

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, October 17, 2022, 6:30 pm
190 Luke Hill Road, Bethany, CT

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. SWEARING IN OF NEW BOARD MEMBER, AMY TIROLLO**
- 4. APPROVAL OF MINUTES**
 - a. Regular Meeting – September 12, 2022 *Page 4*
- 5. DISCUSSION ON REGIONAL SCHOOL DISTRICT UNEXPENDED FUNDS *Page 10***
- 6. STUDENT REPORT**
 - a. Monthly Report
- 7. PUBLIC COMMENT**
- 8. SUPERINTENDENT’S REPORT**
 - a. Personnel Report *Page 14*
 - b. Superintendent Report *Page 15*
- 9. CORRESPONDENCE**
- 10. CHAIRMAN’S REPORT**
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Communications
 4. Curriculum
 5. District Health and Safety
 6. Diversity, Equity, and Inclusion Executive Committee
 7. District Technology
 - a. Monthly Report *Page 18*
 8. Facilities
 - a. Monthly Report *Page 19*
 9. Finance
 - a. October 1 Enrollment *Page 20*
 - b. Discussion and Possible Action on Disbanding Amity Continuing Education Program *Page 21*
 - c. Discussion of Monthly Financial Statements *Page 23*
 - d. Director of Finance and Administration Approved Transfers Under \$3,000 *Page 55*

- e. Discussion and Possible Action on Transfers over \$3,000 *Page 56*
- f. Other
 - 1. Capital Project Report *Page 57*
- 10. Policy
 - a. First Read
 - 1. Policy 5131 Conduct and Discipline *Page 60*
 - 2. Policy 5144.12 Restorative Justice *Page 81*
 - 3. Policy 5131.1 Bus Conduct *Page 83*
 - 11. Personnel
- 11. **NEW BUSINESS**
 - a. Special Meeting on October 24, 2022 beginning at 6:30 pm
- 12. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by October 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
SEPTEMBER 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

BOARD MEMBERS PRESENT

Paul Davis, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Christina Levere-D’Addio, Patrick Reed, Donna Schuster, Dr. K. Sudhir, Dr. Jennifer Turner, Shannan Carlson (arrived 6:46 p.m.), Dr. Carol Oladele (virtual; arrived 6:45 p.m., departed 8:15 p.m.)

BOARD MEMBERS ABSENT

Christopher Browe

STUDENT BOARD MEMBERS PRESENT

Samuel Bae, Marin Korenaga

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Frank Purcaro, Theresa Lumas, Thomas Brant, Kathy Burke, Patrick Cumpstone, Shaun DeRosa, Andre Hauser, Jill LaPlante, Karen Marren, Thomas Norton, Sarah Sharkey, Dr. Jason Tracy

1. CALL TO ORDER

Chairperson Davis called the meeting to order at 6:41 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. APPROVAL OF MINUTES

a. Special Meeting – June 27, 2022

*MOTION by Sean Hartshorn, SECOND by Dr. Sudhir, to approve minutes as submitted
VOTES IN FAVOR, 8 (Eichler, Hartshorn, Hubbard, Reed, Davis, Levere-D’Addio, Sudhir, Turner
ABSTAINED, 1 (Schuster)
MOTION CARRIED*

b. Regular Meeting – August 15, 2022

MOTION by Sean Hartshorn, SECOND by Dr. Sudhir, to approve minutes as submitted
VOTES IN FAVOR, 8 (Hartshorn, Hubbard, Reed, Davis, Levere-D’Addio, Schuster, Sudhir, Turner)
ABSTAINED, 1 (Eichler)
MOTION CARRIED

4. PRESENTATION AND DISCUSSION OF SECOND QUARTER 2022 EXECUTIVE SUMMARY REVIEW OF AMITY PENSION FUND, SICK AND SEVERANCE ACCOUNT, AND OPEB

Presented by Chris Kachmar, Fiducient Advisors

5. DISCUSSION AND POSSIBLE ACTION ON UPDATES TO THE OPEB INVESTMENT POLICY

MOTION by Dr. Turner, SECOND by Mr. Reed, to authorize that OPEB policy be updated as recommended by Fiducient Advisors to reflect the fund operating at target ranges
VOTES IN FAVOR, 9 (Carlson, Eichler, Hubbard, Reed, Davis, Levere-D’Addio, Schuster, Sudhir, Turner)
ABSTAINED, 2 (Hartshorn, Oladele)
MOTION CARRIED

6. STUDENT REPORT

a. Monthly Report

7. PUBLIC COMMENT

1 resident and 1 parent spoke about DEI
2 parents, 2 residents, and 1 student spoke about the library
2 parents spoke about resources

Chairperson Davis called meeting recess at 7:20 p.m.
Chairperson Davis called meeting back to order at 7:22 p.m.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

8. SUPERINTENDENT'S REPORT

- a. **Personnel Report**
- b. **Superintendent Report**
- c. **COVID Update**

Presented by Dr. Byars

9. CORRESPONDENCE

Summarized by Carla Eichler

10. CONNECTICUT STATE ASSESSMENT DATA PRESENTATION

Presented by Frank Purcaro

11. CHAIRMAN'S REPORT

- a. **Committee Reports**
 - 1. **ACES**
 - 2. **CABE**
 - 3. **Communications**
 - 4. **Curriculum**
 - 5. **District Health and Safety**
 - 6. **Diversity, Equity, and Inclusion Executive Committee**
 - 7. **District Technology**
 - a. **Monthly Report**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
 SEPTEMBER 12, 2022 REGULAR MEETING MINUTES
 6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

8. Facilities

a. Monthly Report

9. Finance

a. Discussion and Possible Action on Natural Gas Contract

b. Discussion of Monthly Financial Statements

1. Special Education Update

c. Director of Finance and Administration Approved Transfers over \$3,000

MOTION by Andrea Hubbard, SECOND by Dr. Sudhir, to approve the following budget transfer to cover the cost of consultants to cover vacancies in the special education department:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-1200-5111	Certified Salaries	\$22,500	
01-13-2140-5111	Certified Salaries	\$24,750	
04-13-2140-5330	Professional Services		\$47,250

VOTES IN FAVOR, 10 (unanimous)

MOTION CARRIED

d. Discussion and Possible Action on Increasing Bid Threshold

MOTION by Patrick Reed, SECOND by Shannan Carlson, to approve increasing the bid threshold to \$20,000 with all other policy guidelines remaining unchanged

VOTES IN FAVOR, 10 (unanimous)

MOTION CARRIED

e. Other

1. Audit Progress

10. Policy

a. First Read

1. Policy 6144 Controversial Topics

b. Second Read

- 1. Policy 5000 Concepts and Roles in Student Policies**
- 2. Policy 5010 Goals and Objectives**
- 3. Policy 5111.1 Foreign Exchange Students**
- 4. Policy 5112 Ages of Attendance**
- 5. Policy 5113.2 Attendance**
- 6. Policy 5144.1 Restraint, Seclusion, and Exclusionary Time-Out**
- 7. Policy 4148 Employee Protection**
- 8. Policy 6141.5 Advanced College Opportunity**
- 9. Policy 6141.51 Advanced Courses or Programs, Eligibility Criteria for Enrollment**
- 10. Policy 6141.52 Challenging Curriculum Policy**

*MOTION by Sean Hartshorn, SECOND by Carla Eichler, to vote on all Second Read policies except Policy 4148 Employee Protection at the same time with edit to Policy 6141.5 Advanced College Opportunity
VOTES IN FAVOR, 10 (unanimous)
MOTION CARRIED*

*MOTION by Sean Hartshorn, SECOND by Carla Eichler, to approve all Second Read policies except Policy 4148 Employee Protection at the same time with edit to Policy 6141.5 Advanced College Opportunity
VOTES IN FAVOR, 10 (unanimous)
MOTION CARRIED*

*MOTION BY Patrick Reed, SECOND by Sean Hartshorn, to approve Policy 4148 Employee Protection
VOTES IN FAVOR, 9 (Carlson, Eichler, Hartshorn, Hubbard, Reed, Davis, Levere-D'Addio, Sudhir, Turner)
OPPOSED, 1 (Schuster)
MOTION CARRIED*

11. Personnel

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
SEPTEMBER 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 25 NEWTON ROAD, WOODBRIDGE, CT

12. NEW BUSINESS

13. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by September 30, 2022

14. ADJOURNMENT

Chairperson Davis called the meeting to adjournment

Meeting adjourned at 9:30 p.m.

Respectfully submitted,
Pamela Pero
Pamela Pero
Recording Secretary

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



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: Regional School Districts Compliance with Connecticut General Statute 10-51(c)

Date: October 13, 2022

Regional School Districts were surveyed to gather information on how regional schools comply with Connecticut General Statute (CGS)10-51. The statute states that “The board shall use any budget appropriation which has not been expended by the end of the fiscal year to reduce the net expenses of the district for the following fiscal year.”

Eleven regional school districts were surveyed and while we found the methods varied to a degree across the group, a few components are consistent.

None of the districts estimate the surplus. Funds are not considered surplus until the fiscal year ends and the audit is complete. Audit completion is statutorily required by December 31st. Some districts required an extension and are not completed until early the following year.

Five of the districts then take the audited surplus amount and apply to the next fiscal year’s budget. For example, funds remaining at the end of fiscal year 2022 are audited and identified as unexpended funds in fiscal year 2023 and will be applied toward the then next fiscal year, which is fiscal year 2024. Only one district consistently applies the funds in the current fiscal year, which in the example of above would be fiscal year 2023. That district reduces the last allocation payment for the towns by the unexpended amount. While it does not involve a physical check, this has the same net effect as cutting a check by not providing a credit specifically to the expenses of the regional education budget. Some districts also have a standing practice of encumbering large capital projects prior to the end of the year to reduce the surplus.

Four districts use the surplus to fund their reserves of capital, medical insurance and/or pension. One of these districts holds a contingency account that requires board approval to spend. Another district puts the funds into capital up to 2% and if surplus is more than the Board votes to apply to budget (2 years out) or reduces the town allocation in year 1. Though these districts do not return any funds to the towns through allocation reductions, by funding their capital projects, medical insurance, and pension funds, they are lowering future expenses in subsequent budget years.

We also note there is one district that does return their audited surplus to their sending towns by way of a check when the audit is complete.

Nine of the eleven districts apply the funds toward future budgets or reserves. The process of applying the audited surplus to budget in year after the audit directly reduces the net expenses to the towns for the education budget.

REGION	AUDITED OR ESTIMATED SURPLUS APPLIED	RETURN CASH TO TOWNS	DO YOU OFFSET NEXT YEAR'S BUDGET	DO YOU PUT MONEY IN A CAPITAL RESERVE ACCOUNT	OTHER PROCESSES OF NOTE
1	Audited	Yes, by crediting next year allocation - no actual exchange of cash, but town pays a lower monthly allocation to district once surplus is known.	No	No	Spend down EOY funds on capital projects to reduce surplus
4	Audited	Yes, by cutting a check to the member towns after the audit is complete	No	Yes, up to 2%	
6	Audited	No	No	Yes- varying amounts into CNR	Have a contingency account in addition to capital account; requires BOE approval to spend. Putting money into contingency has the net effect of offsetting the next year's budget.
8	Audited	No	Yes, 2 years after		
9	Audited	No	No	Yes	Put surplus money into medical reserve and pension accounts in addition to capital account. Putting money into other reserve accounts has the net effect of offsetting the next year's budget.
10	Audited	No	Yes, 2 years after	1-2% into capital	
13	Audited	No	Yes, 2 years after	Yes, up to 2%	
14	Audited	Possibly if Board votes to reduce allocation	Yes if Board votes to and then applied 2 years after	Yes, up to 2%	Rarely have funds to return to towns, all of surplus in recent years going into CNR. If over 2% surplus Board decides if budget credit is applied in year 2 or town refunded in year 1

16	Audited	Yes, by crediting next year allocation - no actual exchange of cash, but town pays a lower monthly allocation to district once surplus is known.	No	Yes, up to 2%	Rarely have funds to return to towns, all of surplus in recent years going into CNR to address projects
17	Audited	No	Yes, 2 years after	Yes 2% to go into reserve as part of the budget process - essentially pre-identified.	
18	Audited	No	Yes, 2 years after	Yes, 2% is based on current year's budget, not year in which surplus occurred	

For those that indicate "Yes, 2 years after", the practice is to apply the audited balance of FY22 to FY24. This is because the surplus is not known until FY22 is closed and audited in FY23 and the next year to apply it to, is FY24.

