. The Choir and Band programs were awarded Gold and the Jazz Band and Strings programs were awarded the Platinum designation. Following the adjudication, the Music Department went on a trip to Six Flags Amusement Park and celebrated a successful year in music at AMSB!

AMSO Adjudication: Congratulations to the AMSO band and chorus for their outstanding performance at the High Notes Music Festival. Our talented chorus singers received a rating of *Excellent* and our band was rated *Superior* at this adjudication.

Reader's Workshop: AMSO and AMSB English teachers participated in an end of year Reader workshop with Maggie Roberts. Ms. Roberts is an expert in the workshop model of instruction and has been providing support and professional development throughout the year as our teachers implement this new model of instruction. The middle schools will continue our implementation of the workshop model in the 2022-2023 school year.

Resources

Laptop Return Day: All three schools will have designated days for students to return their 1:1 device AND charger prior to the end of the school year. Teachers will take inventory of devices and students will be charged for missing or damaged items.

Senior Scholarships: On June 1, 2022, the Amity Administration, Department Chairs, Counselors, and outsiders sponsors conferred over \$113,000.00 of scholarship money to a total of 168 seniors in addition to 130 non-monetary awards.

Thanks to School Psychology Interns: The Pupil Services Department was supported throughout this school-year by two outstanding School Psychology Interns: Katie Kiely from Southern Connecticut State University and Taylor Annicelli from Fairfield University. Katie and Taylor created lasting relationships with staff and were a resource for many students. We are thankful for all they contributed to ARHS during their internship year. Thank you to Linda Decesare for serving as their primary site-based supervisor.

PREPaRE Workshop II: On June 21st and 22nd, Administrators, School Counselors, School Psychologists, and members of the district crisis team will complete the NASP PREPaRE Workshop II focused on the knowledge and skills necessary to meet the mental health needs of students and staff in the aftermath of a crisis. They will complete the series on June 23rd focused on Advanced Risk and Threat Assessment. Both workshops are being presented by PREPaRE lead author Melissa Reeves, PhD.

AMSO Garden Club: Our thanks to the AMSO Farm and Garden club for their work to beautify the AMSO campus. The students started seedlings in the AMSO greenhouse in early spring and transplanted their plants to fill the garden pots in the front of the building. In addition, students tended the gardens in the courtyard in preparation for the Moving Up Ceremony on June 15, 2022.

New State IEP System: Throughout the months of July and August, 10 teacher leaders will participate in the expert training sessions focused on CT-SEDS, the new statewide system for Individual Education Program (IEP) for students with disabilities. These trainings sessions are being offered by the CSDE and designed to allow districts to provide training to their staff in CT-SEDS through a Trainer of Trainers model. Additional administrator-specific trainings will be offered throughout the month of July as well.

Climate

No Place for Hate Designation: On Tuesday, June 14, 2022, the Anti-Defamation League (ADL) will formally present AMSB with the No Place for Hate Distinction banner. Amity Regional High School and Amity Middle School Orange also received their No Place for Hate Designation this month.

Junior and Senior Proms and Activities: Throughout the month of May, the juniors and seniors both had their proms, with the highest attendance in recent history. In addition, seniors had their senior picnic at Holiday Hill in May and their Senior Breakfast on June 9, 2022 – prior to their final graduation practice.

STEAM Day Steams Back: Many thanks to Dameon Kellogg, Kevin Berean, and Frank Barretta – as well as the teachers, principals, and superintendents of BOW – for our highly successful return of STEAM Day. On June 1, 2022, Amity students and staff were thrilled to welcome the 5th grade students from Bethany, Orange, and Woodbridge for a morning of hands-on, interactive activities and mini-lessons in the areas of science, technology, engineering, arts, and mathematics.

Unified Sports Wraps Up: Congratulations to the Unified Sports Teams at ATA, ARHS, and AMSO for a successful completion of their seasons. Throughout the course of the unified seasons, over 20 unified athletes participated with and against peers from across the state. Thank you to our unified coaches: Jennifer Ford, Wendy Carrafiello, Allison Morrill, Patricia Fitzgerald, and Alyssa Kopjanski, and our wonderful paraprofessionals. Without their support and guidance, our Unified Sports would not have been such a success!

ARHS Class Act Council Activities: This student club, supported by the CIAC initiative of positive engagement of high school athletes outside of their sport activities, has been highly engaged with the high school community this year. They have sponsored a full-school kickball tournament on the all-weather field, held workshops for captains at the beginning of each season to help develop leadership skills, held Officials Appreciation Week during each season to honor and acknowledge the officials, and attended several conferences and development webinars to bolster their own leadership skills.

Middle School Welcome to the Class of 2028: AMSO students and staff welcomed the incoming 7th grade from the Orange elementary schools. AMSO students gave the incoming class a tour of the building and shared important information regarding the transition to middle school.

Dr. "The Machine" Green Visits AMSO: AMSO student took part in an interactive presentation by Dr. "The Machine" Green. Dr. Green is a motivational speaker, chainsaw sculptor, and is the star of National Geographic Channel's Prime-Time worldwide TV series, AMERICAN CHAINSAW. With a mixture of seriousness and comedy, Mr. Green told his personal story of life on the road to success by highlighting some of his most poignant struggles, setbacks and priceless lessons learned along the way. The positive messages shared by Dr. Green were very well received by all our students.

AMSB 7th Grade Field Day: AMSB held its 7th grade field day on June 9, 2022. Due to the weather the festivities were moved indoors, but teachers were creative and came up with new activities overnight! Thank you to all the former Amity students, PTSO, and parent volunteers who helped make the day awesome!

AMSB Students of the Month: Congratulations to the 26 students who were selected as students of the month. AMSB's new student of the month program recognizes students who exemplify one or more aspects of our BE AMITY framework (Accountable, Motivated, Independent, Trustworthy, and Your Best Self). The students all received an award plaque as well as a celebration breakfast in their honor. This first group were part of our pilot of the program, and we plan to run this program again next year and look forward to recognizing even more students. Thanks to the AMSB PTSO for supporting these efforts to make this program a success.

Please click [here](#) to view the 2022 edition of Calliope, Amity Regional High School's art and literature magazine.

June, 2022

May Ticket Summary

Tickets addressed and closed: 64

Tickets open: 1

HS Student Help Desk

Students helped: 483

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:

- Initial data and infrastructure work has been done for Central Office re-design
- Initial data pulls at the stadium have been completed to allow data and audio visual streaming during graduation using the new infrastructure

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 server 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.
- All weather stadium data and power installation
 - Pulled data and fiber cable through new conduit
 - Installing climate controlled, outdoor data closets under the visitor and home bleachers will happen this summer
 - Installing data switches in the closets
 - Completing infrastructure configuration to provide data and power access to multiple points on the field for use in timing systems, camera systems, future needs, etc.
- Plans are in place for 1:1 device collection, updates and redistribution in the Fall for all student and staff devices

Upcoming projects:

- Identified new solution 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.
 - Project this summer will replace existing AiPhone door access systems with updated 2N Door system to address District security needs.
- Phone system will be upgraded to include new SIP lines to provide Enhanced 911 (E911) capabilities to all phones in the District

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:

- Roof restoration and repairs to the coping caps have been completed at ARHS.
- The records storage filing system located at District Office has been relocated to AMSO.
- Insulation repairs on piping and ductwork were completed over April Break at AMSO.
- Trees were cut and removed in the AMSB courtyard for safety concerns as well as a tree that fell out back at AMSO.
- All remaining Plexiglas was removed district-wide over April Break.
- Life Safety Services completed their inspections on AED's and emergency lighting.
- Pre-season maintenance on the chillers was completed in late April.
- Contracts were awarded for snow removal, trash removal, district-wide paving services, and site based grounds.
- The acoustic panel project was completed at both middle schools at the end of April.
- Culvert clean-out was completed at ARHS.
- Two small old sheds at AMSB were looked at. One was demolished, as it was a safety concern, and one was repaired and turned over to the PE teachers to use as storage for outdoor gym equipment.

Projects in Process:

- Repairs for the AMSB modular building is being scheduled.
- A scope of work is being developed for the ARHS lecture hall in preparation to go out to bid.
- The DESIGO building management system software upgrade for ARHS is underway.
- A circulator pump in the boiler room at ARHS needs to be rebuilt.

Summer Projects:

- Parking lot paving repairs district-wide.
- Restriping and renumbering the front parking lot at ARHS.
- Insulation repair at AMSO.
- Roof repairs district-wide.
- An area of the District Office is being renovated to accommodate two new office areas.
- The District Office former records room is being converted into a copy center/ conference room.

Amity Regional School District No. 5

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SCHOOLS

Facilities Department Monthly Report

Summer Projects Continued:

- Courtyard repairs at AMSB.
- Parking lot maintenance by our in-house maintainer (line striping/sign replacement/repairs, curb repairs).
- Presentation Room remodel.
- A new chain link fence is being installed alongside the culvert by the field house as well as a new wood security fence alongside District Office.
- Outdoor classroom construction.

Outstanding issues to be addressed:

- Glycol concerns at AMSO.
- Lighting concerns at AMSO/AMSB.

Amity Regional School
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Amity Regional School District No. 5

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SCHOOLS

Facilities Department Monthly Report



Burned light tube



Iron deposits in glycol loop

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

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report



Melted light tube

Amity Regional School District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

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Rendering of similar style of outdoor structure



AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525
(203) 397-4811



Dr. Jennifer P. Byars
Superintendent of Schools

H. Thomas Brant
Director of Pupil Services

Theresa Lumas
Director of Finance
& Administration

Stephen Martoni
Director of Facilities

To: Theresa Lumas, Director of Finance and Administration
From: Kathleen Kovalik, Assistant Director of Finance and Administration
Date: April 15, 2022
Re: Health Food Program Statement for July 1, 2022 through June 30, 2023

Each year the Board of Education has to confirm its participation in the Health Foods program from the State of Connecticut. By participating in this program the District receives payments from the State. In the current fiscal year the District has received \$4,072.00. If the District does not participate in the program, it would not receive these funds. However, the District would still be required to follow the same guidelines as they are issued from the federal government, which provides over \$100,000 of support to the nutrition program. Below are the motions I recommend the AFC and Board of Education to make.

Amity Board of Education:

1. Pursuant to C.G.S. Section 10-215f, the board of education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2022, through June 30, 2023. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.
2. The board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The "regular school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the food sales.
3. The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An "event" is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The "school day" is the period from midnight before to 30 minutes after the end of the official school day. "Location" means where the event is being held and must be the same place as the beverage sales

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



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

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

To: Dr. Jennifer Byars, Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: June 6, 2022

Finance

1. Food Service Management Company:

The District went out to bid for a food service management company (FMSC). This process is highly regulated by the State of Connecticut and USDA. The District received one bid, our current provider, Compass Group, Chartwells. There were an extraordinary amount of school districts out to bid this year. The State of Connecticut, Department of Child Nutrition has approved our award and contract with Compass Group, Chartwells. I am recommending we enter a 5-year contract. The management fee is \$89,024 and the administrative fee is \$24,304, 4% increase for year 1. Chartwells guarantees a \$100.00 return up to a \$24,304 obligation based upon agreed assumptions. This contract is paid from the food service account.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to ...

award a 5-year contract to Compass Group, Chartwells for meal services; the management fee is \$89,024 and the administrative fee is \$24,304 in year 1.

Finance

1. Food Services - Dishwasher:

The District has repaired the commercial dishwasher numerous times in the past five years. The dishwasher was in limited use from March 2020 through June 2021 since we were operating with grab-n-go style meals for most of the time. That operation does not require cooking, therefore little use of the dishwasher. This year the kitchen is preparing foods and the dishwasher is used daily. Another repair was completed in April and May, but considered a temporary fix. Replacing the dishwasher has been on the capital plan for three years. We can utilize the CT State Food Service Equipment Contract price \$55,221.42 for a Hobart commercial grade dishwasher from Warehouse Store Fixture Co. of Waterbury. This purchase is funded through the school lunch account and not the operating budget.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to ...

Purchase a commercial grade dishwasher from Warehouse Store Fixture Co for \$55,221.42.

Facilities:

2. Bethany Courtyard:

The District went out to bid in April for repairing and replacing as needed the flagstone patio pavers in the Bethany Courtyard. No vendors bid on the project. Mr. Martoni proceeded to gather quotes from local contractors on the project. Three quotes were obtained ranging from \$ 45,000 for flagstone reset and replacement to \$50,000. Mr. Martoni is recommending Diversity Construction Group to complete the project at a price of \$62,000. This price is comprised of the base price of resetting and replacing flagstones at \$45,000 and also replacing 7 cracked concrete sections with new concrete and power wash the remaining concrete sections to match the new sections. I support these recommendation and a transfer from the utility account is included in the packet.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... the Bethany Courtyard project to Diversity Construction Group for \$62,000.

3. Outdoor Structures:

Mr. Martoni had gathered quotes for pre-fabricated 24' X 50' structures from three sources, Kloter Farms, The Barnyard and O'Brien and Sons. The latter being on MHEC and HGAC consortium bid. The quotes for two structures from The Barnyard at \$216,480, and Kloter Farms at \$228,716. The quotes did not include prevailing wage rates, piers and a concrete slab, each are additional costs. O'Brien and Sons bid price is \$330,825 for both structures including prevailing wage, the piers and concrete pads. All quotes were over budget estimates so we went out to bid for construction by a private contractor in hopes of getting better pricing. Two vendors submitted bids for the construction of outdoor classrooms at each school. The two bids came in at \$410,380 and \$500,000 for two structures. Funding for one structure is mostly covered from the ARP-ESSER grant and a budget transfer from both regular contingency account and available funds on the tuition line are requested this month. Each of the middle schools will have an outdoor structure constructed in the coming months and the high school structure will be postponed until more research is completed and a funding source is identified through the EOY or budget process.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... the construction of two outdoor classrooms, one at each middle school to O'Brien and Sons at \$330,825.

4. Site-Based Grounds Maintenance Program **Correction on Year 2 & 3 price:**

The Site-Based Grounds Maintenance work was bid in April. Five vendors attended the pre-bid meeting for the Site Based Grounds Maintenance Program. Out of those five, two submitted bids. They were Diamond Landscape and Athletic Fields Inc. out of Bridgeport, CT. and Sports Turf of CT. out of Orange, CT. Although Diamond Landscape and Athletic Fields came in as the lowest bidder at \$214,500, I feel that experience is a stronger factor in the decision. I recommend that we award the Site Based Grounds Maintenance Program contract to Sports Turf of CT. for \$220,000.00

A bid testimonial provided stated that Sports Turf has a long standing relationship with the Amity School District and has consistently gone above and beyond the scope of work within the contract. Examples of the dedication Mr. Capecelatro has for Amity's staff and students include working with the construction and manufacturing students on various projects around campus, adjusting his schedule and taking his time to assist the construction students pouring footings for the new batting cages, coming into class to talk to individual students with advice about careers in turf management. Other examples include, Mr. Capecelatro's willingness to take the time to move picnic tables from the courtyards to a storage area on campus for the winter then put them back in the spring, help in moving the snow equipment from the trailer to the maintenance garage for the winter season, taking his own time and equipment to transport the aerial lift from school to school for the maintenance department as well as coming in after severe winter storms to see if we need any assistance cleaning up any drifts by doorways, all with no extra charge to the District. Another recent example was when a gust of wind damaged the fencing on the high school tennis courts. Mr. Martoni called Kevin at 4:00pm, he was enroute to Orange but turned around to come back to the school, remove

the damaged fence and put up temporary netting until a repair can be made, all on his own time with no extra charges to the region.

Another bid testimonial stated that although Mr. Capecelatro isn't technically an educator, he helps to teach the students about the importance of local ecology while providing a model of professional collaboration and cooperation. Other comments were made such as that with New England's extreme weather conditions, Mr. Capecelatro helps make seemingly unusable fields usable, working right down to the wire before a home competition. What separates Mr. Capecelatro from others is his willingness and desire to make Amity the finest facility in the State.

Sports Turf of Orange, CT held the annual contract price of \$218,000 since 2016, only to adjust lower mid 2021 once the all-weather field was complete to \$214,500. The increase is a .9% over the last two contracts and a 2.6% over the adjusted contract price. The budgeted amount for this service is \$221,000. I agree with Mr. Martoni's recommendation to award the site-based grounds maintenance program to Sports Turf of Orange, CT.

Amity Finance Committee

Move to recommend the Board award ...

Amity Board of Education

Move to award...

