

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, January 09 2022, 6:30 pm
25 Newton Road, Woodbridge, CT**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES** page 4
 - a. Regular Board of Meeting – December 12, 2022
4. **STUDENT REPORT**
 - a. Monthly Report
5. **RECOGNITION OF STUDENTS** page 10
 - a. Distribution of CAPSS Awards: Superintendents Student Awards Recognition Program
6. **PUBLIC COMMENT**
7. **SUPERINTENDENT’S REPORT**
 - a. **Personnel Report** page 11
 - b. **Superintendent Report** page 12
 1. Next Generation Accountability Report 2021-2022
8. **DISCUSSION AND POSSIBLE ACTION ON PROCESS TO MEET C.G.S. 10-51(c)** 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 page 18
 - a. Monthly Report
 8. Facilities page 19
 - a. Monthly Report
 9. Finance
 - a. Discussion and Possible Action on Contracts over \$35,000 page 20
 1. HVAC Inspection and Evaluation
 - b. Discussion and Possible Action on Approval of a District Credit Card page 21
 - c. Discussion of Monthly Financial Statements page 24

PLEASE POST

PLEASE POST

- d. Director of Finance and Administration Approved Transfers Under \$3,000 page 56
- e. Discussion and Possible Action on Transfers over \$3,000 page 57

10. Policy

a. Second Read

- 1. Policy 3240 Tuition Fee page 58
- 2. Policy 6172 Alternative Education Program page 60
- 3. Policy 6200 Adult/Continuing Education page 61
- 4. Policy 5131.5 Vandalism page 64
- 5. Policy 5131.62 Steroid Use (recommendation to remove) page 65

11. Personnel

11. **NEW BUSINESS**

12. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by January 31, 2023**

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
December 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Andrea Hubbard

STUDENT BOARD MEMBERS PRESENT

Samuel Bae

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas

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. ELECTION OF OFFICERS

Carla Eichler appointed as a nominating committee of one by Chairperson Davis. BOE unanimously voted in favor of the nominations for Chairperson Davis, Vice Chairperson Reed, Secretary Hartshorn, Treasurer Dr. Turner, and Deputy Treasurer Schuster.

4. APPROVAL OF MINUTES

a. Regular Meeting – November 14, 2022

*MOTION by Sean Hartshorn, SECOND by Carla Eichler, to approve minutes as submitted
VOTES IN FAVOR, 10 (Browe, Davis, Eichler, Hartshorn, Levere-D'Addio, Reed, Donna Schuster, Sudhir, Tirollo, Turner)
ABSTAINED, 2 (Carlson, Oladele)
MOTION CARRIED*

b. Special Meeting – November 28, 2022

*MOTION by Patrick Reed, SECOND by Sean Hartshorn, to approve minutes as submitted
VOTES IN FAVOR, 10 (Browe, Davis, Eichler, Hartshorn, Oladele, Reed, Schuster, Sudhir, Tirollo,
Turner)
ABSTAINED, 2 (Carlson, Levere-D’Addio)
MOTION CARRIED*

c. Special Meeting – December 5, 2022

*MOTION by Shannan Carlson, SECOND by Christopher Browe, to approve minutes as submitted
VOTES IN FAVOR, 11 (Browe, Carlson, Davis, Eichler, Hartshorn, Levere-D’Addio, Reed, Schuster,
Sudhir, Tirollo, Turner)
ABSTAINED, 1 (Oladele)
MOTION CARRIED*

5. STUDENT REPORT

a. Monthly Report

Delivered by Samuel Bae

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

Presented by Fiducient representative Chris Kachmar at the AFC Meeting

7. PUBLIC COMMENT

Orange Parent: addressed the 9th grade health class lesson regarding Gender Identity

Orange Parent: distributed handouts to the BOE and addressed the 9th grade health class lesson regarding Gender Identity and questioned the state mandated curriculum

Woodbridge Resident: addressed the lack of transparency from the BOE regarding the district's interpretation of the acronyms DEI and CRT

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
December 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

Bethany resident: compared anti-bullying work done by BOE of the past with issues of today, advised that the BOE should be trusted and advised BOE to make difficult decisions

Orange Parent: urged the public to trust and support health teachers to provide instruction pertinent to LGBTQ+ community and suggested these lessons could foster valuable conversations and empathy

Orange Parent: spoke to support the district health curriculum with age and medically appropriate language

Orange Parent: thank you for the successful homecoming dance including chaperones and local business who donated food ... thank you to admin and staff for the rigorous curriculum that allows our students to feel seen and welcomed

Woodbridge Resident: suggested that the DEI Subcommittee minutes were not reflective of the conversation held.

Woodbridge Parent: questioned lack of accessibility to stadium field lights for girls' sports... addressed the message that it sends to girls when they don't have equal access as boys to the use of the stadium lights

Orange Parent: spoke to advocate full support of the work that the BOE and admin are doing ... invited the public to engage in conversation outside of BOE public comment

8. SUPERINTENDENT'S REPORT

a. Personnel Report

b. Superintendent Report

9. DISCUSSION AND POSSIBLE ACTION ON SETTING 2023-2024 SCHOOL CALENDAR

MOTION by Carla Eichler SECOND by Patrick Reed, to approve setting 2023-2024 School Calendar

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

10. DISCUSSION AND POSSIBLE ACTION ON SETTING DATE OF 2023 GRADUATION

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
December 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

MOTION by Christopher Browe SECOND by Dr. Sudhir, to approve setting date of 2023 Graduation for June 9, 2023

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

11. DISCUSSION AND POSSIBLE ACTION ON THE PROCESS TO MEET C.G.S. 10-51(c)

MOTION to table by Christopher Browe SECOND by Donna Schuster to direct the Superintendent of Schools and the Director of Finance to apply the audited surplus to the end of the current fiscal year to reduce the expense of the District for the current fiscal year

12. CORRESPONDENCE

13. 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
 - 8. Facilities
 - a. Monthly Report
 - b. Discussion and Possible Action to Direct the Superintendent to Propose Changes to the Town of Woodbridge Planning and Zoning Regarding the Stadium Lights

MOTION by Amy Tirollo SECOND by Christopher Browe, to direct the Superintendent to propose changes to the Town of Woodbridge Planning and Zoning regarding the stadium lights.

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

- 9. Finance
 - a. Discussion and Possible Action on Dissolving Contract
 - 1. Rehabilitation Associates

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
December 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

MOTION by Sean Hartshorn SECOND by Patrick Reed, to dissolve contract with Rehabilitation Associates

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

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

MOTION by Christopher Browe SECOND by Shannon Carlson, to approve transfers over \$3000

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

- e. Update of 2023-24 Budget Process
 - 1. Current Budget Data
 - 2. Important Budget Meeting Dates
- f. Other
 - 1. Audit update
- 10. Policy
 - a. First Read
 - 1. Policy 3240 Tuition Fees
 - 2. Policy 6172 Alternative Education Program?
 - 3. Policy 6200 Adult/Continuing Education
 - 4. Policy 5131.5 Vandalism
 - 5. Policy 5131.62 Steroid Use (recommendation to remove)
 - b. Second Read
 - 1. Policy 4112.61/4212.41 Use and Disclosure of Employee Medical Information (HIPAA)

MOTION by Christopher Browe SECOND by Christina Levere-D'Addio, to approve policy 4112.61/4212.41 Use and Disclosure of Employee Medical Information (HIPAA)

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

- 11. Personnel (Executive Session)
 - a. Discussion and Possible Action on Approval on Amity Administrator Contract

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
December 12, 2022 REGULAR MEETING MINUTES
6:30 P.M., 100 Ohman Avenue, Orange, CT

MOTION by Christopher Browe SECOND by Carla Eichler, to approve the Amity Administrator Group Contract

VOTES IN FAVOR, 12 (unanimous)

MOTION CARRIED

14. NEW BUSINESS

15. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by December 31, 2022

16. ADJOURNMENT

Motion to adjourn made by Sean Hartshorn at 9:25 p.m. with no objections



2022-2023

CAPSS

**Superintendent Student Award
Recognition Program**

Awards are based on: "Community service and service to others; Academic process (relative to ability); and Leadership service to the school community.

Amity Middle School~Bethany Award Recipients:

👍 **Riley D'Andrea**

👍 **Tiari Young**

Amity Middle School~Orange Award Recipients:

👍 **Julia Capecelatro**

👍 **Auh'Veon Singleton**

Amity Regional High School Award Recipients:

👍 **Anchal Bahel**

👍 **Nina Carmeli**

👍 **Francis Cavallaro III**

👍 **Allen Liu**

👍 **Grace Mahon**

👍 **Katherine Sim**

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

January 9, 2023

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

NEW HIRES-CERTIFIED:

• Amity Regional High School:

Lindsay Walker – F/T School Counselor – Lindsay joins the Amity team bringing 9 years of school counseling experience at the high school level, the majority being in the Fairfield Public School District. She holds a Bachelor’s Degree in Psychology and Sociology from Assumption College in Massachusetts, a Master’s Degree in School Counseling from Fairfield University and a 6th Year Certificate in College Counseling from California State University. She is currently pursuing her 092 Intermediate Administrator Certification.