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

October 17, 2022

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

NEW HIRES-CERTIFIED: NONE

NEW HIRES-BENCH/LONG TERM SUBSTITUTES:

Reuben Barnes – Long Term Substitute Music Teacher – Amity Middle School - Orange

NEW HIRES-NON-CERTIFIED:

Christopher Tobia – Payroll Coordinator – Amity District Offices

Samara Koproski – Paraprofessional – Amity Middle School - Bethany

Cristian DeJesus – Paraprofessional – Amity Middle School - Bethany

Deborah Brutsche – Intervention Specialist – Amity Regional High School

Matthew Ramos – 2nd Shift Custodian – Amity Middle Schools-Orange & Bethany Campuses

NEW HIRES-COACHES:

William Gordon – Boys Soccer Coach - 2022 Fall Season – Amity Middle School - Bethany

Chantelle Bunnell – Field Hockey Coach - 2022 Fall Season – Amity Middle School - Orange

TRANSFERS:

Cynthia Como – Category II (12 month) Administrative Assistant at Amity Regional High School to the position of Category I (10 month) Administrative Assistant at Amity Regional High School, effective October 11, 2022

Patti Hollander – Paraprofessional at Spartan Academy at Amity Regional High School to the position of Paraprofessional at Amity Transition Academy at University of New Haven-Orange Campus, effective October 11, 2022

Caitlyn Walker – Category I (10 month) Administrative Assistant at Amity Regional High School to the position of Category II (12 month) Administrative Assistant at Amity Regional High School, effective October 17, 2022

RESIGNATIONS:

Gary Roberts – Armed School Security Officer ~ Amity Middle School-Bethany, eff. 10/21/2022

RETIREMENTS: NONE

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



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

Superintendent's Report – October 2022

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

PSAT Testing Day, Oct. 12: On Wednesday, October 12, 2022, all ARHS students in grades 9-11 took the grade-level specific PSAT test during the school day. This is the first year that ARHS has tested all three grades. We will be using the results of the assessments to guide our instructional improvement efforts throughout the school year. Grade 12 students used the day to work on their post-secondary planning and the college application process. The ARHS Counseling Department did a great job of planning and directing the greatly-expanded testing program for this year – over 1000 tests were administered to our students. Students in grades 9-11 expressed appreciation for the opportunity to practice on these tests before moving on to the SAT later in their school experience.

OBOA Day of Dialogue: ARHS's sixth annual Day of Dialogue – focused on the OBOA theme of "Going Global" – took place on Thursday, October 13, 2022. Students attended a keynote presentation from IRIS (Integrated Refugee & Immigrant Services), Connecticut's largest refugee resettlement agency, and two workshops of their choice selected from more than 30 options presented by a combination of ARHS faculty members and volunteers from the community.

Middle School Success at the New England Math League Competition: AMSO and AMSB students did very well at last year's New England Math League competition. AMSB and AMSO ranked in the top three schools in the region for both 7th and 8th grade. Six of the nine top performing students in grades 7 & 8 were from Amity Middle School Bethany or Orange.

Learning Walks: A team of administrators, including the Superintendent, Assistant Superintendent and Building Principals have started the process of collecting observational evidence of the Portrait of the Graduate within classroom instruction. Evidence collection is being done using a Learning Walk protocol that consists of 10-15 minute visits to classrooms focused on five specific look-fors. Look-fors include the level of rigor evident in tasks and assignments, student collaboration, and the predominate types of communication students are engaging in throughout lessons. The Learning Walk protocol will continue through the year and the data will be analyzed to determine the district's strengths and areas in need of improvement related to the Portrait of a Graduate.

Portrait of a Graduate Workshop: A district-wide team attended a two-day professional learning workshop sponsored by NEASC on the development of assessments to measure the characteristics of the Portrait of the Graduate. Based on the information gathered at the workshop, teams of teachers and administrators will continue with the creation of learning progressions for grades 7-12.

AMSB Class Field Trips: On October 24, 2022, AMSB 8th grade students will travel for a day trip to Boston. They will tour historical sites, walk the Freedom Trail, and have time to explore the city with tour guides. On October 27 (Blue Team) & October 28, 2022 (Green Team), 7th grade students will go to Adventure Park in Bridgeport. The park includes a high ropes course that emphasizes teamwork, and encompasses aspects of our Portrait of the Graduate including, collaboration, problem solving, and communication.

Community Vocational and Experiential Trips: Amity Transition Academy (ATA), 7-8 SAILS, and 9-12 SAILS have fully returned to the community for vocational and experiential opportunities. Students at ATA have the opportunity to work at local restaurants, PEZ, university-based experiences (food services and grounds), and Soap Lift. Additionally, all three programs have attended community trips that have included Rose Farm, The Giggling Pig Art and Party Studio, Chili's, and Target. We are grateful for our vocational and community partners for their continued support of our students.

Professional Learning Day: A district-wide professional learning day was held on the afternoon of October 13, 2022. Teachers had the opportunity to attend a variety of sessions. A sample of the topics that were covered include, strategies for differentiated instruction with Dr. Kristin Doubret from James Madison University, continued work with the curriculum audit tool with Dr. Lori Elliott from CES, and blending learning strategies with Dina Secchiaroli from ACES. The instructional coaches also used this time to meet with teachers to support district wide programs such as the implementation of Schoology, Reader's Workshop, and the rollout of the curriculum equity audit.

TEAM Induction: The district's Teacher Education and Mentoring Program (TEAM) held an induction event for first and second year teachers in early October. New teachers were introduced to the requirements for completing the TEAM program which includes the completion of five modules of professional learning over a two-year span. Mentors and teachers also had a chance to collaborate and create plans for sharing and support through the year. Our district TEAM Coordinators led the group through a conversation that focused on ethical and professional dilemmas and their professional responsibility to students, the larger school/district educational community, and to families.

Resources

BOWA Curriculum Leaders Meeting: This year's first meeting of curriculum leaders from the BOWA district was held this past month. Time was used to discuss curriculum alignment, common assessment practices, and the rollout of the Portrait of the Graduate. Future meetings are scheduled throughout the year to promote an open dialogue and consistency in practice throughout the K-12 school system.

Data Talks: Instructional Coaches Lisa Lassen and Andrea Drewry along with the Assistant Superintendent held meetings at each of the middle schools to review classroom level SBA and STAR ELA and math data. Information shared at these meetings will be used to assist teachers when making informed decisions about instructional practices and to help inform the development of student achievement goals tied to teacher evaluation.

Amity Transition Academy and University of New Haven Expand Partnership: Cayla White, CCC-SLP, Clinic Coordinator in the School of Health Services, Mr. Brant, Pupil Services Director, and Taylor Affinito, Amity SLP have been collaborating to develop school-based experiences for students in the Speech and Language Program at the University of New Haven. Through this anticipated partnership, students from the University of New Haven will be completing clinical practicum and internship experiences across the Amity school community with a specific focus on

the Amity Transition Academy. The growing partnership between Amity and the University of New Haven will continue to provide our students with unique and beneficial experiences.

CTSEDs Update: The Pupil Services department continues to work with the CSDE BSE and PCG on the implementation of the “New IEP” and CTSEDs. While there have been some challenges, special education teachers, related service providers, and administrators continue to work together to navigate the rollout. A special thank you to Ms. Amanda Mills, Pupil Services Administrative Assistant who has spent countless hours working directly with the CSDE, PCG, and staff to trouble shoot problems and resolve outstanding questions.

Climate

SCC Scholar-Athletes: The ARHS SCC Scholar-Athletes for the fall sports season are Daniel Liu, Cross Country, and Sophia McDermott, Swimming & Diving. Amity selects two SCC Scholar-Athletes each season based on a combination of athletic and academic excellence.

Hispanic Heritage Month: ARHS celebrated Hispanic Heritage Month with displays and announcements provided by the Spanish Honor Society and Latine Student Association, educational information on the ARHS website, and collections to support hurricane recovery efforts in Puerto Rico organized by the students of the Latine Student Association. At AMSO, 8th grade students conducted research on accomplished members of the Hispanic community who demonstrated one of Jackie Robinson's 9 values. In addition, all AMSO advisory groups participated in Heritage Thursdays which focused on various aspects of Hispanic culture. AMSB concluded with 8th grade Salsa dancing; students in the 7th grade participated in lessons earlier in the month. A video of the Salsa lessons can be found on the district webpage.

Unified Sports: Amity Transition Academy will be hosting a Unified Sports Soccer Tournament at Albertus Magnus on Friday, October 21, 2022. This yearly tournament draws schools from across the shorelines and Midstate regions. The Pupil Services department thanks the Athletic Department at Albertus Magnus for their yearly sponsorship and support for these opportunities for students.

No Place for Hate Meetings at AMSO: The AMSO No Place for Hate committee met this month. Students on the committee began planning school wide activities to introduce students to the purpose and goals of the No Place for Hate program.

MADD Presentation at AMSO: Mothers Against Drunk Driving will present their Power of You(th) program to AMSO 7th and 8th grade students on Oct. 17th. The Power of You(th) is one of MADD's programs that provides adolescents with research-based information on the dangers of underage drinking and other drug use and provides strategies to empower students to make positive choices.

Amity Involvement at “Woodbridge Like Me”: ARHS student groups were well-represented at Woodbridge Like Me on Sunday, October 9, 2022, with students from PLAHD, Diversity in Action, National Latin Honor Society, National Chinese Honor Society, and the Chinese Club participating. Students brought a lot of energy and enthusiasm to the event, and they raised more than \$400 to support the Woodbridge Diversity Committee's efforts.

2022 AMSB Color Run: The AMSB Annual Color Run will be held on October 15, 2022. Kicking off at 9:30 am, this event is one of the main fund-raising activities for the AMSB PTSO and is a wonderful way to come together as an AMSB family. The event will take place on the AMSB campus and is always well attended.

October, 2022

Sep Ticket Summary

Tickets addressed and closed: 218

Tickets open: 36

HS Student Help Desk

Students helped: 148

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:

- Outdoor wireless access points have been configured and installed at both middle school campuses.
- Invitations to parents with students using Schoology have been sent to allow them parent access to Schoology.
- Replaced failed door access control system server and rebuilt all door access data.

Projects in process:

- Working with Facilities and Building Admin to help plan for upgrades to both the Lecture Hall as well as the Presentation Room to better serve the District's needs moving forward.
- Outdoor wireless access points are being configured and wire is being pulled for installation at the high school campus; will be completed before the end of October.
- All-weather stadium data and power installation:
 - Steps left are to anchor cabinets and run final conduit between junction boxes and cabinets.
 - Need to run power to cabinets to support the climate control units and power needs of the switches.
- Schoology early adopters initiative has begun; selected teachers are testing Schoology and providing feedback in preparation for training staff for full implementation in the Fall of 2023.

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.
 - Currently awaiting delivery of the camera modules
- Phone system will be upgraded to include new SIP lines to provide Enhanced 911 (E911) capabilities to all phones in the District
 - Currently awaiting final configuration approval from phone carrier

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:

- Tree work at ARHS along the fire road was completed.
- A new wood security fence was installed alongside the District Office side of ARHS.
- Starter controls and some electrical components for the chiller at AMSB were replaced as preventative maintenance measures by Trane.
- A purge controller for the chiller at ARHS was found to be faulty by Trane and replaced.
- A temperature controller for the fuel cell at ARHS was found to be faulty by fuel cell staff and was replaced.
- A faulty temperature sensor for monitoring the boiler temperature at AMSB was replaced.

Projects in Process:

- Repairs for AMSB modular building are progressing.
- A test of the micro grid at ARHS is scheduled for October 22nd.
- New acoustical wall panels for the District Office presentation room have been ordered.
- The glycol loop at AMSO is still continuing to be flushed and cleaned with the new filter in place.
- Bid specifications are being developed for remodeling the ARHS lecture hall.
- The DESIGO building management system software upgrade for ARHS is wrapping up.
- The outdoor classroom project for both AMSB and AMSO has begun. Piers and the slabs for both structures have been poured.
- The District Office remodel is almost complete. The wall panels have been installed, and sprinkler work was completed. Electrical and data connections are being wired, and remaining furniture is awaiting delivery.
- Winter preventative maintenance has been scheduled for boilers as well as snow removal equipment.

Outstanding issues to be addressed:

ENROLLMENT REPORT OCTOBER 1, 2022

TOWN	Elementary - BOW (Pre K - 6)								Amity District #5 (7-12)						Outside Placements	V0-AG / Magnet / Charter	ADM*	Open Choice by School	Tuition by School	Exchange Students	Total
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12							
Bethany	26	43	56	54	72	66	65	47	57	48	62	56	59	67	Gr 7: 0 Gr. 8: 0 Gr. 9: 0 Gr. 10: 1 Gt. 11: 1 Gr. 12: 3 Total: 5	Gr 7: 0 Gr. 8: 0 Gr. 9: 1 Gr. 10: 3 Gt. 11: 3 Gr. 12: 2 Total: 9	363	8	0	0	371
Orange	56	165	160	179	190	164	177	191	165	185	139	160	177	172	Gr 7: 2 Gr. 8: 0 Gr. 9: 1 Gr. 10: 1 Gt. 11: 4 Gr. 12: 6 Total: 14	Gr 7: 0 Gr. 8: 0 Gr. 9: 4 Gr. 10: 0 Gt. 11: 1 Gr. 12: 0 Total: 5	1,017	8	1	0	1,026
Woodbridge	18	105	117	116	111	120	133	125	129	127	118	106	115	93	Gr 7: 0 Gr. 8: 0 Gr. 9: 1 Gr. 10: 0 Gt. 11: 0 Gr. 12: 3 Total: 4	Gr. 7: 0 Gr. 8: 0 Gr. 9: 2 Gr. 10: 2 Gr. 11: 2 Gr. 12: 2 Total: 8	700	19	6	1	726
Category Totals	100	313	333	349	373	350	375	363	351	360	319	322	351	332	23	22	2080	35	7	1	2123

Bethany Elementary:	
Orange Elementary:	
Woodbridge Elementary:	
TOTAL	0

GRAND TOTAL FOR GRADES 7-12: 2123

*** Subtotal - To be used for A.D.M. calculation for budget process 2080**

10/6/2022

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



TO: Dr. Jennifer Byars, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: September 28, 2022

RE: Amity Continuing Education

Interest in the Amity Continuing Education Program has diminished over the years. I last documented the challenges to the Board in December of 2019. Enrollment has not recovered since the suspension of course offerings during the pandemic. It also has been difficult to retain continuous administrative oversight to the program. The small stipend offered for the work schedule does not generate much interest.