.... the site-based grounds maintenance program for July 1, 2022 to June 30, 2025 to Sports Turf, of Orange, Connecticut, at the price of \$220,000, (~~\$221,000 and \$221,500 incorrect prices~~) \$222,500 and \$225,000 for a three-year contract period. The Board reserves the right to cancel the contract if Sports Turf, of Orange, Connecticut, fails to perform in a satisfactory manner.

FISCAL YEAR 2022-23

Amity Board of Education

1. Technology -Devices 1:1:

One lease is expiring June 30, 2022 and devices will be returned this summer. A new lease for 350 devices is budgeted in 2022-2023 budget. Whalley Computer has the consortium bid price contract for \$167,300 and Lenovo lease will offer the financing at 3.5393% for annual payments of \$59,212.49. The budget amount is \$57,000 so a transfer will be necessary in FY23.

Amity Finance Committee:

Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to award –

... the Lenovo Lease Corporation for Whalley Computer for 59,212.49 per year for 3 years for 350 devices.

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2020-2021	2021-2022	APR 22	CHANGE	MAY 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/(UNDER)	UNF
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	125,984	2,299	128,283	(8,588)	UNF
3	OTHER STATE GRANTS	1,081,353	1,025,301	802,277	40,837	843,114	(182,187)	UNF
4	MISCELLANEOUS INCOME	23,374	40,798	37,593	7,676	45,269	4,471	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	51,020,653	51,698,207	51,461,091	50,812	51,511,903	(186,304)	UNF
7	SALARIES	26,973,879	28,036,821	27,565,115	(42,684)	27,522,431	(514,390)	FAV
8	BENEFITS	4,801,671	5,597,784	5,546,417	(48,194)	5,498,223	(99,561)	FAV
9	PURCHASED SERVICES	8,483,699	9,758,800	9,296,072	(71,201)	9,224,871	(533,929)	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	3,145,942	122,484	3,268,426	50,354	UNF
12	EQUIPMENT	320,427	54,348	91,326	24,241	115,567	61,219	UNF
13	IMPROVEMENTS / CONTINGENCY	331,379	404,500	351,026	(1,526)	349,500	(55,000)	FAV
14	DUES AND FEES	80,852	174,047	146,203	(20,708)	125,495	(48,552)	FAV
15	TRANSFER ACCOUNT	507,844	0	516,981	0	516,981	516,981	UNF
16	TOTAL EXPENDITURES	48,536,905	51,698,207	51,112,917	(37,588)	51,075,328	(622,879)	FAV
17	SUBTOTAL	2,483,748	0	348,174	88,400	436,575	436,575	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	352,364	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	2,836,112	0	348,174	88,400	436,575	436,575	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2020-2021	2021-2022	APR 22	CHANGE	MAY 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
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	MEMBER TOWN ALLOCATIONS	49,760,789	50,495,237	50,495,237	0	50,495,237	0	FAV
5	ADULT EDUCATION	4,286	3,042	3,042	1,299	4,341	1,299	FAV
6	PARKING INCOME	25,045	32,000	30,892	0	30,892	(1,108)	UNF
7	INVESTMENT INCOME	3,338	7,500	2,000	1,000	3,000	(4,500)	UNF
8	ATHLETICS	0	25,000	26,516	0	26,516	1,516	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	OTHER REVENUE	155,137	136,871	125,984	2,299	128,283	(8,588)	UNF
13	OTHER STATE GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,081,353	1,025,301	802,277	40,837	843,114	(182,187)	UNF
15	OTHER STATE GRANTS	1,081,353	1,025,301	802,277	40,837	843,114	(182,187)	UNF
16	RENTAL INCOME	25	18,000	15,000	7,618	22,618	4,618	FAV
17	INTERGOVERNMENTAL REVENUE	4,797	4,798	4,893	0	4,893	95	FAV
18	OTHER REVENUE	18,552	18,000	17,700	58	17,758	(242)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	23,374	40,798	37,593	7,676	45,269	4,471	FAV
21	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
22	TOTAL REVENUES	51,020,653	51,698,207	51,461,091	50,812	51,511,903	(186,304)	UNF

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**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2020-2021	2021-2022	APR 22	CHANGE	MAY 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	22,041,070	22,915,344	22,552,177	(33,572)	22,518,605	(396,739)	FAV
2	5112-CLASSIFIED SALARIES	4,932,809	5,121,477	5,012,938	(9,112)	5,003,826	(117,651)	FAV
3	SALARIES	26,973,879	28,036,821	27,565,115	(42,684)	27,522,431	(514,390)	FAV
4	5200-MEDICARE - ER	369,840	407,811	407,811	(25,000)	382,811	(25,000)	FAV
5	5210-FICA - ER	300,649	311,405	311,405	(11,140)	300,265	(11,140)	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	3,693,418	(17,714)	3,675,704	0	FAV
8	5860-OPEB TRUST	31,678	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	44,550	49,918	48,608	0	48,608	(1,310)	FAV
10	5275-DISABILITY INSURANCE	10,765	11,136	11,898	0	11,898	762	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	6,100	6,400	12,500	0	FAV
16	5291-CLOTHING ALLOWANCE	1,388	2,200	2,200	(740)	1,460	(740)	FAV
17	BENEFITS	4,801,671	5,597,784	5,546,417	(48,194)	5,498,223	(99,561)	FAV
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	1,905,725	0	1,905,725	156,195	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	99,809	122,685	98,589	0	98,589	(24,096)	FAV
22	5510-PUPIL TRANSPORTATION	2,874,413	3,655,436	3,603,113	(63,149)	3,539,964	(115,472)	FAV
23	5521-GENERAL LIABILITY INSURANCE	255,503	249,650	266,254	0	266,254	16,604	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	88,161	114,356	106,147	0	106,147	(8,209)	FAV
25	5560-TUITION EXPENSE	3,206,118	3,638,655	3,092,756	(8,052)	3,084,704	(553,951)	FAV
26	5590-OTHER PURCHASED SERVICES	164,727	87,103	82,103	0	82,103	(5,000)	FAV
27	PURCHASED SERVICES	8,483,699	9,758,800	9,296,072	(71,201)	9,224,871	(533,929)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2020-2021	2021-2022	APR 22	CHANGE	MAY 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
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	DEBT SERVICE	4,453,835	4,453,835	4,453,835	0	4,453,835	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	616,751	725,065	646,139	(20,336)	625,803	(99,262)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	764,059	747,751	772,147	185,960	958,107	210,356	UNF
33	5611-INSTRUCTIONAL SUPPLIES	244,344	369,883	349,883	(15,000)	334,883	(35,000)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	159,130	246,698	246,698	(22,140)	224,558	(22,140)	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	80,571	(6,000)	74,571	6,400	UNF
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	621,871	0	621,871	(10,000)	FAV
41	SUPPLIES (INCLUDING UTILITIES)	2,583,319	3,218,072	3,145,942	122,484	3,268,426	50,354	UNF
42	5730-EQUIPMENT - NEW	182,811	49,348	72,718	18,767	91,485	42,137	UNF
43	5731-EQUIPMENT - REPLACEMENT	137,616	5,000	18,608	5,474	24,082	19,082	UNF
44	EQUIPMENT	320,427	54,348	91,326	24,241	115,567	61,219	UNF
45	5715-IMPROVEMENTS TO BUILDING	326,379	65,000	53,000	12,000	65,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(43,004)	(56,996)	(100,000)	(100,000)	FAV
46	5720-IMPROVEMENTS TO SITES	5,000	89,500	101,500	183,000	284,500	195,000	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	(10,470)	(139,530)	(150,000)	(150,000)	FAV
48	IMPROVEMENTS / CONTINGENCY	331,379	404,500	351,026	(1,526)	349,500	(55,000)	FAV
49	5580-STAFF TRAVEL	3,135	23,850	11,006	0	11,006	(12,844)	FAV
50	5581-TRAVEL - CONFERENCES	14,472	44,800	29,800	200	30,000	(14,800)	FAV
51	5810-DUES & FEES	63,245	105,397	105,397	(20,908)	84,489	(20,908)	FAV
52	DUES AND FEES	80,852	174,047	146,203	(20,708)	125,495	(48,552)	FAV
53	5856-TRANSFER ACCOUNT	507,844	0	516,981	0	516,981	516,981	UNF
54	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	48,536,905	51,698,207	51,112,917	(37,588)	51,075,328	(622,879)	FAV

Column 7: FAV=Favorable Variance
Revenues: At or OVER budget
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2020-2021**



MAY 2022

2021-2022 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$436,575 FAV previously, \$348,174 FAV, which appears on page 1, column 6, and line 20. This amount now reflects \$516,981, previously, \$516,981 of a possible \$516,981 or 1% of the surplus as an end-of-year transfer. The \$516,981 appropriation to the capital and non-recurring account is shown on line 53 of the Excel file. The District is legally allowed to transfer with Board approval up to 2% or \$1,033,963 of the current budget. The item will be presented after the final balance for FY22 is confirmed at the August 2022 meeting.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$186,304 UNF, previously, \$237,116 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. *The actual payment is \$1,299 FAV, previously neutral.*

LINE 6 on Page 2: PARKING INCOME:

The forecast is *\$1,108 UNF, previously \$1,108 UNF* compared to budget.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation that interest rates will remain low and revenue will not meet budget, \$4,500 UNF, previously \$5,500 UNF.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2021	.398%	.10%
August	.398%	.10%
September	.398%	.09%
October	.398%	.09%
November	.398%	.09%
December	.398%	.09%
January	.398%	.10%
February	.398%	.12%
March	.397%	.12%
April	.397%	.26%

May

.396%

.26%

LINE 8 on Page 2: ATHLETICS:

The forecast is based on actual which is slightly *FAV \$1,516*.

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 1st. 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 \$182,187 UNF, previously, \$223,024 UNF. The budget expenditures will need to be reduced to cover this shortfall. The State reimbursed the District at a 75.5% rate increasing the reimbursement by \$30,601 and the expected deduction of \$102,419 was \$92,183, slightly less than anticipated.*

LINE 16 on Page 2: RENTAL INCOME:

The forecast is estimated to be \$4,618 FAV previously, \$3,000 UNF based on actual rentals year-to-date.

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 \$242 UNF, previously \$300 UNF.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$622,879 FAV, previously \$585,290 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. Additional savings are forecasted from a mid-year retirement that may not be filled until July. 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 \$396,739 FAV, previously \$363,167 FAV. There are unpaid LOAs and several vacancies. The cost for outside substitutes is lower than expected, though there is an increase in coverage costs by staff. The net between the two methods of covering absences is a savings of \$13,435. Degree changes are less budgeted by \$20,137 FAV. The budget is based on the annual staff survey.** 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 \$117,651 FAV, previously, \$108,539 favorable.** Substitutes costs are higher than budgeted due to the higher turnover and vacant positions. **Unpaid leaves of absences \$15,673 FAV, unfilled paraeducators position (no applicants) \$13,039 FAV, other unfilled positions \$9,112 FAV and \$25,280 FAV for student help desk which has a smaller pool of students and later start in the school year than budgeted.**

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

The forecast is based on the budget. **The forecast reflects \$25,000 FAV in medicare taxes and \$11,140 FAV in social security taxes. This is due to vacancies and unpaid leaves of absences. This is an estimate since June is the highest payroll month with teacher balloon payments, coaches pay, and extracurricular pays.**

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's 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 claims 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 and fees of current employees and retirees will be neutral with the budget, previously \$17,714 UNF. Another factor affecting claims is that there was consistently 5 plus positions vacant all year. If these positions were able to be filled, each would have been offered benefits. For example there has been unfilled paraeducators positions all year. The forecast has previously included requests for consultants to assist in covering but no benefits are offered to consultants. The projected monthly budget is based on an average of five years of claims.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2021-2022 ACTUAL	2021-2022 BUDGET	VARIANCE	2020-2021 ACTUAL	2019-2020 ACTUAL
<i>JUL</i>	\$ 530,877	\$ 369,954	\$ 160,923	\$ 256,509	\$ 366,182
<i>AUG</i>	\$ 405,635	\$ 426,870	\$ (21,235)	\$ 200,490	\$ 383,765
<i>SEP</i>	\$ 364,327	\$ 363,929	\$ 398	\$ 292,575	\$ 317,685
<i>OCT</i>	\$ 341,109	\$ 361,074	\$ (19,965)	\$ 293,360	\$ 383,369
<i>NOV</i>	\$ 324,557	\$ 464,671	\$ (140,114)	\$ 409,279	\$ 370,672
<i>DEC</i>	\$ 767,843	\$ 507,134	\$ 260,709	\$ 489,999	\$ 403,126
<i>JAN</i>	\$ 320,277	\$ 325,625	\$ (5,348)	\$ 253,077	\$ 348,820
<i>FEB</i>	\$ 176,127	\$ 312,242	\$ (136,115)	\$ 259,775	\$ 124,317
<i>MAR</i>	\$ 263,761	\$ 366,860	\$ (103,099)	\$ 255,965	\$ 276,832
<i>APR</i>	\$ 328,046	\$ 303,014	\$ 25,032	\$ 304,485	\$ 196,735
<i>MAY</i>	\$ 183,944	\$ 379,181	\$ (195,237)	\$ 235,252	\$ 124,900
<i>JUN</i>	\$ 318,269	\$ 318,269	\$ -	\$ 274,741	\$ 194,428
TOTALS	\$ 4,324,772	\$ 4,498,824	\$ (174,052)	\$ 3,525,507	\$ 3,490,831

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 FORECAST
72.1%	92.2%	84.1%	75.8%	96.1%

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

MONTH	2021-2022 ACTUAL	2021-2022 BUDGET	VARIANCE	2020-2021 ACTUAL	2019-2020 ACTUAL
<i>JUL</i>	\$ 14,068	\$ 49,997	\$ (35,929)	\$ 53,562	\$ 65,692
<i>AUG</i>	\$ 74,642	\$ 53,423	\$ 21,219	\$ 50,187	\$ 62,661
<i>SEP</i>	\$ 46,923	\$ 45,088	\$ 1,835	\$ 53,804	\$ 46,306
<i>OCT</i>	\$ 47,049	\$ 51,048	\$ (3,999)	\$ 55,100	\$ 70,245
<i>NOV</i>	\$ 39,556	\$ 42,200	\$ (2,644)	\$ 56,242	\$ 59,406
<i>DEC</i>	\$ 51,770	\$ 39,812	\$ 11,958	\$ 55,608	\$ 62,365
<i>JAN</i>	\$ 48,349	\$ 36,118	\$ 12,231	\$ 11,403	\$ 73,157
<i>FEB</i>	\$ 81,821	\$ 44,037	\$ 37,784	\$ 94,489	\$ 57,592
<i>MAR</i>	\$ 34,780	\$ 38,241	\$ (3,461)	\$ 80,240	\$ 58,624
<i>APR</i>	\$ 37,237	\$ 38,834	\$ (1,597)	\$ 54,687	\$ 57,573
<i>MAY</i>	\$ 41,664	\$ 40,369	\$ 1,295	\$ 59,398	\$ 56,459
<i>JUN</i>	\$ 36,858	\$ 36,858	\$ 0	\$ 50,341	\$ 56,502
TOTALS	\$ 554,717	\$ 516,024	\$ 38,693	\$ 675,061	\$ 726,582

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast reflects \$1,310 FAV previously, \$1,310 UNF based on actual staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast reflects \$762 UNF, previously \$762 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 actual charges, *neutral FAV, previously \$6,400 FAV*. There are no anticipated unemployment claims for the remainder of the year. *The District administration participated in many hearings for contested cases throughout the year. These cases go back as far as March of 2020 and are just now getting heard. The District has successfully contested most cases but two cases were found in favor of the employee in May. Higher charges are expected as a result of these findings.*

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

The forecast projects the legal budget will be *\$156,195 UNF, previously \$156,195 UNF*. 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 were approved in January. The Director of Special Education has requested a transfer to cover unfilled paraeducators positions. This transfer covers the fees associated with contracting with an agency to provide paraprofessional support in absence of ARSD being able to hire our own paraprofessional. This transfer utilizes unspent paraprofessional funds due to open and unfilled positions.

LINE 21on Page 3: 5440-RENTALS:

The forecast is \$24,096 FAV, previously \$24,096 FAV. The arrangement with University of New Haven (UNH) was expected to cost \$15,000 but the UNH waived all fees to partner with Amity staff and students. A \$7,000 transfer was requested to move funds for van rentals for athletics to transportation. Rental vans are not currently available.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is projected to be *\$115,472 FAV*, previously *\$52,323 FAV*, based on current student placements. A transfer was approved to move funds for van rentals for athletics to transportation. Rental vans are not currently available.