• Amity Regional Middle School – Bethany: NONE

• Amity Regional Middle School – Orange:

Salvatore Coppola – Assistant Principal – Mr. Coppola is well known and respected as a long-time member of the Amity Community. He graduated from Amity Regional High School and has successfully served as the leader of the Amity Baseball Program for nearly the past two decades. He has taught Social Studies in the Wolcott Public School District for the past twenty-eight years with six of those years in a leadership role as the Social Studies Department Head. Sal holds a Bachelor’s Degree in History and a Master’s Degree in Political Science, both from Southern CT State University and a 6th Year Certificate in Administration from the University of Bridgeport.

NEW HIRES-BENCH/LONG TERM SUBSTITUTES: NONE

NEW HIRES-NON-CERTIFIED:

Kimberly Pearce – District Athletic Trainer

Melissa Costa Fuentes – District Licensed Practical Nurse

NEW HIRES-COACHES:

Gregory Echtman – Girls Ski Coach – 2022-23 Winter Season – Amity Regional High School

David Teitelman – Assistant Boys Basketball Coach – 2022-23 Winter Season – Amity Regional High School

Yawovi Simpini – Asst. Dance Coach – 2022-23 Winter Season – Amity Regional High School

Kevin Dennis – Girls Basketball Coach – 2022-23 Winter Season – Amity Middle School-Bethany

TRANSFERS: NONE

RESIGNATIONS:

Andres Bernal – Assistant Tennis Coach ~ Amity Regional High School, eff. 12/21/2022

RETIREMENTS: NONE

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Dr. Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

Superintendent's Report – January 2023

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

Post-Secondary Planning for Juniors: An information night for the parents of Juniors will be held on January 5, 2023 at 6:30 PM in the Brady Center. Ann Fleming Brown, Director of Admissions at Union College, will give a presentation on the overview of the college admissions process. Parents and students in Grade 11 are strongly encouraged to attend.

Professional Learning Day: A district-wide professional learning day was held on the afternoon of January 5, 2023. The keynote speaker from convocation in August, performance and leadership coach Sebastian Little, returned to the district to follow up from his “Great Reset” presentation. The focus of the session was on revisiting personal goals that were set at the start of school, as well as looking forward to the second half of the year, staying energized, and finishing strong.

Portrait of a Graduate & Learning Progressions: A team of teachers and administrators from across the district met again on December 16, 2022 to continue the work on the BOWA Portrait of a Graduate's Learning Progressions. The creation of a Learning Progressions document will give teachers and students a clearer picture of what the characteristics of the Portrait of the Graduate look like at different grade spans. The team completed a draft version of learning progressions for each of the attributes in the Portrait of the Graduate and will continue to collaborate throughout the year to finalize the document.

Fentanyl Awareness Program: On December 20, 2022, the ARHS Phys. Ed/Health Department hosted an informational program regarding fentanyl abuse for Health students featuring fentanyl awareness activist Fiona Firine. Over the course of the morning, she shared her story with approximately 400 Amity students about fentanyl awareness and how fentanyl has affected her family.

Star Testing: Middle school students took the winter administration of the STAR test in Math and Reading when we returned from the winter break. The data from the assessments will be used to assess student progress, identify students in need of remediation, and will help to focus instructional work for the rest of the school year.

SAILS Holiday Field Trip: Students in the 7-12 Spartan Academic and Independent Living Skills (SAILS) Program attended a holiday themed field trip to the Bridgeport Downtown Cabaret. Students attending this field trip practiced various independent living and community engagement skills.

Soap Lift Goes National: Amity Transition Academy students have been assembling Soap Lift (<https://soaplift.com/>) products for the past several school years. Over the winter break, a staff member saw a Soap Lift for sale at a local merchant in Nashville, Tennessee. Our staff and students are extremely proud of their work and were excited to learn the Soap Lifts that they have assembled can be found across the United States.

Professional Development and Evaluation (PDEC): The district-wide professional development and evaluation committee met in December to prepare for midyear conferencing with teachers and to approve and post the end of the year materials online for staff. The committee will continue to meet to monitor the use of complementary observers and to review the implementation of the evaluation plan.

Curriculum Articulation Meetings: Curriculum articulation committee meetings occurred throughout the month of December, as middle school content leaders and high school department chairs in the subjects of ELA, Social Studies, and World Language met to discuss a variety of topics. In Social Studies, teachers are completing a textbook pilot and preparing to make a recommendation for a textbook adoption in 8th grade. In ELA, teachers are planning middle school and high school visits to observe classroom instruction with a focus on observing the implementation of Reader's Workshop. In World Language, teachers shared their findings from the recent ACTFL conference in Boston and began planning for professional learning specific to proficiency based instructional strategies.

Resources

SOS Lessons and Screenings Wrap Up: Now in its third year in Amity, the Signs of Suicide (SOS) lesson occurred the week of December 12, 2022 at ARHS. Over 300 students participated in the lesson and were screened for being at risk of suicide. The SOS program remains the premier, research supported suicide prevention program in the country. Thank you to the ARHS Pupil Services/Counseling Departments for their work with this event. In total, amongst all three buildings, over 600 students were screened.

Scholarship Resources: Now that many members of the senior class have applied to colleges, they are now turning their attention to scholarship applications. To assist students with that task, the ARHS College and Career Center researches and posts information about local and national scholarships in their office and online providing individualized support to seniors in identifying and applying for available scholarships.

AMSB Counseling Groups: The AMSB Counseling Department will be starting a group-based counseling program called CBITS (Cognitive Behavioral Interventions for Trauma in Schools) to address the needs of students who have experienced stressful events in their lives. The groups are co-facilitated by our counseling and social work staff. Staff at AMSO and ARHS also run CBITS groups for students.

Climate

ARHS Music Department Winter Concerts: The ARHS Music Department hosted two concerts prior to winter break, one for the Orchestra on Tuesday, December 20, 2022, and another for the Band and Choir on Wednesday, December 21, 2022.

BOWA Boutique: The Amity chapter of the National Honor Society is hosting the BOWA Boutique, the school's first-ever community thrift store event. To support it, the NHS held a community-wide clothing drive from December 9th to December 23rd, and the BOWA Boutique opened on January 7, 2023.

AMSO Student Team Check-Ins: In keeping with the Amity Region 5 theme of *Reset, Reboot and Recharge*, AMSO administration met with each student team before the break. The focus of the meetings was to acknowledge the hard work and effort students have made so far this year. It was also an

opportunity to encourage students to see the new year as an opportunity to reset and refocus on their academic and social growth.

AMSO School Spirit: AMSO held a School Spirit Week from December 19 – 22, 2022. There was an exceedingly high level of participation for each of the theme days. Events like Spirit Week promote a positive school climate as students and staff come together to participate in this whole school event.

AMSO Annual Door Decorating: The AMSO advisory groups did an outstanding job on the annual door decorating contest. Each advisory group created a winter themed door highlighting the unique talents and character of their advisory group. Several doors focused on the Jackie's Nine-character traits, while others focused on recognizing the uniqueness of each individual student.

AMSB Pep Rallies: On the day before the winter break, AMSB was scheduled to hold its first full-school pep rally. The event was postponed due to the weather and will now be held on January 13, 2023. It will be a time to celebrate the end of the first half of the school year, and welcome in the opportunities of the new semester!!

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: January 3, 2023

Last month I met with the Finance Directors of all three towns. I provided the budget data available at that time. This included the changes in enrollment and other revenue, the initial budget requests and the reductions from the first workshop. I reviewed the dates our budget will be presented to the Town Finance Committees.

I shared the communications that have been presented to the Amity Finance Committee and the Amity Board of Education regarding compliance with CGS 10-51(c). I explained the Board has been reviewing for several months now, seeking guidance and input from professionals and constituents. I also let the directors know the status of the audit report which was about to be filed. It would meet the statutory filing deadline of December 31, 2022.

One of the directors inquired as to when a decision would be made regarding the unexpended funds, since it is an integral part of their budget process. I indicated it was unlikely we would be cutting checks this year, and one of the options the Board was considering was reducing their 2022-23 June allocation payment. I inquired how this transaction would affect their current budget. The reduction of the allocation payments will reflect a surplus on their expense line for Amity's education expense. This surplus will flow into the Town overall fund balance at the end of the fiscal year. This is the process in all 3 towns. In addition, the Town of Orange will have a revenue line that is under budget without the return of funds. This negative balance will also flow into fund balance at the end of the fiscal year.

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Theresa Lumas
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Phone (203) 397-4813
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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 18, 2022 – **UPDATED December 8, 2022**

Last month the Administration, the District's attorney and the District's accountant presented information on regional school district's surplus balances. These presentations reviewed the practices by most regional school districts in the State, interpretation of the word shall, and accounting standards.

For those school districts that do not "spend down" their budget so as to not have a surplus, based on research provided by the Administration, a majority of regional school districts utilize the method of applying the audited surplus to the next fiscal year's budget. While the State does not dictate procedures to apply the surplus, our auditor stated that this method is a sound financial practice. Additionally, this method has a direct benefit to the taxpayers, as it provides an accurate assessment of Amity's budgetary impact, thereby assisting in the town's setting of the mil rate. If Amity applies the surplus funds to town allocations during the budget process, it would ensure that funds approved by taxpayers for the Amity budget continue to be directed to the educational expenses of our regional school district. Applying the surplus during the budget development process is timely for town budgets to reflect the true cost of the education request annually in their budgets.