Currently, the District offers general interest courses for the community during three sessions annually: fall, winter/spring, and summer. These general interest courses are separate from and different from our cooperative arrangement with Hamden Public Schools to provide mandated courses for high school completion (Adult Education) and English as a second language courses. The Hamden partnership will continue. The Continuing Education portion of the program has rarely been self-supporting since 2013. The costs were absorbed by the fund balance generated by continuing education and summer enrichment classes run in the prior decade.

Each year steps were implemented to reduce cost and/or increase revenue to the continuing education program. There are several fixed costs incurred regardless of the number of courses that run. These include catalogue advertisement, software to collect registrations, and director and clerical support stipends. The number of program offerings and actual courses routinely held make breaking even difficult. Additionally, town Park & Rec programs, Youth Service Bureaus, and nearby robust continuing education programs are drawing attendees and facilitators away from the Amity Continuing Education offerings.

The most successful program is the summer theater camp for students. There were about seventy-five student registrations annually for the theater camp prior to the pandemic. Even that program has struggled recently with registrations in the summer of 2021 at 41 participants and 48 in summer of 2022. It is still a profitable camp and I anticipate it will return to pre-pandemic levels. I propose allowing it to run concurrently with our special education ESY program. The Amity Creative Theater can manage their registrations through the Drama Student Activities Account and cover the stipend costs by reimbursing the payroll account.

This is a summary of the surpluses and deficits over the past 10 years.

FISCAL YEAR	PROFIT/LOSS	DRAMA CONTRIBUTION
Fiscal Year 2022-23 YTD	\$6,950	\$8,271
Fiscal Year 2021-22	(\$7,120)	\$0
Fiscal Year 2020-21	(\$2,790)	\$0
Fiscal Year 2019-20	(\$1,448)	\$11,780
Fiscal Year 2018-19	(\$5,519)	\$11,470
Fiscal Year 2017-18	\$2,683	\$9,920
Fiscal Year 2016-17*	(\$29,048)	\$0
Fiscal Year 2015-16*	(\$22,414)	\$7,000
Fiscal Year 2014-15	(\$3,048)	\$10,700
Fiscal Year 2013-14	(\$3,320)	Data Not Available

*2015-16 reflects a change in accounting practice of booking revenue for summer courses to deferred revenue. \$23,521 was booked to deferred revenue. Many factors attributed to the 2016-2017 deficit including new staff in all key positions (director, clerical and finance), decreased revenue, and fixed costs not factored into running courses.

I propose we dissolve the Continuing Education Program and associated fund this fiscal year. The two in-person courses and two on-line courses running this fall and will be completed in December. At that point we would discontinue software services and payout any incurred costs. I recommend any remaining balance (estimated at \$15,000 –\$20,000 currently) in the fund be transferred to the Amity Creative Theater (ACT) in the spring of 2023. The ACT is the only program to have consistently generated revenue to the fund over the past decade.

The motions to dissolve the program and transfer the funds is below:

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

Disbanding the Amity Continuing Education Program and transfer any remaining balance from the Adult Education fund 11 to the high school drama student activities account in fund 51 after all expenses are paid.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2022-2023**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2021-2022	2022-2023	AUG 22	CHANGE	SEPT 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	50,495,238	52,349,608	52,349,608	0	52,349,608	0	FAV
2	OTHER REVENUE	130,512	114,296	174,202	6,100	180,302	66,006	FAV
3	OTHER STATE GRANTS	843,114	844,861	810,052	(76,679)	733,373	(111,488)	UNF
4	MISCELLANEOUS INCOME	45,809	41,040	41,040	0	41,040	0	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	51,514,673	53,349,805	53,374,902	(70,579)	53,304,323	(45,482)	UNF
7	SALARIES	27,429,916	28,830,023	28,782,773	(181,669)	28,601,104	(228,919)	FAV
8	BENEFITS	5,464,945	6,046,203	6,018,087	3,410	6,021,497	(24,706)	FAV
9	PURCHASED SERVICES	8,856,445	10,234,922	9,739,472	(530,016)	9,209,456	(1,025,466)	FAV
10	DEBT SERVICE	4,453,835	4,485,716	4,485,716	0	4,485,716	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,159,640	3,157,931	3,157,931	0	3,157,931	0	FAV
12	EQUIPMENT	130,141	86,552	86,552	8,296	94,848	8,296	UNF
13	IMPROVEMENTS / CONTINGENCY	340,143	308,000	308,000	(8,296)	299,704	(8,296)	FAV
14	DUES AND FEES	121,967	200,458	200,458	0	200,458	0	FAV
15	TRANSFER ACCOUNT	929,175	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	50,886,207	53,349,805	52,778,989	(708,275)	52,070,714	(1,279,091)	FAV
17	SUBTOTAL	628,466	0	595,913	637,696	1,233,609	1,233,609	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	83,471	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	711,937	0	595,913	637,696	1,233,609	1,233,609	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 2022-2023**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2021-2022	2022-2023	AUG 22	CHANGE	SEPT 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	8,983,609	8,918,279	8,918,279	0	8,918,279	0	FAV
2	ORANGE ALLOCATION	25,236,005	26,367,974	26,367,974	0	26,367,974	0	FAV
3	WOODBRIAGE ALLOCATION	16,275,624	17,063,355	17,063,355	0	17,063,355	0	FAV
4	MEMBER TOWN ALLOCATIONS	50,495,238	52,349,608	52,349,608	0	52,349,608	0	FAV
6	ADULT EDUCATION	4,341	4,000	4,000	0	4,000	0	FAV
7	PARKING INCOME	31,146	32,400	32,400	0	32,400	0	FAV
8	INVESTMENT INCOME	4,975	5,000	5,000	10,000	15,000	10,000	FAV
9	ATHLETICS	26,516	24,000	24,000	0	24,000	0	FAV
10	TUITION REVENUE	44,034	25,496	85,402	0	85,402	59,906	FAV
11	TRANSPORTATION INCOME	19,500	23,400	23,400	(3,900)	19,500	(3,900)	UNF
12	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
13	OTHER REVENUE	130,512	114,296	174,202	6,100	180,302	66,006	FAV
14	OTHER STATE GRANT	0	0	0	0	0	0	FAV
15	SPECIAL EDUCATION GRANTS	843,114	844,861	810,052	(76,679)	733,373	(111,488)	UNF
16	OTHER STATE GRANTS	843,114	844,861	810,052	(76,679)	733,373	(111,488)	UNF
17	RENTAL INCOME	23,158	18,000	18,000	0	18,000	0	FAV
18	INTERGOVERNMENTAL REVENUE	4,893	5,040	5,040	0	5,040	0	FAV
19	OTHER REVENUE	17,758	18,000	18,000	0	18,000	0	FAV
20	TRANSFER IN	0	0	0	0	0	0	FAV
21	MISCELLANEOUS INCOME	45,809	41,040	41,040	0	41,040	0	FAV
22	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
23	TOTAL REVENUES	51,514,673	53,349,805	53,374,902	(70,579)	53,304,323	(45,482)	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 2022-2023**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2021-2022	2022-2023	AUG 22	CHANGE	SEPT 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	22,456,124	23,647,192	23,599,942	(156,766)	23,443,176	(204,016)	FAV
2	5112-CLASSIFIED SALARIES	4,973,792	5,182,831	5,182,831	(24,903)	5,157,928	(24,903)	FAV
3	SALARIES	27,429,916	28,830,023	28,782,773	(181,669)	28,601,104	(228,919)	FAV
4	5200-MEDICARE - ER	381,832	423,336	423,336	0	423,336	0	FAV
5	5210-FICA - ER	301,888	315,346	315,346	0	315,346	0	FAV
6	5220-WORKERS' COMPENSATION	152,365	175,153	144,706	0	144,706	(30,447)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,647,858	4,018,260	4,018,260	0	4,018,260	0	FAV
8	5860-OPEB TRUST	0	155,474	155,474	0	155,474	0	FAV
9	5260-LIFE INSURANCE	46,418	55,110	57,441	2,294	59,735	4,625	UNF
10	5275-DISABILITY INSURANCE	10,736	11,757	11,757	1,116	12,873	1,116	UNF
11	5280-PENSION PLAN - CLASSIFIED	764,395	725,924	725,924	0	725,924	0	FAV
12	5281-DEFINED CONTRIBUTION RETIREMENT PLAN	145,496	153,143	153,143	0	153,143	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	12,498	10,500	10,500	0	10,500	0	FAV
16	5291-CLOTHING ALLOWANCE	1,459	2,200	2,200	0	2,200	0	FAV
17	BENEFITS	5,464,945	6,046,203	6,018,087	3,410	6,021,497	(24,706)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	28,159	10,000	10,000	0	10,000	0	FAV
19	5327-DATA PROCESSING	105,022	131,078	131,078	0	131,078	0	FAV
20	5330-PROFESSIONAL & TECHNICAL SRVC	1,853,093	2,063,594	2,110,844	0	2,110,844	47,250	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	82,148	116,525	116,525	0	116,525	0	FAV
22	5510-PUPIL TRANSPORTATION	3,441,388	3,933,934	3,825,892	(88,857)	3,737,035	(196,899)	FAV
23	5521-GENERAL LIABILITY INSURANCE	282,789	278,907	286,726	0	286,726	7,819	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	117,698	114,492	114,492	0	114,492	0	FAV
25	5560-TUITION EXPENSE	2,867,711	3,495,200	3,052,723	(441,159)	2,611,564	(883,636)	FAV
26	5590-OTHER PURCHASED SERVICES	78,437	91,192	91,192	0	91,192	0	FAV
27	PURCHASED SERVICES	8,856,445	10,234,922	9,739,472	(530,016)	9,209,456	(1,025,466)	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 2022-2023**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
LINE	CATEGORY	2021-2022	2022-2023	AUG 22	CHANGE	SEPT 22	VARIANCE	FAV
		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	3,696,881	3,696,881	0	3,696,881	0	FAV
30	DEBT SERVICE	4,453,835	4,485,716	4,485,716	0	4,485,716	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	588,883	709,704	709,704	0	709,704	0	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	943,019	731,680	731,680	0	731,680	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	328,841	366,812	366,812	0	366,812	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	189,616	225,305	225,305	0	225,305	0	FAV
35	5620-OIL USED FOR HEATING	40,302	47,500	47,500	0	47,500	0	FAV
36	5621-NATURAL GAS	73,394	69,941	69,941	0	69,941	0	FAV
37	5627-TRANSPORTATION SUPPLIES	102,352	143,809	143,809	0	143,809	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	237,914	154,742	154,742	0	154,742	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	20,852	20,857	20,857	0	20,857	0	FAV
40	5690-OTHER SUPPLIES	634,467	241,071	241,071	0	241,071	0	FAV
41	5695-OTHER SUPPLIES-TECHNOLOGY	0	446,510	446,510	0	446,510	0	FAV
42	SUPPLIES (INCLUDING UTILITIES)	3,159,640	3,157,931	3,157,931	0	3,157,931	0	FAV
43	5730-EQUIPMENT - NEW	92,453	13,012	13,012	0	13,012	0	FAV
44	5731-EQUIPMENT - REPLACEMENT	37,688	5,980	5,980	8,296	14,276	8,296	UNF
45	5732-EQUIPMENT - TECH - NEW	0	63,960	63,960	0	63,960	0	FAV
46	5733-EQUIPMENT - TECH - REPLACEMENT	0	3,600	3,600	0	3,600	0	FAV
47	EQUIPMENT	130,141	86,552	86,552	8,296	94,848	8,296	UNF
48	5715-IMPROVEMENTS TO BUILDING	67,775	19,000	19,000	0	19,000	0	FAV
48a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
48b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	0	0	0	FAV
48	5720-IMPROVEMENTS TO SITES	272,368	39,000	39,000	0	39,000	0	FAV
49	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
49a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	(8,296)	(8,296)	(8,296)	FAV
50	IMPROVEMENTS / CONTINGENCY	340,143	308,000	308,000	(8,296)	299,704	(8,296)	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 2022-2023**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2021-2022	2022-2023	AUG 22	CHANGE	SEPT 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
51	5580-STAFF TRAVEL	8,201	21,700	21,700	0	21,700	0	FAV
52	5581-TRAVEL - CONFERENCES	32,992	70,475	70,475	0	70,475	0	FAV
53	5810-DUES & FEES	80,774	108,283	108,283	0	108,283	0	FAV
54	DUES AND FEES	121,967	200,458	200,458	0	200,458	0	FAV
55	5856-TRANSFER ACCOUNT	<i>929,175</i>	0	0	0	0	0	FAV
55a	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	50,886,207	53,349,805	52,778,989	(708,275)	52,070,714	(1,279,091)	FAV
56								
Note:	CARRY OVER FUNDS	607,149						

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2022-2023**



SEPTEMBER 2022

2022-2023 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$1,233,609 FAV previously \$595,913 FAV, which appears on page 1, column 6, and line 20. The surplus from fiscal year 2022 funds (\$607,149) was included in the current year surplus on the reports for July and August. After discussions with our auditors, the better practice is to note the FY22 surplus at the bottom of report and keep separate from the current year. Recent review of CGS 10-51 requires funds to be carried forward. This administration will request up to 2% of any available surplus as an end-of-year transfer. The appropriation request to the capital and non-recurring account will be shown on line 53 of the Excel file if funds become available during the year. The District is legally allowed to transfer with Board approval up to 2% or \$1,066,995 of the current budget. The item will be presented after the final balance for FY23 is confirmed at the August 2023 meeting.