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Various liability policies, including medical professional, Student Accident insurance and cyberinsurance renewed higher than budgeted. The completed athletic projects were added to the property coverage (in November) and invoiced this month for an additional \$1,415 premium. **Account is \$16,604 UNF, previously \$16,604 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 \$8,209 FAV.*

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition is currently forecasted to have a \$553,951 FAV previously \$545,899 FAV variance. The forecast is based on current students and their placements. Expenditures for DCF placements, court placements, due process, and hospital tutoring are all underbudget.

Tuition for the vo-ag schools has a projected variance of *\$30,067 FAV previously, \$30,067 FAV.*

	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 BUDGET	FY21-22 FORECAST
Sound	4	6	6	5	6	<i>3(3)</i>
Trumbull	6	4	4	3	3	<i>1(1)</i>
Nonnewaug	4	6	5	7	7	<i>9(9)</i>
Common Ground Charter HS	0	0	0	1	1	<i>1(1)</i>
Betsy Ross Magnet	0	0	0	0	1	<i>0(0)</i>
Wintergreen Magnet	0	0	0	0	0	<i>1(1)</i>
Engineering Science Magnet	1	0	0	0	0	<i>0</i>

Highville Charter School	1	0	0	0	0	0
Totals	16	16	15	16	18	15(15)

ECA has a projected variance of \$11,360 FAV, with two less students enrolled than budgeted.

	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 BUDGET	FY21-22 FORECAST
ECA	19	24	21	16	20	18(18)

Public (ACES) and private out-of-district placements are currently less than anticipated, \$512,524 FAV, previously \$504,472 FAV. There are more outplaced students who recently returned back to District in-house programs or moved out of the District.

	FY17-18 ACTUAL	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 BUDGET	FY21-22 FORECAST
Public SPED	8	11	8	6	14	10(10)
Private SPED	20	22	18	27	25	20(21)
Totals	28	33	26	33	39	30(31)

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

The forecast estimates expenditures will be under budget, \$5,000 FAV.

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 \$74,263 FAV previously, \$59,058 FAV. Historical trends were reviewed in the budget process and the FY23 budgeted amount is lower by \$30,502. Along with two years of irregular data, there has been periodic spikes in the delivery charges that have been difficult to forecast. To date we have not experienced many warm days calling for air conditioning. A credit from the UI for fuel cell usage was received June 7, 2022 in the amount of \$24,991.21.

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

The budget for propane is \$3,546. The forecast is projected to be neutral, previously neutral.

The budget for water is \$57,350. The forecast is projected to be \$19,868, FAV due to a credit on the account, previously \$14,868.

Sewer costs are budgeted at \$25,000. The forecast is projected to be \$5,000 FAV, previously, \$5,000 FAV.

ELECTRICITY (KILOWATT HOURS)

MONTH	2021-2022 FORECAST	2021-2022 BUDGET	VARIANCE	2020-2021 ACTUAL	2019-2020 ACTUAL
<i>JUL</i>	296,292	253,660	42,632	254,686	306,744
<i>AUG</i>	321,023	287,736	33,287	299,439	298,187
<i>SEP</i>	314,756	303,777	10,979	285,993	255,198
<i>OCT</i>	272,755	282,968	(10,213)	248,089	294,827
<i>NOV</i>	256,208	262,230	(6,022)	238,583	243,754
<i>DEC</i>	259,994	263,699	(3,705)	240,912	250,944
<i>JAN</i>	257,539	273,187	(15,648)	249,595	266,227
<i>FEB</i>	271,979	268,924	3,055	243,774	251,802
<i>MAR</i>	255,631	255,252	379	246,886	217,683
<i>APR</i>	255,629	265,084	(9,455)	254,711	232,983
MAY	243,404	243,404	-	244,685	145,568
JUN	229,947	229,947	-	290,054	239,032
Totals	3,235,157	3,189,868	45,289	3,097,407	3,002,949

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

DEGREE DAYS

There are 3,726 degree days to date compared to 3,982 last year at this time.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE: *The forecast is projected to be \$210,356 UNF, previously \$14,246 UNF* 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. Snow removal is overbudget by \$10,150 UNF and a transfer was approved in April. *Transfers are requested this month to flush the glycol loop at AMSO (\$100,000), repair the modular roof at AMSB (\$23,960), and repair the courtyard at AMSB (\$62,000).*

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 projects natural gas to be *\$6,400 UNF, previously \$12,400 UNF*. Oil budget will be neutral.

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

The facilities department requested an auto scrubber to replace aging equipment that is not fully operational and costly to repair, \$6,854 UNF and the cafeterias need new computers to run updated software, \$11,754 UNF. *The account is \$42,137 UNF, previously \$13,608 UNF. A transfer was approved in April for Covid related equipment, \$12,158.*

LINE 43 on Page 4: 5731-EQUIPMENT -REPLACEMENT:

The facilities department requested an auto scrubber to replace aging equipment that is not fully operational and costly to repair, \$6,854 UNF and the cafeterias need new computers to run updated software, \$11,754 UNF. *The account is \$19,082 UNF, previously \$13,608 UNF. A transfer is requested for a refrigerator for consumer science rooms.*

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. A budget transfer was approved in February for an auto scrubber. If these funds are available in June, the Administration will request a transfer to Improvements of Sites to subsidize the construction of the outdoor classrooms. A transfer was approved for \$10,150 to cover snow plowing and sanding which is overbudget. *The balance is \$0 FAV, previously \$59,966 FAV. Transfer is requested to cover a portion of the glycol loop flush at AMSO.*

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. The Board approved \$10,470 for vape sensors in November. *The balance in contingency is \$0 FAV, previously \$139,530 FAV.* If these funds are available in June, the Administration will request a transfer to Improvements of Sites to subsidize the construction of the outdoor classrooms. *There is a transfer request this month to cover a portion of the glycol loop flush at AMSO and the outdoor structures at the middle schools.*

LINES 49 & 50 on Page 4: 5580 & 5581-STAFF TRAVEL/CONFERENCES:

The forecast assumes these funds will be not be entirely used due to more conferences remaining virtual. Virtual conferences avoid travel costs for staff and some conferences are priced lower for virtual presentations. Forecast is **\$27,644 FAV, previously, \$27,844 FAV.**

LINE 53 on Page 4: 5856-TRANSFER:

The forecast includes 1%, \$516,981, previously \$516,981, of the estimated fund balance will be appropriated to the capital non-recurring account. The District is legally allowed to transfer with Board approval up to 2% or \$1,033,963 of the current budget. The item will be presented after the final balance for the FY22 is confirmed at the August 2022 meeting.

COVID ACCOUNTS:

Year to date, the District has committed \$35,945 which is \$8,750 UNF, previously \$8,750 UNF to purchases related to operating safely during the pandemic. We have applied for FEMA funds for the eligible purchases. Transfers were approved last month to cover accounts.

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
TOTAL	\$ 315,160	\$ 285,890	\$ 660,291	\$ 36,037	\$ 1,297,378

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2021-2022

TOTAL ANNUAL SAVINGS TO-DATE OF: \$78,854

\$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.

\$17,376 Services for Hearing Impaired: The Director of Pupil Services researched and contracted with a different agency to provide the same level of services.

\$24,300 PEGPETIA Grant: One of the high school teachers, Jeremy Iverson, applied for and received a grant from PEGPEITA. 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.

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

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committe>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>

- Fiscal Year 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).

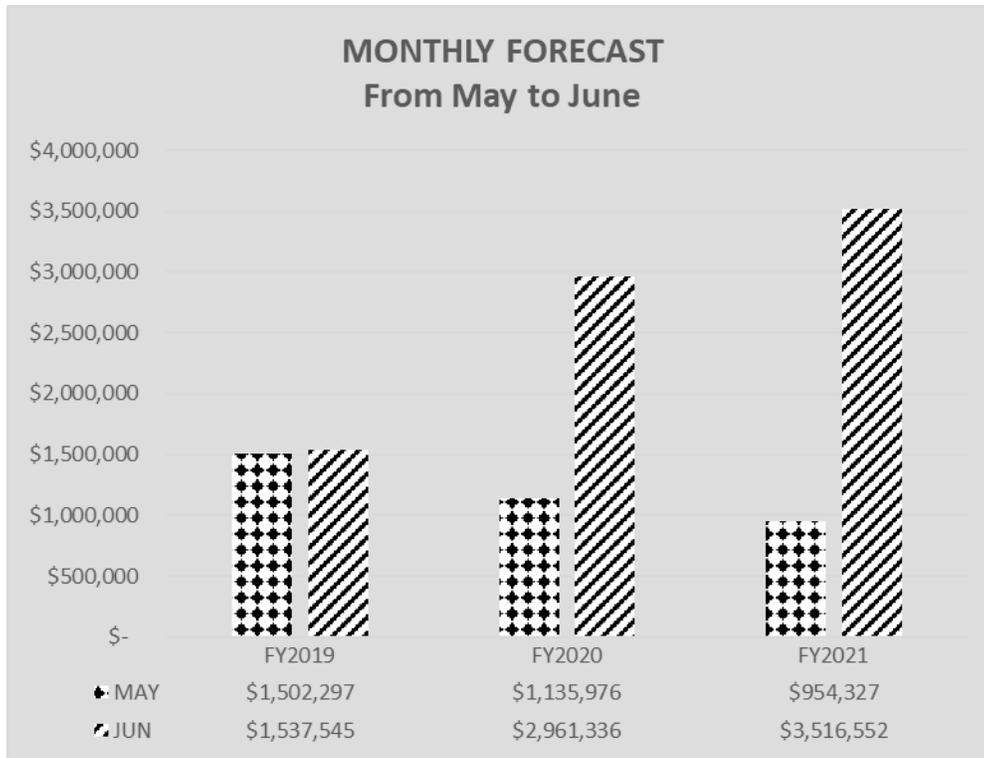
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 \$2,034,101. 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 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill, pending special education settlements) and we do not need to spend the entire encumbrance. Once the audit is final for 2018-2019, the funds will be returned.

<i>Bethany</i>	<i>\$32,717</i>
<i>Orange</i>	<i>\$82,752</i>
<i>Woodbridge</i>	<i><u>\$50,776</u></i>
<i>Total</i>	<i>\$166,245</i>

The *audited* fund balance for 2018-2019 is \$2,034,101 plus \$409,259 designated at year-end for security projects. These source of the available funds are described below.

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

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

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

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

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

\$346,235 SALARIES (OTHER): “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence.

Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

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

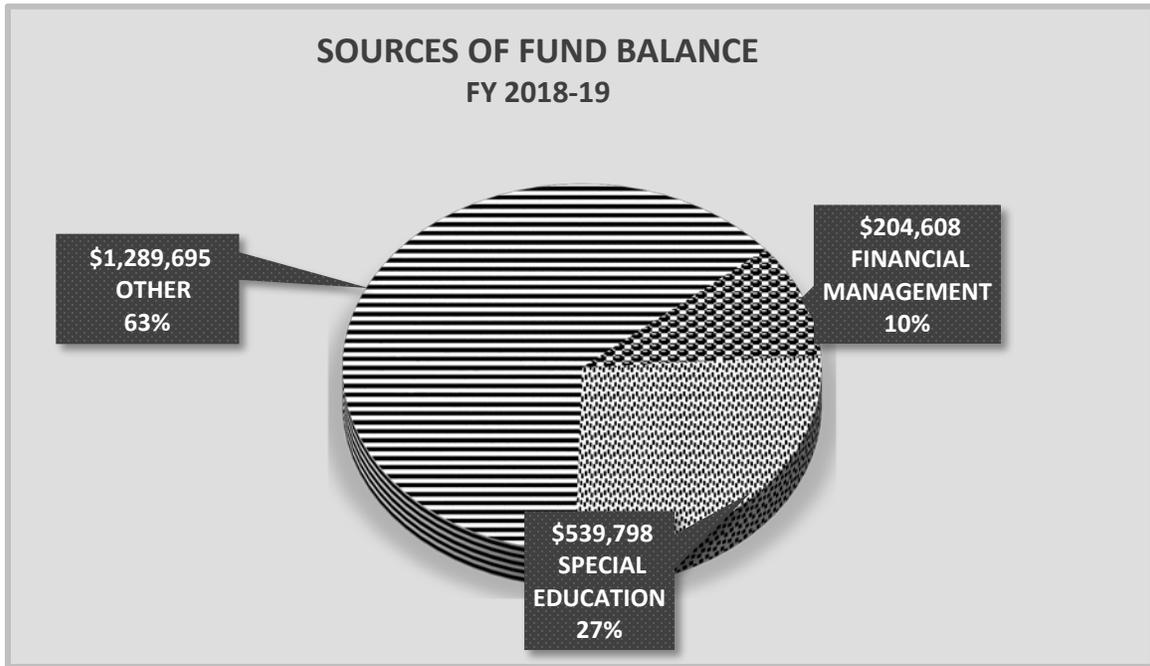
\$378,012 REVENUE: The Special Education Grant was higher than budgeted by \$224,297 based on actual special education costs and a higher reimbursement rate. The interest earned on the District's accounts was \$100,966 more than budgeted as interest rates were higher than budgeted. These accounts were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

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

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

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

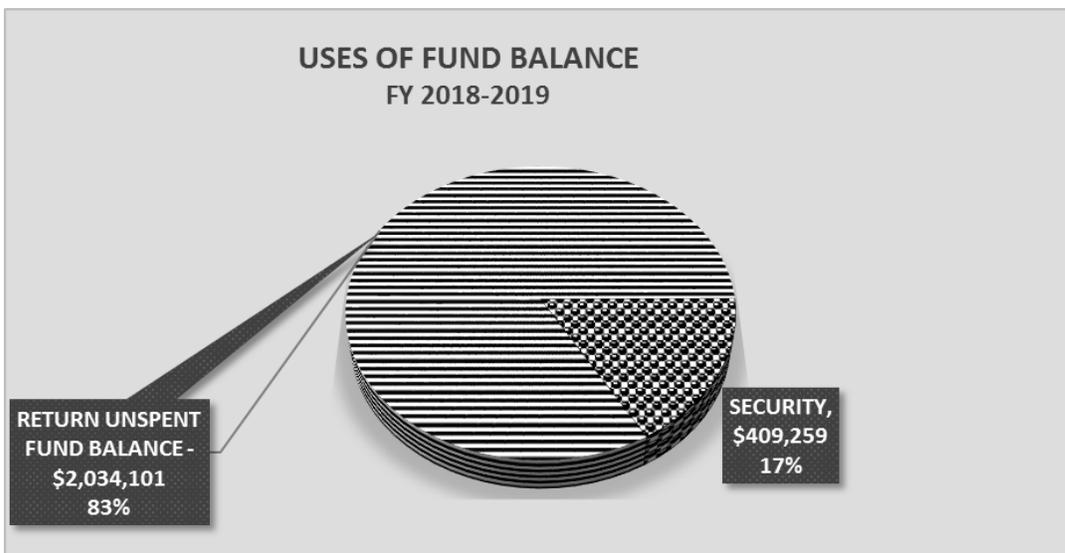
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX D

RECAP OF 2019-2020

Return Unspent Fund Balance:

The cancellation of 2018-2019 encumbrances of \$35,457 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2019-2020, the funds will be returned.

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

The audited fund balance for 2019-2020 is \$1,950,777, after the 1% or \$495,482 is transferred to the Capital Nonrecurring Account. The fund balance is net of \$515,077 of end-of-year expenditures that are posted in FY20. The source of the available funds are described below.