By way of example, if the District had applied the surplus funds the way the many regional school districts do by crediting the town allocation in fiscal year 2023 with the surplus from fiscal year 2021, this is the effect on the town allocations would have been:

<i>Adopted Town Allocations</i>	<u>2021-2022</u>	<u>2022-2023</u>	<u>\$ Variance</u>	<u>% Variance</u>
Bethany	\$8,983,608	\$8,918,279	(\$ 65,329)	(0.73%)
Orange	\$25,236,005	\$26,367,974	\$1,131,969	4.49%
Woodbridge	\$16,275,624	\$17,063,355	\$ 787,731	4.84%
Other Revenue	\$1,202,970	\$1,000,197	(\$202,773)	(16.86%)
Total	\$51,698,207	\$53,349,805	\$1,651,598	3.19%

<i>If surplus were applied to Town Allocations</i>	<u>2021-2022</u>	<u>Current Allocation</u> <u>2022-2023</u>	<u>Current</u> <u>\$ Variance</u>	<u>%</u> <u>Variance</u>	<u>Surplus Funds</u> <u>\$ Variance</u>	<u>Surplus Funds</u> <u>Allocation</u> <u>2022-2023</u>	<u>%</u> <u>Variance</u>
Bethany	\$8,983,608	\$8,918,279	(\$ 65,329)	(0.73%)	(\$513,940)	\$8,404,339	(6.45%)
Orange	\$25,236,005	\$26,367,974	\$1,131,969	4.49%	(\$1,427,275)	\$24,940,699	(1.17%)
Woodbridge	\$16,275,624	\$17,063,355	\$ 787,731	4.84%	(\$894,898)	\$16,168,457	(0.66%)
Other Revenue	\$1,202,970	\$1,000,197	(\$202,773)	(16.86%)		\$1,000,197	(11.17%)
Surplus Funds	\$0				(\$2,836,113)	\$2,836,113	
Total	\$51,698,207	\$53,349,805	\$1,651,598	3.19%		\$53,349,805	3.19%

Motion:

Direct the Superintendent of Schools and the Director of Finance to apply the audited surplus to next year's budget in a manner that meets statutory and accounting regulations.

THE MOTION TABLED FROM NOVEMBER MEETING:

MOTION by Christopher Browe, SECOND by Donna Schuster, to direct the Superintendent of Schools and the Director of Finance to apply the audited surplus to the end of the current fiscal year to reduce the expense of the District for the current fiscal year

January 2023

Dec Ticket Summary

Tickets addressed and closed: 46

Tickets open: 12

HS Student Help Desk

Students helped: 298

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:

- Installed new security cameras in Orange Middle School for testing and assessment of capabilities.
- Identified and replaced switch component that was causing intermittent outages at the Bethany Middle School campus.

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 server the District's needs moving forward.
- 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.
- Continue assessing technology requests and needs in order to build a responsible technology budget for the 2023-2024 school year that aligns with the District goals.

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:

- An actuator for a heating valve in the boiler room at AMSB was replaced by our in house maintainers.
- A faulty circuit breaker in the electrical panel that feeds some kitchen appliances in AMSO was replaced by our in house electrician.
- Another circulator pump for the boilers at ARHS was pulled and rebuilt by both in house maintenance staff and an outside vendor.
- The outdoor structures at both AMSB and AMSO have been completed.
- An ejector pump for two bathroom sinks at ARHS was replaced by our in house building maintainer.

Projects in Process:

- Bid specifications are being developed for rerouting the two chilled water lines that currently run underground and up into the CTE classroom.
- Bid specifications are being developed to replace the rear entrance door frame at ARHS by the main gym. The current door frame is corroded from years of salt/ice melt being tracked in during the winter months.
- All indoor lighting fixtures in AMSO and AMSB are being re-lamped with different bulbs due to problems with existing bulbs.
- 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.
- Tools for Schools walkthroughs are being scheduled for both AMSB/AMSO.

Outstanding issues to be addressed:

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



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

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

To: Dr. Jennifer Byars, Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: December 26, 2022

HVAC Inspection and Evaluation:

The State has mandated every school district have a uniform inspection and evaluation of their HVAC systems conducted by a licensed professional by January 2024. The estimated cost is \$113,000 for the evaluations at all three buildings. A transfer is requested this month to cover this mandate announced after the current budget was adopted. A contract approval for our current HVAC engineers is also requested this month to ensure we can scheduled the work for the summer. There are no funds requested in the 2023-24 budget. It is necessary to secure funding and a contract in order to meet compliance with the January 2024 deadline. We are requesting to use our current HVAC engineer firm, vanZelm Engineers, who have extensive knowledge of our systems and waive the bid process.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to ...

Award the HVAC inspection and evaluation contract to vanZelm Engineers of Farmington, CT at a cost of \$113,000 and waive the bid process.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
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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: Approval of Credit Card

Date: December 16, 2022

The State of Connecticut has developed a P-Card program available to all State agencies and institutions. The school district is eligible to participate in the program. The State approved institution is JPMorgan Chase, NA.

The purpose for the request is an increasing number of vendors are not accepting purchase orders to guarantee payment. We find this often when purchasing software licensing or securing airfare and hotel reservations. Individuals request to use their personal cards and get reimbursement. Personal purchases are subject to sales tax.

The credit card will be stored in the Finance Department safe. Written approval is required prior to use. Procedures and a form for the internal process are being developed.

The limit requested is \$15,000. There are no annual fees or interest charges. It is a direct ACH payment method.

Amity Finance Committee:

Move to recommend the Amity Board of Education...

Amity Board of Education:

Move to ...

Approve the use of a District credit card through the State of Connecticut P-Card program with a credit limit of \$15,000.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 ACCOUNTING PROCEDURES MANUAL

NUMBER: 20-0001

PURPOSE: To document the procedures used related to District's credit card use

FREQUENCY: As needed

PROCEDURE: **Credit Card Use**

The District maintains a credit card restricted for certain purchases. The limit of the credit card will be approved the Amity Board of Education.

The credit card is kept in the safe in the finance office. Use of the credit card must be approved the Director of Finance & Administration or the Asssistant Director of Finance & Administration.

The limited use of the credit card is generally for software licenses, airfare and conference registration, and other similar transactions that typically require a credit card to purchase or secure service.

An employee must have their purchase requisition approved in the financial system first. An employee who has obtained approval must complete the attached form and send to the Director of Finance.

Once credit card use is approved, the Finance staff will process the order and payment as soon as possible.

Unauthorized use of the District's credit card will result in disciplinary action.

P-Card Purchase Approval



Use this form to request payment to a vendor via the District's Credit Card



First Name

Last Name

E-mail Address

DATE

REQUISITION/
PO#

Vendor name

Account #

Amount

Description of
Purchase:

FINANCE DEPARTMENT APPROVAL

Signature

Approval Date

**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	NOV 22	CHANGE	DEC 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	192,902	0	192,902	78,606	FAV
3	OTHER STATE GRANTS	843,114	844,861	592,528	0	592,528	(252,333)	UNF
4	MISCELLANEOUS INCOME	45,809	41,040	37,872	0	37,872	(3,168)	UNF
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	51,514,673	53,349,805	53,172,910	0	53,172,910	(176,895)	UNF
7	SALARIES	27,429,917	28,830,023	28,525,817	0	28,525,817	(304,206)	FAV
8	BENEFITS	5,464,945	6,046,203	6,030,487	0	6,030,487	(15,716)	FAV
9	PURCHASED SERVICES	8,856,448	10,234,922	9,040,134	115,600	9,155,734	(1,079,188)	FAV
10	DEBT SERVICE	4,453,835	4,485,716	4,485,716	0	4,485,716	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	3,159,639	3,157,931	3,166,139	0	3,166,139	8,208	UNF
12	EQUIPMENT	130,142	86,552	129,670	0	129,670	43,118	UNF
13	IMPROVEMENTS / CONTINGENCY	340,143	308,000	299,704	(113,000)	186,704	(121,296)	FAV
14	DUES AND FEES	121,969	200,458	196,871	0	196,871	(3,587)	FAV
15	TRANSFER ACCOUNT	929,175	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	50,886,213	53,349,805	51,874,538	2,600	51,877,138	(1,472,667)	FAV
17	SUBTOTAL	628,463	0	1,298,372	(2,600)	1,295,772	1,295,772	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)	711,934	0	1,298,372	(2,600)	1,295,772	1,295,772	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	NOV 22	CHANGE	DEC 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	25,000	0	25,000	20,000	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	22,100	0	22,100	(1,300)	UNF
12	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
13	OTHER REVENUE	130,512	114,296	192,902	0	192,902	78,606	FAV
14	OTHER STATE GRANT	0	0	0	0	0	0	FAV
15	SPECIAL EDUCATION GRANTS	843,114	844,861	592,528	0	592,528	(252,333)	UNF
16	OTHER STATE GRANTS	843,114	844,861	592,528	0	592,528	(252,333)	UNF
17	RENTAL INCOME	23,158	18,000	18,000	0	18,000	0	FAV
18	INTERGOVERNMENTAL REVENUE	4,893	5,040	1,872	0	1,872	(3,168)	UNF
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	37,872	0	37,872	(3,168)	UNF
22	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
23	TOTAL REVENUES	51,514,673	53,349,805	53,172,910	0	53,172,910	(176,895)	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	NOV 22	CHANGE	DEC 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	22,456,125	23,647,192	23,430,534	0	23,430,534	(216,658)	FAV
2	5112-CLASSIFIED SALARIES	4,973,792	5,182,831	5,095,283	0	5,095,283	(87,548)	FAV
3	SALARIES	27,429,917	28,830,023	28,525,817	0	28,525,817	(304,206)	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	59,735	0	59,735	4,625	UNF
10	5275-DISABILITY INSURANCE	10,736	11,757	12,873	0	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	19,490	0	19,490	8,990	UNF
16	5291-CLOTHING ALLOWANCE	1,459	2,200	2,200	0	2,200	0	FAV
17	BENEFITS	5,464,945	6,046,203	6,030,487	0	6,030,487	(15,716)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	28,159	10,000	15,007	0	15,007	5,007	UNF
19	5327-DATA PROCESSING	105,023	131,078	131,078	0	131,078	0	FAV
20	5330-PROFESSIONAL & TECHNICAL SRVC	1,853,092	2,063,594	2,217,856	113,000	2,330,856	267,262	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	82,148	116,525	116,525	0	116,525	0	FAV
22	5510-PUPIL TRANSPORTATION	3,441,389	3,933,934	3,652,202	0	3,652,202	(281,732)	FAV
23	5521-GENERAL LIABILITY INSURANCE	282,790	278,907	286,726	2,600	289,326	10,419	UNF
24	5550-COMMUNICATIONS: TEL, POST, ETC.	117,699	114,492	114,492	0	114,492	0	FAV
25	5560-TUITION EXPENSE	2,867,711	3,495,200	2,415,056	0	2,415,056	(1,080,144)	FAV
26	5590-OTHER PURCHASED SERVICES	78,437	91,192	91,192	0	91,192	0	FAV
27	PURCHASED SERVICES	8,856,448	10,234,922	9,040,134	115,600	9,155,734	(1,079,188)	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	NOV 22	CHANGE	DEC 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	788,835	788,835	788,835	0	788,835	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,665,000	3,696,881	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	588,882	709,704	709,704	0	709,704	0	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	943,020	731,680	731,680	0	731,680	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	328,840	366,812	365,392	0	365,392	(1,420)	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	84,403	0	84,403	14,462	UNF
37	5627-TRANSPORTATION SUPPLIES	102,352	143,809	143,809	0	143,809	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	237,915	154,742	154,742	0	154,742	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	20,852	20,857	16,023	0	16,023	(4,834)	FAV
40	5690-OTHER SUPPLIES	634,466	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)	3,159,639	3,157,931	3,166,139	0	3,166,139	8,208	UNF
43	5730-EQUIPMENT - NEW	92,453	13,012	13,012	0	13,012	0	FAV
44	5731-EQUIPMENT - REPLACEMENT	37,689	5,980	49,098	0	49,098	43,118	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	130,142	86,552	129,670	0	129,670	43,118	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	(100,000)	(100,000)	(100,000)	FAV
49	5720-IMPROVEMENTS TO SITES	272,368	39,000	39,000	0	39,000	0	FAV
50	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
50a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(8,296)	(13,000)	(21,296)	(21,296)	FAV
50c	IMPROVEMENTS / CONTINGENCY	340,143	308,000	299,704	(113,000)	186,704	(121,296)	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	NOV 22	CHANGE	DEC 22	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
51	5580-STAFF TRAVEL	8,203	21,700	18,800	0	18,800	(2,900)	FAV
52	5581-TRAVEL - CONFERENCES	32,992	70,475	69,788	0	69,788	(687)	FAV
53	5810-DUES & FEES	80,774	108,283	108,283	0	108,283	0	FAV
54	DUES AND FEES	121,969	200,458	196,871	0	196,871	(3,587)	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
56	TOTAL EXPENDITURES	50,886,213	53,349,805	51,874,538	2,600	51,877,138	(1,472,667)	FAV
56								
Note:	RESTRICTED - CARRY OVER FUNDS	711,934						

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



DECEMBER 2022

2022-2023 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$1,295,772 FAV previously \$1,298,372 FAV, which appears on page 1, column 6, and line 20. The surplus from fiscal year 2022 funds (\$711,931) is included, noted as the FY22 surplus at the bottom of report. 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 *\$176,895 UNF, previously \$45,482 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 \$20,000 FAV, previously \$15,000 FAV.*

<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%
October 2022	.400%	3.13%
November 2022	.400%	3.92%
December 2022	.400%	4.12%

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 \$1,300 UNF based on current data, previously \$3,900 UNF.*

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 \$252,333 UNF previously \$111,488 UNF. There have been significant changes for outplaced students resulting in lower costs to the District which also reduces the State reimbursement.*

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 \$3,168 UNF previously neutral.* The agreement was paused due to a staffing shortage.

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 *\$1,472,667 FAV, previously, \$1,475,267 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. 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. We continue to experience

staff vacancies and are not yet fully staffed. *The account is currently forecasted at \$216,658 FAV, previously \$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 a nurse and several paraeducators. The forecast is currently \$87,548 FAV, previously \$32,895 FAV. There is still a higher turnover rate occurring and we are not yet fully staffed.*

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. *Claims are running 96% of budget. It is important to note that if we were fully staffed it is likely our claims would be overbudget.*

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
<i>OCT</i>	\$ 297,594	\$ 375,480	\$ (77,886)	\$ 341,109	\$ 293,360
<i>NOV</i>	\$ 306,068	\$ 458,947	\$ (152,879)	\$ 324,557	\$ 409,279
<i>DEC</i>	\$ 435,108	\$ 566,109	\$ (131,001)	\$ 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	\$ 4,362,073	\$ 4,542,083	\$ (180,010)	\$ 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%	96.0%

*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
<i>OCT</i>	\$ 47,063	\$ 51,048	\$ (3,985)	\$ 47,049	\$ 55,100
<i>NOV</i>	\$ 50,445	\$ 42,200	\$ 8,245	\$ 39,556	\$ 56,242
<i>DEC</i>	\$ 52,888	\$ 39,812	\$ 13,076	\$ 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	\$ 529,770	\$ 516,024	\$ 13,746	\$ 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 \$4,625 UNF.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based is \$1,116 UNF previously, \$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 actual charges year-to-date and estimates for the remainder of the year, \$8,990 UNF, previously neutral.

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 and to provide advanced behavioral support services for students, **\$297,262 UNF, previously, \$184,250 UNF.** A transfer was approved in November for robotics. *The State has mandated every school district have a uniform inspection and evaluation of their HVAC systems conducted by a licensed professional. The estimated cost is \$113,000 for the evaluations at all three buildings. A transfer is requested this month to cover this mandate announced after the current budget was adopted. A contract approval for our current HVAC engineers is also requested this month to ensure we can be scheduled for the summer in order to meet compliance with the January 2024 deadline.*

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 \$281,732 FAV, previously, \$281,732 FAV.*

LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Various liability policies, including medical professional, public bond and cyberinsurance renewed higher than budgeted while Student Accident insurance renewed underbudget. **Account is \$10,419 UNF previously \$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 \$1,080,144 FAV, previously, \$1,080,144 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 were requested to address student needs in the District.

Tuition for the vo-ag schools is \$11,082 UNF, previously \$11,082 FAV.

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

ECA is \$1,812 UNF, previously \$1,812 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 \$1,093,039 FAV, previously \$1,093,039 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	9(9)
Private SPED	22	18	27	20	24	20(20)
Totals	33	26	33	30	36	29(29)

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
JUL	325,263	263,361	61,902	296,292	254,686
AUG	350,459	292,763	57,696	321,023	299,439
SEP	294,292	313,930	(19,638)	314,756	285,993
OCT	252,949	295,084	(42,135)	272,755	248,089
NOV	252,160	269,094	(16,934)	256,208	238,583
DEC	274,129	274,129	-	259,994	240,912
JAN	283,552	283,552	-	257,539	249,595
FEB	280,114	280,114	-	271,979	243,774
MAR	263,718	263,718	-	255,631	246,886
APR	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	3,350,892	3,310,001	40,891	3,336,659	3,097,407

DEGREE DAYS

There are 2032 degree days to date compared to 1980 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 over budget assuming costs will be 15% higher than actual FY22 costs, \$14,462 UNF.

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

The forecast is projected to be neutral.

