

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, May 13, 2024, 6:30 pm
25 Newton Road, Woodbridge, CT

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MINUTES**
 - a. Regular Board of Education Meeting – April 08, 2024 [page 5](#)
 - b. Annual Meeting – May 6, 2024 [page 11](#)
4. **RECOGNITION OF STUDENTS**
 - a. CABE Student Leadership Awards – 2024 [page 13](#)
5. **STUDENT REPORT**
 - a. Monthly Report
6. **3 A's (Academics, Arts, Athletics) AND POG (Portrait of the Graduate) FOCUS PRESENTATION**
 - a. Spartan Prep Community Garden and Trout Breeding Program – Mr. Christopher Parillo
7. **PUBLIC COMMENT**

Per the Board of Education Chair, Public Comment will be limited to a total of 30 minutes on May 13, 2024.
8. **SUPERINTENDENT'S REPORT**
 - a. **Personnel Report** [page 14](#)
 - b. **Superintendent Report** [page 15](#)
 1. Update on Designation of Ellis Clark Regional Agriscience Program (Nonnewaug High School) as Amity designated ASTE school of choice
9. **CORRESPONDENCE**
10. **CHAIRMAN'S REPORT**
 - a. Committee Reports
 1. Facilities [page 19](#)
 - a. Monthly Report
 - b. School Building Committee [page 20](#)
 1. Presentation of ARHS Library Media Center Schematic Design – Amanda Cleveland, Silver Petrucelli
 2. Discussion and Possible Action on Approving Schematic Design and Estimated Cost of the Library Media Center Project
 3. Discussion and Possible Action on Education Specifications for the Library Media Center Project-Revised
 2. ACES
 3. CABE
 4. Communications
 5. Curriculum

PLEASE POST

PLEASE POST

6. District Health and Safety
 7. Diversity, Equity, and Inclusion Executive Committee
 8. District Technology [page 43](#)
 - a. Monthly Report
 9. Finance
 - a. Discussion and Possible Action on Food Service Items
 1. Renewal of Food Service Management Contract [page 44](#)
 2. Healthy Food Certification [page 45](#)
 3. Unpaid Lunch Account Balance [page 47](#)
 4. Price Increases for FY25
 - b. Discussion and Possible Action on Contracts over \$35,000 [page 50](#)
 1. Fire Pump Design- AMSB
 2. Coping Stone – ARHS
 3. Partial Roof Restoration – ARHS
 - c. Discussion and Possible Action on Tuition Rate for 2024-2025 [page 52](#)
 - d. Discussion of Monthly Financial Statements [page 54](#)
 - e. Director of Finance and Administration Approved Transfers Under \$3,000 [page 85](#)
 - f. Discussion and Possible Action on Transfers over \$3,000 [page 88](#)
 - g. Discussion and Possible Action on Standard Year-End Transfers [page 91](#)
 - h. Other information: FY2024-2025 Budget Update
 10. Policy
 - a. Second Read
 1. Policy 4111.3 - Increasing Educator Diversity Plan [page 92](#)
 2. Bylaw 9132 – Committees [page 93](#)
 - b. First Recommendation to remove Policy 6155 – Class Examinations and include mid term exams as part of Regulation 6146.1 [page 96](#)
 11. Personnel
 - a. Discussion of Non-Union Wage Increases (Anticipate Executive Session)
 - b. Discussion of the Standard Benefits Package (Anticipate Executive Session)
 - c. Discussion of Paraeducator Union Contract for 2024-2027 (Anticipate Executive Session)
 - d. Possible Action on Non-Union Wage Increases, Standards Benefits Package, and Paraeducator Union Contract for 2024-2027
11. **NEW BUSINESS**
 12. **ITEMS FOR THE NEXT AGENDA – Due to Chairperson by May 31, 2024**
 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."***

PLEASE POST

District Mission Statement

PLEASE POST

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

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

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING MINUTES

**Monday, April 8, 2024, 6:30 pm
25 Newton Road, Woodbridge, CT**

BOARD MEMBERS PRESENT

Cathy Bradley, Paul Davis, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Dr. Karunakaran, Christina Levere-D’Addio, Dana Lombardi, Michael McDonough, Dr. Carol Oladele, Patrick Reed, Donna Schlank and Donna Schuster (arrived at 6:45 p.m.)

BOARD MEMBERS ABSENT

NONE

STUDENT BOARD MEMBERS PRESENT

Sam Bae

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Frank Purcaro, Jill LaPlante

1. CALL TO ORDER

Chairperson Davis called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

a. Regular Board of Education Meeting – March 11, 2024

MOTION by Michael McDonough, *SECOND* by Donna Schlank to approve March 11, 2024 minutes with suggested edits.

VOTES IN FAVOR, 11 (Bradley, Davis, Eichler, Hartshorn, Dr. Karunakaran, Levere-D’Addio, Lombardi, McDonough, Dr. Oladele , Reed, Schlank)

ABSTAIN, 1 (Hubbard)

MOTION CARRIES

4. RECOGNITION OF NATIONAL MERIT SCHOLAR FINALISTS

Presented by Amity Region 5 Principal Mr. Hauser

5. STUDENT REPORT

a. Monthly Report

Presented by Student Representatives Sam Bae

- 6. **3 A's (Academics, Arts, Athletics) AND POG (Portrait of the Graduate) FOCUS PRESENTATION**
 - a. **Middle School Digital Media Class – Presented by Ms. Elizabeth Tremper and Ms. Amy Benton**
[Digital Media Communications BOE Presentation](#)

7. PUBLIC COMMENT

Amity Student:

Student spoke on including the Islamic holidays in our scheduled school days off. Student stated that the towns of Stamford, Waterbury Bridgeport, West Haven and Norwalk have already recognized the holiness of the Islamic Holidays and the importance to have schools being closed. Student states that even if there is a small number of Muslim students in attendance, it sends a message of respect for religious diversity and that cultural and religious traditions are valued and respected, creating a more welcoming and inclusive environment for all students.

Orange Resident:

Resident spoke in honor of Dr. Reena Seltzer, focusing on her dedication to the issues of DEI and CRT and her untimely passing.

Orange Parent:

Resident spoke in honor of Dr. Reena Seltzer, focusing on her dedication to the issues of DEI and CRT and her untimely passing.

AEA President:

AEA President clarified his role as the AEA president. AEA president also addressed Senate Act concerning transparency in education. He elaborated that that bill is the reason why the agenda includes language for a plan addressing Recruitment and Retention of staff at Amity. AEA president provided data on teacher retention at Amity since 2020.

Amity Student:

Amity student stated that they wanted to speak on behalf of DEI from someone who is affected by DEI. Student questioned the community, asking what portion of DEI they find disagreeable. Student states that if we educate the children to be better than adults, we work towards a better more equitable and kind society.