SUMMARY:

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

FINANCIAL MANAGEMENT:

\$ 107,610

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

SPECIAL EDUCATION:

\$ 580,502

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

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

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

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

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

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

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

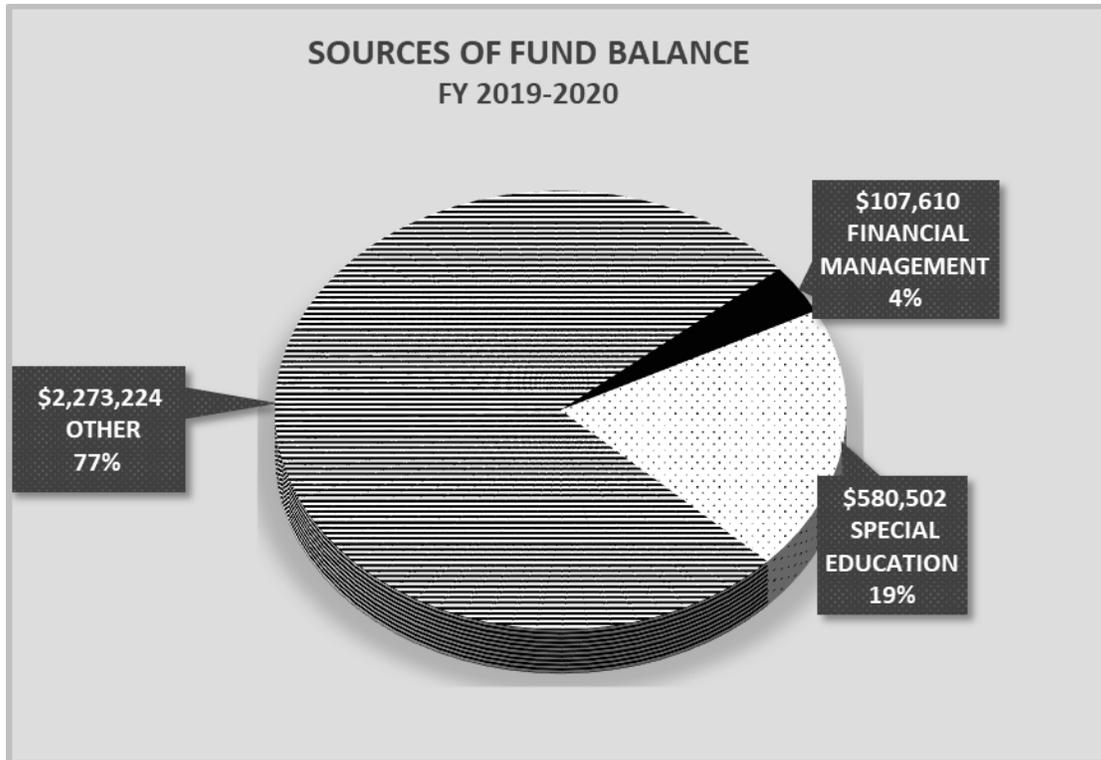
\$93,339 UTILITIES (OTHER): A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

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

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

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

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



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

1. **\$1,950,777** - Return of unspent fund balance per audit.
2. **\$ 495,482** – Approved for Capital Reserve
3. **\$ 515,077** - End of Year Purchases

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

\$495,482 (1%) CAPITAL AND NONRECURRING ACCOUNT: The Amity Finance Committee and Board of Education approved moving forward in the process to transfer 1% of the FY20 budget surplus into the Capital and Nonrecurring account.

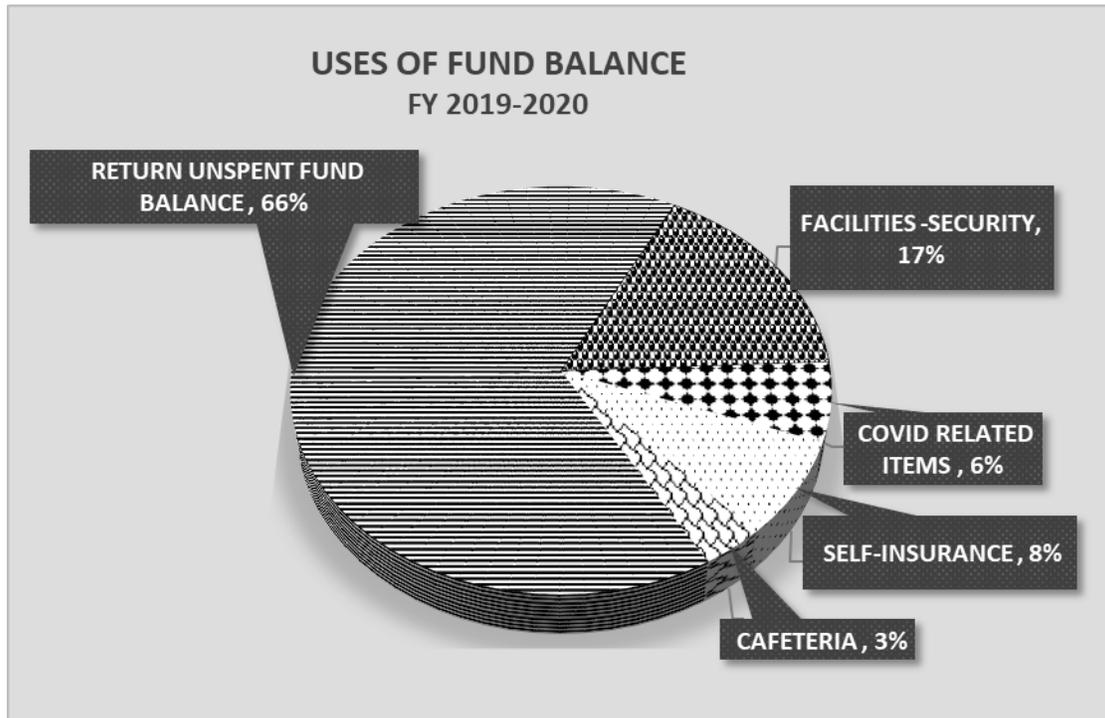
\$515,077 END OF YEAR PURCHASES (EOY):

\$229,311 SELF-INSURANCE FUNDING. (EOY): The suspension of routine exams, diagnostic tests, dental appointments, and non-emergency surgeries reduced the medical claims for the final quarter of FY20. It is anticipated that once the State reopens the missed procedures will be scheduled, as well as those of age and need for the current year, and in a worse case scenario claims could rise due to COVID-19 treatments as the District reopens. This amount represents raising the self-insurance reserve from a 25% threshold of claims to 30% on a temporary basis of one year. If funds are not needed, the reserve will be reduced to 25% and the funds will be utilized to offset the budget request for fiscal year 2021-22.

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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

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 30th 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.

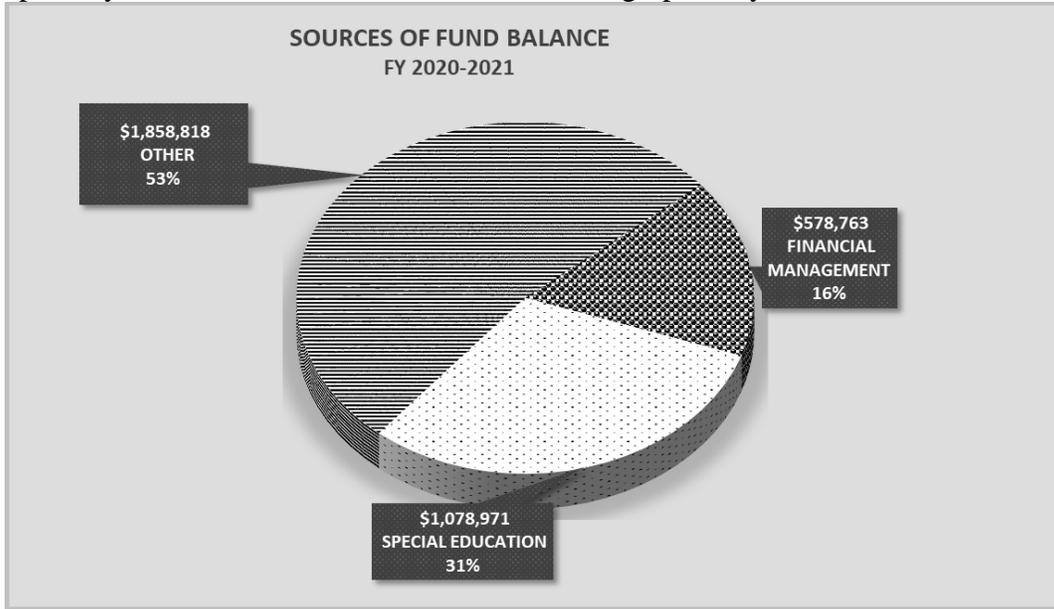
\$192,377 SUPPLIES: Instructional supplies and maintenance supplies were underbudget. The teaching staff adjusted purchases for remote and hybrid learning. \$96,980 was reimbursed through grants.

\$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.

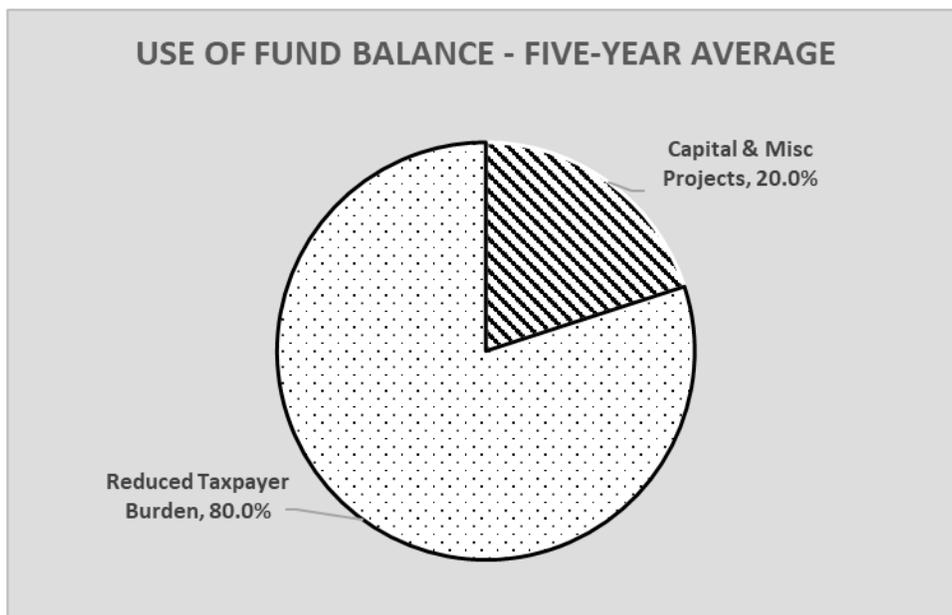
The primary sources of the fund balance are shown graphically below:



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

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
JUL				
2022-July	129	05-13-2212-5581 TRAVEL - CONFERENCES	(400)	INCREASE IN STAR TESTING
2022-July	129	05-13-2212-5611 INSTRUCTIONAL SUPPLIES	400	INCREASE IN STAR TESTING
AUG				
2022-Aug	91	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	(133)	UHAUL TRUCK RENTAL
2022-Aug	91	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	133	UHAUL TRUCK RENTAL
SEPT				
2022- Sept	11	01-11-1010-5690 OTHER SUPPLIES	(1,100)	add'l classes require keyboard
2022- Sept	11	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	1,100	add'l classes require keyboard
2022- Sept	66	05-14-2350-5690 OTHER SUPPLIES	2,240	Upgrade SNAP Software
2022- Sept	66	01-13-2130-5690 OTHER SUPPLIES	(747)	Upgrade SNAP Software
2022- Sept	66	02-13-2130-5690 OTHER SUPPLIES	(747)	Upgrade SNAP Software
2022- Sept	66	03-13-2130-5690 OTHER SUPPLIES	(747)	Upgrade SNAP Software
2022- Sept	356	03-11-3202-5420 REPAIRS,MAINTENANCE & CLEANING	(995)	Swim Timing Purchase
2022- Sept	356	03-11-3202-5731 EQUIPMENT - REPLACEMENT	995	Swim Timing Purchase
2022- Sept	360	02-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	(1,250)	REPLACE WEIGHT ROOM FLOOR
2022- Sept	360	02-13-2400-5590 OTHER PURCHASED SERVICES	(1,250)	REPLACE WEIGHT ROOM FLOOR
2022- Sept	360	02-13-2400-5420 REPAIRS,MAINTENANCE & CLEANING	2,500	REPLACE WEIGHT ROOM FLOOR
OCT				
2022- Oct	77	01-11-1007-5611 INSTRUCTIONAL SUPPLIES	(65)	Health PD Transfer
2022- Oct	77	01-11-1007-5810 DUES & FEES	65	Health PD Transfer
2022- Oct	119	02-11-1010-5611 INSTRUCTIONAL SUPPLIES	(900)	PURCHASE A KEYBOARD(MUSIC)
2022- Oct	119	02-11-1010-5730 EQUIPMENT - NEW	900	PURCHASE A KEYBOARD(MUSIC)
2022- Oct	130	05-14-2700-5512 VO-AG/VO-TECH REG ED	2,440	TRANSPORTATION NONNEWAUG HS
2022- Oct	130	05-14-2700-5513 IN DISTRICT PRIVATE REG ED	(2,440)	TRANSPORTATION NONNEWAUG HS
2022- Oct	267	03-13-2400-5581 TRAVEL - CONFERENCES	600	PowerSchool Wrkshp-F. Barretta
2022- Oct	267	03-13-2400-5580 STAFF TRAVEL	(600)	PowerSchool Wrkshp-F. Barretta
2022- Oct	329	02-13-2120-5590 OTHER PURCHASED SERVICES	75	STUDENT RECORD FILE FOLDERS
2022- Oct	329	02-13-2120-5581 TRAVEL - CONFERENCES	(75)	STUDENT RECORD FILE FOLDERS
2022- Oct	384	01-11-1014-5810 DUES & FEES	(100)	HISTORY CLASSROOM SUPPLIES
2022- Oct	384	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	100	HISTORY CLASSROOM SUPPLIES
2022- Oct	441	05-13-2213-5611 INSTRUCTIONAL SUPPLIES	(1,775)	11/2/21 PD Lunch
2022- Oct	441	05-13-2213-5590 OTHER PURCHASED SERVICES	1,775	11/2/21 PD Lunch
NOV				
2022- Nov	115	02-11-1006-5611 INSTRUCTIONAL SUPPLIES	(277)	SPANISH CONFERENCE
2022- Nov	115	02-11-1006-5810 DUES & FEES	277	SPANISH CONFERENCE
2022- Nov	136	02-11-1005-5611 INSTRUCTIONAL SUPPLIES	(1,309)	PURCHASE BOOKS
2022- Nov	136	02-11-1005-5641 TEXTBOOKS	1,309	PURCHASE BOOKS
DEC				
2022- Dec	86	01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	(201)	amplifiers for music lab
2022- Dec	86	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	201	amplifiers for music lab
2022- Dec	162	03-13-2400-5581 TRAVEL - CONFERENCES	825	Seminar for Miguel Pickering
2022- Dec	162	03-13-2400-5580 STAFF TRAVEL	(825)	Seminar for Miguel Pickering
JAN				
2022-Jan	34	01-11-3201-5690 OTHER SUPPLIES	(600)	Actor's Club - Play Production
2022-Jan	34	01-11-3201-5590 OTHER PURCHASED SERVICES	600	Actor's Club - Play Production
2022-Jan	153	02-13-2120-5330 PROF/TECH SERVICES	(410)	Table rental-Career Fair
2022-Jan	153	02-13-2400-5440 RENTALS	410	Table rental-Career Fair
2022-Jan	167	05-13-2213-5611 INSTRUCTIONAL SUPPLIES	(1,500)	Retirement & Yrs Serv Gifts
2022-Jan	167	05-13-2213-5690 OTHER SUPPLIES	1,500	Retirement & Yrs Serv Gifts
FEB				
2022-Feb	60	01-13-2400-5690 OTHER SUPPLIES	(10)	Shipping
2022-Feb	60	01-13-2400-5550 COMMUNICATIONS	10	Shipping
2022-Feb	67	01-13-2220-5611 INSTRUCTIONAL SUPPLIES	(996)	New laminator is needed
2022-Feb	67	01-13-2220-5330 PROF/TECH SERVICES	(568)	New laminator is needed
2022-Feb	67	01-13-2220-5642 LIBRARY BOOKS	(186)	New laminator is needed
2022-Feb	67	01-13-2220-5731 REPLACEMENT EQUIPMENT	1,750	New laminator is needed
2022-Feb	113	05-13-2212-5322 INSTRUCTIONAL PRG IMP	(1,881)	3/18/22 Prof Dev Day Lunch
2022-Feb	113	05-13-2212-5590 OTHER PURCHASED SERVICES	1,881	3/18/22 Prof Dev Day Lunch
2022-Feb	213	02-14-2600-5613 CUSTODIAL SUPPLIES	(630)	Fridge replacement
2022-Feb	213	02-14-2600-5731 REPLACEMENT EQUIPMENT	630	Fridge replacement
2022-Feb	234	03-14-2600-5420 REPAIR & MAINTENANCE	(250)	U-haul rental
2022-Feb	234	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	250	U-haul rental