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

The Board approved a transfer \$8,296 for replacement security cameras. There are 6 cameras in the District that are not functional and need replacing. A transfer was approved

in November for a scoreboard replacement at \$4,834. *The account is \$43,118 UNF, previously \$13,130 UNF. A transfer is requested this month for robotics equipment.*

LINE 48a on Page 4: 5715-FACILITIES CONTINGENCY:

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. *A transfer to professional services is requested this month to cover the cost of an unfunded State mandate to have their HVAC systems inspected and evaluated. The total cost is estimated at \$113,000. The balance in facility contingency will be zero.*

LINE 50 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. The Board approved a transfer replacing 6 security cameras that are not functional. The balance in contingency is \$141,704 FAV. *A transfer to professional services is requested this month to cover the cost of an unfunded State mandate to have their HVAC systems inspected and evaluated. The total cost is estimated at \$113,000 of which \$100,000 is requested from facilities contingency and the remaining \$13,000 from the general contingency. The balance in facility contingency will be 128,704 FAV.*

LINES 51 & 52 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 and may be applied to next year's budget. \$711,934 FAV. This is comprised of \$628,463 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-committe>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 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).

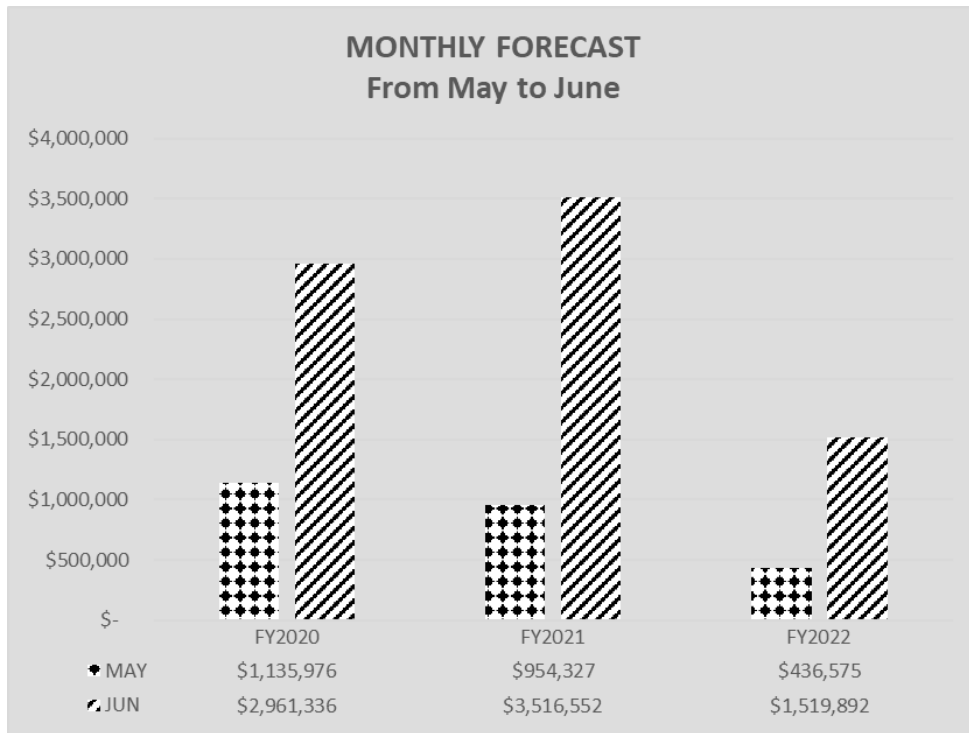
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 Governor had not announced if schools would reopen prior to the end of the school year. School was eventually cancelled for the remainder of the year and almost all accounts were impacted. The changes from one month to the next month were, as follows:

- **\$121,462:** Certified and classified salaries were lower due to the school closures. Spring coaches salaries were reduced, substitutes and coverages were not needed, staff development hours, homebound instruction, chaperone duties, and overtime were all near zero.

- **\$296,642:** Medical & dental claims were lower due to the COVID-19 global pandemic. Routine office visits and medical tests were postponed all spring across the region. Since we are self-insured, actual claims are not known until the end of the fiscal year. Unemployment claims, though high were lower than May's estimate. The District has not experienced claims of this magnitude and estimating the actual costs were difficult. Many claims were in dispute. The change was \$26,000 FAV.
- **\$155,607** Purchased services were lower due to the COVID-19 global pandemic. There were no athletic contests, which reduced the annual number of game day staff and officials paid. Less need for printed materials, postage, end of year celebrations, graduation and stepping up costs, and athletic rentals were less due to the social distancing requirements.
- **\$76,091:** Transportation and fuel costs for busses were lower due to the COVID-19 global pandemic. Contracts were renegotiated in May but with school cancellation final for the year, additional savings resulted. There were no late runs, athletic trips, or field trips at the end of the year.
- **\$70,483:** Instructional supplies were lower due to the COVID-19 global pandemic. Consumable materials could not be utilized in the remote learning environment so there was a significant decrease in food for culinary, lumber and other raw materials for technology education and science lab materials.
- **\$54,739:** Communication costs were lower due to the COVID-19 global pandemic. Less postage, copy paper, and catering needs due to the remote learning environment.
- **\$35,521:** Rentals for fields, tables, chairs, tents, etc. were lower due to the COVID-19 global pandemic. End of year athletic contests were cancelled and ceremonies were done in a socially distance manner which eliminated the need for many items used for large crowd gatherings.
- **\$14,945:** Electricity usage was lower due to the COVID-19 global pandemic. Buildings had a few occupants during the March through June timeframe.

FY2021:

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

- **\$609,645:** Medical & dental claims were lower and the assumption is it is due to the COVID-19 global pandemic. Routine office visits and medical tests may not have resumed to normal levels. Since we are self-insured, actual claims are not known until the end of the fiscal year.

- **\$260,880** Purchased services were lower due to the COVID-19 global pandemic. There were fewer athletic contests, which reduced the annual number of game day staff and officials paid. Less costs were incurred for special education than anticipated.
- **\$147,390:** Transportation and fuel costs for busses were lower due to the COVID-19 global pandemic. There were no field trips or late runs during the year. As the schools edged toward operating at 100% it was difficult to predicate if transportation needs would increase in May and June. There were also a reduced number of athletic trips. The fuel bills from the member towns are not finalized until mid-July. The final invoices were less than allotted.
- **\$111,272:** Instructional supplies and 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.

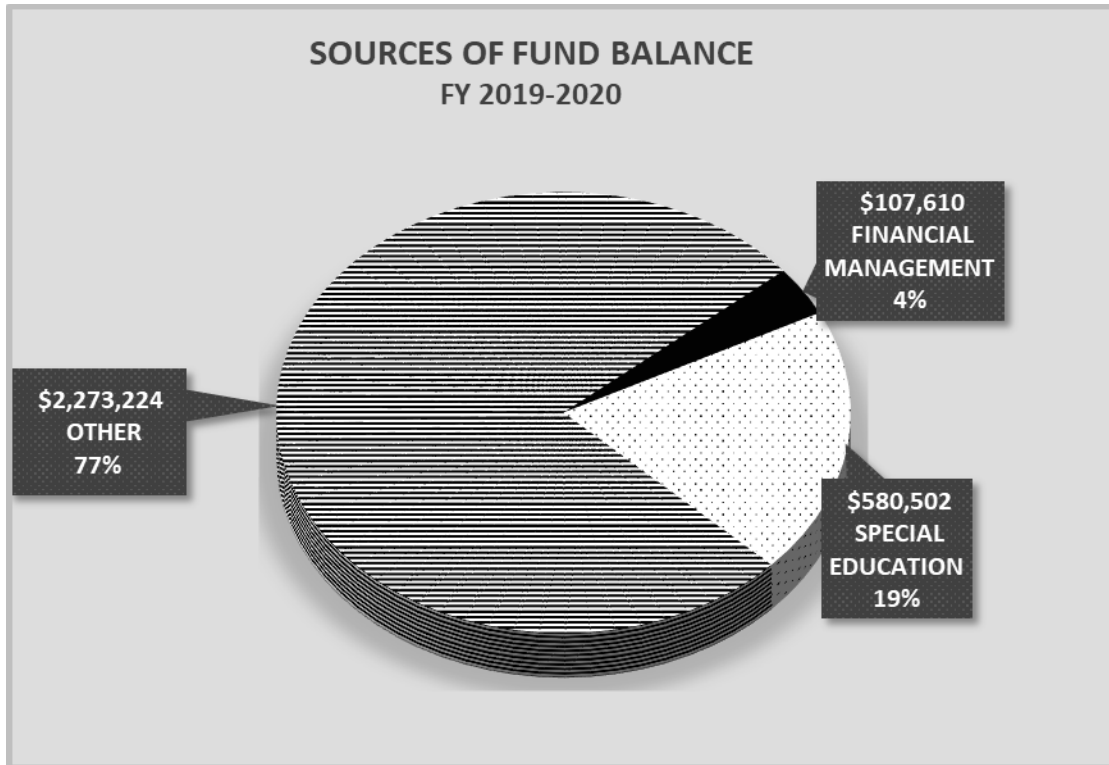
\$93,339 UTILITIES (OTHER): A mild winter combined with fuel cell operating properly to supply heat generated savings of \$17,731 FAV. Electricity usage was down due to the reduced occupancy in buildings, \$70,089 FAV.

\$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.