8. SUPERINTENDENT’S REPORT

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

Presented by Amity Region 5 Superintendent of Schools Dr. Jennifer Byars

9. CORRESPONDENCE

Presented by Amity Board of Education Secretary Mrs. Cathy Bradley

10. CHAIRMAN’S REPORT

- a. **Committee Reports**
 - 1. **ACES**

PLEASE POST

PLEASE POST

- 2. **CABE**
- 3. **Communications**
- 4. **Curriculum**
 - a. Expanding Dual Enrollment Courses at ARHS – Presented by Mr. Frank Purcaro and Mrs. Jill LaPlante [Dual Credit Enrollment BOE Presentation](#)
- 5. **District Health and Safety**
- 6. **Diversity, Equity, and Inclusion Executive Committee**
- 7. **District Technology**
 - a. Monthly Report
- 8. **Facilities**
 - a. Monthly Report
- 9. **Finance**
 - a. **Discussion and Possible Action on Contracts over \$35,000**
 - i. **Electrical Contract**

MOTION BY Sean Hartshorn, SECOND BY Michale McDonough to authorize the Superintendent to sign a contract for electricity supply that extends the current contract with a provider offering the best rates for up to 48 months, on behalf of the District, provided the rates are in the best interest of Amity.

VOTES IN FAVOR, 13 (UNANIMOUS)

MOTION CARRIES

b. Discussion of Monthly Financial Statements

Presented by Amity Region 5 Director of Finance Theresa Lumas

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

Presented by Amity Region 5 Director of Finance Theresa Lumas

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

MOTION BY Sean Hartshorn, SECOND BY Patrick Reed to approve the following budget transfer to cover the cost of excavation and sump pump discharge line repair at Amity Middle School - Bethany.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Contingency-Facilities	\$13,700	
01-14-2600-5420	Repair & Maintenance		\$13,700

the following budget transfer to cover the cost of a floor scrubber machine at the high school.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5613	Custodial Supplies	\$16,000	
03-14-2600-5731	Equipment-Replacement		\$16,000

the following budget transfer to cover the cost of a restroom cleaning machine for Amity Middle School – Orange.

PLEASE POST

02-14-2600-5613	Custodial Supplies
02-14-2600-5730	Equipment-New

PLEASE POST

\$5,500	
	\$5,500

the following budget transfer to cover the cost of a gymnasium door for Amity Middle School – Bethany.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5613	Custodial Supplies	\$3,400	
03-14-2600-5731	Equipment-Replacement		\$3,400

the following budget transfer to cover the purchase of 2 backpack and 3 upright vacuum cleaners for Amity Middle School – Orange.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
02-14-2600-5420	Custodial Supplies	\$3,300	
02-14-2600-5731	Equipment-Replacement		\$3,300

VOTES IN FAVOR, 13 (UNANIMOUS)

MOTION CARRIES

MOTION BY Andrea Hubbard, SECOND BY Dr. Karunakaran to approve this transfer for science tables at Amity Middle School – Orange

Accounts are listed below –

ACCOUNT	ACCOUNT DESCRIPTION	FROM	TO
02-11-1001-5611	INSTRUCTIONAL SUPPLIES	\$ 37.18	
02-11-1005-5611	INSTRUCTIONAL SUPPLIES	\$ 13.82	
02-11-1006-5611	INSTRUCTIONAL SUPPLIES	\$ 45.05	
02-11-1006-5810	DUES & FEES	\$ 30.00	
02-11-1007-5611	INSTRUCTIONAL SUPPLIES	\$ 78.42	
02-11-1009-5810	DUES & FEES	\$ 29.08	
02-11-1010-5810	DUES & FEES	\$ 13.71	
02-11-1011-5611	INSTRUCTIONAL SUPPLIES	\$ 39.86	
02-11-1013-5611	INSTRUCTIONAL SUPPLIES	\$ 382.59	
02-11-1014-5641	TEXTS & DIGITAL	\$ 3,638.23	
02-13-2120-5330	PROF TECH SERVICES	\$ 3,415.97	
02-13-2120-5581	STAFF TRAVEL	\$ 150.00	
02-13-2120-5590	OTHER PURCH SERVICES	\$ 650.00	
02-11-1008-5420	REPAIR & MAINT	\$ 500.00	
02-11-1008-5810	DUES & FEES	\$ 75.00	
02-13-2400-5730	EQUIPMENT		\$ 9,098.91

PLEASE POST

PLEASE POST

VOTES IN FAVOR, 13 (UNANIMOUS)

MOTION CARRIES

MOTION BY Sean Hartshorn, SECOND BY Michael McDonough to approve transfers into the district-wide technology accounts for final purchases.

Accounts are listed below -

ACCOUNT	ACCOUNT DESCRIPTION	FROM	TO
1 -01-14-2350-5695	TECH SUPPL	\$ 26.36	
1 -02-14-2350-5695	TECH SUPPL	\$ 6,129.16	
1 -03-11-1001-5695	TECH SUPPL	\$ 1,259.87	
1 -03-11-1005-5695	TECH SUPPL	\$ 700.00	
1 -03-11-1006-5695	TECH SUPPL	\$ 153.84	
1 -03-11-1008-5695	TECH SUPPL	\$ 4,660.00	
1 -03-11-1009-5695	TECH SUPPL	\$ 4,372.69	
1 -03-11-1010-5695	TECH SUPPL	\$ 961.81	
1 -03-13-2400-5695	TECH SUPPL	\$ 321.00	
1 -04-12-2350-5695	TECH SUPPL	\$ 2,500.06	
1 -05-14-2350-5695	TECH SUPPL		\$ 21,084.79
1 -03-11-1005-5732	EQ-TECH-N	\$ 113.01	
1 -01-14-2350-5733	EQ-TECH-R	\$ 8,988.99	
1 -02-14-2350-5733	EQ-TECH-R	\$ 8,969.19	
1 -03-11-1001-5733	EQ-TECH-R	\$ 2,210.00	
1 -03-11-1006-5733	EQ-TECH-R	\$ 3,200.00	
1 -03-11-1014-5733	EQ-TECH-R	\$ 3,200.00	
1 -05-14-2350-5733	EQ-TECH-R		\$ 26,681.19

VOTES IN FAVOR, 13 (UNANIMOUS)

MOTION CARRIES

e. Other

Presented by Amity Region 5 Director of Finance Theresa Lumas

- i. CNR Quarterly Report
- ii. Grants Quarterly Report

10. **Policy**

a. **First Read**

- 1. **Policy 4111.3 - Minority Recruitment Plan/Increasing Educator Diversity Plan**
- 2. **Bylaw 9132 - Committees**

b. **Second Read**

- 1. **Policy 5141.6 - Crisis Prevention/Response**

MOTION BY Sean Hartshorn, SECOND BY Andrea Hubbard to approve, with suggested edits, Policy 5141.6

PLEASE POST

Crisis Prevention/ Response.

VOTES IN FAVOR, 13 (UNANIMOUS)

MOTION CARRIES

PLEASE POST

11. Personnel

a. Discussion and Possible Action on Increasing Educator Diversity Plan

MOTION BY Carla Eichler, SECOND BY Michael McDonough to approve the Educator Diversity Plan.