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

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
2022-Feb	236	03-11-1016-5611 INSTRUCTIONAL SUPPLIES	(478)	Bookcases for Reading Dept.
2022-Feb	236	03-11-1016-5690 OTHER SUPPLIES	478	Bookcases for Reading Dept.
MAR				
2022-Mar	39	02-13-2220-5690 OTHER SUPPLIES	(850.00)	Purch. Books & Periodicals
2022-Mar	39	02-13-2220-5642 LIBRARY BOOKS	850.00	Purch. Books & Periodicals
2022-Mar	40	03-11-1001-5810 DUES & FEES	(290.00)	for outside PD ART 7-12
2022-Mar	40	03-11-1001-5581 TRAVEL - CONFERENCES	290.00	workshops for new programs
2022-Mar	40	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	(105.00)	for outside PD ART 7-12
2022-Mar	40	03-11-1001-5581 TRAVEL - CONFERENCES	105.00	workshops for new programs
2022-Mar	53	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	(1,350.00)	History Workshop funding
2022-Mar	53	01-11-1014-5330 PROF/TECH SERVICES	1,350.00	History Workshop funding
2022-Mar	78	03-11-1008-5810 DUES & FEES	(540.00)	not competing this year-TSA
2022-Mar	78	03-11-1008-5611 INSTRUCTIONAL SUPPLIES	540.00	not competing this year-TSA
2022-Mar	104	03-11-1001-5420 REPAIR & MAINTENANCE	(500.00)	norepairneeded
2022-Mar	104	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	500.00	money canbe used for supplies
2022-Mar	122	02-13-2220-5642 LIBRARY BOOKS	(105.00)	ALA Membership Renewal
2022-Mar	122	02-13-2220-5330 PROF/TECH SERVICES	(9.00)	ALA Membership Renewal
2022-Mar	122	02-13-2220-5810 DUES & FEES	114.00	ALA Membership Renewal
2022-Mar	123	02-13-2220-5330 PROF/TECH SERVICES	(149.00)	Social Studies Kit
2022-Mar	123	02-13-2220-5611 INSTRUCTIONAL SUPPLIES	149.00	Social Studies Kit
2022-Mar	127	03-11-1011-5330 PROF/TECH SERVICES	(197.01)	move to instructional supplies
2022-Mar	127	03-11-1011-5611 INSTRUCTIONAL SUPPLIES	197.01	move to instructional supplies
2022-Mar	132	03-11-1001-5730 EQUIPMENT - NEW	(125.00)	forNAEAduesMattFletcher
2022-Mar	132	03-11-1001-5810 DUES & FEES	125.00	no equipment neededatthistime
2022-Mar	144	01-13-2120-5330 PROF/TECH SERVICES	(1,190.00)	AFRICAN HISTORY PRESENTATION
2022-Mar	144	01-11-1014-5611 INSTRUCTIONAL SUPPLIES	(1,285.00)	AFRICAN HISTORY PRESENTATION
2022-Mar	144	01-11-1014-5330 PROF/TECH SERVICES	2,475.00	AFRICAN HISTORY PRESENTATION
2022-Mar	145	03-11-1010-5420 REPAIR & MAINTENANCE	(1,300.00)	cello unrepairable
2022-Mar	145	03-11-1010-5731 EQUIPMENT - REPLACEMENT	1,300.00	cello unrepairable
2022-Mar	161	03-11-1010-5810 DUES & FEES	(154.00)	dues not needed
2022-Mar	161	03-11-1010-5611 INSTRUCTIONAL SUPPLIES	154.00	add'tl supplies needed
2022-Mar	169	05-13-2213-5690 OTHER SUPPLIES	(300.00)	3/18/22 PL Day Refreshments
2022-Mar	169	05-13-2213-5590 OTHER PURCHASED SERVICES	300.00	3/18/22 PL Day Refreshments
2022-Mar	170	05-13-2213-5690 OTHER SUPPLIES	(265.00)	Dept. PD Lunch 3/16/22
2022-Mar	170	05-13-2213-5590 OTHER PURCHASED SERVICES	265.00	Dept. PD Lunch 3/16/22
2022-Mar	172	01-13-2120-5611 INSTRUCTIONAL SUPPLIES	(30.00)	Conference CSCA Registration
2022-Mar	172	01-13-2120-5810 DUES & FEES	30.00	Conference CSCA Registration
2022-Mar	176	03-13-2220-5690 OTHER SUPPLIES	(585.42)	library book purchase
2022-Mar	176	03-13-2220-5642 LIBRARY BOOKS	585.42	library book purchase
2022-Mar	181	05-14-2700-5513 TRANSPORTATION	(1,500.00)	TRANSFER FOR PPS FURNITURE
2022-Mar	181	04-13-2190-5730 EQUIPMENT - NEW	1,500.00	TRANSFER FOR PPS FURNITURE
2022-Mar	184	03-11-1009-5690 OTHER SUPPLIES	(300.00)	Fee for Mu Alpha Field Trip
2022-Mar	184	03-11-1009-5810 DUES & FEES	300.00	Fee for Mu Alpha Field Trip
2022-Mar	191	03-13-2220-5810 DUES & FEES	(322.76)	Supplies for book covers/tape
2022-Mar	191	03-13-2220-5611 INSTRUCTIONAL SUPPLIES	322.76	Supplies for book covers/tape
2022-Mar	199	03-11-1001-5420 REPAIR & MAINTENANCE	(157.88)	art classroom supplies
2022-Mar	199	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	157.88	art classroom supplies
2022-Mar	205	03-13-2130-5690 OTHER SUPPLIES	(125.00)	CT NURSE CONFERENCE
2022-Mar	205	03-13-2130-5810 DUES & FEES	125.00	CT NURSE CONFERENCE
2022-Mar	221	03-13-2130-5810 DUES & FEES	700.00	Contract Course Reimbursement
2022-Mar	221	05-14-2320-5810 DUES & FEES	(700.00)	Contract Course Reimbursement
APR				
2022-Apr	4	01-11-1011-5420 REPAIR & MAINTENANCE	(1,000.00)	Instructional Sport Supplies
2022-Apr	4	01-11-1011-5611 INSTRUCTIONAL SUPPLIES	1,000.00	Instructional Sport Supplies
2022-Apr	5	02-11-1008-5420 REPAIR & MAINTENANCE	(30.00)	TO PURCHASE LEGO/ROBOT SET
2022-Apr	5	02-11-1008-5611 INSTRUCTIONAL SUPPLIES	30.00	TO PURCHASE LEGO/ROBOT SET
2022-Apr	30	03-11-1005-5611 INSTRUCTIONAL SUPPLIES	300.00	document cameras for English
2022-Apr	30	03-11-1005-5641 TEXTBOOKS & DIGITAL RESOURCE	(300.00)	document cameras for English
2022-Apr	34	03-13-2400-5580 TRAVEL	(1,900.00)	transfer-conference AP GOV
2022-Apr	34	03-13-2400-5581 TRAVEL - CONFERENCES	1,900.00	transfer-conference AP GOV
2022-Apr	39	03-11-1011-5611 INSTRUCTIONAL SUPPLIES	(400.00)	trnsfr-fitness equipment repr
2022-Apr	39	03-13-2400-5420 REPAIR & MAINTENANCE	400.00	trnsfr-fitness equipment repr

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

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
2022-Apr	50	02-13-2120-5690 OTHER SUPPLIES	(159.00)	FOR CHARACTER ED. SUPPLIES
2022-Apr	50	02-13-2120-5611 INSTRUCTIONAL SUPPLIES	159.00	FOR CHARACTER ED. SUPPLIES
2022-Apr	51	02-13-2220-5330 PURCHASED SERVICES	(144.00)	Audible Software for Kindles
2022-Apr	51	02-13-2220-5690 OTHER SUPPLIES	144.00	Audible Software for Kindles
2022-Apr	58	01-11-1010-5330 PROF/TECH SERVICES	(317.00)	Supplies for Spring Concert
2022-Apr	58	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	317.00	Supplies for Spring Concert
2022-Apr	59	01-13-2220-5642 LIBRARY BOOKS	(310.00)	Movie Field Trip Transportatio
2022-Apr	59	01-13-2220-5330 PROF/TECH SERVICES	310.00	Movie Field Trip Transportatio
2022-Apr	66	02-13-2400-5330 PROF/TECH SERVICES	1,100.00	TO PURCHASE STAFF APPREC.ITEM
2022-Apr	66	02-14-2219-5611 INSTRUCTIONAL SUPPLIES	(1,100.00)	TO PURCHASE STAFF APPREC.ITEM
2022-Apr	180	02-14-2219-5611 INSTRUCTIONAL SUPPLIES	(600.00)	STAFF APPRECIATION GIFTS
2022-Apr	180	02-13-2400-5330 PROF/TECH SERVICES	600.00	STAFF APPRECIATION GIFTS
2022-Apr	241	01-11-1016-5611 INSTRUCTIONAL SUPPLIES	(165.00)	Spanish/English version books
2022-Apr	241	01-11-1016-5690 OTHER SUPPLIES	(5.00)	Spanish/English version books
2022-Apr	241	01-11-1016-5810 DUES & FEES	(168.00)	Spanish/English version books
2022-Apr	241	01-11-1016-5641 TEXTBOOKS & DIGITAL RESOURCES	338.00	Spanish/English version books
2022-Apr	365	05-13-2213-5581 TRAVEL-CONFERENCES	(258.00)	Awards of Excellence
2022-Apr	365	05-13-2213-5690 OTHER SUPPLIES	258.00	Awards of Excellence
2022-Apr	431	05-14-2675-5440 RENTAL	2,681.71	POD Rentals for furniture
2022-Apr	431	05-14-2675-5590 OTHER PURCHASED SERVICES	148.50	KN95 Masks
2022-Apr	431	05-14-2675-5613 CUSTODIAL SUPPLIES	(2,830.21)	POD Rentals & KN95 Masks

MAY

2022-May	106	03-11-1013-5810 DUES & FEES	(1,200.00)	2 AP Training
2022-May	106	03-11-1013-5581 TRAVEL-CONFERENCES	1,200.00	2 AP Training
2022-May	124	01-13-2400-5581 TRAVEL-CONFERENCES	(1,234.00)	Teacher Appreciation supplies
2022-May	124	01-13-2400-5690 OTHER SUPPLIES	1,234.00	Teacher Appreciation supplies
2022-May	125	01-11-1009-5611 INSTRUCTIONAL SUPPLIES	(843.00)	Year End Student Activaties
2022-May	125	01-14-2219-5690 OTHER SUPPLIES	843.00	Year End Student Activaties
2022-May	126	01-11-1015-5810 DUES & FEES	(550.00)	Wood and other supplies neede
2022-May	126	01-11-1015-5611 INSTRUCTIONAL SUPPLIES	(585.00)	Wood and other supplies neede
2022-May	126	01-11-1008-5611 INSTRUCTIONAL SUPPLIES	1,135.00	Wood and other supplies neede
2022-May	402	03-13-2120-5330 PROF/TECH SERVICES	240.00	PD SPEAKER
2022-May	402	03-13-2120-5581 TRAVEL-CONFERENCES	(240.00)	reimb lunch PD Day
2022-May	407	05-13-2213-5581 TRAVEL-CONFERENCES	(265.00)	reimb lunch PD Day
2022-May	407	05-13-2213-5690 OTHER SUPPLIES	265.00	New Titles Requested
2022-May	416	02-13-2220-5330 PROF/TECH SERVICES	(698.00)	New Titles Requested
2022-May	416	02-13-2220-5642 LIBRARY BOOKS	698.00	Eversource 260064
2022-May	435	03-11-1009-5611 INSTRUCTIONAL SUPPLIES	1,563.00	Freckle Math Student Subscript
2022-May	435	03-11-1013-5611 INSTRUCTIONAL SUPPLIES	(1,563.00)	Freckle Math Student Subscript
2022-May	437	03-11-1001-5581 TRAVEL-CONFERENCES	(700.00)	from conference to instruction
2022-May	437	03-11-1001-5611 INSTRUCTIONAL SUPPLIES	700.00	for much needed tools
2022-May	476	01-11-1006-5611 INSTRUCTIONAL SUPPLIES	(436.00)	Phys Ed supplies new unit
2022-May	476	01-11-1006-5810 DUES & FEES	(850.00)	Phys Ed supplies new unit
2022-May	476	01-13-2220-5642 LIBRARY BOOKS	(139.00)	Phys Ed supplies new unit
2022-May	476	01-13-2400-5330 PROF/TECH SERVICES	(185.00)	Phys Ed supplies new unit
2022-May	476	01-11-1011-5730 EQUIPMENT-NEW	1,610.00	Phys Ed supplies new unit
2022-May	483	01-14-2600-5613 CUSTODIAL SUPPLIES	(582.00)	vac new
2022-May	483	01-14-2600-5730 EQUIPMENT-NEW	582.00	vac new
2022-May	487	04-12-2151-5690 OTHER SUPPLIES	(2,200.00)	NASP prepare training
2022-May	487	04-13-2140-5690 OTHER SUPPLIES	2,200.00	NASP prepare training
2022-May	495	04-13-2140-5810 DUES & FEES	(26.00)	to purchase materials
2022-May	495	04-13-2140-5611 INSTRUCTIONAL SUPPLIES	26.00	to purchase materials
2022-May	496	04-13-2140-5690 OTHER SUPPLIES	(48.24)	to purchase materials
2022-May	496	04-13-2140-5611 INSTRUCTIONAL SUPPLIES	48.24	to purchase materials

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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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: June 6, 2022

OPTION: TO TAKE ALL BUDGET TRANSFERS AS ONE MOTION Or proceed on each contract individually

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to ...

Approve budget transfers 1 - 6 as presented below.

Facilities:

1. Amity Middle School Bethany Courtyard Repairs:

The District went out to bid in April for repairing and replacing as needed the flagstone patio pavers in the Bethany Courtyard. No vendors bid on the project. Mr. Martoni proceeded to gather quotes from local contractors on the project. Three quotes were obtained ranging from \$ 45,000 for flagstone reset and replacement to \$50,000. Mr. Martoni is recommending Diversity Construction Group to complete the project at a price of \$62,000. This price is comprised of the base price of resetting and replacing flagstones at \$45,000 and also replacing 7 cracked concrete sections with new concrete and power wash the remaining concrete sections to match the new sections. This item was removed from the FY23 budget request and noted as a planned end-of-year purchase. A transfer from the utility account is requested to cover the costs.

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 for Amity Middle School Bethany courtyard repairs.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5410	Utilities	\$62,000	
01-14-2600-5420	Repair & Maintenance		\$62,000

2. Outdoor Structures:

The Facilities Director obtained quotes for standard size structures and also issued a RFP to solicit bids. There are five proposals that were considered for these projects. The project is requested this month to be awarded to O'Brien and Sons at \$330,825 per consortium bid pricing.

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 for construction of the outdoor structures at the middle schools.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6110-5560	Tuition - Public	\$98,299	
05-15-0000-5850	Contingency- General	\$96,526	
01-14-2600-5720	Improvements to Sites		\$158,000
02-14-2600-5720	Improvements to Sites		\$ 36,825

3. Amity Middle School Bethany Modular Repairs:

The modular building at Amity Middle School Bethany was under review for demolition or repair. The building is in decent shape and worth repairing. The District Technology department staff will be housed in the facility so this can free up space at the high school. Building technicians will remain housed in each building. \$15,500 was budgeted toward the project and will be utilized to reside the modular. The transfer requested is to apply a rubber roof to the modular. Tremco is our roof contractor and has quoted \$23,960.

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 Amity Middle School Bethany modular roof restoration.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5613	Custodial Supplies	\$14,969	
01-14-2600-5715	Improvements to Sites	\$ 1,820	
02-14-2600-5613	Custodial Supplies	\$ 7,171	
01-14-2600-5420	Repair & Maintenance		\$23,960

4. Amity Middle School Orange – Glycol loop:

The Director of Facilities, Mr. Martoni, has been working with repairs to the glycol loop at Amity Middle School Orange. The glycol in the loop is very dirty and showing signs of iron deposits, high PH levels and not within the recommended freeze protection levels. Initially the repair planned was a filtration system added to the current loop at a cost of less than \$10,000. It has been determined that there is too much debris in the loop to install a filter. The filter would require constant changing, multiple times a day. The system needs to be flushed before the filter system is installed. The system was last flushed in 2019 at a cost of \$82,000. We are gathering prices but will need to do this work over the summer when the heating system is shut down. We are asking for a transfer of \$100,000 from the contingency accounts to start the project.

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 begin flushing the glycol system at Amity Middle School Orange.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Contingency - Facilities	\$56,996	
05-15-0000-5850	Contingency- General	\$43,004	
02-14-2600-5420	Repair & Maintenance		\$100,000

5. Amity High School – Consumer Science:

The refrigerator in room 450 was 15 years old and has failed beyond repair. The department chair has found a suitable replacement at Warehouse Store Fixture Co for a True Mfg – Reach-in refrigerator. The price is \$5,473.37 subject to change based on supply chain issues.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

the following budget transfer to cover a refrigerator for Consumer Science classroom.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2219-5611	Instructional Supplies	\$5,474	
03-11-1007-5731	Equipment Replacement		\$ 5,474

6. Special Education:

The Director of Pupil Services is requesting a transfer to cover increases in homebound medical services, speech/language, occupational therapy and physical therapy for medical fragile students. The funds are being transferred from hearing services. The Director contracted with a new agency this year and the cost is less than the prior contractor.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

the following budget transfer to cover a homebound medical services.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-2151-5330	Professional-Technical	\$12,500	
04-13-2130-5330	Professional-Technical		\$12,500

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



To: Jennifer P. Byars, Superintendent of Schools
From: Theresa Lumas, Director of Finance & Administration
Date: June 9, 2022
Re: Request to Designate funds in the Capital and Nonrecurring Account

The District Administration is working on two projects that the Capital and Nonrecurring Account can support.