REVENUES BY CATEGORY

The projected yearend balance of revenues is \$45,482 UNF, previously \$25,097 FAV (adjusted for carryover funds), which appears on page 2, column 6, line 23.

LINE 6 on Page 2: ADULT EDUCATION:

The forecast is based on historical State payments. *The forecast is neutral.*

LINE 7 on Page 2: PARKING INCOME:

The forecast is based on the budget developed on historical payments. *The forecast is neutral.*

LINE 8 on Page 2: INVESTMENT INCOME:

The forecast is based on the budget developed . *The forecast is \$10,000 FAV, previously neutral.*

<u>Month</u>	<u>M&T Bank</u>	<u>State Treasurer's Investment Fund</u>
July 2022	.398%	.1620%
August 2022	.398%	2.24%
September 2022	.350%	2.49%

LINE 9 on Page 2: ATHLETICS:

The forecast is based on the budget developed on historical payments. *The forecast is neutral.*

LINE 10 on Page 2: TUITION REVENUE:

The budget is based on two tuition students, one at a reduced employee rate. **Full tuition rate is \$20,142.** *We have four students at the employee reduced rate and three students at the full rate.* The actual tuition charged is higher (\$972 per year). *The forecast is \$59,906 FAV, previously \$59,906 FAV.*

LINE 11 on Page 2: TRANSPORTATION INCOME:

The forecast is based on projected State payments and enrollment for magnet school transportation budgeted. *The forecast is \$3,900 UNF based on current data, previously neutral.*

LINE 15 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 State passed legislation which reduced the District's reimbursement rate to 70%. The estimated deduction of \$34,809 is forecasted. The changes in services provided to students and the overall number of students in programs reflects a savings in the tuition and transportation expense accounts. The reduction in costs also impact the anticipated revenue from the State. The current estimate based on student enrollment, services and State funding is \$111,488 UNF.*

LINE 17 on Page 2: RENTAL INCOME:

The forecast is based on the budget developed on historical payments. *The forecast is neutral.*

LINE 18 on Page 2: INTERGOVERNMENTAL INCOME:

The forecast is based on the budget developed on historical payments. *The forecast is neutral.*

LINE 19 on Page 2: OTHER REVENUE:

The forecast is based on the budget developed on historical payments. *The forecast is neutral.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$1,279,091 FAV, previously, \$570,816 FAV* which appears on page 4, column 6, line 56.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The forecast is based on budget. There are still vacant positions. One special education positions are expected to be vacant through October 2022. Consultants will be substituting until permanent replacements can be hired, \$47,250 FAV. *The forecast estimates \$204,016 FAV, previously \$47,250 FAV. Current turnover savings exceeded the budget by \$76,226 FAV. The vacancy factor has also exceeded the budget since several positions are filled with long-term substitutes. Account is currently forecasted at \$204,016 FAV.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The forecast is based on budget. *There are still vacant positions across most groups, including an administrative assistant, nurse, and several paraeducators. The forecast is currently \$24,903 FAV, previously \$23,720 FAV.*

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

The forecast is based on the budget.

LINE 6: 5220 on Page 3-WORKERS' COMPENSATION:

The workers' compensation premium is less than budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for **\$22,298 FAV**. The renewal policy is \$8,149 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 \$30,447 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, however claims are more than the month-to-month forecast. The projected monthly budget is based on an average of five years of claims.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2022-2023 ACTUAL	2022-2023 BUDGET	VARIANCE	2021-2022 ACTUAL	2020-2021 ACTUAL
<i>JUL*</i>	\$ 34,837	\$ 416,087	\$ (381,250)	\$ 530,877	\$ 256,509
<i>AUG</i>	\$ 798,616	\$ 402,727	\$ 395,889	\$ 405,635	\$ 200,490
<i>SEP</i>	\$ 551,212	\$ 384,095	\$ 167,117	\$ 364,327	\$ 292,575
OCT	\$ 375,480	\$ 375,480	\$ -	\$ 341,109	\$ 293,360
NOV	\$ 458,947	\$ 458,947	\$ -	\$ 324,557	\$ 409,279
DEC	\$ 566,109	\$ 566,109	\$ -	\$ 767,843	\$ 489,999
JAN	\$ 353,446	\$ 353,446	\$ -	\$ 320,277	\$ 253,077
FEB	\$ 273,133	\$ 273,133	\$ -	\$ 176,127	\$ 259,775
MAR	\$ 354,451	\$ 354,451	\$ -	\$ 263,761	\$ 255,965
APR	\$ 323,033	\$ 323,033	\$ -	\$ 328,046	\$ 304,485
MAY	\$ 305,994	\$ 305,994	\$ -	\$ 183,944	\$ 235,252
JUN	\$ 328,580	\$ 328,580	\$ -	\$ 371,250	\$ 274,741
TOTALS	\$ 4,723,838	\$ 4,542,083	\$ 181,755	\$ 4,377,753	\$ 3,525,507

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 FORECAST
92.2%	84.1%	75.8%	97.3%	<i>105.0%</i>

***Incomplete billing cycle**

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

MONTH	2022-2023 ACTUAL	2022-2023 BUDGET	VARIANCE	2021-2022 ACTUAL	2020-2021 ACTUAL
<i>JUL</i>	\$ 30	\$ 49,997	\$ (49,967)	\$ 14,068	\$ 53,562
<i>AUG</i>	\$ 83,030	\$ 53,423	\$ 29,607	\$ 74,642	\$ 50,187
<i>SEP</i>	\$ 61,858	\$ 45,088	\$ 16,770	\$ 46,923	\$ 53,804
OCT	\$ 51,048	\$ 51,048	\$ -	\$ 47,049	\$ 55,100
NOV	\$ 42,200	\$ 42,200	\$ -	\$ 39,556	\$ 56,242
DEC	\$ 39,812	\$ 39,812	\$ -	\$ 51,770	\$ 55,608
JAN	\$ 36,118	\$ 36,118	\$ -	\$ 48,349	\$ 11,403
FEB	\$ 44,037	\$ 44,037	\$ -	\$ 81,821	\$ 94,489
MAR	\$ 38,241	\$ 38,241	\$ -	\$ 34,780	\$ 80,240
APR	\$ 38,834	\$ 38,834	\$ -	\$ 37,237	\$ 54,687
MAY	\$ 40,369	\$ 40,369	\$ -	\$ 41,664	\$ 59,398
JUN	\$ 36,858	\$ 36,858	\$ -	\$ 44,118	\$ 50,341
TOTALS	\$ 512,434	\$ 516,024	\$ (3,590)	\$ 561,977	\$ 675,061

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on premiums for current staff, \$4,625 UNF, previously \$2,331 UNF.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based is \$1,116 UNF based on current staff.

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

The forecast is based on budget.

LINE 15 on Page 3: 5290-UNEMPLOYMENT:

The forecast is based on budget.

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

The forecast is based on budget. Two special education positions are expected to be vacant through October 2022. Consultants will be substituting until permanent replacements can be hired, \$47,250 UNF

LINE 21on Page 3: 5440-RENTALS:

The forecast is based on budget.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation continues to fluctuate to meet student enrollment and needs. Two students were returned to the District lowering expenses by \$88,230 FAV. *Other students needs were adjusted to reflect the anticipated costs due to changes in outplacements.* Two students moved into the District requiring transportation services. *Net to date, the transportation accounts are \$196,899 FAV, previously, \$108,042 FAV.*

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Various liability policies, including medical professional, and cyberinsurance renewed higher than budgeted while Student Accident insurance renewed underbudget. **Account is \$7,819 UNF.**

LINE 24 on Page 3: 5550-COMMUNICATION: TEL, POST, ETC:

The forecast is based on budget.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Special Education tuition is under review as student enrollment and needs are not finalized for the start of the year. *The forecast currently reflects \$883,636 FAV, previously, \$442,477 FAV for various tuitions. Several students are returning to the District from outplacements. Vo-Ag, Vo-Tech and Magnet school enrollment has increased offsetting some of these savings. Savings are anticipated on these lines but large transfers will be requested to address student needs in the District. Some transfers were approved last month and more will be requested in November. The exact costs of the outside consultants (behavioral therapists) are being finalized and will be included in the transfer requests next month.*

Tuition for the vo-ag schools is \$28,834 UNF.

	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 BUDGET	FY22-23 FORECAST
Sound	4	6	5	3	5	<i>3(4)</i>
Trumbull	6	4	3	1	3	<i>0(3)</i>
Nonnewaug	4	5	7	9	9	<i>7</i>
Common Ground Charter HS	0	0	1	1	1	<i>3(3)</i>
Fairchild Wheeler	0	0	0	0	1	<i>2(2)</i>
Wintergreen Magnet	0	0	0	1	0	<i>1</i>
Marine Science Magnet HS	0	0	0	0	0	<i>1(1)</i>
Eli Whitney Tech	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	15	16	15	18	(18) 22

ECA is \$6,134 UNF.

	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 BUDGET	FY22-23 FORECAST
ECA	24	21	16	18	18	(19) 19

Public (ACES) and private out-of-district placements are \$918,604 FAV.

	FY18-19 ACTUAL	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 BUDGET	FY22-23 FORECAST
Public SPED	11	8	6	10	12	11(10)
Private SPED	22	18	27	20	24	20(17)
Totals	33	26	33	30	36	31(27)

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

The forecast is based on the budget.

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

The 2022-2023 budget for electricity assumes the use of 3,310,001 kilowatt hours at an average price of 0.1931 or a cost of \$618,404. Forecast is neutral.

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

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

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

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

ELECTRICITY (KILOWATT HOURS)

MONTH	2022-2023 FORECAST	2022-2023 BUDGET	VARIANCE	2021-2022 ACTUAL	2020-2021 ACTUAL
<i>JUL</i>	325,263	263,361	61,902	296,292	254,686
<i>AUG</i>	350,459	292,763	57,696	321,023	299,439
<i>SEP</i>	313,930	313,930	-	314,756	285,993
<i>OCT</i>	295,084	295,084	-	272,755	248,089
<i>NOV</i>	269,094	269,094	-	256,208	238,583
<i>DEC</i>	274,129	274,129	-	259,994	240,912
<i>JAN</i>	283,552	283,552	-	257,539	249,595
<i>FEB</i>	280,114	280,114	-	271,979	243,774
<i>MAR</i>	263,718	263,718	-	255,631	246,886
<i>APR</i>	274,727	274,727	-	255,629	254,711
MAY	252,686	252,686	-	277,953	244,685
JUN	246,843	246,843	-	296,900	290,054
Totals	3,429,599	3,310,001	119,598	3,336,659	3,097,407

DEGREE DAYS

There are 487 degree days to date compared to 463 last year at this time.

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

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

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

LINE 43 on Page 4: 5730-EQUIPMENT -NEW:

The forecast is projected to be neutral.

LINE 44 on Page 4: 5731-EQUIPMENT -REPLACEMENT:

There is a request this month to transfer \$8,296 for replacement security cameras. There are 6 cameras in the District that are not functional and need replacing. \$8,296 UNF.

LINE 48a on Page 4: 5850-FACILITIES CONTINGENCY:

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used.

LINE 49 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. *There is a transfer request for replacing 6 security cameras that are not functional. If approved, the balance in contingency will be \$141,704.*

LINES 50 & 51 on Page 5: 5580 & 5581-STAFF TRAVEL/CONFERENCES:

The forecast is projected to be neutral.

LINE 55 on Page 5: 5856-TRANSFER:

This line is used to identify funds for the Capital and Nonrecurring Account transfers. The District is legally allowed to transfer with Board approval up to 2% or \$1,066,995 of the current budget. The item will be presented after the final balance for the FY23 is confirmed at the August 2023 meeting.

LINE 56 on Page 5: CARRY OVER FUNDS:

The line is for the carry over funds from FY22. The use of funds is based on legal guidance requiring the prior year surplus be applied to next year's budget. \$607,149 FAV. This is comprised of \$523,678 of unspent funds in FY22 and unliquidated encumbrances from FY21 of \$83,471.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2022-2023

TOTAL ANNUAL SAVINGS TO-DATE OF: \$42,565

\$13,119 Cable Advisory Grant: The Director of Technology applied for funds to purchase cameras for the redesigned lecture hall. These cameras will improve the quality of broadcasting for public meetings. The cameras will also be used in the curriculum. 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.

\$11,000 Facilities Repairs: Several projects were completed in-house over the summer by our staff, saving costs from outside contractors. Projects included:
Replacing auditorium air handler motor in-house: estimated \$2,000 savings in labor;
Refinishing art room tables: estimated \$7,000 as new tables of that type run between \$100-\$1,500 ; Dishwasher installation electrical work: estimated \$1,500 in labor;
Installation of the rubber gym floor at AMSO, estimated \$500 in labor.

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

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2021-22- <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- 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).

Two of the three past 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. The most recent fiscal year, 2022, also reflects an increase from May to June forecast but is offset by an increase to the Capital Nonrecurring Account request from 1% to 2%.

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).