VOTES IN FAVOR, 11 (Bradley, Davis, Eichler, Hartshorn, Hubbard, Dr. Karunakaran, Levere-D'Addio, Lombardi, McDonough, Reed, Schlank)

VOTES OPPOSED, 2 (Dr. Oladele, Schuster)

MOTION CARRIES

11. NEW BUSINESS

12. ITEMS FOR THE NEXT AGENDA – Due to Chairperson by April 30, 2024

13. ADJOURNMENT

Meeting was adjourned, without objection, at 8:48 p.m. by Chairperson Davis.

Respectfully submitted,

Lisa Zaleski

Lisa Zaleski

BOE Recording Secretary

AMITY REGIONAL BOARD OF EDUCATION Annual District Meeting on the Budget MINUTES
Monday, May 6, 2024, 5:30 pm
25 Newton Road, Woodbridge, CT

BOARD MEMBERS PRESENT

Paul Davis, Carla Eichler, Sean Hartshorn, Andrea Hubbard, Dana Lombardi, Michael McDonough, and Patrick Reed

BOARD MEMBERS ABSENT

Cathy Bradley, Dr. Karunakaran, Christina Levere-D'Addio, Dr. Carol Oladele, Donna Schlank and Donna Schuster

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Kathy Kovalik, Andre Hauser

1. CALL TO ORDER

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

Motion to nominate Carla Eichler as moderator to conduct the Annual District Meeting.

Motion made by: Sean Hartshorn; second: Andrea Hubbard; vote tally: 7-0

Motion to close nominations for moderator to conduct the Annual District meeting

Motion made by: Sean Hartshorn; second: Michael McDonough; vote tally: 7-0

Moderator read the Call of the Meeting (Legal Notice)

PURSUANT TO SECTION 10-47 OF THE CONNECTICUT GENERAL STATUTES AS AMENDED, NOTICE IS HEREBY GIVEN THAT THE ANNUAL DISTRICT MEETING WILL BE HELD AT 5:30 PM ON MONDAY, MAY 6, 2024, AT AMITY REGIONAL HIGH SCHOOL, 25 NEWTON ROAD, WOODBRIDGE, CONNECTICUT, TO PRESENT THE ANNUAL BUDGET OF REGIONAL SCHOOL DISTRICT NO. 5 FOR THE FISCAL YEAR JULY 1, 2024 TO JUNE 30, 2025. VOTING ON THE PROPOSED BUDGET SHALL BE BY REFERENDUM VOTE ON TUESDAY, MAY 7, 2024. COPIES OF THE PROPOSED BUDGET WILL BE AVAILABLE TO ANY PERSON ELIGIBLE TO VOTE AT A TOWN MEETING IN THE TOWNS OF BETHANY, ORANGE, AND WOODBRIDGE, AT THE ADMINISTRATIVE OFFICES OF THE BOARD AT AMITY REGIONAL DISTRICT OFFICES. ADDITIONAL COPIES OF THE PROPOSED BUDGET ALSO WILL BE AVAILABLE IN THE OFFICE OF THE TOWN CLERK IN EACH OF THE TOWNS OF BETHANY, ORANGE AND WOODBRIDGE.

The Board waived the presentation by Superintendent of Amity Region 5, Dr. Jennifer Byars of the Amity Region 5 2024-2025 budget since no public was present. The presentation and hard copies of the budget were available.

Moderator turned the meeting over to Board Chairman Davis who read the following:

A referendum vote of the electors and citizens qualified to vote in a town meeting of the Towns of Bethany, Orange & Woodbridge, Connecticut will be held in the Town of Bethany, at the following polling place:

Bethany Town Hall, Peck Road, Bethany

And in the Town of Orange, at the following polling place:

High Plains Community Center, 525 Orange Center Road, Orange

And in the Town of Woodbridge, at the following polling place:

The Center (Gym) 4 Meetinghouse Lane, Woodbridge

Simultaneously in all Towns in the District on Tuesday, May 7, 2024, between the hours of 6:00 a.m. and 8:00 p.m., pursuant to Sections 7-7 and 10-47 of the General Statutes. The following question will be placed on the ballot labels:

SHALL THE AMITY REGIONAL SCHOOLS' BUDGET FOR THE FISCAL YEAR 2024-25 IN THE GROSS AMOUNT OF \$56,456,652 AND THE NET AMOUNT OF \$55,272,025, BE APPROVED AS PRESENTED BY THE BOARD OF EDUCATION OF REGIONAL SCHOOL DISTRICT NO. 5?

Voters approving said question shall vote "YES" and those opposing said question shall vote "NO."

Motion to adjourn to a machine/ballot vote to be held in the towns of Bethany, Orange, and Woodbridge on Tuesday, May 7, 2024, from 6:00 a.m. to 8:00 p.m.

Motion made by: Patrick Reed; second: Dana Lombardi; vote tally: 7-0_

Meeting adjourned at 5:34 p.m.

Motion made by: Sean Hartshorn; second: Andrea Hubbard; Meeting adjourned without objection by Chairman Davis

Respectfully submitted,

Lisa Zaleski

Lisa Zaleski

BOE Recording Secretary



CABE

Student Leadership Award Recipients

2024

Amity Regional High School:

- Alexander Cuzio
- Yunah Kim

Amity Regional Middle School-Bethany:

- Sarah Hofstatter
- Ethan Vatner

Amity Regional Middle School-Orange:

- Mattea Dottori
- Peyton Brown

CRITERIA: Willingness to take on challenges, Capability to make difficult decisions, Concern for others, Ability to work with others, Willingness to commit to a project, Diplomacy, Ability to understand issues clearly, Ability to honor a commitment.

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

May 13, 2024

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

NEW HIRES-CERTIFIED:

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

NEW HIRES-BENCH/LONG TERM SUBSTITUTES: NONE

NEW HIRES-NON-CERTIFIED:

Riley Soares – Paraprofessional – Amity Middle School-Orange SAILS
Domenic Rinaldi – Part Time 2nd Shift Custodian – Amity Middle School-Bethany
Kevin Power – Full Time 2nd Shift Custodian – Amity Middle School-Orange
Vugar Imanov – Part Time 2nd Shift Custodian – Amity Middle School-Orange

NEW HIRES-COACHES:

John Simone – Baseball Coach – 2024 Spring Season – Amity Middle School-Orange
Salvatore Coppola – Asst. Boys Lacrosse Coach – 2024 Spring Season – Amity Regional High School
Michael Kearns – Asst. Football Coach – 2024 Fall Season – Amity Regional High School
David Chevarella – Asst. Football Coach – 2024 Fall Season – Amity Regional High School

TRANSFERS:

Donald Linley – F/T 2nd Shift Custodian at Amity Middle School-Orange to the position of F/T 2nd Shift Custodian at Amity Regional High School, effective 05/13/2024.

RESIGNATIONS:

Catherine Piscitelli – FT Science Teacher – Amity Regional High School, eff. 5/3/2024
Laura Osowiecki – FT Science Teacher – Amity Regional High School, eff. 6/7/2024
John Benvenuti – FT Health Teacher – Amity Regional High School, eff. 6/7/2024
Xuelian Yan – .6 FTE Chinese Language Teacher – Amity Regional High School, eff. 6/7/2024
Thomas Lutka – FT Tech Ed Teacher – Amity Middle School-Bethany, eff. 6/7/2024
Yi-Pei Miller – Part Time Math Interventionist – Amity Regional High School, eff. 6/7/2024
Reidun Wallin – Assistant Girls Cross Country Coach ~ Amity Regional High School, eff. 5/6/2024

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 – May 2024

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.