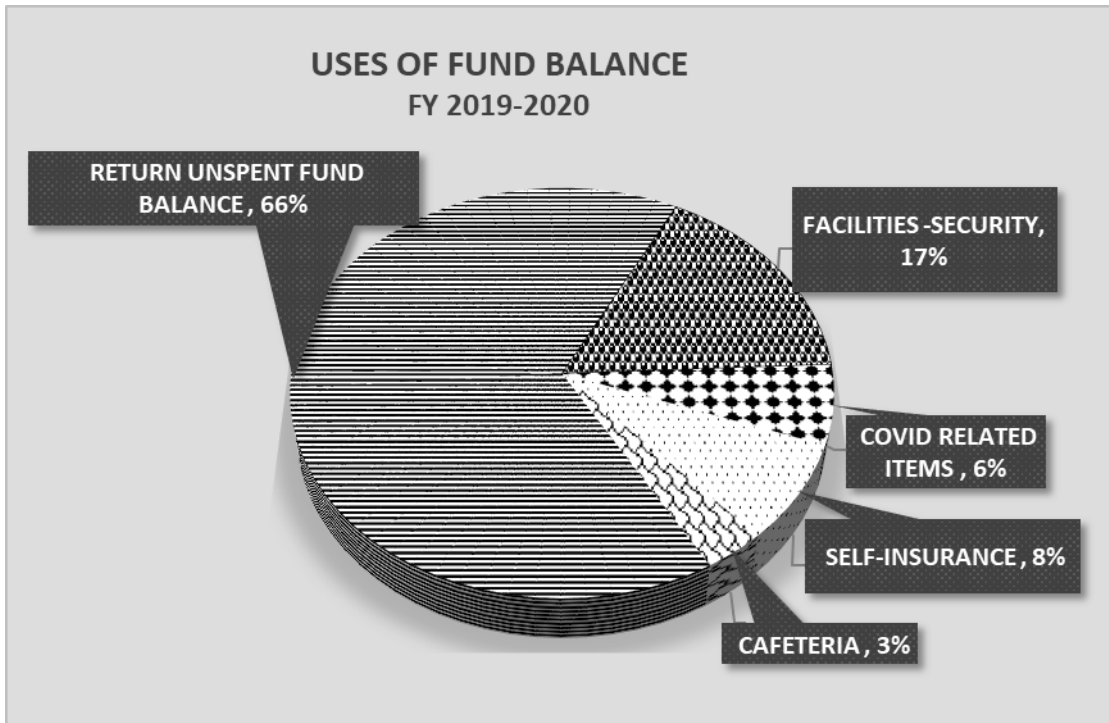
\$515,077 END OF YEAR PURCHASES (EOY):

\$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.

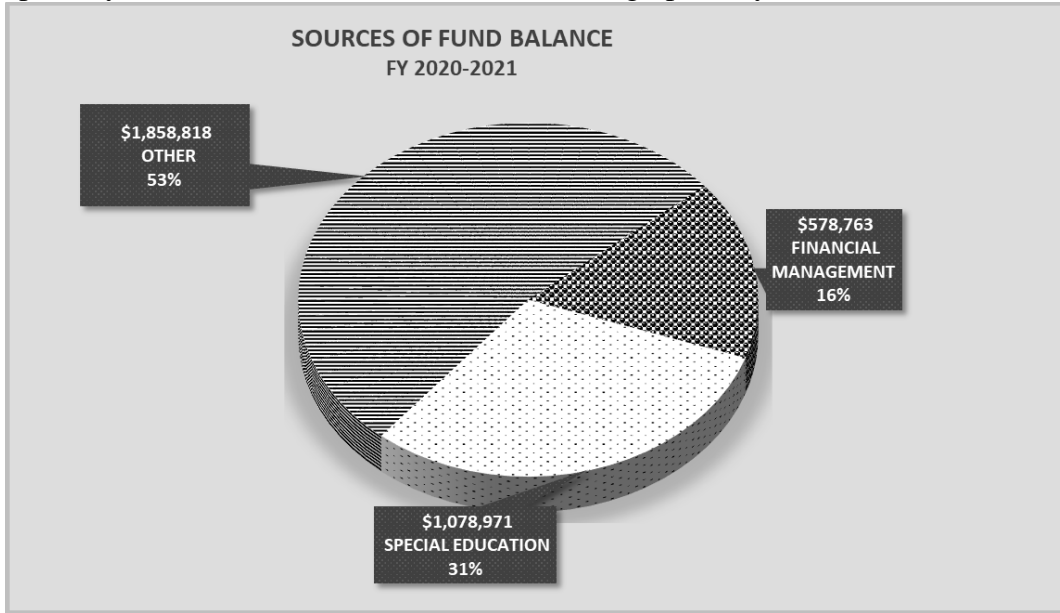
\$192,377 SUPPLIES: Instructional supplies and maintenance supplies were underbudget. The teaching staff adjusted purchases for remote and hybrid learning. \$96,980 was reimbursed through grants.

\$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.

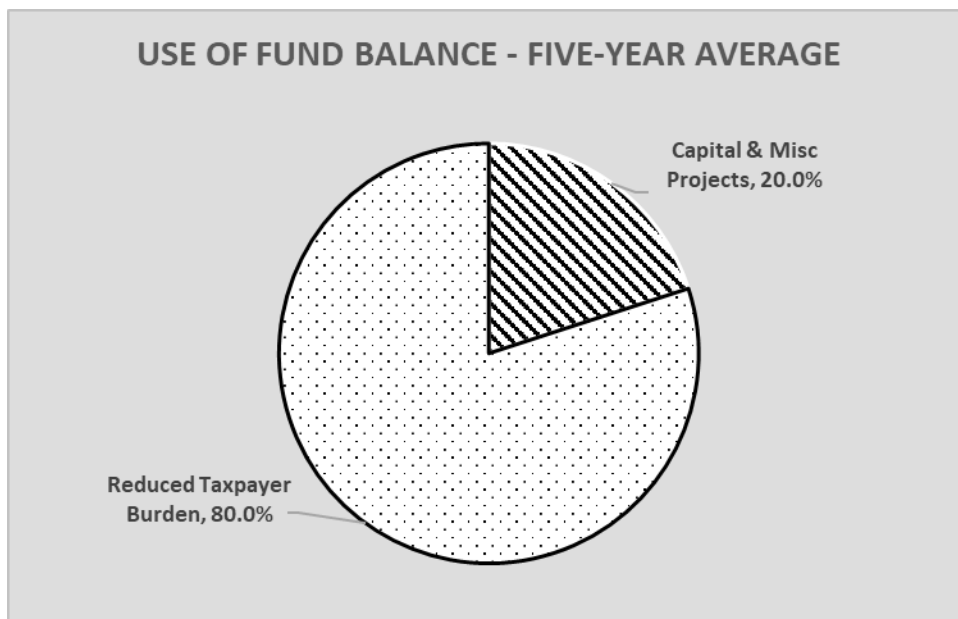
The primary sources of the fund balance are shown graphically below:



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 \$83,471 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 \$628,463 plus \$929,175 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.

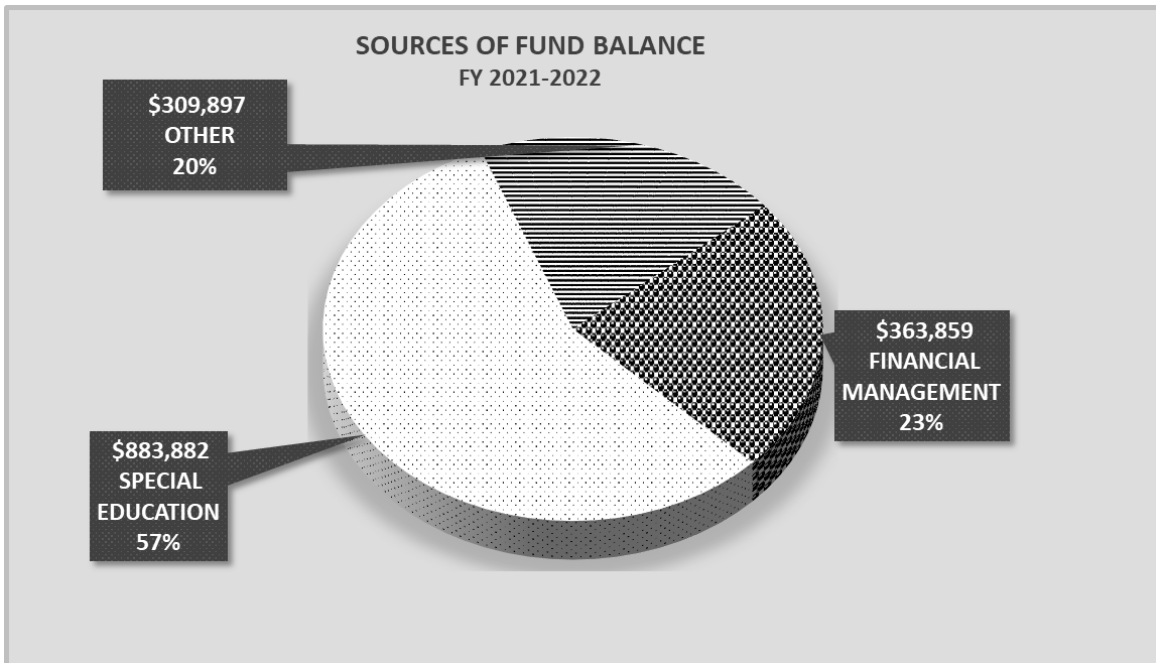
\$18,429 PURCHASED SERVICES (OTHER): Other purchased services accounts were under budget collectively by \$8,666 due to less printed materials and catered events. Data processing was under budget by \$9,763 as the administration consolidated onboarding software options at a reduced cost.