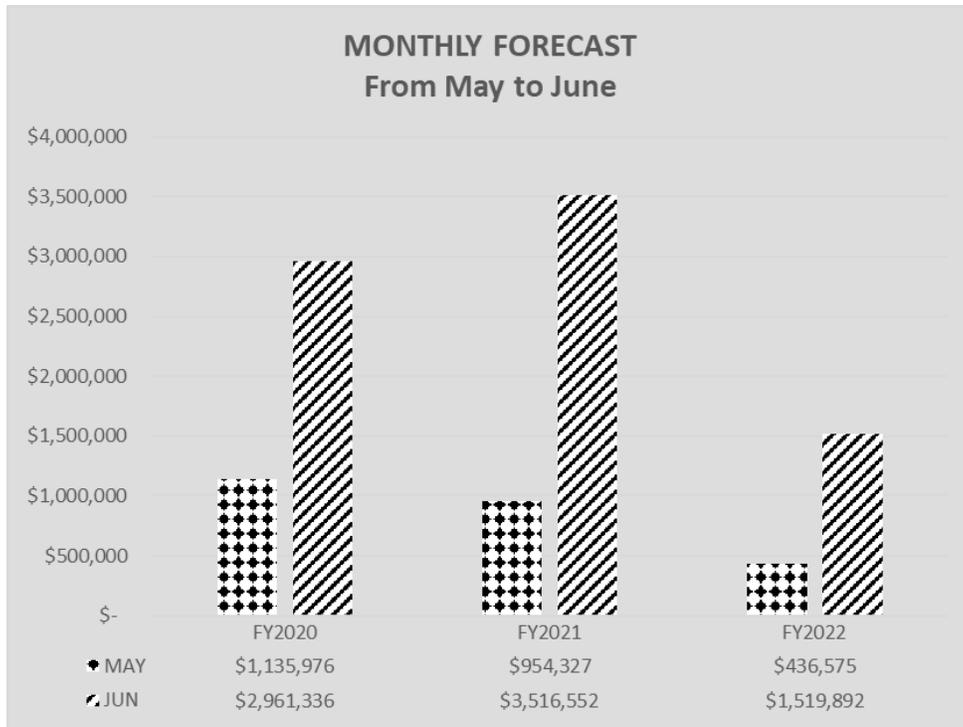
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 significantly changed 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.

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 Govenor 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 maintenance 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.

FY2022:

The unaudited fund balance is \$523,678. ***This surplus from prior year is carried over into the FY23 budget as a revenue surplus to be applied to the FY24 budget.*** The monthly forecast for May 2022 projected a fund balance of \$436,575 which included \$516,982 designated for the capital non-recurring account (CNR). The change is **\$566,366 higher than the prior month's forecast including the increase from 1% to 2% to CNR.** The major reasons for the increase in the yearend fund balance from one month to the next month were, as follows:

- **\$102,543:** 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. Overtime and substitute needs are greatest in the final months of the school year due to many extracurricular activities. We hired more in-house substitutes to offset outside agency costs and it proved to be effective.
- **\$33,278:** Medical insurance claims and associated costs were \$27,846 lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Payroll taxes, life insurance and defined contribution payments were less based on vacant positions.
- **\$344,647** Purchased services were lower than forecasted. This included \$57,363 lower transportation and rental costs for athletics. Transportation needs are partially determined by a team's advancement in tournament play during the year and are difficult to gauge. Athletics rentals of all weather fields at other location for teams' practice experience was not needed and other facility rentals were lower than anticipated. Special education transportation and tuition were also \$259,748 lower due to unexpected changes in outplacements, fewer unanticipated services than budgeted and unfilled positions in the department.

- **\$83,850:** Electrical and water consumption was lower than anticipated. Instructional supplies were less than anticipated.
- **(\$516,982) Capital and Nonrecurring (CNR) Account:** The positive variances above were offset by increasing the CNR request from 1% to 2% based on new information regarding the carrying over of fund balances. The Board approved \$929,175 or 1.80% in August 2022.

APPENDIX C

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.

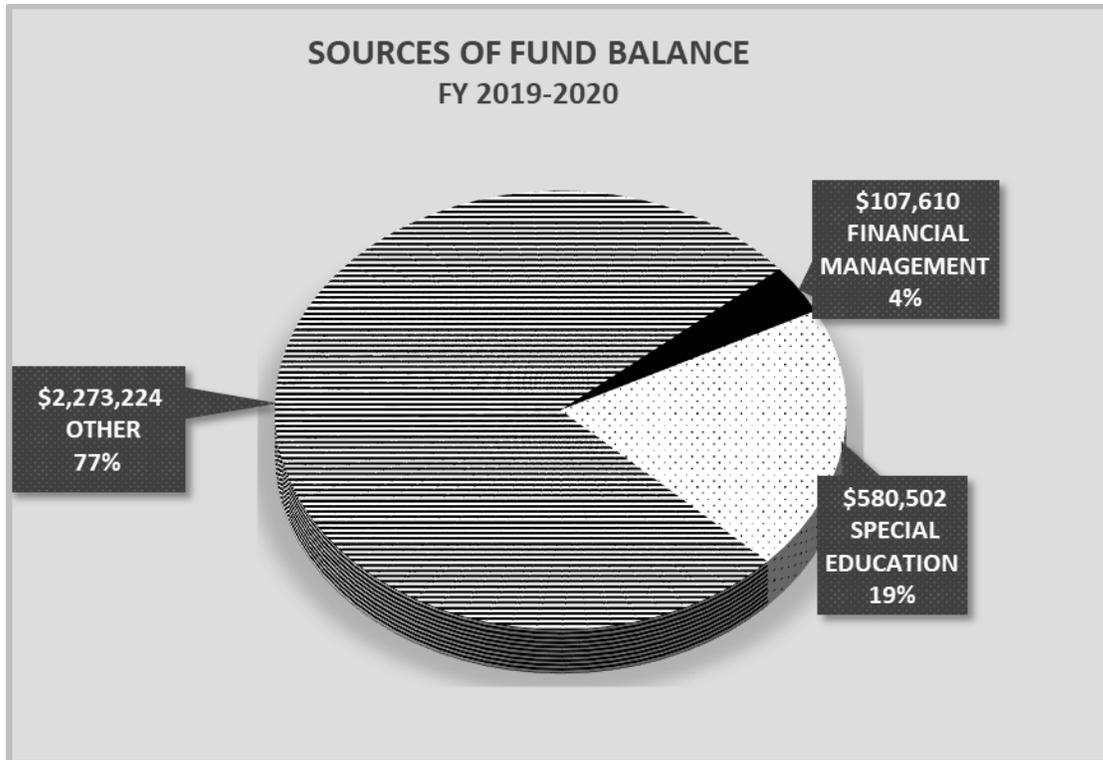
\$93,339 UTILITIES (OTHER): A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

\$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.

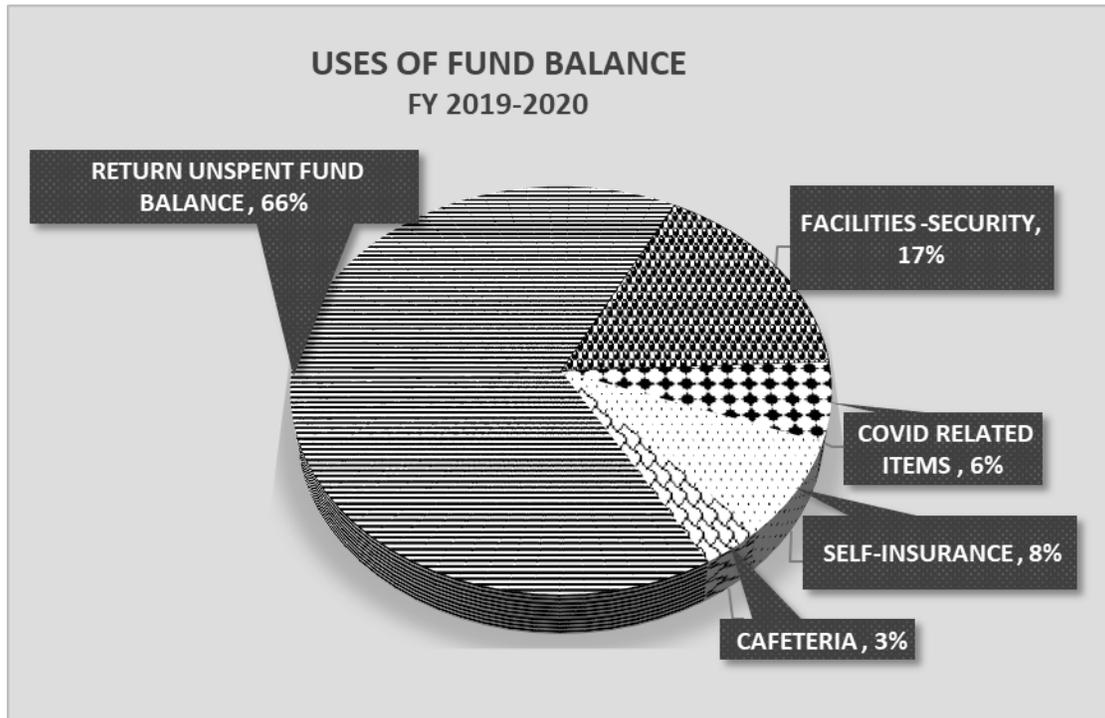
\$515,077 END OF YEAR PURCHASES (EOY):

\$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 D

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.

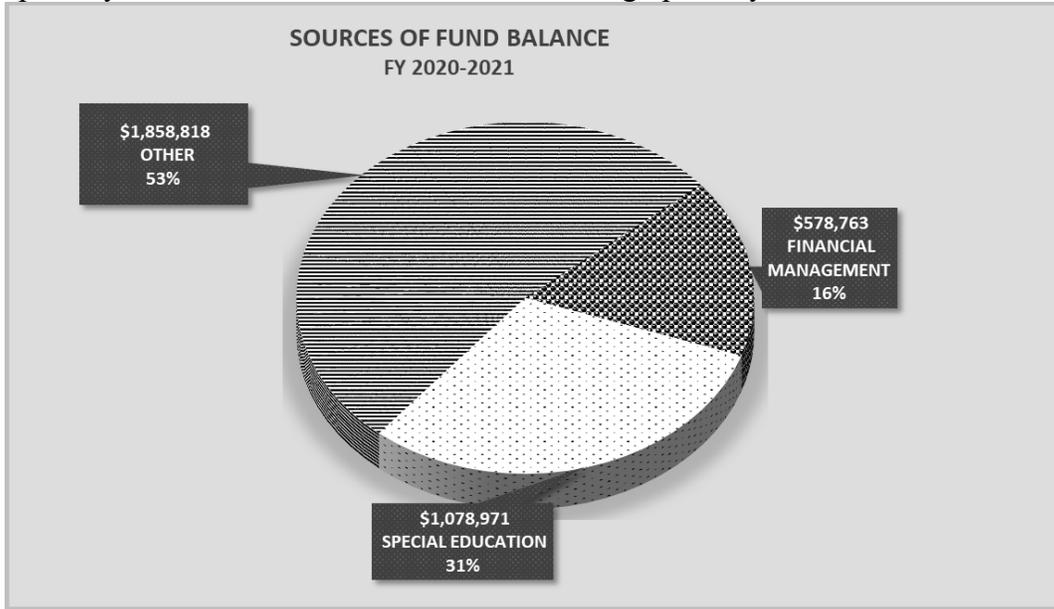
\$192,377 SUPPLIES: Instructional supplies and maintenance supplies were underbudget. The teaching staff adjusted purchases for remote and hybrid learning. \$96,980 was reimbursed through grants.

\$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.

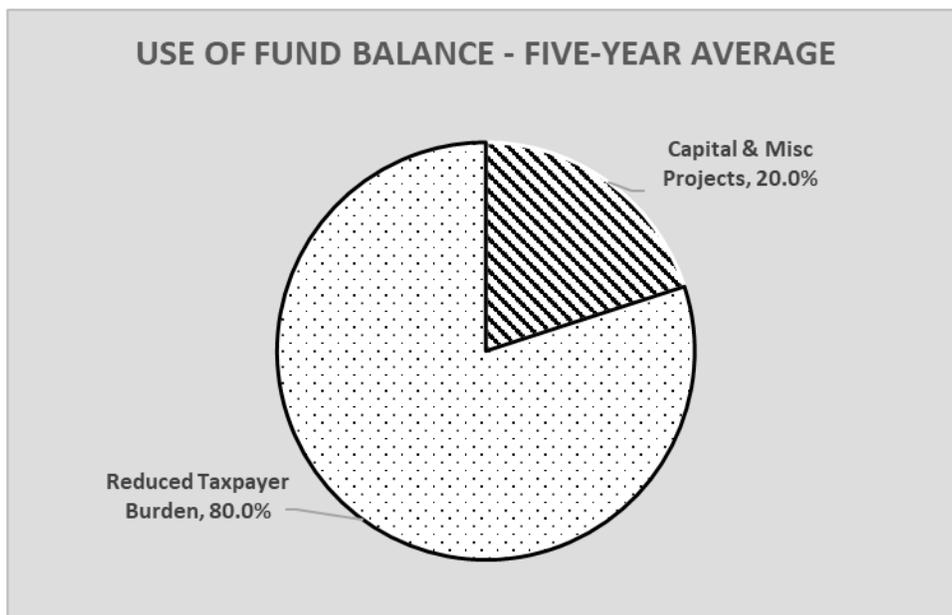
The primary sources of the fund balance are shown graphically below:



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>

APPENDIX E

RECAP OF 2021-2022

Unspent Encumbrances Balance:

The cancellation of 2020-2021 encumbrances of \$83,470 will be added to the fund balance carried forward for future budget offset. 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.