May 6 – May 10, 2024 was Teacher Appreciation Week. Much thanks is given to the PTSO's, students, and school administrators for their work to show the Amity teachers and staff how much they appreciate them.

“It is the supreme art of the teacher to awaken joy in creative expression and knowledge.” — Albert Einstein

Instruction

State Assessments in Math and ELA: The Smarter Balanced Assessment (SBA) was administered to all 7th and 8th grade students throughout the district in the first two weeks of May. SBA assesses students in both ELA and Math and gives teachers and administrators a sense of where students are performing in relation to grade-level standards. Results from the assessments will be reviewed by the District Data Team and will help to inform district-wide decisions around curriculum revision and professional development.

ARHS Math Team Finishes 1st – Second Year Running: Repeating its 2023 performance, the Amity Regional High School Math Team placed first in the state at the Connecticut Math Competition on April 10, 2024.

State Comptroller and Treasurer Visits: On April 29, 2024, Amity Regional High School hosted two guest speakers of note. State Comptroller Sean Scanlon and State Treasurer Erick Russell visited Amity to talk with Financial Literacy students about the importance of personal financial literacy and their roles in state government.

AP Testing: Advanced Placement exams started on May 6, 2024 and will continue through May 17, 2024.

UELP/SIP Begins: Senior internships start on May 13, 2024, with all members of the senior class either going to off-campus internships in our UELP program, conducting independent research at school as a Senior Interest Project, or participating in the Senior Summit program.

High Quality Literacy Instruction: In continuance of the Special Education Departments focus on high quality literacy instruction, two teachers attended a five-day training on Orton Gillingham structured literacy. Three teachers also attended a three-day training on Wilson Reading System. These training courses were sponsored by the State Education Resource Center (SERC).

District Data Team: The final meeting of the District Data Team occurred this month. The Team reviewed the preliminary SAT results, specifically focusing on trend data as well as the contents areas in reading, writing, and math that were considered areas of strength and those areas in need of improvement. The Team also identified actions steps for next year to replicate successes and address needs.

Main Street Gallery Annual Show: Amity High School's Honors-level Ceramicists and Photographers had their work displayed at their annual showcase at the Main Street Gallery in Ansonia from April 22, 2024 through the first week of May.

Visual Arts Recognitions: Congratulations to Cora Doucette, who won second place in the SCC Art Competition. Amity had four students place in the top ranks of the statewide AATSP Spanish language arts competition, and all four will now go on to the national competition. Those student artists are: Hand-drawn Category (Grades 9-12): 1st place: Cathy Lee, and 2nd place: Kathy Scully. Digital Category (Grades 9-12): 2nd place: Aditi Bhattamishra, and 3rd place: Jasir Zafar.

World Language Honor Societies: Congratulations to the 80 students who were inducted into the Chinese, Latin, French, and Spanish Honor Societies on April 26, 2024!

West African Drumming and Jeli Culture: AMSO Seventh grade Social Studies students participated in a workshop on West African drumming and *Jeli* culture. Jocelyn Pleasant from *The Blues and Beyond* presented and performed during this interactive workshop. Students experienced a variety of instruments including the Balafon and Djembe, Kenkeni, and Dundun drums. Additionally, they were introduced to the Mande people of Mali, Senegal, Guinea, Burkina Faso, and The Gambia, with emphasis on Griot, or *Jeli*, culture. Students learned about the roles, responsibilities, and art of the *Jeli*, including that of storyteller, history-keeper, musician, genealogist, and peacekeeper and mediator.

Mariachi Perla de Michoacán Visits: AMSO 7th and 8th grade students participated in an interactive presentation by Mariachi Perla de Michoacán, a popular mariachi band. Students enjoyed this authentic cultural experience as they participated in singing along to traditional songs that reflect the Mexican influence.

AMSB Music Adjudication: The music students at AMSB participated in the annual adjudication on Thursday, May 2, 2024 and attained Gold for Strings, Gold for Band, Platinum for Jazz Band, Gold for Chambers, and Gold for Choir. Congratulations to the musicians on their accomplishments and Mr. Orié, Mr. Fragione, and Mrs. Serio for setting our students up for success and developing an outstanding music program.

Dual Credit Enrollment Expansion Grant: The Assistant Superintendent, Frank Purcaro, Director of School Counseling, Jill LaPlante, and School Counselor, Lindsay Ryan met with a representative from UConn to review the Amity Program of Studies. The goal was to continue to identify courses and teachers who may qualify for dual enrollment offerings for the next school year and beyond.

Wellness, Health, and Safety Committee: A meeting of the Wellness, Health, and Safety Committee met this month. District-wide updates were provided by school nurses, security personnel, facilities, finance, and food services. The committee also reviewed the latest “Tools for Schools” report and its recommendations and discussed usage of the facilities during the summer months.

Technology Committee: Members of the district’s Technology Committee met this month. A variety of topics were covered, including using multifactor authentication as an additional security protocol, a review of the results of the *Technology Needs Assessment*, a review of the Crosswalk for the Portrait of the Graduate Learning Progressions and ISTE Standards, and a continuation of the book talk for *AI for Educators* by Matt Miller.

Middle School Final Exams: Amity middle school students will take final exams on June 3-5, 2024 in both the 7th and 8th grades. These concluding assessments are meant to help our students begin practicing with end of course assessments and will help them to bring closure to their work this year. Each final exam day will be a 12:12 dismissal.

Resources

Spring College Fair: Our Annual Spring College Fair took place on April 29, 2024, and it was great to see so many students and parents there getting started on their post-secondary planning. Over 80 colleges attended. Of the colleges and students that used the StriveScan app, we can see we had 119 attendees making 155 interactions with college reps.

Thanks to our Drivers: On May 8, 2024, Amity Regional School District hosted thank you lunches at each of our schools for our school bus drivers. Drivers were able to stop in for lunch prior to starting their afternoon runs. As we appreciate educators this week, we thought it was also important to say thanks to the people who transport our students to school and all their athletic and extracurricular activities.

Environmental Careers Day: As part of our efforts to provide students with a well-rounded slate of post-secondary planning options, our always-busy Career Center hosted an Environmental Careers Day on May 1, 2024, during all lunch waves. It featured presenters from CT DEEP, Off Center Farm, SW Conservation District, Connecticut Agricultural Extension Service, and the Earth Forward Group.

MilestoneC STEM Workshop: Several AMSO 8th grade students participated in an interaction STEM workshop by MilestoneC, a technology education company based here in Connecticut. The workshop focused on drone exploration and automation. Students used flight simulators and flew drones through challenging obstacle courses. Students learning how robotics is interwoven into the fabric of industry.

Amity Haven's Harvest: The Amity Haven's Harvest team has received our donation totals for 2023. Thanks to their hard work, we kept **8301** lbs. of food out of the waste stream in 2023! This is more than double our 2022 total. The agencies receiving our food include: My Sisters Place (Ansonia), Abundance of Joy Learning Ctr (Ansonia), LEAP (New Haven), and Berger Apts (New Haven).