\$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..

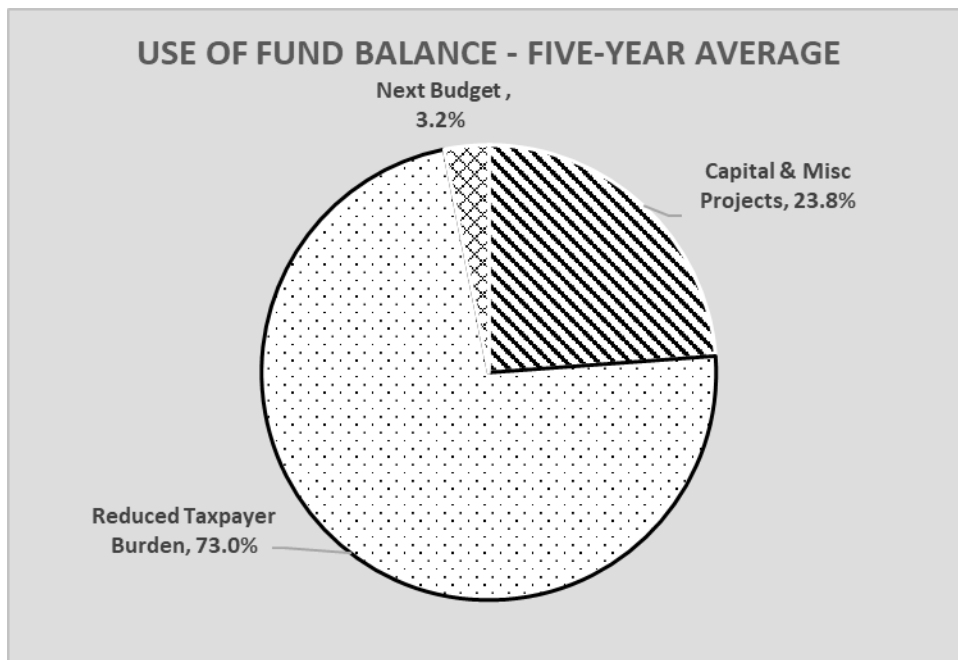
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed as follows:

1. **\$929,175 - 1.80%** designated to Capital Nonrecurring Reserve
2. **\$628,463** – 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 \$628,463. The FY21 unspent encumbrances and unspent funds from FY22 may 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
OCTOBER				
Oct-22	22	01-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (1,580.00)	Renew Gizmos Science License
Oct-22	22	01-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 1,580.00	Renew Gizmos Science License
Oct-22	39	02-11-1009-5611 INSTRUCTIONAL SUPPLIES	\$ (350.00)	DELTAMATH PLUS LICENSE
Oct-22	39	02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 350.00	DELTAMATH PLUS LICENSE
Oct-22	41	01-11-1009-5611 INSTRUCTIONAL SUPPLIES	\$ (2.00)	ITEM PRICE INCREASE
Oct-22	41	01-11-1009-5810 DUES & FEES	\$ 2.00	ITEM PRICE INCREASE
Oct-22	69	03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (345.00)	EAGLE LEASING TRAILER INCREASE
Oct-22	69	03-14-2600-5440 RENTALS-LAND,BLDG,EQUIPMENT	\$ 345.00	EAGLE LEASING TRAILER INCREASE
Oct-22	73	01-11-1005-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (610.00)	Purchase English Dept Supplies
Oct-22	73	01-11-1005-5611 INSTRUCTIONAL SUPPLIES	\$ 610.00	Purchase English Dept Supplies
Oct-22	74	01-11-1008-5611 INSTRUCTIONAL SUPPLIES	\$ (50.00)	CTE Conference Membership
Oct-22	74	01-11-1008-5810 DUES & FEES	\$ 50.00	CTE Conference Membership
Oct-22	80	04-12-6110-5510 PUPIL TRANSPORTATION	\$ (907.00)	Transportation for Platt Tech
Oct-22	80	05-14-2700-5512 VO-AG/VO-TECH REG ED	\$ 907.00	Transportation for Platt Tech
Oct-22	130	02-11-1008-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (50.00)	CONFERENCE
Oct-22	130	02-11-1008-5810 DUES & FEES	\$ 50.00	CONFERENCE
Oct-22	135	04-12-2151-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (900.00)	REIMBURSEMENT ZOOM
Oct-22	135	04-13-2190-5690 OTHER SUPPLIES	\$ 900.00	REIMBURSEMENT ZOOM
Oct-22	157	05-13-2212-5810 DUES & FEES	\$ (21.00)	11/8/22 Prof Dev Day Lunch
Oct-22	157	05-13-2212-5590 OTHER PURCHASED SERVICES	\$ 21.00	11/8/22 Prof Dev Day Lunch
Oct-22	184	04-12-6130-5510 PUPIL TRANSPORTATION	\$ (1,812.00)	TUITION FOR ECA
Oct-22	184	04-12-6117-5560 TUITION EXPENSE	\$ 1,812.00	TUITION FOR ECA
NOVEMBER				
Nov-22	73	02-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (100.00)	FOR REPAIRS TO LAMINATOR
Nov-22	73	02-13-2400-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 100.00	FOR REPAIRS TO LAMINATOR
Nov-22	111	03-13-2130-5690 OTHER SUPPLIES	\$ (567.00)	TRANSFER FOR PSNI
Nov-22	111	03-13-2130-5695 TECHNOLOGY SUPPLIES	\$ 567.00	TRANSFER FOR PSNI
DECEMBER				
Dec-22	56	02-13-2220-5690 OTHER SUPPLIES	\$ (800.00)	Books for media center
Dec-22	56	02-13-2220-5642 LIBRARY BOOKS & PERIODICALS	\$ 800.00	Books for media center
Dec-22	60	01-11-1008-5611 INSTRUCTIONAL SUPPLIES	\$ (720.00)	LIFE ARTS SOFTWARE PURCHASE
Dec-22	60	01-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 720.00	LIFE ARTS SOFTWARE PURCHASE
Dec-22	81	05-14-2350-5695 TECHNOLOGY SUPPLIES	\$ (1,233.00)	PROMETHEAN BOARD SHIPPING
Dec-22	81	05-14-2350-5732 EQUIPMENT-TECHNOLOGY-NEW	\$ 1,233.00	PROMETHEAN BOARD SHIPPING
Dec-22	84	05-14-2350-5695 TECHNOLOGY SUPPLIES	\$ (1,460.00)	COVER S/H
Dec-22	84	05-14-2350-5732 EQUIPMENT-TECHNOLOGY-NEW	\$ 1,460.00	COVER S/H
Dec-22	111	05-14-2350-5695 TECHNOLOGY SUPPLIES	\$ (5.00)	cover s/h
Dec-22	111	05-14-2350-5732 EQUIPMENT-TECHNOLOGY-NEW	\$ 5.00	cover s/h

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: December 26, 2022

HVAC Inspection and Evaluation:

The State has mandated every school district have a uniform inspection and evaluation of their HVAC systems conducted by a licensed professional by January 2024. The estimated cost is \$113,000 for the evaluations at all three buildings. A transfer is requested this month to cover this mandate announced after the current budget was adopted. A contract approval for our current HVAC engineers is also requested this month to ensure we can scheduled the work for the summer. There are no funds requested in the 2023-24 budget. It is necessary to secure funding and a contract in order to meet compliance with the January 2024 deadline. We are requesting to use the entire facilities contingency account and a portion of the regular contingency account.

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 costs of HVAC inspections and evaluations at all three schools:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Facilities Contingency	\$100,000	
05-15-0000-5850	Contingency	\$ 13,000	
05-14-2600-5330	Professional Technical Services		\$113,000

Business/Non-Instructional Operations Tuition Fees

The Board of Education (Board) accepts tuition students who are children of full-time employees under the following conditions:

An annual tuition charge shall be set by the Board after the annual budget is approved. The charge shall approximately equal the per pupil cost for total current expenses as defined by the State Department of Education.

Tuition charges for those full-time Amity employees on staff as of June 30, 1992 shall be \$1,000 for the first child and \$500 for each additional child.

Tuition charges for those full-time employees hired from July 1, 1992 up to and including June 30, 2001 will be twenty-five percent (25%) of the annual tuition charge set by the Board.

Tuition charges for those full-time employees hired on or after July 1, 2001 will be thirty-three percent (33%) of the annual tuition charge set by the Board.