The unaudited fund balance for 2021-2022 is \$523,678 plus \$1,033,963 designated for capital non-recurring projects. The source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 363,859

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$25,376. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$17,376. \$8,000 of maintenance work done by in-house staff rather than hiring contractors. The District saved \$132,839 on insurances by bidding contracts, utilizing self-insurance funding rather than fully insured, switching to a 401(a) retirement plan, and fully funding OPEB. The District was not fully staffed the entire year and the many vacancies resulted in a surplus, \$205,644. A portion of these funds were transferred to cover outside consultants to cover services, a portion of the funds were utilized in hiring more bench (internal) subs rather than using an outside agency, and some funds remained unspent.

SPECIAL EDUCATION (NET)

\$ 883,882

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. A new program was established in FY22 for the middle school and its counterpart is budget for the high school in the FY23 school year. The Districts revenue derived from these changes in special education services decreased by \$182,187 which is not reflected above.

OTHER:

\$ 309,897

\$138,547 SALARIES (OTHER): "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. There were a significant vacancies during the year creating variances from the budget. The administration utilized many methods to address the vacancies including overtime,

temporary staff, and outside agencies. Some positions went unfilled for a period of time despite our recruitment efforts. The District was not fully staffed at any point during the school year. More in-house teaching substitutes were hired which reduced our costs with an outside agency and provided more stability. An outside agency was utilized to cover vacant para positions.

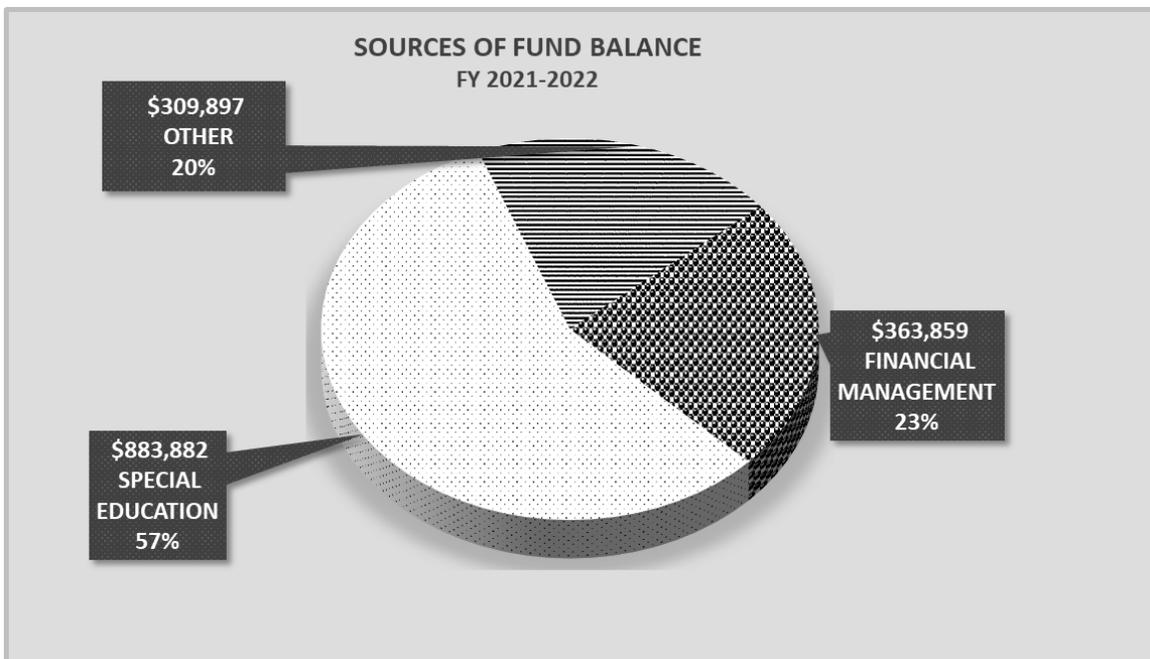
\$18,429 PURCHASED SERVICES (OTHER): Other purchased services accounts were under budget collectively by \$8,666 due to less printed materials and catered events. Data processing was under budget by \$9,763 as the administration consolidated onboarding software options at a reduced cost.

\$57,082 SUPPLIES (OTHER): Instructional supplies and transportation fuel were underbudget. Purchases for consumables was less than budgeted. Repairs and maintenance were overbudget but offset by utilities and maintenance supplies which were underbudget. These areas were reviewed during the 2022-2023 budget process and will be reviewed again during the upcoming budget process.

\$40,537 RENTALS (OTHER): Athletic rentals were down \$12,500 due to lower rentals of other facilities for teams to practice on all weather fields. Special education rental of lease space was \$28,000 lower than anticipated as the University of New Haven provided space gratis and Albertus Magnus did not have a second classroom available.

\$52,080 STAFF TRAVEL, CONFERENCES AND DUES & FEES (OTHER): Many conferences are held virtually as well as some in-district meetings. This results in lower registration fees and travel costs. Several students were award scholarships to attend conferences and contests offsetting the entrance fees..

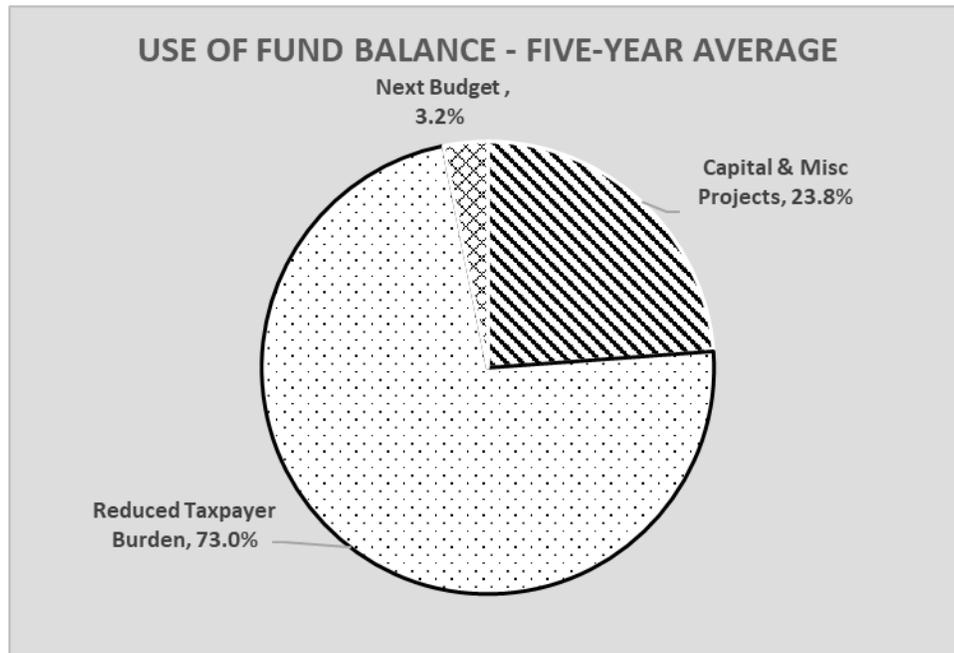
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed as follows:

1. **\$929,175 - 1.80%** designated to Capital Nonrecurring Reserve
2. **\$523,678** – Carry over of unspent fund balance upon audit completion.

The uses of the fund balance are shown graphically below:



Carry Over Funds:

The Board of Education approved 1.80% or \$929,175 of the FY22 surplus transferred to the Capital Nonrecurring Reserve, the unaudited balance will be \$523,678. The FY21 unspent encumbrances and unspent funds from FY22 will be designated as carry over funds in FY23.

Amity Regional School District No. 5 - Budget Transfers 2022-2023

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
JUL				
NO FUND- 1 ENTRIES				
AUGUST				
NO FUND- 1 ENTRIES				
SEPTEMBER				
Sep-22	17	03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (2,850.00)	guards supplies
Sep-22	17	05-14-2600-5730 EQUIPMENT - NEW	\$ 2,850.00	guards supplies
Sep-22	43	05-14-2660-5730 EQUIPMENT - NEW	\$ 2,850.00	Corr. JE 2023-03-17 Guard Supp
Sep-22	43	05-14-2600-5730 EQUIPMENT - NEW	\$ (2,850.00)	Corr. JE 2023-03-17 Guard Supp
Sep-22	102	02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (142.00)	CLC Membership Dues
Sep-22	102	02-13-2220-5810 DUES & FEES	\$ 142.00	CLC Membership Dues
Sep-22	104	01-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (142.00)	CLC Membership Dues
Sep-22	104	01-13-2220-5810 DUES & FEES	\$ 142.00	CLC Membership Dues
Sep-22	120	02-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (1,580.00)	LICENSE FOR GIZMOS SCIENCE DEP
Sep-22	120	02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 1,580.00	LICENSE FOR GIZMOS SCIENCE DEP
Sep-22	134	01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (500.00)	Concert Supplies
Sep-22	134	01-11-1010-5611 INSTRUCTIONAL SUPPLIES	\$ 500.00	Concert Supplies
Sep-22	150	02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (600.00)	books for kindles/read wrkshop
Sep-22	150	02-13-2220-5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	books for kindles/read wrkshop
Sep-22	157	03-11-1017-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (179.00)	for standing desk
Sep-22	157	03-11-1017-5611 INSTRUCTIONAL SUPPLIES	\$ 179.00	for standing desk

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



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

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

To: Jennifer Byars, Ed. D., Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Budget Transfers over \$3,000
Date: September 28, 2022

Security:

A number of security cameras have failed and need replacing. Security cameras were removed from the budget when we applied for the State Security Grant. However the District did not receive any funding from the State. We are replacing 6 cameras across the 3 schools at a price of \$7,524. We also needed additional access points coverage to enable security software outside the buildings. These came in \$772 over budget.

Total transfer request from contingency to security-technology is \$8,296.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

the following budget transfer to cover the security cameras and access points

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-00-0000-5850	Contingency	\$8,296	
05-14-2660-5731	Equipment-Replacement		\$772
05-14-2660-5733	Equipment-Replacement -Tech		\$7,524

YTD Summary 5-3-22

ORG	ORG/PER	ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
		17 -00-15-	IMPROVEMENTS									
00150047	00150047	0047-5720	TO SITES	Athletics	3,167,960		193,146	\$ 3,361,106	\$ 3,294,863.62	\$ 2,905.00	\$ 63,337.38	
2021	3	80	09/01/2020	API			241406	\$ 175,500.00			FIELDTURF	ATHLETIC TURF
2021	4	119	10/07/2020	API			241406	\$ 173,250.00			FIELDTURF	ATHLETIC TURF
2021	4	185	10/26/2020	API			241406	\$ 35,199.90			FIELDTURF	ATHLETIC TURF
			12/04/2020				251145	\$ 500.00			J & M LANDSCAPING	Service - Field 3 Project
2021	9	304	03/30/2021	API			241406	\$ 434,691.00			FIELDTURF	ATHLETIC TURF
2021	11	99	05/11/2021	API			241406	\$ 101,700.00			FIELDTURF	ATHLETIC TURF
2021	12	56	06/08/2021	API			251842	\$ 63,673.45			FIELDTURF	ATHLETIC TURF
2021	12		06/08/2021	API			241406	\$ 909,000.00			FIELDTURF	ATHLETIC TURF
2022	2	6	08/02/2021	API			241406	\$ 483,335.10			FIELDTURF	ATHLETIC TURF
2022	2	6	08/02/2021	API			251842	\$ 58,500.19			FIELDTURF	ATHLETIC TURF
2022	3	57	09/09/2021	API			241406	\$ 379,987.19			FIELDTURF	APPLICATION 9
2022	3	57	09/09/2021	API			252036	\$ 14,800.64			FIELDTURF	APPLICATION 9
2022	3	57	09/09/2021	API			251842	\$ 16,155.00			FIELDTURF	APPLICATION 9
2022	3	57	04/27/2022	API		251842/252036		\$ 17,208.89			FIELDTURF	APPLICATION 9
2022	3	57	04/27/2022	API			241406	\$ 420,202.26			FIELDTURF	APPLICATION 9/10/11
2022	11	651	05/31/2022	API			261850	\$ 7,000.00			CIOLA EXCAVATION LLC	EXCAVATING SWAILS
2022	12		06/06/2022	API			261978	\$ 4,160.00			CISCO, LLC	JET FIELD LINE
		17 -00-15-	IMPROVEMENTS									
00150048	00150048	0048-5715	TO BUILDINGS	HVAC	1,830,630		181,967	\$ 2,012,597	\$ 1,992,072.45	\$ 10,599.44	\$ 9,925.11	
2020	12	79	5/22/2020	API			241814	\$ 14,725.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	1	140	07/17/2020	API			241814	\$ 196,555.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	184	09/01/2020	API			241814	\$ 275,321.91			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	184	09/01/2020	API			241814	\$ 50,416.67			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	3	4	09/01/2020	API			241814	\$ 80,199.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	6	298	12/09/2020	API			241814	\$ 1,662.50			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	7	37	01/07/2021	API			241814	\$ 33,072.64			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	10		04/30/2021	API			251440	\$ 21,330.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	11		05/04/2021	API			250900	\$ 5,699.76			VANZELM ENGINEERS	SERVICES HVAC
2021	12	56	06/08/2021	API			251440	\$ 14,665.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	12	265	06/15/2021	API			250900	\$ 2,472.50			VANZELM ENGINEERS	SERVICES HVAC
2021	12	338	06/30/2021	API			251440	\$ 365,315.00			SAV-MOR COOLING & HEATING INC	SERVICE - CONTRACT - AMITY HIG
2021	12	63	06/30/2021	API			250900	\$ 847.50			VANZELM ENGINEERS	SERVICES HVAC
2022	3	155	08/30/2021	API			251875	\$ 980.24			VANZELM COMMISSIONIN	SERVICE - ADMIN SRVCS
2022	3	162	08/30/2021	API			260544	\$ 1,309.76			VANZELM COMMISSIONIN	SERVICE - ADMIN SRVCS
2022	3	57	09/09/2021	API			251440	\$ 412,185.00			SAV-MOR COOLING&HEAT	CONTRACT - AMITY HIGH AHU
2022	3	278	09/09/2021	API			251440	\$ 347,280.00			SAV-MOR COOLING&HEAT	APP 5
2022	3	376	09/28/2021	API			260677	\$ 188.02			MOBILE AIR POWER REN	balala