Annual LRP Institute: School Principals and Pupil Services Administrators attended the 45th annual LRP's National Institute of on Legal Issues of Educating Individuals with Disabilities. This multi-day conference provided a comprehensive, engaging, and high-quality program focused on the most effective ways to serve students with disabilities while maintaining compliance with special education and disability laws. There were more than 40 relevant and timely sessions spanning 6 dedicated tracks focused on disability law and programming.

April Professional Development: Teachers engaged in a district-wide professional development session on the afternoon of April 25th. The focus of the professional learning was the Schoology dashboard and the steps teachers need to take to prepare for the end of this school year and the rollover of their course materials into next school year.

Climate

Mean Girls Receives Top Nominations: Congratulations to the cast and crew of *Mean Girls* –they have been nominated for 7 Stephen Sondheim Award nominations, including their 16th straight best musical nomination.

AMSB Time Capsule Day: On May 17, 2024, AMSB will unveil the contents of a time capsule that was buried in the courtyard in 1988. Students and staff will celebrate the day by having an 80's themed spirit

day and will livestream the event. Following the unveiling, we will place another new time capsule and a new marker stone.

NHS Blood Drive: The May 3, 2024 Blood Drive co-hosted by the Red Cross and the members of Amity's National Honor Society collected 52 pints of blood donations, well beyond the goal of 39 pints that the Red Cross had set for the event.

Distracted and Impaired Driving Prevention Program: As our older students set their sights on Prom season and all kinds of summer fun, we wanted them to do that safely. ARHS hosted a special assembly on distracted and impaired driving for our students in Grades 11 and 12 during an extended Spartan Seminar on April 24, 2024, featuring speakers including student assistance counselor Gary Lindgren, students in Amity's SADD chapter, and community members including a retired Woodbridge police officer and members of MADD.

SAILS Lake Compounce Trip: Students in the Spartan Academic and Independent Living Skills program (grades 7-12) participated in a skill building themed field trip to Lake Compounce. While at Lake Compounce students worked on social skills, e.g. waiting in lines, asking friends like/dislikes with food/rides, reading park maps and signs, reading food menus and ordering food, identifying likes/dislikes (e.g. I like this ride, I don't like this ride), and planning what to bring/wear based on weather. This is a cumulating activity to a year's long focus on these activities of daily living. This is a yearly field trip that our students look forward to.

ATA Graduation: Amity Transition Academy will be celebrating our students graduating from Amity Transition Academy. Graduation ceremonies will be held at Albertus Magnus on May 31, 2024. We are so proud of our students and wish them success as they transition to the next phase of their lives.

Spartan Prep Trout Program: Chris Parrillo, a Special Education Teacher in our 9-12 Spartan Prep program, has partnered with the Hammonasset Chapter of Trout Unlimited to bring the trout in the classroom (<https://www.troutintheclassroom.org/>) to our students. During the month of April, our students released the trout that were bred into a local water tributary. Mr. Parrillo and some students will be presenting to the BOE this month about our partnership with Trout in the Classroom.

Stepping Up Ceremonies: The middle school Stepping UP Ceremonies are scheduled for June 6, 2024 beginning at 1:00 p.m.

Graduation: The Commencement Exercises for the Class of 2024 will be held on June 5, 2024 at 4:00 p.m. at the William E. Sim Athletic Complex at Amity Regional High School.

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:

- The underground sump pump discharge line for the well pit at AMSB has been installed.
- A circulator pump for the main heating loop that was leaking at AMSB has been repaired by an outside contractor.
- The new service drop to the scoreboard at ARHS was completed between UI and an outside electrical contractor.
- A new sewage pump was installed at ARHS by an outside contractor.
- The preparation and startup of the chillers and cooling tower at ARHS was completed by our in house HVAC tech.

Projects in Process:

- A compressor for the air handler that serves the black box theater at ARHS is being replaced by our in house HVAC tech.
- All of the failed parking lot light fixtures at ARHS have been replaced. We are working on scheduling lift rentals around the weather to finish replacing the remaining fixtures.
- The ticket booth for the Athletic Department is currently being built by the ARHS Tech Ed. Department.
- The District is working with the Town of Woodbridge to address concerns with the fuel cell and microgrid. A test scheduled on April 16, 2024 failed; we are currently waiting on the report from UI and Fuel Cell.
- One of the two automatic transfer switches for generator power at ARHS needs to be replaced. Work is being scheduled with our generator service company.
- The switchover from heating to cooling at both AMSB and AMSO will take place on May 13th.

Outstanding issues to be addressed:

- The gym floor has been repaired at AMSO, Dalene Flooring is scheduled to return this summer to sand and refinish the entire floor.
- The fire pump in Bethany needs to be replaced. There is a proposal from Van Zelm Engineers to prepare bid documents for the project.
- Roof work at ARHS will need to be addressed, loose capstones as well as the metal roof section over student street needs repairs.

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: Action Items Relating to the ARHS Library Media Center Renovation
 Date: April 29, 2024

The Amity Regional School District School Building Committee made the following recommendations to the Amity Board of Education to approve the schematic design and cost estimate. The Board will need to authorize the cost of the project in order to proceed with the State of Connecticut School Construction grant application. Below is a summary of the estimated project costs and the funding source breakdown. The Board will need to appropriate end-of-year funds to cover at the least the remaining local portion. The administration will likely request the full 2% allowed of remaining funds (if available) to cover the cash flow for the project and any other projects.

Project Cost Estimate	
Construction & Soft Costs	\$ 2,697,990
	\$ -
Moving & Storage	\$ 55,000
Legal fees	\$ 25,000
Contingencies-design	\$ 187,303
Contingencies-project	\$ 187,303
Total Project Costs	\$ 3,152,596
Eligible Costs (less contingencies)	\$ 2,777,990
Reimbursement rate 8/2023	0.4286
Estimated State Grant	\$ 1,190,647
Local share	\$ 1,961,949
Local share components:CNR-secured	\$ 1,833,736
Local share components: ECF funds - secured	\$ 74,333
total local secured	\$ 1,908,069
Minimum amount remaining to secure	\$ 53,880

Motion:

The Amity Board of Education approves the schematic design with modifications presented by Silver Petrucelli and Associates and authorizes appropriating funds for the ARHS library media center renovation project inclusive of adjoining classrooms, offices and storage spaces.

RESOLVED,

1. That Regional School District Number 5 of the State of Connecticut authorizes Three Million One Hundred Fifty-Two Thousand Five Hundred Ninety Six Dollars (\$3,152,596). for costs related to various library media center improvements at Amity Regional High School, contemplated to include: (a) furniture, (b) flooring, (c) HVAC and electrical upgrades and the adjoining classrooms, offices and storage spaces. The appropriation may be spent for design, construction, acquisition and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education is authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified.

2. The Board recognizes funding for the local portion, estimated at \$ 1,961,949 is secured and will be appropriated in the Capital and Nonrecurring Fund of the District.

The foregoing resolution was approved by the following roll-call vote: which resulted in a vote:.