For those full-time employees hired on or after July 1, 2001 who have a child identified as eligible for special education and related services their child will be accepted in those Amity programs deemed appropriate for the child by a dually convened Planning and Placement Team (PPT) from the nexus community. The tuition rate for such child shall be thirty-three percent (33%) of the current net special education tuition rate. Any cost to the Amity school district in excess of the net special education tuition rate for the implementation of a specific child's individual education plan (IEP) shall, in addition to the special education tuition rate quoted above, be the responsibility of the parent.

Date of hire is defined as the most recent date of hire with the Board of Education.

(cf. 5118 - Nonresidents)

Legal Reference: Connecticut General Statutes
 10-33 Tuition in towns in which no high school is maintained.
 10-35 Notice of discontinuance of high school service to nonresidents.
 10-55 Pupils to attend regional school.
 10-65 Grants for constructing and operating vocational agricultural centers.
 Tuition charges (amended by PA 04-197)
 10-220 Duties of boards of education.
 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.
 10-266 Reimbursement for education of pupils residing in state property.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
 Woodbridge, Connecticut

**Business/Non-Instructional Operations
Tuition Fees**

Temporary Tuition Students

Temporary tuition students shall be billed on a pro-rated basis prior to the first of each month. If payment is not received by the 1st, the School Principal will be notified and will refuse admission to the student. There shall be no refunds for partial months.

Permanent Tuition Students

Permanent tuition students shall be billed for one-half the annual tuition charge on October 1 and February 1. If payment is not made by the following 15th, action will be taken as described above. If a student is dismissed, withdrawn, or becomes a resident student, there shall be no refunds for partial months.

Legal Reference: Connecticut General Statutes

- 10-33 Tuition in towns in which no high school is maintained.
- 10-35 Notice of discontinuance of high school service to nonresidents.
- 10-55 Pupils to attend regional school.
- 10-65 Grants for constructing and operating vocational agricultural centers.
- Tuition charges (amended by PA 04-197)
- 10-220 Duties of boards of education.
- 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.
- 10-266 Reimbursement for education of pupils residing in state property.

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Instruction

Alternative Education Program

The Board of Education (Board) is dedicated to providing educational options for all students. The purpose of this policy is to recognize the need for alternative education programs for some District students.

"**Alternative education**" as defined by P.A. 15-133 means "a school or program maintained and operated by the Board that is offered to students in a nontraditional educational setting and addresses the social, emotional, behavioral and academic needs of such students."

The Board may provide alternative education to students that will operate in accordance with the guidelines established by the State Board of Education. Such guidelines shall include, but not be limited to, a description of the purpose and expectation of alternative education, criteria for student eligibility, and criteria for how and when a student may enter or exit alternative education. Such programs must comply with state laws pertaining to the number and length of school days in an academic year and shall be subject to all other federal and state laws governing public schools. Students in the District who receive alternative education shall have learning opportunities as equitable as may be practicable compared to students enrolled in a traditional educational setting.

The Board may form a cooperative arrangement with other boards of education, to provide alternative education pursuant to C.G.S. 10-158a.

There shall be an annual evaluation of alternative education programs.

The Board, as required, will post on its website information about any alternative education offered including purpose, location, contact information, staff directory, and enrollment criteria. The Board shall annually submit to the Commissioner of Education a strategic school profile report for each alternative school or program under its jurisdiction.

Students upon parent request may be placed in an alternative education program, if the District determines that the placement serves the student's educational needs and interests and assists the student in achieving district and state academic content standards.

Legal Reference: Connecticut General Statutes
 10-4p(b) Implementation plan to achieve resource equity and equality
 of opportunity. Assessment. Reports. (as amended by PA 15-133)
 10-15 Towns to maintain schools.
 10-16 Length of school year.
 10-158a Cooperative arrangements among towns. School building
 projects. Student transportation.
 10-220 Duties of boards of education (as amended by PA 15-133)
 10-223h(c) Commissioner's network of schools. Turnaround
 committees. Operations and instructional audit. Turnaround plans.
 Report. (as amended by PA 15-133)
 PA 15-133 An Act Concerning Alternative Education

Policy approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5
 Woodbridge, Connecticut

Instruction

Adult/Continuing Education

The Board recognizes that education is a lifelong process. Therefore, the Board of Education shall provide for participation in a program of adult classes for its adult residents through a cooperative arrangement with another school district. The education program shall be open to all residents over age 17, not attending any public or private elementary, middle or senior high school. A student who is under age 17 and a mother may attend adult education classes if her request is approved by the Board. The program shall offer a variety of subjects to serve civic, cultural, vocational, and avocational needs of the community. Course offerings shall be determined by response to courses previously given and by newly arising needs and interests, subject to limitations of the plant, personnel, and equipment.

The District, as permitted by statute, shall determine the minimum number of weeks per semester the adult education program will operate. Certified counseling staff shall be provided to assist adult education program students with educational and career counseling.

A student enrolled in a District public school in a full-time program of study may enroll in an adult education activity provided the student receives the approval of the Principal of the school in which he/she is enrolled in a full-time program or such student is enrolled in an adult education activity as part of an alternative educational opportunity during a period of expulsion.

Classes shall be made available at fees to be established by the Board of Education. No tuition shall be charged for residents who enroll in adult classes for elementary and high school completion, Americanization and United States citizenship, and English for adults with limited English proficiency. Other courses may be provided in any subject included in District schools, including adult literacy and/or parenting skills, vocational education, and any other subject or activity may be given only when the number of interested adults is sufficient to form a class of proper size and when a qualified teacher, adequate facilities, and appropriate supervision can be made available.

The District shall grant an adult education diploma to those adult education program participants who have satisfactorily completed a minimum of twenty (20) adult education credits of which not fewer than four shall be in English; not fewer than three in mathematics; not fewer than three in social studies including one in American history and at least one-half credit course in civics and American government; not fewer than two in science; and not fewer than one in the arts or vocational education.

The District, in determining the satisfactory completion of needed credits for an adult education diploma, shall award subject to any State Board of Education regulations:

1. Credit for experiential learning, including:
 - a. Not more than two non-required credits for military experience including training;

Policy approved:

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- b. Not more than one vocational education non-required and one required or not more than two non-required credits for occupational experience including training; and
 - c. Not more than one non-required credit for community service or avocational skills.
2. Credit for successful completion of courses taken for credit at state-accredited institutions including public and private community colleges, technical colleges, community-technical colleges, four-year colleges and universities, and approved public and private high schools and technical high schools;
 3. Up to six credits for satisfactory performance on subject matter tests demonstrating prior learning competencies; and
 4. Up to three credits for independent study projects, provided no more than one such credit shall be applied to each required subject area.

Adults in Day Secondary School Programs

Adults who are residents of the school district may enroll in day classes at the high school level on a space available basis. The selection of classes available to adults will be determined by the high school Principal, in consultation with the Superintendent. A registration fee will be charged and applications will be processed through the Director of School Counseling Office of the high school. Adults enrolled in day secondary classes will abide by all rules and regulations established by the high school.

(cf. 5131 – Conduct and Discipline)

Legal Reference: Connecticut General Statutes

10-67 Adult education-definitions

10-69 Adult education (as amended by PA 03-100 and PA 11-126)

10-71 State grants for adult education programs.

10-73a Adult education

10-73b Grants for adult education services of programs conforming to state plan.

10-73c Basic adult education programs.

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10-233d Expulsion of students

P.A. 96-244 An Act Concerning Technical Revision to the Education Statutes

P.A. 97-290 An Act Enhancing Choices and Opportunities

P.A. 03-102 An Act Concerning Adult Education and Workforce Development

P.A. 13-121 An Act Concerning Adult Education and Transition to College

Title II - Workforce Investment Act (WIA), Public Law 105-220

Students

Vandalism

Vandalism by Minors

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces, or otherwise injures in any way any property real or personal, belonging to the Amity Regional School District No. 5 (District) shall be held monetarily liable for all such damages up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software.

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability which exists in law. Liability shall include all costs incurred to remedy the situation.

The parent or guardian of a minor child shall also be held liable for all property belonging to the District lent to the student and not returned upon demand of the school system.

The student may also be subject to disciplinary action for vandalism.

Vandalism by an Adult Student

An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district. The student may also be subject to disciplinary action for vandalism.

Vandalism of School Buses

A minor or adult student who willfully vandalizes a school bus contracted under the Bethany Orange Woodbridge Amity bus consortium may also be monetarily liable for damages and may be subject to disciplinary action for vandalism.

(c.f. – 5131 Conduct and Discipline)

(cf. – 6161.2 Care of Instructional Materials)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules. (re sanctions that may be imposed by a Board against students who damage or fail to return textbooks, library materials, or other educational materials)

52-572 Parental liability for torts of minors. Damage defined.

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Students

Alcohol, Drugs and Tobacco

Steroid Use

The Board of Education recognizes that the illegal and/or inappropriate use of androgenic/anabolic steroids constitutes a health hazard to the students of this District and, therefore, prohibits the use, possession or sale of non-prescriptive steroids. The use of physician prescribed steroids is exempt for the interpretation of this policy.

(cf. 5131.6 - Alcohol, Drugs and Tobacco)

(cf. 6164.11 - Drugs, Tobacco, Alcohol-Instruction)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-221(d) Boards of education to prescribe rules.

21 U.S.C. 812 Controlled Substance Act

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