YTD Summary 5-3-22

ORG	ORG/PER	ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
2022	3	376	09/28/2021	API		260677		\$ 76.50			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL bala
2022	3	376	09/28/2021	API		260677		\$ 1,921.33			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL bala
2022	3	388	09/28/2021	API		252002		\$ 5,576.00			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL
2022	3	388	09/28/2021	API		252002		\$ 6,337.52			MOBILE AIR POWER REN	SERVICE - HVAC RENTAL
2022	4	351	10/15/2021	API		260544		\$ 620.00			VANZELM ENGINEERS	SERVICES HVAC
2022	5	46	11/4/2021	API		260544		\$ 380.39			VANZELM ENGINEERS	SERVICES HVAC
2022	5	212	11/23/2021	API		251440		\$ 51,161.00			SAV-MOR COOLING&HEAT	SERVICES HVAC
2022	6	131	12/17/2021	API		260544		\$ 2,725.00			VANZELM ENGINEERS	SERVICES HVAC
2022	7	64	1/10/2022	API		251440		\$ 9,550.00			SAV-MOR COOLING&HEAT	SERVICES HVAC
2022	7	64	1/10/2022	API		260544		\$ 278.65			VANZELM ENGINEERS	SERVICES HVAC
2022	8	192	2/7/2022	API		260544		\$ 135.00			VANZELM ENGINEERS	SERVICES HVAC
2022	9	131	3/9/2022	API		260544		\$ 5,086.53			VANZELM ENGINEERS	SERVICES HVAC
2022	12	89	6/1/2022	API		260975		\$ 7,629.80			SIEMENS INDUSTRY	HVAC SYSTEM AUTOMATION
2022	13	200	06/30/2022	API		260975		\$ 4,069.23			SIEMENS INDUSTRY	HVAC SYSTEM AUTOMATION
2023	2	164	08/24/2022	API		260975		\$ 20,000.00			SIEMENS INDUSTRY	HVAC SYSTEM AUTOMATION
2023	3	149	09/22/2022	API		261139		\$ 52,300.00			FLOW TECH	HVAC VFD UPGRADES
00150049	00150049	17 -00-15-0049-5715	IMPROVEMENTS TO BUILDINGS	Chillers	140,000	0	\$ 140,000	\$ 136,822.00	\$ -	\$ 3,178.00		
2021	3	40	09/01/2020	API	329846	241572	115945	\$ 136,822.00	Y		TRANE BUILDING SERVICES	SERVICE - Contract HVAC
00150050	00150050	17 -00-15-0050-5715	IMPROVEMENTS TO BUILDINGS	Paving	600,000	-46,640	\$ 553,360	\$ 516,697.30	\$ 15,335.36	\$ 21,327.34		
2021	3	184	09/01/2020	API	372188	242291	116171	\$ 270,514.80			B & W PAVING & LANDSCAPING, LLC	PAVING SERVICE - PARKING LOT ARHS
2022	1	57	07/15/2021	API		260252	\$ 122,532	\$ 60,000.00			H AND L PAVING, LLC	PAVING SERVICE - PARKING LOT ARHS
2022	3	388	09/28/2021	API		252039		\$ 132,974.00			H AND L PAVING, LLC	PAVING SERVICE - PARKING LOT ARHS
2022	3	388	09/28/2021	API		260252		\$ 29,815.00			H AND L PAVING, LLC	PAVING SERVICE - PARKING LOT ARHS
2022	3	388	09/28/2021	API		260251		\$ 13,950.00			H AND L PAVING, LLC	PAVING SERVICE - PARKING LOT ARHS
2022	12	524	06/30/2022	API		262196		\$ 9,443.50			CT SEALCOATING	PAVING SERVICE - PARKING LOT ARHS
00150051	00150051	17 -00-15-0051-5330	OTHER PROFESSIONAL & TECH SRVC	COI	108,018	-39,156	\$ 68,862	\$ 68,862.12	\$ -	\$ -		
2021	1	72	07/17/2020			250130		\$ 15,500.00			S & P RATINGS	ANALYTICAL SERVICES WITH U
2021	1	72	07/17/2020			250133		\$ 21,700.00			DAY PITNEY LLP	PROFESSIONAL SERVICES BOND
2021	1	138	07/17/2020			250139		\$ 394.52			TECHNIQUE PRINTERS I	FINAL OFFICIAL STATEMENT -
2021	1	139	07/17/2020			250188		\$ 26,000.00			HILLTOPSECURITIES	FINANCIAL ADVISORY FEES, D
2021	2	10	08/03/2020			250131		\$ 4,000.00			US BANK	CERTIFYING, REGISTRAR, TRA

YTD Summary 5-3-22

ORG	ORG/PER	ACCOUNT	ACCOUNT DESCRIPTION	Description	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	VENDOR NAME	COMMENT
2021	3	4	09/01/2020			250454		\$ 500.00			ARIZENT	ONLINE LEGAL AD- NOTICE OF
2021	5	68	11/09/2020			250958		\$ 767.60			IPREO, LLC	BOND ISSUE 2020 \$6,570,000
00150052	00150052	17 -00-15-0052-5715	IMPROVEMENTS TO BUILDINGS	Acoustics	245,000	0	\$ 245,000	\$ 72,610.00	\$ 8,000.00	\$ 164,390.00		
2021	4	196	10/07/2020			250798		\$ 2,150.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
2022	3	55	9/8/2021			250798		\$ 3,700.00			COTE ACOUSTICAL CONS	SERVICE - PROJECT ACOUSTIC
2022	3	55	5/3/2022			260972/260973		\$ 49,770.00			J&J ACOUSTICS	SERVICE - PROJECT ACOUSTIC
2022	3	55	5/17/2022			260972		\$ 11,120.00			J&J ACOUSTICS	SERVICE - PROJECT ACOUSTIC
2022	3	55	5/17/2022			260973		\$ 5,870.00			J&J ACOUSTICS	SERVICE - PROJECT ACOUSTIC
00150053	00150053	17 -00-15-0053-5715	IMPROVEMENTS TO BUILDINGS	Contingency	478,392	-289,317	\$ 189,075	\$ -	\$ -	\$ 189,074.88		
			Total Bond									
			Projects		6,570,000	0	\$ 6,570,000	\$ 6,081,927.49	\$ 36,839.80	\$ 451,232.71		

Students

Conduct and Discipline

Each student shall respect the rights of others as individuals and as groups. The student shall abide by the rules established by the Board for all students in all public schools of the District.

Areas of Responsibility

Board of Education – The Amity Regional School District No. 5 (ARSD/District) Board of Education (Board) holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

Principals – The Principals and their designees may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents, and citizens of the community.

Teachers – Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extends to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher’s control.

Support Staff - Support staff are responsible for reporting to teachers and administrators, any inappropriate student behavior, to preserve their personal safety, the safety of other students and/or staff, and to safeguard District property as well as to preserve the orderly operation of school.

Parents – Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.

Students - Students are expected to comply with school rules and regulations, as well as Board policies and administrative regulations. Students who fail to comply may be subject to disciplinary action including, but not limited to, suspension and expulsion.

I. Definitions

- A. **Exclusion** means any denial of public-school privileges to a student for disciplinary purposes.
- B. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- C. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

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- D. **Removal** is the exclusion of a student for a class period of ninety minutes or less.
- E. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
- F. **Suspension (also referred as Out-of-School Suspension or Bus Suspension)** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

All suspensions shall be in-school suspensions unless the administration determines for any student enrolled in grades three through twelve, inclusive, that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

- G. **Expulsion** means the exclusion of a student, grades three to twelve inclusive, from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
- H. **Dangerous Instrument** means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle.”
- I. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. It may also include pellet guns and/or air soft pistols.
- J. **Firearm**, as defined in 18 U.S.C. §921, means a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, b) the frame or receiver of any such weapon, c) a firearm muffler or silencer, or d) any destructive device. (A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers, or silencers.) A firearm, as defined by

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C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged. The term firearm does not include an antique firearm.

- K. **Destructive device** includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- L. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.
- M. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches (1½") in length, any stiletto, any knife the edged portion of the blade of which is four (4) inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Connecticut General Statute § 29-38.
- N. **School Days** shall mean days when school is in session for students.
- O. **Seriously Disruptive of the Educational Process** means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- P. **Alternate education** means a school or program maintained and operated by the Board of Education that is offered to students in a nontraditional setting and addresses their social, emotional, behavioral, and academic needs. Such program must conform to SBE guidelines and conform to C.G.S. 10-15 and 16 (180 days/900 hours).

II. Scope of the Student Discipline Policy

A. Conduct on School Grounds or at a School-Sponsored Activity

Students may be disciplined for conduct on school grounds or at any school-sponsored activity

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that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. Conduct off School Grounds

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. Students are subject to suspension or expulsion for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:

Conduct leading to a violation of any federal or Connecticut state law that indicates that the student presents a danger to any person in the school community or school property and/or the conduct resulted in an arrest. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student themselves, other students, school employees or school property.

III. Actions Leading to Disciplinary Action, including Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

- 1. Striking or assaulting a student, members of the school staff or other persons.
- 2. Theft.
- 3. The use of obscene or profane language or gestures.
- 4. Violation of smoking; dress; transportation regulations, or other regulations and/or

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- policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
 6. Lying, misleading or being deceitful to a school employee or person having authority over the student during any school investigation including knowingly making a false written statement or the filing of a false complaint.
 7. Any act of harassment that is based on, inclusive of, but not limited to, an individual's race, religion, color, disability, national origin, ancestry, ethnic background, gender, sexual orientation, gender identity or expression, or socioeconomic status or membership in any other protected class.
 8. Refusal by a student to identify themselves to a staff member when asked.
 9. A walk-out from or sit-in within a classroom or school building or school grounds.
 10. Blackmailing, threatening or intimidating school staff or students.
 11. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object. This also includes pellet guns and/or air soft pistols.
 12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
 13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
 14. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
 15. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.
 16. The destruction of real, personal or school property such as, cutting, defacing or otherwise damaging property in any way.

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17. Accumulation of offenses such as school and class tardiness, class or study hall or failure to attend detention.
18. Trespassing on school grounds while on out-of-school suspension or expulsion.
19. Threatening in any manner any member of the school community, including any teacher, a member of the school administration, any other employee, or a fellow student, including, but not limited to, threats made orally, in writing, or via electronic communication.
20. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
21. Throwing snowballs, rocks, sticks and/or similar objects.
22. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
23. Leaving school grounds, school transportation vehicle or a school-sponsored activity without authorization.
24. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
25. Making an untrue statement of fact about a staff member or member of the school community with malice or reckless disregard for the truth.
26. The possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures, or photographs depicting nudity on school property or at a school-sponsored activity.
27. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
28. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have been in a dating relationship.
29. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie-talkie or similar electronic device on school grounds or at a school-sponsored activity in a manner that is not in accordance with the District Technology and District Acceptable Use policies.

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30. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social media, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
31. Engaging in a plan to stage or create a violent situation for the purposes of recording it by photographing, audio, or video; or recording by photographic audio, or video acts of violence for purposes of later publication. Engaging in a plan to stage sexual activity for the purposes of recording it by photographing, audio, or video; or recording by photographing, audio, or video sexual acts for purposes of later publication.
32. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
33. Violation of the District's "Acceptable Use Agreement/Internet Use" for the applicable grade level.
34. Possession and/or use of a laser pointer.
35. Hazing.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
37. Any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.

IV. Progressive Discipline

Through progressive discipline, principal/designee determines appropriate consequences and/or support to help students improve their behavior, while taking into account the details of each individual circumstance. The goal of all discipline is to teach students why the behavior is inappropriate and to prevent inappropriate student behavior from happening again. Providing students with the opportunity to reflect on their own actions and the impact of these actions is essential to student learning. The following may be taken into consideration when employing progressive discipline:

1. The student's age, grade level, stage of social development, and /or special education needs;
2. The nature and severity of the misbehavior;
3. The impact of the misbehavior on the learning environment and school climate; and

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4. Prior referrals for inappropriate behavior.

Within this context, more serious consequences may be considered for inappropriate behavior that escalates or is repeated.

The principal/designee shall consider a range of options to determine the consequences for each situation and to help the student learn from their choices. Possible consequences include, but are not limited to:

1. A conversation with student and/or student's parent/guardian;
2. A review of expectations for student's behavior;
3. Restorative conversations and actions;
4. Recommendation for counseling support;
5. After school detention;
6. Saturday School detention;
7. Loss of privileges (i.e., extracurricular participation, field trips, parking);
8. Suspension or expulsion; and/or
9. A consequence that fits the student's misbehavior.

Each decision on discipline is unique for each student, as it will depend upon the strengths and challenges of the student and the circumstances of the misbehavior. Parent/guardian notification for consequences 1 through 3 (as noted above) is at the discretion of the administrator addressing the violation. Parent notification will be provided for consequences 4 through 9 (as noted above). Notification is generally provided in the form of a phone call, a letter, or an electronic communication which state the nature of the violation and the consequence.