1. **Lecture Hall:** The first is the lecture hall remodel for which \$110,000 has already been designated from the 1% allocated at end of year, EOY FY21. This was a baseline estimate and is expected to be fully depleted with the physical construction in the room. A quote has been prepared for the audio/visual component of the lecture hall which totals \$132,367. This is another placeholder that will be researched and a formal request to award a contract will be presented to the Board before proceeding. However, given the updated estimate to overall lecture hall project, the Administration is requesting that \$132,400 of the remaining FY21 1% allocation (\$397,844 before transfer, \$265,444 after) be designated toward the lecture hall. These funds are already appropriated and in the CNR account, but not designated.
2. **Lighting Project:** There has been failures of the retrofit lighting project from 2018. Some of the bulbs overheat, melt or have burn marks. Though the fire inspection at Amity Middle School Bethany was inconclusive, the fact that we continue to see similar failures is a safety concern. The fixtures were refitted with LED bulbs into a fluorescent housing. The fixtures in the hallways and gymnasiums are enclosed, while classrooms fixtures in the drop ceilings get more airflow keeping them cooler. The best assessment is that the enclosed fixtures are overheating as this is where the failures are found. The facilities staff has removed all LED bulbs from hallways and installed fluorescent tubes back into the light fixtures. The gymnasium fixtures were all replaced with “true” LED fixtures. The Administration is planning to strip the fixtures of all fluorescent wiring and reinstall new LED components. This project is currently being quoted. This is a time sensitive project due the safety aspect and will be done as quickly as possible. There is \$332,587 undesignated from the prior lighting project. The request is to designate \$100,000 toward this retrofit. The Administration may need to request more funds designated under the emergency provision once more information is known.

Amity Finance Committee:
Move to recommend the Amity Board of Education approve –

Amity Board of Education:

Move to approve –

... designate \$132,400 from the FY21 CNR transfer to the lecture hall project and designate \$100,000 from the undesignated funds (prior lighting project) toward a new lighting project.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
17-17-5856	Transfer Account	\$132,400	
00-15-0055-5715	Improvements to Buildings (lecture hall)		\$132,400
00-15-0099-5899	Undesignated	\$100,000	
00-15-0060-5420	Repair & Maintenance		\$100,000

YTD Summary 6-9-22

ORG	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET
IMPROVEMENTS								
00150047	TO SITES	Athletics	3,167,960	193,146	\$ 3,361,106	\$ 3,294,863.62	\$ 2,905.00	\$ 63,337.38
2021	09/01/2020	API		241406		\$ 175,500.00		
2021	10/07/2020	API		241406		\$ 173,250.00		
2021	10/26/2020	API		241406		\$ 35,199.90		
	12/04/2020			251145		\$ 500.00		
2021	03/30/2021	API		241406		\$ 434,691.00		
2021	05/11/2021	API		241406		\$ 101,700.00		
2021	06/08/2021	API		251842		\$ 63,673.45		
2021	06/08/2021	API		241406		\$ 909,000.00		
2022	08/02/2021	API		241406		\$ 483,335.10		
2022	08/02/2021	API		251842		\$ 58,500.19		
2022	09/09/2021	API		241406		\$ 379,987.19		
2022	09/09/2021	API		252036		\$ 14,800.64		
2022	09/09/2021	API		251842		\$ 16,155.00		
2022	04/27/2022	API		251842/252036		\$ 17,208.89		
2022	04/27/2022	API		241406		\$ 420,202.26		
2022	05/31/2022	API		261850		\$ 7,000.00		
2022	06/06/2022	API		261978		\$ 4,160.00		
00150048	IMPROVEMENTS TO BUILDINGS	HVAC	1,830,630	181,967	\$ 2,012,597	\$ 1,915,703.22	\$ 86,968.67	\$ 9,925.11
2020	5/22/2020	API		241814		\$ 14,725.00		
2021	07/17/2020	API		241814		\$ 196,555.00	Y	
2021	09/01/2020	API		241814		\$ 275,321.91	Y	
2021	09/01/2020	API		241814		\$ 50,416.67	Y	
2021	09/01/2020	API		241814		\$ 80,199.00	Y	
2021	12/09/2020	API		241814		\$ 1,662.50	Y	
2021	01/07/2021	API		241814		\$ 33,072.64	Y	

YTD Summary 6-9-22

ORG	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET
2021	04/30/2021	API		251440		\$ 21,330.00	Y	
2021	05/04/2021	API		250900		\$ 5,699.76	Y	
2021	06/08/2021	API		251440		\$ 14,665.00	Y	
2021	06/15/2021	API		250900		\$ 2,472.50	Y	
2021	06/30/2021	API		251440		\$ 365,315.00	Y	
2021	06/30/2021	API		250900		\$ 847.50	Y	
2022	08/30/2021	API		251875		\$ 980.24		
2022	08/30/2021	API		260544		\$ 1,309.76		
2022	09/09/2021	API		251440		\$ 412,185.00		
2022	09/09/2021	API		251440		\$ 347,280.00		
2022	09/28/2021	API		260677		\$ 188.02		
2022	09/28/2021	API		260677		\$ 76.50		
2022	09/28/2021	API		260677		\$ 1,921.33		
2022	09/28/2021	API		252002		\$ 5,576.00		
2022	09/28/2021	API		252002		\$ 6,337.52		
2022	10/15/2021	API		260544		\$ 620.00		
2022	11/4/2021	API		260544		\$ 380.39		
2022	11/23/2021	API		251440		\$ 51,161.00		
2022	12/17/2021	API		260544		\$ 2,725.00		
2022	1/10/2022	API		251440		\$ 9,550.00		
2022	1/10/2022	API		260544		\$ 278.65		
2022	2/7/2022	API		260544		\$ 135.00		
2022	3/9/2022	API		260544		\$ 5,086.53		

YTD Summary 6-9-22

ORG	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET
2022	6/1/2022	API		260975		\$ 7,629.80		
00150049	IMPROVEMENTS TO BUILDINGS	Chillers	140,000	0	\$ 140,000	\$ 136,822.00	\$ -	\$ 3,178.00
2021	09/01/2020	API	329846	241572	115945	\$ 136,822.00	Y	
00150050	IMPROVEMENTS TO BUILDINGS	Paving	600,000	-46,640	\$ 553,360	\$ 507,253.80	\$ 22,506.36	\$ 23,599.84
2021	09/01/2020	API	372188	242291	116171	\$ 270,514.80		
2022	07/15/2021	API	372468	260252	\$ 122,532	\$ 60,000.00		
2022	09/28/2021	API	372468	252039		\$ 132,974.00		
2022	09/28/2021	API	372468	260252		\$ 29,815.00		
2022	09/28/2021	API	372468	260251		\$ 13,950.00		
00150051	OTHER PROFESSIONAL & TECH SRVC	COI	108,018	-39,156	\$ 68,862	\$ 68,862.12	\$ -	\$ -
2021	07/17/2020			250130		\$ 15,500.00		
2021	07/17/2020			250133		\$ 21,700.00		
2021	07/17/2020			250139		\$ 394.52		
2021	07/17/2020			250188		\$ 26,000.00		
2021	08/03/2020			250131		\$ 4,000.00		
2021	09/01/2020			250454		\$ 500.00		
2021	11/09/2020			250958		\$ 767.60		
00150052	IMPROVEMENTS TO BUILDINGS	Acoustics	245,000	0	\$ 245,000	\$ 73,945.00	\$ 650.00	\$ 170,405.00

YTD Summary 6-9-22

ORG	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET
2021	10/07/2020			250798		\$ 2,150.00		
2022	9/8/2021			250798		\$ 3,700.00		
2022	5/3/2022			260972/260973		\$ 49,770.00		
2022	5/17/2022			260972		\$ 11,120.00		
2022	5/17/2022			260973		\$ 7,205.00		
00150053	IMPROVEMENTS TO BUILDINGS	Contingency	478,392	-289,317	\$ 189,075	\$ -	\$ -	\$ 189,074.88
	Total Bond							
	Projects		6,570,000	0	\$ 6,570,000	\$ 5,997,449.76	\$ 113,030.03	\$ 459,520.21

June 6, 2022

To the Board of Education, Finance Committee and management of Amity Regional School District No. 5:

Amity Regional School District No. 5
District Office
25 Newton Road
Woodbridge, CT 06525

We are pleased to confirm our understanding of the services we are to provide for Amity Regional School District No. 5 (the "District") for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI) to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary schedules of revenues, expenditures and other financing sources (uses)
3. Supplementary information related to the District's public employee retirement plans and other post-employment benefits program

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in either a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards
2. Schedule of expenditures of state financial assistance
3. Combining and individual fund statements and schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state of Connecticut statutes, regulations, and the terms and conditions of federal awards and state financial assistance that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the Connecticut State Single Audit Act (“CT Single Audit Act”).

Auditor’s Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the CT State Single Audit Act and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and the CT Single Audit Act and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will communicate significant risks to those charged with governance upon completion of our audit planning.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the CT Single Audit Act, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the CT Single Audit Act.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance and the CT Single Audit Act.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District’s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and CT Single Audit Act requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the Connecticut Office of Policy and Management *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District’s major programs. For federal and state programs that are included in the Compliance Supplements, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplements identify as being subject to audit. The purpose of these procedures will be to express an opinion on the District’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the CT Single Audit Act.

Other Services

We will also perform the following nonaudit services:

- We will assist in preparing the financial statements, schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance and related notes of the District in conformity with U.S. generally accepted accounting principles, the Uniform Guidance, and the CT Single Audit Act based on information provided by you.
- We will assist in the conversion of the governmental funds financial statements to the government-wide financial statements based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Education Financial System Agreed Upon Procedures (AUP) Package

We will perform procedures and issue an “agreed-upon procedures” report as a result of our work as required by the State of Connecticut Department of Education. The terms of the agreed-upon procedures engagement will be outlined in a separate engagement letter executed with the School District.

Federal Data Collection Form

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

Office of Policy and Management Questionnaire

We will complete the Municipal Audit Questionnaire as required by the State of Connecticut Office of Policy and Management.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards and state financial assistance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the CT Single Audit Act; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; schedule of expenditures of state financial assistance; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and CT Single Audit Act, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards and state financial assistance received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards in conformity with the Uniform Guidance and the schedule of expenditures of state financial assistance in conformity with the CT Single Audit Act. You agree to include our report on the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards or the schedule of expenditures of state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards or the schedule of expenditures of state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance and the schedule of expenditures of state financial assistance in accordance with the CT Single Audit Act; (2) you believe the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and the CT Single Audit Act; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, schedule of expenditures of state financial assistance, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, the schedule of expenditures of state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the State of Connecticut Office of Policy and Management; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mahoney Sabol & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state awarding agencies or their designees or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mahoney Sabol & Company, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the federal or state awarding agencies. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given to any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the County of Hartford in the State of Connecticut, by a mediator with American Arbitration Association membership, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Connecticut law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceedings shall be shared equally by the participating parties.

Michael J. VanDeventer, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to them.

Timing

Our timing will be based on mutually agreed-upon dates and, unless unforeseeable problems are encountered, the engagement should be completed by the state statutory filing deadline.

We have reserved the start date on our schedule and we expect you to commit the necessary resources in order to be adequately prepared by that date. Accordingly, we would appreciate you notifying us as soon as possible if you believe you may not be ready. Because we have scheduled other client commitments after your work, we may lack some flexibility in rescheduling your start date. In addition, if the District is unable to adhere to the agreed-upon date, or does not have the required records available at the scheduled time, we may not be able to issue our report at the anticipated time.

Fees

Our total fees for these services are \$36,120 and is comprised of the following:

Financial Statement and Single Audits	\$	26,040
Federal Single Audit		3,360
State Single Audit		2,240
Education Financial System Agreed-Upon Procedures		4,480
	\$	<u>36,120</u>

The fee is contingent on the books and records being “audit ready.” The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Billing

Our fees will be billed in three installments as work progresses and are payable upon presentation.

We reserve the right to suspend our engagement performance and/or not deliver the reports if the account is not paid in accordance with the terms of this letter or you fail to cooperate by providing us necessary information on a timely basis. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenses through the date of termination. In the event that the account is not paid in accordance with the terms of this letter, you will be responsible for reimbursing the firm for all of its costs incurred in collecting delinquent amounts, including our attorney’s fees.

Reporting

We will issue written reports upon completion of our audit of the District’s financial statements and single audits. Our reports will be addressed to the District’s Board of Education and Finance Committee. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The federal and state reports on internal control over compliance will state that the purpose of the reports on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and CT Single Audit Act. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Mahoney Sabol & Company, LLP".

Mahoney Sabol & Company, LLP

MANAGEMENT’S RESPONSE:

This letter correctly sets forth the understanding of Amity Regional School District No. 5.

Dr. Jennifer Byars, Superintendent

Date

GOVERNANCE ACKNOWLEDGMENT:

Mr. John Belfonti, Board of Education Chair

Date

Mr. Christopher Browe, Finance Committee Chair

Date

CC: Ms. Theresa Lumas, Director of Finance and Administration
Members of the Board of Education
Members of the Finance Committee

Students

Concepts and Roles in Student Policies

5000

Students

Student Personnel

The focus of the school system is on the learner, the student. The student's educational development toward the school's goals is the central concern of the Amity Regional School District No. 5 (ARSD) Board of Education's (Board) policies and the administrator's regulations.

Each child of each parent shall be given equal opportunity. However, children vary widely in capacities, interests, social and economic background. Therefore, no two can be treated exactly alike if the fullest development of each is to be achieved.

The Board ~~of Education~~ will attempt to erase any limitations of facilities and means that stand in the way of our school's availability to all who wish to learn.

Discrimination among students attending our schools with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, ~~physical~~ disability, gender, class, ethnicity, or identity is prohibited.

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds (as amended by PA 11-55)

10-184 Duties of parents. (re mandatory schooling of children five years of age and over and under eighteen)

10-186 Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

10-226a Pupils of racial minorities.

Section 504, U. S. Rehabilitation Act of 1973, 29 U.S.C. @ 794

Policy adopted:

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

Students

Goals and Objectives

5010

Students

Goals and Objectives

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) believes that all students have a right to an education which is based on standards of excellence, which stresses rigorous demands, and which serves to expand students' personal horizons. The Board believes that the education of each student is the shared responsibility of students, parents, faculty, and administrators. The Board also recognizes that students differ in their interests and abilities and therefore the district offers a comprehensive program consisting of a variety of learning experiences.

The Board believes that an important function of the school is to prepare students for participation in our American democratic society. The Board seeks to improve the intellectual, emotional, social, and physical capacities of all students. The Board encourages the development of thinking and communication skills, the tolerance of and responsibility for others, and the understanding of varied cultures and life styles.

In order to implement this philosophy, recognizing that middle and high school education are important steps in a lifelong process, the Board of Education establishes the following objectives:

- A. To teach the essential skills traditionally associated with the various disciplines.
- B. To develop the four communication skills of listening, speaking, reading, and writing.
- C. To extend and refine the students' ability to comprehend, interpret, and evaluate printed, visual, and aural material.
- D. To develop critical thinking.
- E. To further the students' development of self-awareness, self-discipline, and self-esteem.
- F. To promote the physical well-being of all students.
- G. To promote creativity and appreciation of the arts, humanities, and sciences.

Policy adopted/approved:

December 11, 2006

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Woodbridge, Connecticut

Students

Goals and Objectives

H. To develop, through a determined course of scholastic experiences, the characteristics illustrated in the Bethany-Orange-Woodbridge-Amity Portrait of the Graduate.

H.I. To encourage students to consider both the alternatives to and the consequences of their actions in the ~~decision~~ decision-making process.

H.J. To present career options and to assist students in setting tentative goals.

H.K. To help the student appreciate that learning is integrated and continuous.