TOTAL IN FAVOR:

TOTAL OPPOSED:

TOTAL ABSENT:

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: REVISED Resolutions for Grant Funding for Library Media Center Renovation at Amity Regional High School

Date: April 30, 2024

The Amity Board of Education needs to action on four statements relating to the renovation project at Amity Regional High School in the Library Media Center.

The Amity Board of Education needs to make the resolutions below for the Library Media Center Renovation at Amity Regional High School to qualify for State Funding:

The Amity Regional School District Building Committee recommends the Board of Education approves these resolutions:

The Amity Board of Education approves these resolutions:

- (1) **BE IT RESOLVED**, that the Amity Board of Education authorizes the Superintendent to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Library Media Center Renovation inclusive of adjoining classrooms, offices and storage spaces at Amity Regional High School.

- (2) **BE IT RESOLVED**, that the Amity Regional School District Building Committee is hereby established as the building committee with regard to the Library Media Center Renovation inclusive of adjoining classrooms, offices and storage spaces at Amity Regional High School. These committee and staff members are appointed to the Amity Regional School District Building Committee: Amity Facilities Committee members, Superintendent, Director of Facilities, Director of Technology, Director of Finance & Administration, Principal ARHS, Associate Principal ARHS, Library Media-Specialist, ARHS and community member(s).

(3) **BE IT RESOLVED**, that the Amity Board of Education hereby authorizes at least the preparation of schematic drawings and outline specifications for the Library Media Center Renovation inclusive of adjoining classrooms, offices and storage spaces at the Amity Regional High School.

(4) **BE IT RESOLVED**, that the Amity Board of Education adopt the Educational Specification as stated and attached here: Educational Specifications for Library Media Center Renovation inclusive of adjoining classrooms, offices and storage spaces at the Amity Regional High School.

- a. **RATIONALE:** The Library Media Center has not been renovated in over 25 years. The needs of the students and instructional methods have changed significantly in this time frame. The Library Media Center may not meet the current New England Accreditation of Schools and Colleges (NEASC) standards. The current design of the library media center does not meet the demand for access nor is it conducive to modern learning spaces. Amity Regional High School is a comprehensive 9-12 high school for students residing in the three towns of Bethany, Orange and Woodbridge.
- b. **LONG-RANGE PLAN:** The District maintains a 5-year capital plan to identify all of the capital needs of the District.
- c. **THE PROJECT:** Renovate the Library Media Center Renovation at the Amity Regional High School. Develop a plan that addresses the learning and teaching styles of today and the future. Specifically add quiet study spaces, collaboration space, small group work, video communication space and an office. Enhanced lighting, new carpet, create small study areas, and upgrade technology available to students. Technology upgrades include digital media studios within the library space. Detailed Educational Specification are attached to this memo.
- d. **BUILDING SYSTEMS:** The District developed a long-range plan to address various building and grounds projects to replace, renovate or update. The HVAC system has had major upgrades in the past five years. The school technology infrastructure was upgraded four years ago.
- e. **INTERIOR BUILDING ENVIRONMENT:** Students were surveyed regarding the current status of the library. The students expressed frustration at the limited space and the type of space available in the library. The current capacity of the library is less than 5% of the student body. Student and staff will benefit from the repurposed space and greater access to the library media services.
- f. **PURPOSE:** Over the years, the library media center has lost a significant amount of classroom / lab, storage, and office space to other academic programs. As a result of the library's current space limitations there is inadequate quiet reading space, limited potential for book display or signage, no area for recording podcasts or holding zoom meetings, which is increasingly in demand, and there is no ability to host small meetings or perform testing without closing the library in part or in full.

In addition to space limitations, the lighting is inadequate, the circulation desk is oversized and lacks appropriate sightlines to all corners of the library as well as

exits/entrances, and the HVAC system is not functioning properly resulting in daily use of a portable dehumidifier.

The goal of the interior renovation project would be to reclaim space that was originally designed and intended for library space. It would provide two recording rooms for podcasts, video conferencing and recording, have the ability to host presentations, classes, or other events with minimal disruption to other library functions, provide quiet reading areas away from activity areas, provide office space for the library staff, added storage for library materials and right-size the circulation desk with proper sightlines. New LED lighting would be provided throughout the space, improved acoustics, new interior finishes and furnishings and the HVAC system would be modified to address humidity control and fresh air.

- g. **ENROLLMENT DATA:** NESDEC Report is attached.
- h. **NATURE AND ORGANIZATION OF EDUCATION PROGRAM:** Amity Regional High School is a comprehensive 9-12 high school for students residing in the three towns of Bethany, Orange and Woodbridge.
- i. **SPACE NEEDS:** *All spaces will receive new LED light fixtures, additional power and data connections, and benefit from new, dedicated HVAC units with humidity control and fresh air ventilation.
 - Library Entrance:
 - Dedicated set of double-doors for entry and dedicated set of double-doors for exit.
 - Display shelving for books and objects; height not to exceed 48” for visibility.
 - Carpet tile flooring, resilient base, painted walls, and acoustical ceiling tiles.
 - Lockable
 - Circulation Desk:
 - Provide seating for (3) staff members.
 - Centrally located for sightlines to all points of the library.
 - Depressible book drop
 - Staff computers, monitors, telephone, scanners, and printers.
 - Carpet tile flooring, resilient base, painted walls, and acoustical ceiling tiles.
 - Library Classroom (740 SF):
 - Seating / desks for (30) students.
 - Teacher desk, task chair and file cabinets.
 - Smartboard, Promethean Board or equivalent digital classroom display.
 - White boards and tack boards.
 - Staff computer, monitor and telephone.
 - Resilient flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Interior privacy shades at window and door glazing.
 - Lockable.
 - Recording (182 SF):
 - Green screen and video recording equipment
 - Seating for (4) students
 - Mobile tables
 - Acoustical wall panels for soundproofing.
 - Whiteboards and tack boards.

- Carpet tile flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
- Podcast (125 SF):
 - Seating for (3) students
 - Mobile table
 - Recording equipment
 - Acoustical wall panels for soundproofing.
 - Whiteboards and tackboards
 - Carpet tile flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
- Stack and Seating Area:
 - Approximately 3,033 linear feet on new library shelving
 - Study carrels.
 - Lounge seating w/ occasional tables.
 - Mix of mobile collaborative tables and chairs, and fixed, high-top collaborative tables and chairs.
 - Resilient flooring, carpet tile flooring, resilient base, painted walls, and acoustical ceiling tiles.
 - Acoustical light fixtures and ceiling baffles in high volume, vaulted ceiling.
 - Wall-mounted digital display and mobile digital display.
 - Manual solar shades at exterior windows. Motorized solar shades at vaulted windows.
 - Wireless access points
- Reading Room (980 SF):
 - Study carrels.
 - Lounge seating w/ occasional table and pull-up worktables.
 - High-top gathering tables w/ modular seating.
 - Mobile lounge chairs w/ table arms.
 - Carpet tile flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Manual solar shades at exterior windows.
 - Wireless access points
- Library Director's office:
 - (2) Staff desks and task chairs.
 - (2) Guest chairs
 - Lateral files and bookshelves.
 - Storage closet; resilient flooring, resilient wall base, painted walls and acoustical ceiling tile.
 - Millwork base and upper cabinets with sink.
 - Whiteboards and Tack boards.
 - Staff computers, monitors, and telephones.
 - Carpet tile flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Interior privacy shades at window and door glazing.
 - Lockable
- Tech Services:
 - Reception desk and task chair
 - (3) Workstations with task chairs.