V. Procedures Governing Removal

- A. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process within the classroom.
- B. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or their designee as to the name of the student and the reason for removal.
- C. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or their designee and granted an informal hearing in accordance with the provisions of this policy.

VI. Procedures Governing Suspension

- A. The Principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. All suspensions shall be in-school suspensions

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unless the administration determines that for a student enrolled in grades three through twelve, inclusive, (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

In such cases, the following procedures shall be followed:

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the Principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal, but only considered in the determination of the length of suspension.
3. By telephone, the Principal or designee shall notify the parent or guardian of a student and the Superintendent of Schools not later than 24 hours of the suspension following the suspension and state the cause(s) leading to the suspension.
4. Whether or not home contact is made with the parent or guardian of such student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
5. Notice of the original suspension shall be transmitted by the Principal or designee to the Superintendent of Schools or designee by the close of the school day following the commencement of the suspension, but not later than 24 hours after the commencement of the suspension.
6. The student shall be allowed to complete any classwork, including examinations, missed while under suspension, without penalty.
7. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school. For any student for whom a suspension has been waived or the length of suspension has been shorten pursuant to

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- number 9 below, the student's suspension shall be expunged from the cumulative education record if the student graduates from high school, or if the administration so chooses, at the time the student completes any administration-specified program and meets any other conditions required by the administration, whichever is earlier.
8. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 9. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or their parents/guardians.
- B. In cases where the student has already been suspended, or such suspension will result in the student's being suspended, more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The Principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.
- C. The reassignment of a student from one regular education classroom in the district to another regular education classroom program in the school district shall not constitute a suspension or expulsion.

VII. Procedures Governing In-School Suspension

- A. The Principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the Principal or designee. Guidelines developed and promulgated by the Commissioner of Education will be utilized by the administration to help determine whether a student should receive an in-school or out-of-school suspension.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.
- C. In-school suspensions shall be served in the school attended by the student.
- D. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

VIII. Expulsion Recommendation Procedure

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- A. A Principal may consider recommendation or expulsion of a student enrolled in grades three through twelve, inclusive, in a case where they have reason to believe the student has engaged in conduct described at Sections IIA and IIB above.
- B. A Principal must recommend expulsion proceedings in all cases against any student in grades kindergarten through grade twelve, inclusive, whom the administration has reason to believe:
- 1) The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.
 - 2) In keeping with C.G.S. §10-233d and the Gun Free Schools Act, such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon; or did so offer for sale or distribution such a controlled substance.
 - 3) The Board may modify the period of a mandatory expulsion on a case-by-case basis.
 - 4) A preschool student enrolled in a Board provided preschool program is subject to mandatory expulsion whenever there is reason to believe that the child was in possession of a firearm, as defined in 18 USC 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. Such child shall be expelled for one calendar year if, at the expulsion hearing it is determined, that the child did so possess such a firearm. The Board may modify the period of expulsion on a case-by-case basis.
- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or their designee determines that a student should or must be expelled, they shall forward their recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

VIII. Expulsion Hearing Procedure

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A. Emergency Exception

Except in an emergency situation, the Board of Education shall, prior to expelling the student, conduct a hearing to be governed by the procedures outlined herein. Whenever an emergency exists, the hearing provided for above shall be held as soon as possible after the expulsion.

B. Hearing Panel

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Notice

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor to their parent(s) or guardian(s) at least five business days prior the time of the hearing.
2. The written notice of the expulsion hearing shall inform the student of the following:
 - a) The date, time, and location of the hearing.
 - b) A short, plain description of the conduct alleged by the administration.
 - c) The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
 - d) The student may cross-examine witnesses called by the administration.
 - e) The student may be represented by any third party of their choice, including an attorney, at their expense or at the expense of their parents.
 - f) The notice shall include information concerning the parent/guardian and the student's legal rights regarding expulsion hearings and the legal services that are provided free of charge or at a reduced rate that are available locally (CT Legal Service or source of such services) and how to access such services. An attorney

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or other advocate may represent any student subject to expulsion proceedings. The student's parent/guardian shall have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

- g) A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or their parent(s) or guardian(s) do(es) not speak the English language or is disabled.
- h) The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

D. Hearing Procedures

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or their designee.
6. Each witness for the administration will be called and sworn. After a witness has finished testifying, they will be subject to cross-examination by the opposite party or their legal counsel and by Board members.
7. After the Administration has presented its case, the student will be asked if they have any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, they will be sworn and subject to cross examination and questioning by the

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- Board. Concluding statements will be made by the administration and then by the student and/or their representative.
8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.
 9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
 10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Superintendent will make a recommendation as to the discipline to be imposed.
 11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
 12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
 13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.
 14. For any student who is suspended for the first time and who has never been expelled, the school administration may shorten the length of or waive the suspension period if the student successfully completes an administration- specified program and meets any other administration-required conditions. Such program shall be at no expense to the student or their parents/guardians.

IX. Alternative Educational Program for Expelled Students

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A. Students under sixteen (16) years of age:

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program, which shall be (1) alternative education, as defined, by C.G.S. 10-74j or (2) in accordance with the standards adopted by the State Board of Education (SBE) with an individualized learning plan.

B. Students sixteen (16) to eighteen (18) years of age:

The Board of Education will provide an alternative education as defined or in accordance with SBE standards to a sixteen- to eighteen-year-old student expelled for the first time if they request it and if they agree to the conditions set by the Board of Education. The alternative education may include placement in an adult education program for students who are at least seventeens of age. Students participating in an adult education program during a period of expulsion shall not be required to withdraw from school prior to participation. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time.

C. Students eighteen (18) years of age or older:

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

D. Students identified as eligible for services under the Individuals with Disabilities Education Act (IDEA):

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act (“IDEA”), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

X. Notice of Student Expulsion on Cumulative Record

A. Notice of expulsion and the conduct for which the student was expelled shall be included on the students’ cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades 9 through 12 inclusive, based on possession of a firearm or deadly weapon, may be expunged from the cumulative educational record by the Board if the Board determines that the conduct and behavior of the student in the years following the expulsion warrants an expungement. Such notice shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

B. If a student’s expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully

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completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.

XI. Change of Residency During Expulsion Proceedings

A. Student moving into the school district:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student and/or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The Board shall make its determination based upon a hearing held by the Board which shall be limited to a determination of whether the conduct which was the basis of the expulsion would also warrant expulsion by the Board.

B. Student moving out of the school district:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act (IDEA)

A. Suspension of IDEA students:

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA, as reauthorized in 2004, (an "IDEA student") who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall not later than the date on which the decision to take disciplinary action is made, notify the parents of the student of the decision to

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- suspend and a copy of the special education procedural safeguards must either be hand delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement.

1. The parents of the student must be notified of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension which constitutes a change in placement was made. The relevant members of the student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a direct manifestation of their disability.
3. If the IEP team finds that the behavior was a direct manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

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6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.
7. School personnel may remove a disabled student who has violated the conduct code from their current placement for up to 10 school days without a hearing.

C. Transfer of IDEA students for Certain Offenses:

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school- sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Inflicted serious bodily injury to another person at school, on school premises or at a school function.

As used in this subsection XIIC., the term “dangerous weapon” means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

The term “serious bodily injury” means a substantiated risk of death, extreme physical pain, protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a “Section 504 Student”) who has engaged in conduct that violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

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1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of their disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommendation for expulsion.

XIV. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty- four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.
- B. The Superintendent of Schools shall forward to the student concerned and their parents, or the student if they have attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmissions to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria.

XVI. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, class activities, proms and school dances, graduation ceremonies, field trips, and school trips out-of-state and abroad.

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XVII. Expulsion and Readmission of a Student Placed in a Diversionary Program, Juvenile Residential Center or Other Residential Placement

1. Any student who commits an expellable offense and is subsequently placed in a juvenile residential center or any other residential placement for such offense may be expelled by the Board. The period of expulsion shall run concurrently with the period of placement in a juvenile residential center or other residential placement.
2. If a student who committed an expellable offense seeks to return to the school district after participating in a diversionary program or having been placed in a juvenile residential center or any other residential placement and such student has not been expelled by the board of education for such offense, the board of education shall allow such student to return and may not expel the student for additional time for such offense.

XVIII. Dissemination of Student Conduct and Discipline Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XIX. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §53a-3, the violation shall be reported to the local police.

(cf. 5128.1 – Plagiarism)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.21 – Threats or Acts of Violence)

(cf. 5131.5 – Vandalism)

(cf. 5131.6 – Drugs, Alcohol, Tobacco)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5131.8 – Off-School Grounds Misconduct)

(cf. 5131.81 – Use of Cell Phones and Other Electronic Communication Devices)

(cf. 5131.91 – Hazing)

(cf. 5131.911 – Bullying Regulation and Teen Dating Violence)

(c.f. 5144.12 – Student Discipline: Restorative Practice)

(c.f. 5145.45 – Non-Discrimination)

Policy approved: DATE

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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(c.f. – 5145.5 – Prohibition Against Sexual Harassment)

Legal References: Connecticut General Statutes

4-177 – 4-180 Contested cases. Notice. Record, as amended

10-74j Alternative education (PA 15-133)

10-233a through 10-233f Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, PA 98-139, PA 07-66, PA 07-122, PA 08-160, PA 09-82, PA 09-6 (September Special Session), PA 10-111, PA 14-229, PA 15-96, PA 16-147, PA 17-220 and PA 19-91

10-233f In-school suspension of students

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn.89 (1998).
Public Act 98-139

Honig v. Doe, (United States Supreme Court 1988)

Individuals with Disabilities Act, 20 U.S.C. 1400 et seq. as amended by the
Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-
17). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a)

P.L. 108-446 Individuals with Disabilities Education Improvement Act of
2004

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006)

Students

Student Discipline: Restorative Practice

Students have a right to attend schools that are safe and free from unnecessary disruption. The Amity Regional School District No. 5 (ARSD/District) Board of Education (Board) believes that proper student conduct, reinforced by an effective discipline program, is essential to create and maintain a positive school climate. This is the joint responsibility of students, staff, parents, and the community.

A goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff are responsible and respectful.

School discipline should be reasonable, timely, fair, age-appropriate, and should match the severity of the student's misbehavior. School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes, contribute to the school community, and is more likely to result in getting the student re-engaged in learning.

The Board desires District schools to implement a restorative practice approach in response to conflict and harm. The restorative practice philosophy supported by the Board views misconduct as a violation against people, and damaging to relationships in the school and throughout the community. The Board realizes that schools may involve a wide range of people in the restorative practice process, including the victims, who may be teachers, school staff, bystanders, other students, and/or the school community.

The three main goals of restorative practice are:

1. **Accountability:** Restorative practice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and to enable them to repair the harm they caused to the extent possible.
2. **Community safety:** Restorative practice recognizes the need to keep the school community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
3. **Competency development:** Restorative practice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

The District will make every reasonable effort to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.

The Board recognizes the importance of using school and classroom management strategies that keep students in school and in the classroom. Missing too much school for any reason has a direct impact on academic achievement, both short-term and long-term. Removal of students from the classroom environment for misbehavior should be avoided whenever possible. An

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Student Discipline: Restorative Practice

administrator may only impose in-school and out-of-school suspension when other means of correction fail to bring about proper conduct or the student's presence causes a danger to persons, and in accordance with state statute and District policy.

The Board does not support a zero tolerance approach to discipline except where mandated by either federal or state law.

The Superintendent or their designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

(c.f. – 5131 – Conduct and Discipline)

Legal Reference: Connecticut General Statutes
4-177 through 4-180. Contested Cases. Notice. Record, as amended.
10-233a through 10-233f Suspension, removal and expulsion of students, as periodically amended.
21a-240(9) Definitions.
53a-3 Definitions.
GOALS 2000: Educate America Act, Pub. L. 103-227.
18 U.S.C. 921 Definitions
Title III - Amendments to the Individuals with Disabilities Act Sec. 314
Elementary and Secondary Schools Act of 1968, as amended by the Gun Free Schools Act of 1994
PL 105-17 The Individuals with Disabilities Act, Amendments of 1997
P.L. 108-446 Individuals with Disabilities Education Improvement Act of 2004
State v. Hardy, 896 A.2d 755, 278 Conn 113 (2006)

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Bus Conduct

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

All ~~school rules~~student conduct expectations shall apply to students while they are on the bus, or awaiting a bus. Each bus operator shall be in complete charge of the bus and all student passengers while the bus is in operation. The driver may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of their bus and its passengers. The driver will be responsible for reporting to building administration ~~school authorities~~ dangerous behavior or ~~persistent misbehavior~~misconduct of any student which adversely affects the safe operation or good order of the bus. **Surveillance cameras may be used.** The ~~School Principal~~school administrator will review the behavior problem with the driver and will make a final decision as to disciplinary measures.

Students will be advised annually that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a publicized policy of the Board or an administrative regulation.

The same due process procedures and statutory limitations applicable to a suspension from school services apply to any suspension from transportation.

(cf. ~~5114—Suspension/Expulsion~~5131 – Conduct and Discipline)

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional Boards of education re school attendance.

10-220 Duties of boards of education.

10-221 boards of education to prescribe rules.

10-233c Suspension of students.

~~Connecticut General Statutes~~

~~10 _____ 186 Duties of local and regional boards of education re school attendance.~~

~~10-220 Duties of boards of education~~

~~10 _____ 221 Boards of education to prescribe rules~~

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Bus Conduct

~~10~~ ~~233c Suspension of students (as amended by PA 83-119)~~