~~Policy adopted: December 11, 2006 AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut~~

Policy adoptedapproved:
December 11, 2006
AMITY REGIONAL SCHOOL DISTRICT NO. 5

Woodbridge, Connecticut

Students

Foreign Exchange Students

5111.1

Students

Foreign Exchange Students

The Amity Regional School District No. 5 (ARSDSSD) Board of Education (Board) ~~encourages supports~~ international studies. ~~Students are encouraged to may~~ participate in international exchange programs and other activities that advance cultural awareness and promote mutual understanding and respect for the citizens of other countries. To that end, it allows foreign exchange students on ~~one-one~~-year J-I visas, who are residing with families in the community town of Bethany, Orange, or Woodbridge, to enroll on a non-tuition basis in the local schools. ~~Students who apply must not have the equivalent of a high school diploma from a foreign school system.~~ ~~Students who are accepted and placed in will be placed no higher than~~ grade ~~12-11~~ ~~-and~~ will ~~only receive an honorary not be eligible to receive a~~ diploma. ~~Further, they must meet those criteria established by the administration in the areas of language competency, residency, and deportment.~~ ~~Only foreign exchange students sponsored by organizations screened by the administration will be accepted.~~ ~~No more than two (2) students at the high school may be accepted for any school year.~~

No students will be enrolled, until all necessary registration information has been provided, including, but not limited to: name, age, immunization record, and sponsor’s name and proof of residency. Exchange students must comply with immunization requirements set forth in state law and are subject to all ARSD policies and regulations. At the time of admission to ARSD, the exchange student must be at least 16 years of age, but not older than 19 years of age. Students may participate in all curricular, co-curricular, and extracurricular activities, including athletics, provided they meet local and Connecticut Interscholastic Athletic Conference (CIAC) criteria.

Students entering the United States on F-I visas, may enter the local school system, only upon payment of the full, unsubsidized public education costs before entering the United States. Further, students on F-I visas may remain in the United States for no more than twelve (12) months. ~~The local district, is prohibited by law, from waiving the tuition fee of students on F-I visas.~~

Legal Reference: ~~—~~: Illegal Immigration Reform and Immigration Responsibility Act of 1996

Connecticut General Statutes

10-27 International studies, exchange programs. Advisory committee. (Amended by PA 04-153, An Act Encouraging International Studies Programs)

~~Policy adopted:~~

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

Students

Age of Attendance

All children whose parents or legal guardians reside in the towns of Bethany, Orange, or Woodbridge are entitled to a free public education in the middle schools or high school of Amity Regional School District No. 5 (ARSD). Students are legally entitled to attend until they graduate from high school or a vocational school or reach the age of twenty-two~~one~~, whichever comes sooner, except as provided in Connecticut General Statutes 10-233c and 10-233d. For purposes of establishing the residency of a child of a member of the armed forces, as defined in C.G.S. 27-103, and who is seeking enrollment in ARSD, in which such child is not yet a resident, the Board shall accept the military orders directing such member to Connecticut or any other documents from the armed forces indicating the transfer of such member to Connecticut as proof of residency in ARSD.

Parents and those who have the care of children five years of age and older and under eighteen years of age are obligated by Connecticut law to ~~to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws, unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor, or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community, cause any such child to attend public day school or its equivalent, except as otherwise provided by law.~~

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

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

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District ARSD shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

The parent/guardian of any child who is denied admission to the district ARSD's schools, or an unaccompanied minor, a student eighteen years of age or older, a homeless child or youth or an unaccompanied youth who is denied schooling on the basis of residency, or an agent or officer

Students

Age of Attendance

charged with the enforcement of the laws concerning attendance at school may request, in writing, a hearing by the Board of Education.

(cf. 5111 - Admission/Placement)

(cf. 5118.1 - Homeless Students)

(cf. 6146 - Graduation Requirements)

Legal Reference:

Connecticut General Statutes

4-176e to 4-180a Agency hearings

4-181a Contested cases. Reconsideration. Modifications.

10-15 Towns to maintain schools

10-15c Discrimination in public schools prohibited. School attendance by five-year-olds

10-76a - 10-76g re special education

10-184 Duties of parents (re mandatory schooling for children ages five to sixteen, inclusive) as amended by PA-98-243, PA 00-157, PA 09-6 (September Special Session) and PA 18-15

10-186 Duties of local and regional boards of education re school attendance. Hearings. (as amended by P.A. 19-179)

Appeals to State Board. Establishment of hearing board

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

10-233c Suspension of students

10-233d Expulsion of pupils

State Board of Education Regulations

10-76a-1 General definitions (c) (d) (q) (t)

P.A. 19-179 An Act Concerning Homeless Students' Access to Education

P.A. 21-86 An Act Concerning the Enrollment of Children of Members of the Armed Forces in Public Schools and the Establishment of a Purple Star School Program

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

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

Connecticut General Statutes

4-176e to 4-180a — Agency hearings

Policy approved: November 8, 2021

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut
90 of 121

Students

Age of Attendance

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

Students

Age of Attendance

~~School Program~~

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

~~McKinney Vento Homeless Assistance Act (PL 107-110 Sec. 1032) 42~~

~~U.S.C. §11431-11435, as amended by the ESSA, P.L. 114-95~~

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

~~10-233a-10-233f Inclusive re: suspend, expel, removal of pupils 10-233c Suspension of students~~

~~10-233d Expulsion of students~~

~~State Board of Education Regulations~~

~~10-76a-i General Definitions (c) (d) (g) (t)~~

~~McKinney Vento Homeless Assistance Act (PL 107-110 sec. 1032) 42~~

~~U.S.C. § 11431-11435, as amended by the ESSA, PL 114-95~~

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

Students

Attendance

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

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to be Considered Excused	Documentation Required Within Ten days
1	One through nine	Any reason that the student’s parent or guardian approves.	Parent or Guardian note only.
2	Ten and above	<p>Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence’s length.</i>)</p> <p>Student’s observance of a religious holiday</p> <p>Student mental health day (2)</p> <p>Death in the student’s family or other emergency beyond the control of the student’s family</p> <p>Mandated court appearances (additional documentation required)</p> <p>The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason)</p>	Parent or Guardian note and in some cases additional documentation (see details below of specific reason).

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

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

Included in the excused absences are two (2) student mental health days taken during the school year. Such absence is to permit the student to attend to his/her emotional and psychological ~~well-~~well-being in lieu of attending school. For purposes of school year limitation such absence shall

Students

Attendance

be identified as a "mental health wellness day." A student cannot take these mental health days during consecutive school days.

Students

Attendance

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

[Responsibility for completion of missed classwork lies with the student, not the teacher.](#)

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

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

Documentation

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

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

Students

Attendance

School staff receive or generate documentation for each incidence of absence. An incidence of absence is a set of consecutive school days absent. If a student is out three consecutive days, that is one incidence of absence; therefore, only one note is needed. If the student is out three days but attended school one day between days two and three, the student has two incidences of absence and needs two notes. ARSD accepts notes covering a series of absences, only if the absences share a common cause.

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

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

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

Accommodations for Parents

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

Families without Health Insurance

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

Students

Attendance

School nurses can further assist schools and families by:

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

Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences, such child and parent or legal guardian shall be responsible ~~to~~for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

Exceptions to the Documentation Requirement

Two types of absences do not require documentation:

1. Absences that result from a student not receiving transportation from one school district to attend school in another district must be deemed as an excused absence. For example:
 - a. One district provides transportation for students of its town or region to attend schools run by another district and the district providing the transportation shuts down due to inclement weather or other emergency, but the district that the student attends stays open.
 - b. In this situation the student would be absent but would not need a parental note to that effect; such absence would be deemed excused.
2. Absences that are the result of disciplinary actions taken by ARSD. These disciplinary absences are neither excused nor unexcused.

Emergencies

Students

Attendance

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

Examples of emergencies include:

- family member who is very ill and close to dying
- student's home is lost to fire or eviction
- family's home is being quarantined
- natural disaster
- a student who is a parent and whose child needs to be in the hospital
- a family member's military deployment or return from deployment

Students

Attendance

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

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

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

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

Extraordinary Educational Opportunities

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

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

- a) a. The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.
- b) b. It must be an opportunity not ordinarily available to the students.
- c) c. It must be grade and developmentally appropriate.
- d) d. The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students others will contain very specific content that would limit their relevance to a smaller group of students. For example, a trumpet lesson from jazz great, Wynton Marsalis, would be very relevant to students who play trumpet but not to others who do not play trumpet.

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

Students

Attendance

Some examples of extraordinary educational opportunities include:

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

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

- family vacations
- going to a concert of a favorite pop star

Best Practices for Extraordinary Educational Opportunities

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

a)1. Requests: All requests for approval of exceptional educational opportunities should be submitted in writing; bear the signature of the student and his/her parent/guardian; outline the learning objective of the opportunity and detail how the objective is linked to the students’ coursework or plan of study; include additional documentation (where available); and be submitted prior to the opportunity.

b)2. Approvals: All approvals for opportunities should:

- a. be in written form
- b. detail any requirements placed upon the student as a condition of approval
- c. include the specific days approved for the opportunities*
- d. include in the approval the caveat that the administration may withdraw its approval if the opportunity is canceled or the student fails to meet the mutually agreed on requirements of the approval
- e. **For approved opportunities that occur during longer absences (e.g., during a vacation); limit the number of days that are considered excused to reasonable travel time to and from the opportunity and the days of the opportunity.*

c)3. Requirement to share: ARSD expects students to share their experience with other students and/or staff when they return. This will benefit the larger school community.

d)4. Approval not assured: ARSD informs parents that approvals are awarded on a case-by-case basis, are based on a number of factors, and that opportunities approved for one student may not be approved for another.

Chronic Absenteeism

Students

Attendance

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District ARSD or at individual schools in the District ARSD meet the following circumstances:

1. 1.-A team for the District ARSD must be established when the District ARSD chronic absenteeism rate is 10 percent or higher.
2. 2.-A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. 3.-A team for either the District ARSD or each school must be established when (a) more than one school in the District ARSD has a school chronic absenteeism rate of 15 percent or higher or (b) a District ARSD has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District ARSD have a school chronic absenteeism rate of 15 percent or higher.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Loss of Credit

Students with excessive absences in a high school course, regardless of whether the absence is excused or unexcused, may lose credit for that course. In addition to unexcused absences, after the 9th absence, absences that may count towards loss of credit include, but are not limited to, family vacations, appointments, college visits, and excessive absences due to illness without a note from a physician. The number of absences that would may result in a loss of credit for both year-long and semester-long courses will be published annually. Parents/guardians will be notified when a loss of credit has been issued; notification will include the process to appeal the loss of credit.

Students

Attendance

Legal Reference: Connecticut General Statutes

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

10-185 Penalty

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

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

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

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

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

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

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

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

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

Connecticut General Statutes

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

10-185 enalty

Instruction

Advanced Courses or Programs, Eligibility Criteria for Enrollment

Purpose

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) believes in the basic principle that academic rigor and the opportunity to accelerate learning ~~are powerful motivators for students to meet intellectual challenges and excel in the academic environments~~ should be available to all students. ~~The Board supports advanced courses and programs that promote academic acceleration.~~ All students at the high school level will be provided an opportunity to participate in a rigorous and academically challenging curriculum.

The Board encourages students to pursue rigorous, challenging academic coursework such as, but not limited to, honors classes, dual enrollment, dual credit, and advanced placement classes, ~~International Baccalaureate courses, and the Cambridge International Program.~~

The Board ~~, to encourage student participation in advanced courses or programs,~~ will communicate information about advanced courses or programs to students and parents; offer district-wide counseling to students about the benefits of opportunities for advanced level courses and programs; and annually report on District ARSD progress toward increasing students' readiness and participation for advanced courses or programs.

~~The benefits of advanced coursework opportunities are not limited to one particular model.~~

Definitions

An **"advanced course or program"** is defined as an honors class, advanced placement class, International Baccalaureate program, Cambridge International Program, dual enrollment, dual credit, early college, or any other advanced or accelerated course or program offered by the Board of Education in grades 9-12, inclusive.

"Prior academic performance" means the course or courses that a student has taken, the grades received for each course, and a student's grade point average.

Procedures/Criteria/Guiding Principles

~~The Board is aware that minority students are chronically underrepresented in advanced level high school courses and programs of similar rigor. Low awareness of advanced courses and programs, insufficient preparation, and fear of social isolation prevent low-income and minority students from enrolling in such courses or programs. Further, other barriers to participation include the failure to identify students with potential, insufficient motivation and incentives on behalf of teachers and/or students, and funding.~~

An emphasis on equity must include a focus on increasing all student's' access to rigorous learning opportunities to assist all students to be prepared for success after high school. The following District district-level and school-level principles will contribute to fostering greater equity in student participation in advanced courses or programs:

1. ~~1.~~ Provide a course sequence and foundation-building in earlier grades middle school, ensuring high expectations for all students, that makes later advanced coursework a viable option;
2. ~~2.~~ Create multiple access points to advanced courses and programs, allowing students to access these programs at various points of their ~~high school~~ high school experience;

Instruction

Advanced Courses or Programs, Eligibility Criteria for Enrollment

- ~~3.~~ 3. Use only enrollment access criteria that are educationally necessary;
- ~~4.~~ 4. Use multiple methods by which a student may satisfy eligibility criteria for enrollment, including but not limited to:
 - ~~a.~~ a. Recommendations from teachers, administrators, school counselors, or other school personnel;
 - ~~b.~~ b. Criteria not exclusively based on a student's prior academic performance;
 - ~~c.~~ e. Use of a student's prior academic performance must rely on evidence-based indicators of how a student will perform in an advanced course or program;
 - ~~d.~~ d. GPA improvement over time;
 - ~~e.~~ e. Scoring near benchmark on local assessments; and
 - ~~f.~~ f. Student interests and persistence.
- ~~5.~~ 5. Offer a robust set of student supports, which can include peer tutoring, access to technology, and support from school counselors, that help all students succeed in advanced courses or programs; and
- ~~6.~~ 6. Publish and disseminate materials that encourage all students to participate in advanced courses and programs ~~and making these materials available in multiple languages.~~

In order to access advanced courses or programs, students need to complete sufficiently difficult coursework at the middle school level. This equitable course enrollment policy is based on rigorous learning opportunities for all students in ~~elementary and~~ middle grades.

High school students willing to accept the challenge of a rigorous academic curriculum shall be admitted to an advanced course or program as defined in this policy. Students who have successfully completed the prerequisite course work or have otherwise demonstrated mastery of the prerequisite content knowledge ~~and have permission from the course instructor to participate~~ will be allowed to enroll in advanced courses or programs offered by ~~the District ARSD.~~ The student must request the course or program through the ~~guidance counselor~~ the spring enrollment process.

~~District ARSD~~ administrators and ~~guidance school~~ counselors shall advise students and parents/guardians of the opportunity to participate in advanced courses or programs as defined in this policy. ~~When students' success plans are prepared and revised, the academic component shall include appropriate preparatory courses and advanced course and program participation.~~ Teachers shall also encourage students to take challenging courses.

The Board seeks an equitable course enrollment ~~policy procedure~~ that limits prerequisites and entrance requirements to those that are directly related to a student's potential for success. Therefore, multiple measures must be used to identify students for advanced coursework, so that no single measure excludes their participation.

Advanced courses or programs must comply with applicable ~~District ARSD~~ policies and state standards, and this policy must be in accordance with ~~SDE-CT State Department of Education~~ promulgated guidance.

The Superintendent or his/her designee shall ensure the development and/or identification of program stipulations, eligibility criteria, student attendance and discipline standards/expectations, and criteria for continuation in advanced courses or programs, and shall ensure the development and/or identification of procedures for students encountering

Instruction

Advanced Courses or Programs, Eligibility Criteria for Enrollment

difficulty and/or wishing to drop advanced courses.

Evaluation

The Board will review annually data on student participation in advanced courses or programs; the data shall be disaggregated by gender, ethnicity, [race](#), [English language learners](#), [students with disabilities](#) ~~Individualized Education Plans or 504 Plans~~, and free/reduced lunch participation. Such data will be used during the planning process for course and program offerings in the upcoming school year.

(cf. 6141.4 - Independent Study)

(cf. 6141.5 - Advanced College Placement)

(cf. [6172.1](#) - Gifted and Talented Students)

~~(6141.52 - Challenging Curriculum Policy)~~

~~(cf. 6141.7 - Honors Programs)~~

~~(cf. [6172.6](#) - Virtual/Online Courses)~~

Legal Reference: Connecticut General Statutes

P.A. 21-199 Section 3

[10-221r](#) Advanced placement course program. Guidelines.