- Staff computers, monitors and telephones.
- Large format black and white copier and color copier.
- Files and storage cabinets
- Lockable
- Tech Storage (small):
 - Shelving for computer equipment.
 - Resilient flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Lockable
- Tech Storage (large):
 - (1) workstation and task chair
 - Staff computer, monitors, and telephone.
 - (1) large, mobile worktable.
 - Mix of opening shelving and closed, double-door storage cabinets.
 - Resilient flooring, resilient base, painted walls, and acoustical ceiling tiles.
 - Lockable.
- Server:
 - Static dissipative flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Climate controlled.
 - Server racks and demarcation point.
 - Lockable.
- Non-Library Classroom (762 SF)
 - Seating / desks for (30) students.
 - Teacher desk, task chair and file cabinets.
 - Smartboard, Promethean Board or equivalent digital classroom display.
 - White boards and tack boards.
 - Staff computer, monitor and telephone.
 - Resilient flooring, resilient wall base, painted walls, and acoustical ceiling tiles.
 - Millwork base and upper cabinets.
 - Lockable



**RSD #05 - Amity Regional School District
Woodbridge, CT**

School Year 2023-24 Enrollment Projection Report

Copyright, New England School Development Council, 2023

Table of Contents

Section	Page
Enrollment Summary.....	1
Historical Enrollment Table.....	2
Grades K - 12 Historical Enrollment Graph.....	3
Grades 7 - 12 Historical Enrollment Graph.....	4
Projected Enrollment Table.....	5
Grades K - 12 Projected Enrollment Graph.....	6
Grades 7 - 12 Projected Enrollment Graph.....	7
Historical & Projected Enrollment Graph.....	8
Historical & Projected Enrollment in Grade Combinations Line Graph.....	9
Historical & Projected Enrollment in Grade Combinations Stacked Column Graph.....	10
Birth to Kindergarten Graph.....	11
Additional Information	12
New England's PK-12 Enrollment Trends.....	13
Methodology, Reliability and Use of this Document.....	14

Enrollment Summary

NESDEC is pleased to send you this report displaying the past, present, and projected enrollments for your District. It is important to update enrollment projections every year to identify changes in enrollment patterns. Ten-year projections are designed to provide your District with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources.

Included in this report are graphs representing historical and projected grade-by-grade enrollments, as well as historical and projected enrollments in grade combinations. We received the enrollment data from the District, and we assume that the method of collecting this data has been consistent from year to year.

Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the “out-years.” Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes. In light of this, NESDEC has added a “Spring Update Refresher” enrollment projection at no cost to affiliates. For more information, please refer to the Methodology, Reliability and Use of this Document section.

The NESDEC enrollment projection fell within 51 students of the 7-12 total, 2,099 students projected vs. 2,048 enrolled.

Births increased by 31 from a previous ten-year average of 190 to a projected average of 221. In most districts, Grades 1-8 are very stable in enrollments. However, there have been increases in 8 of the 8 most recent years, leading to a net increase averaging 53 students per year. One variance of 23 students occurred at Gr. 8, 370 projected vs. 347 enrolled.

Over the next three years, Grades 7-8 enrollments are projected to increase by 52 students and Grades 9-12 enrollments are projected to decrease by 14 students, as students move through the grades.

Historical Enrollment

School District: RSD #05, CT

12/18/2023

Historical Enrollment By Grade																			
Birth Year	Births*	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2008	167	2013-14	60	268	324	313	313	372	370	375	392	369	344	386	417	416	0	4659	4719
2009	173	2014-15	67	295	287	334	326	321	392	371	381	401	362	360	398	433	0	4661	4728
2010	165	2015-16	66	268	303	301	342	326	332	397	371	381	363	363	351	389	0	4487	4553
2011	197	2016-17	76	289	304	309	321	344	339	330	391	373	375	358	359	346	0	4438	4514
2012	187	2017-18	86	303	311	316	328	336	352	353	327	394	373	378	362	363	0	4496	4582
2013	200	2018-19	80	303	327	317	320	336	356	353	338	324	376	363	380	361	0	4454	4534
2014	193	2019-20	59	343	314	333	335	331	356	364	352	356	326	389	360	391	0	4550	4609
2015	201	2020-21	83	313	338	312	342	357	329	352	355	355	361	330	388	381	0	4513	4596
2016	201	2021-22	94	322	342	358	329	365	355	337	353	359	326	359	319	405	0	4529	4623
2017	216	2022-23	100	313	333	349	373	350	375	363	361	371	325	325	353	315	15	4521	4621
2018	210	2023-24	106	343	334	359	350	385	347	387	357	347	342	320	322	360	0	4553	4659

*Birth data provided by Public Health Vital Records Departments in each state.

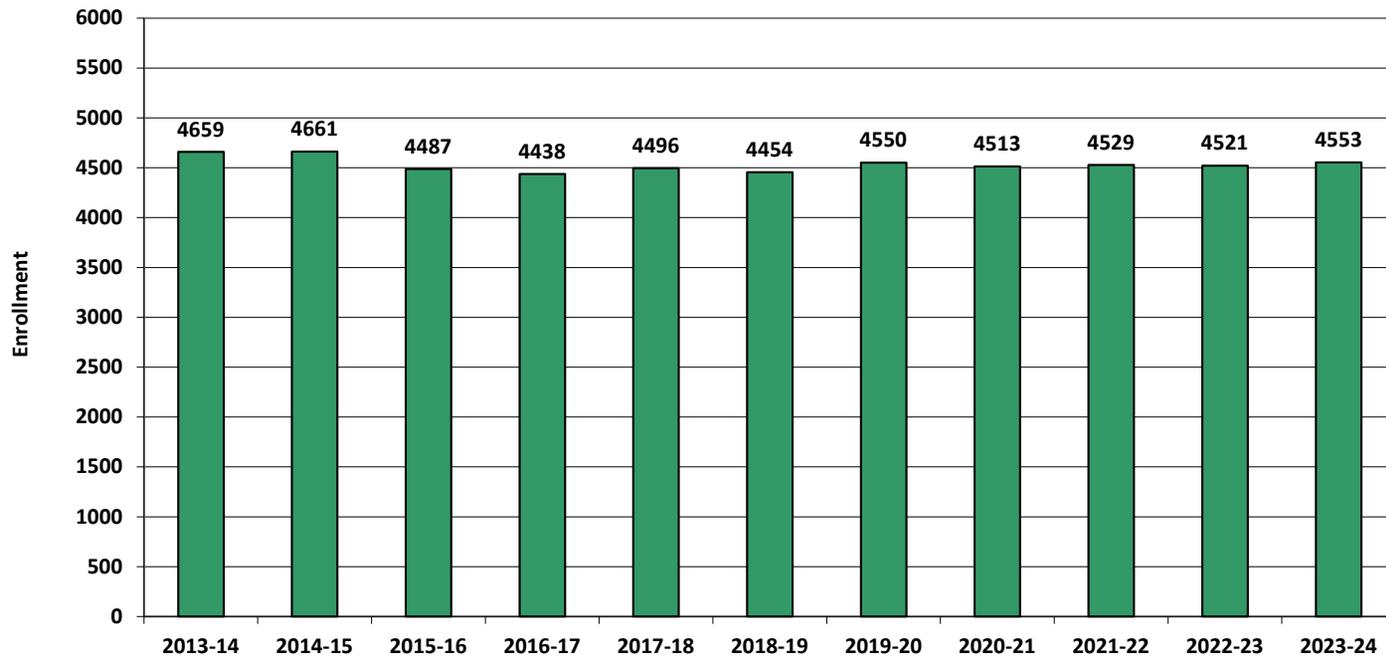
** < 10 Not reported, to protect subgroups with fewer than 10 students.