District Guidance for Developing an Advanced Course Participation Policy

Policy adopted:

Instruction

Challenging Curriculum Policy (Criteria for Identification of Eligible Grade 8, 9 Students)

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) ~~believes academically advanced courses and/or programs are designed to motivate students to understand rigorous content. The Board~~ recognizes its responsibility to identify ~~these academically advanced~~ students in grades 8 and 9, in compliance with Section 5 of P.A. 21-199, and to provide them with appropriate instructional ~~adapptions~~adaptations and services. Any student who is capable of and wishes to do advanced course work or take an accelerated course or program, as detailed in this policy, should be permitted to do so (in grades 8 and 9).

~~An "advanced course or program" as defined in this policy means an honors class, advanced placement class, International Baccalaureate Program, Cambridge International Program, dual enrollment, dual credit, early college or any other advanced or accelerated course or program offered by the Board. Such courses or programs are specifically designed to extend, enrich, and/or accelerate the standard school program in order to meet the needs of District students.~~

~~The Board's goal is to create a culture of deliberate excellence through its commitment to all students who have the capability, potential, or motivation to access advanced academic curriculum and instruction.~~ The Board desires to nurture potential in all students and to challenge students with advanced capabilities through differentiation and responsive instruction. The needs of advanced and high potential learners will be equitably addressed across all populations.

In compliance with Section 5 of P.A. 21-199, the Board adopts this "challenging curriculum policy" aligned with CT State Department of Education (CSDE) guidance. This policy includes, as required, the criteria for the identification of students in grades 8 and 9 who may be eligible to take or enroll in an advanced course ~~or program, as defined~~, and that such identified students have an academic plan.

~~Priority placement will be given to students identified as gifted, as per policy #6172.1, "Gifted and Talented Students."~~

~~District~~ARSD middle schools will offer advanced academic ~~classes~~opportunities in the four content areas of: language arts, mathematics, social studies and science.

~~Students taking high school credit courses in the middle school are required to meet all expectations for earning course credit applicable to meeting high school graduation requirements.~~

Criteria

For purposes of this policy these are students who possess or demonstrate high levels of ability in one or more content areas when compared to their chronological peers in ~~the District~~ARSD and who would benefit from advanced courses or programs in order to achieve in accordance with their capabilities.

The Superintendent or his/her designee will develop procedures for an ongoing identification process that includes multiple measures in order to identify student strengths in intellectual ability, creativity, or a specific academic area. The identification process shall include

Instruction

Challenging Curriculum Policy (Criteria for Identification of Eligible Grade 8, 9 Students)

consideration of all students including those who are English language learners and those with Individualized Education Plans or 504 Plans.

~~The purposes of identification are to find students who display characteristics which make them eligible for the taking of advanced courses or programs, as defined; to assess the aptitudes, attributes, and behaviors of each student; and to evaluate each student for the purposes of placement. Student aptitudes, attributes and academic behaviors will be identified, assessed and reviewed through a multistep, multimodal, and multidimensional identification system.~~

Students who experience success in advanced courses or programs typically may exhibit the following characteristics: reading at or above grade level; strong study skills and self-motivation; proficient oral and written communication skills; self-discipline to plan, organize, and carry out tasks to completion; and interest and self-directedness in the particular subject.

Student aptitudes, attributes, and academic behaviors will be identified, assessed, and reviewed through a multi-step, multi-modal, and multi-dimensional identification system.

Such students may be found within any racial, ethnic, or socioeconomic group; within any nationality; within both across genders; and within populations of students with disabilities.

Identification Process

Identification is a multi-step process, which shall consist of screening and referral, assessment of eligibility, and placement/enrollment.

The Superintendent or his/her designee is directed to develop and document appropriate curricular and instructional modifications and/or programs for such identified students, in grades 8 and 9, indicating content, process, products, and learning environments.

The identification process ~~shall~~ may include the following:

~~• Identification of students with:~~

- ~~• Superior Assessment of cognitive ability;~~
- ~~• Specific academic ability in one or more of the following content areas: math, science, language arts, social studies ~~(consistently received grades of "B" or higher in the core content areas);~~~~
- ~~• Creative thinking ability; and~~
- ~~• Giftedness;~~
- ~~• Teacher recommendations/referrals;~~
- ~~• Referrals from parents, students;~~
- ~~• Placement tests if available; and~~
- ~~•~~
- ~~• Parental approval;~~

Detailed information will be made available on the [District ARSD](#) website regarding this policy and the procedures used to identify students who would benefit from enrollment in advanced courses or programs, and the required academic plan.

Academic Plan

Instruction

Challenging Curriculum Policy (Criteria for Identification of Eligible Grade 8, 9 Students)

Each identified student shall develop an academic plan for ~~the period~~ grade 8 through high school. The plan, developed with the assistance of parents/guardians and with the advice and recommendations of school personnel, shall be reviewed annually. The plan is to include a list of courses and learning activities/programs in which the student will engage while working toward the fulfillment of graduation requirements and that will result in college or career readiness.

The student's academic plan must be designed to enroll the identified student in one or more advanced courses or programs and allow the student to earn high school and college credit or result in career readiness.

The academic plan must be aligned with the following:

1. the courses or programs currently offered by the Board of Education;
2. the student's student success plan;
3. the high school graduation requirements established in state law; ~~and~~
4. any other Board-adopted policies or standards relating to student enrollment eligibility for advanced courses or programs.

A student or his or her parent/guardian have the right to decline the implementation of the provisions of the academic plan.

~~The academic plan enables a student to take a deeper look into what the high school years and beyond will look like. The student needs to be honest about himself/herself and consider their interests, strengths, likes, dislikes, as well as who they aspire to be as an individual.~~ The plan should be updated as necessary and at a minimum, at least once a year.

Beginning in the middle school years, students must be counseled on opportunities for beginning post-secondary education prior to high school graduation. Such opportunities include access to Advanced Placement (AP), ~~International Baccalaureate, or Cambridge courses~~ or college-level courses for degree credit. Wherever possible, students shall be encouraged and offered opportunities to take college courses simultaneously for high school graduation requirements and college degree credit (dual enrollment) upon approval of the Principal prior to such participation, and the willingness of the college to accept the student for admission to the course or courses.

(cf. 6141.4 - Independent Study)

(cf. 6141.5 - Advanced College Placement)

(cf. 6141.51 - Advanced Courses or Programs-Eligibility Criteria for Enrollment)

~~(cf. 6141.7 - Honors Programs)~~

(cf. 6172.1 - Gifted and Talented Students)

~~(cf. 6172.6 - Virtual/Online Courses)~~

Legal Reference: Connecticut General Statutes

P.A. 21-199 Section 5

10-221r Advanced placement course program. Guidelines.

District Guidance for Developing an Advanced Course Participation Policy

Instruction

**Challenging Curriculum Policy
(Criteria for Identification of Eligible Grade 8, 9 Students)**

Policy adopted:

Instruction

Advanced College ~~Placement~~Opportunity

The Board of Education (Board) encourages students to advance academically at a pace appropriate for them. Therefore, it shall permit advanced placement in college, either on a full-time or part-time basis, for ~~high school juniors or seniors~~students who are exceptionally able and motivated academically.

The administration shall develop ~~and the Board of Education shall approve,~~the criteria and regulations pertaining to students who may be accorded advanced placement privileges.

When such individual programs meet with the approval of the school administration, ~~and have been formally approved by the Board,~~ the student may be released from high school attendance on a full-time or part-time basis, and shall be awarded a high school diploma after evidence is received that s/he has met, through college work, all necessary academic requirements for graduation.

~~The Amity Regional School~~ District (ARSD) will not provide transportation for students participating in advanced college placement.

Students

Use of Physical Force

Physical Restraint/Seclusion/Exclusionary Time Out

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within ARSD. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion, or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts, and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury.

School employee means a teacher, substitute teacher, school administrator, superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, school security officer, or coach employed by the Board of Education or working in a public elementary, middle, or high school or any other individual who, in the performance of his/her duties, has regular contact with students and who provides services to or on behalf of students enrolled in ARSD schools, pursuant to a contract with the Board.

Students

Use of Physical Force

Seclusion means the involuntary confinement of a student in a room, with or without staff supervision, in a manner that prevents the student from leaving.

Student means a child: (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional board of education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting for the purpose of calming such student or deescalating such student's behavior.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes, an administrator or his/her designee or a school health or mental health personnel or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion, shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- C. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall

Policy updated:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Use of Physical Force

- mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
- c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
 - d. Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program, or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.
- D. School employees may not use a psychopharmacologic agent on a student without that student's consent except: (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others or (2) as an integral part of the student's established medical or behavioral support or educational plan as developed consistent with section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- E. Prior to physical restraint or seclusion being used on a student more than four times within twenty school days:
- a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.
 - b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of: (1) conducting or revising a behavioral assessment of the student and (2) creating or revising any applicable behavioral intervention plan including, but not limited to, such student's individualized education plan.
- F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.
- G. School employees shall not use a physical restraint on a student or place a student in seclusion, unless he/she has received training on the proper means for performing such

Students

Use of Physical Force

physical restraint or seclusion.

- H. The Board and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:
 - a. Record each instance of the use of physical restraint or seclusion on a student;
 - b. Specify whether the use of seclusion was in accordance with an individualized education program;
 - c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
 - d. Include such information in an annual compilation on its use of such restraint and seclusion on students.
- I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program, shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.
- J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:
 - a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
 - b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion, and the effect of such restraint or seclusion on the student's established educational plan.
- K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Required Training and Prevention Training Plan

Training shall be provided by the Board to school professionals, paraprofessional staff members, and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students.

Policy updated:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Use of Physical Force

2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members, administrators, or other school employee with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.
3. The Board will create a plan requiring the training of all school professionals, paraprofessional staff members, identified staff, and administrators by regarding the proper means of physically restraining or secluding a student, including but not limited to:
 - a. Verbal defusing and de-escalation;
 - b. Prevention strategies;
 - c. Various types of physical restraint and seclusion;
 - d. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - e. The differences between permissible physical restraint and pain compliance techniques;
 - f. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student; and
 - g. Recording and reporting procedures on the use of physical restraint and seclusion.

Crisis Intervention Teams

The Board requires each school in ARSD to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members, administrators, or other school employees trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis.

Exclusionary Time Out

This policy regarding exclusionary time-outs includes the following requirements:

1. Exclusionary time outs are not to be used as a form of discipline;

Policy updated:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Use of Physical Force

2. At least one school employee remain with the student or be immediately available to the student such that the student and school employee are able to communicate verbally throughout the exclusionary time out;
3. The space used for an exclusionary time out is clean, safe, sanitary, and appropriate for the purpose of calming such student or deescalating such student's behavior;
4. The exclusionary time-out period terminate as soon as possible; and
5. If such student is a child requiring special education as defined in C.G.S. [10-76a](#) or a child being evaluated for special education pursuant to C.G.S. [10-76d](#) and awaiting a determination and the interventions or strategies are unsuccessful in addressing such student's problematic behavior, such student's planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

Dissemination of Policy

This policy and its procedures shall be made available on ARSD website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the revision of regulations promulgated by the State Board of Education.

(cf. 4148 - Employee Protection)

Legal Reference: Connecticut General Statutes
 [10-76b](#) State supervision of special education programs and services.

 [10-76d](#) Duties and powers of boards of education to provide special
 education programs and services.

 [10-236b](#) Physical restraint and seclusion of students by school employees.
 (as amended by PA 17-220 and PA 18-51)

 [46a-150](#) Definitions. (as amended by PA 07-147 and PA 15-141)

 [46a-152](#) Physical restraint, seclusion and use of psychopharmacologic
 agents restricted. Monitoring and documentation required.

 [46a-153](#) Recording of use of restraint and seclusion required. Review of
 records by state agencies. Reviewing state agency to report serious injury

Policy updated:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Students

Use of Physical Force

or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

[53a-18](#) Use of reasonable physical force or deadly physical force generally.

[53a-19](#) Use of physical force in defense of person.

[53a-20](#) Use of physical force in defense of premises.

[53a-21](#) Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections [10-76b-5](#) through [10-76b-11](#).

Personnel – Certified/Non-Certified

Employee Protection

An employee may use reasonable physical force only to prevent serious physical injury to themselves, to another person, to Amity Regional School District No. 5 (ARSD) property, or to restrain a minor or remove a minor to another area. The goal in any encounter in ARSD is to minimize injury to anyone. Nothing in this policy requires any school personnel to sustain physical injury before applying reasonable force. Employees should use their physical presence and verbal commands whenever feasible before using physical contact of any type. Each employee is expected to respond to emergency situations with the highest level of good judgment and professional competence.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior and to local law enforcement agencies. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved and shall act as liaison between the employee, the police, and the courts.

No school administrator shall interfere with the right of a teacher or other school employee to file a complaint with the local police authority in cases of threats of physical violence or actual physical violence against such teacher or employee.

As required by law, the Board of Education (Board) will file a report annually with the State Board of Education indicating the number of threats and physical assaults made by students upon teachers, administrators, and other school personnel and the number of physical assaults involving dangerous weapons made by students upon other students.

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Board to furnish legal counsel to defend the employee in any civil action or proceeding brought against the employee within the limits set by law.

The Board shall reimburse an employee for the cost of medical, surgical, or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

Section 52-557b of the General Statutes grants immunity from liability for emergency medical assistance to a person in need of it when the assistance is given by a teacher or other school personnel on the school grounds, in a school building, or at a school function provided that the teacher or other staff member has completed a course in first aid offered by the American Red Cross, the American Heart Association, the State Department of Health Services, or any municipal health department as certified by that agency, has such immunity that extends to civil damages for any personal injuries which result from acts or omissions by the person giving the emergency care or first aid which might

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut
118 of 121

Personnel – Certified/Non-Certified

Employee Protection

constitute ordinary negligence. Such immunity does not apply to acts or omissions constituting gross, willful or wanton negligence.

(c.f. 5144.1 – Restraint and Seclusion)

Legal Reference: Connecticut General Statutes

10-233b Removal of pupils from class.

10-233c Suspension of pupils.

10-233g Boards to report school violence. Reports of principals to police authority.

10-235 Indemnification of teachers, board and commission members and employees in damage suits; expenses of litigation.

10-236 Liability insurance.

10-236a Indemnification of educational personnel assaulted in the line of duty.

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

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

Bylaws of the Board

Meeting Conduct

Meetings of the Board of Education (Board) shall be conducted by the Chairperson of the Board in a manner consistent with the adopted Bylaws of the Board and the provisions of the Freedom of Information Act.

All Board meetings shall commence at the stated time or as soon thereafter as a quorum is present and shall be guided by an agenda, which will have been prepared and delivered in advance to all Board Members and other designated persons.

The meetings shall to the fullest possible extent enable members to conduct the business of the Board in an orderly, expeditious manner.

Provisions for permitting any individual or group to address the Board concerning any subject that lies within its jurisdiction shall be as follows:

1. A 3-minute time limit may be allowed to each speaker with a maximum of 20 minutes per meeting being allocated for any one item that appears on the agenda or falls under the jurisdiction of the Board.
2. No boisterous, inappropriate, or disrespectful conduct shall be permitted at any Board meeting. The Chairperson shall not permit actions which disrupt or interrupt the orderly conduct of the Board meeting. A willful participant in such conduct will be asked to leave the meeting of the Board. In case of a general disturbance the meeting room may be cleared except for non-participating representatives of the press.
3. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by their comments. While it is not the Board's intent to stifle public comment speakers should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, the speaker may be held legally responsible.
4. The Board may by a majority vote decide to modify the amount of time allotted per item of the Agenda.
5. Inquiries or questions may be considered and answered at a future date.
6. Speakers may offer objective criticism of district operations and programs, but the Board encourages members of the public to address complaints concerning individual Amity Regional School District No. 5 (ARSD) personnel through the proper chain of command (see ABOE Policy 1312). The Chairperson may direct the member of the public to the appropriate means to address concerns brought before the Board; however the Board will not respond with action during public comment, but will take comments under advisement and when possible clarify issues.

Bylaw approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut
120 of 121

Bylaws of the Board

Meeting Conduct

- (cf. 1312 - Public Complaints)
- (cf. 2100 – Administrative Staff Organization)
- (cf. 9321 - Time, Place, Notification of Meetings)
- (cf. 9322 - Public and Executive Sessions)
- (cf. 9323 - Construction of the Agenda)

Legal Reference: Connecticut General Statutes
 1-200 Definitions.
 1-206 Denial of access of public records or meetings. Notice. Appeal.
 1-210 Access to public records.
 1-225 Meetings of government agencies to be public.
 19a-342 Smoking prohibited in certain places. Sign required. Penalty.
 1-231 Executive sessions.
 1-232 Conduct of meetings (re disturbances).
 10-224 Duties of the Secretary