Historical Enrollment in Grade Combinations									
School Year	PK-6	K-6	K-5	K-8	PK-8	6-8	7-8	7-12	9-12
2013-14	2395	2335	1960	3096	3156	1136	761	2324	1563
2014-15	2393	2326	1955	3108	3175	1153	782	2335	1553
2015-16	2335	2269	1872	3021	3087	1149	752	2218	1466
2016-17	2312	2236	1906	3000	3076	1094	764	2202	1438
2017-18	2385	2299	1946	3020	3106	1074	721	2197	1476
2018-19	2392	2312	1959	2974	3054	1015	662	2142	1480
2019-20	2435	2376	2012	3084	3143	1072	708	2174	1466
2020-21	2426	2343	1991	3053	3136	1062	710	2170	1460
2021-22	2502	2408	2071	3120	3214	1049	712	2121	1409
2022-23	2556	2456	2093	3188	3288	1095	732	2050	1318
2023-24	2611	2505	2118	3209	3315	1091	704	2048	1344

Historical Percentage Changes			
School Year	K-12	Diff.	%
2013-14	4659		
2014-15	4661	2	0.0%
2015-16	4487	-174	-3.7%
2016-17	4438	-49	-1.1%
2017-18	4496	58	1.3%
2018-19	4454	-42	-0.9%
2019-20	4550	96	2.2%
2020-21	4513	-37	-0.8%
2021-22	4529	16	0.4%
2022-23	4521	-8	-0.2%
2023-24	4553	32	0.7%
Change		-106	-2.3%

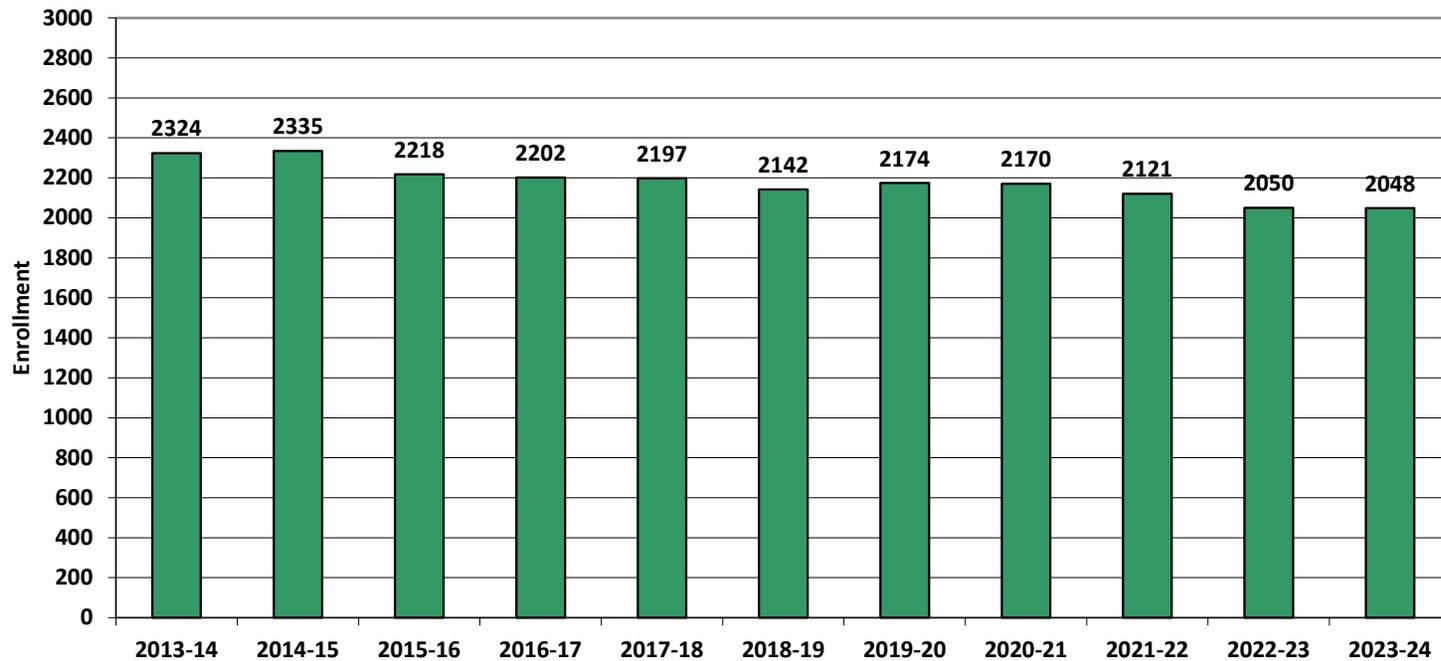
Grades K-12 Historical Enrollment

Grades K-12, School Years 2013-14 to 2023-24



Grades 7-12 Historical Enrollment

Grades 7-12, School Years 2013-14 to 2023-24



Projected Enrollment

School District: RSD #05, CT

12/18/2023

Enrollment Projections By Grade*																				
Birth Year	Births*		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2018	210		2023-24	106	343	334	359	350	385	347	387	357	347	342	320	322	360	0	4553	4659
2019	214		2024-25	100	334	365	352	371	369	387	356	387	360	318	339	314	327	0	4579	4679
2020	218		2025-26	100	340	356	384	364	391	371	397	356	390	329	315	332	319	0	4644	4744
2021	218	(prov.)	2026-27	100	340	362	375	397	384	393	381	397	359	357	326	309	338	0	4718	4818
2022	238	(prov.)	2027-28	100	372	362	381	387	419	386	403	381	400	329	354	320	314	0	4808	4908
2023	220	(est.)	2028-29	100	343	396	381	394	408	421	396	403	384	366	326	347	325	0	4890	4990
2024	222	(est.)	2029-30	100	346	365	417	394	415	410	432	396	406	351	363	320	353	0	4968	5068
2025	223	(est.)	2030-31	100	348	368	384	431	415	417	421	432	399	372	348	356	325	0	5016	5116
2026	224	(est.)	2031-32	100	350	370	387	397	454	417	428	421	435	365	369	341	362	0	5096	5196
2027	225	(est.)	2032-33	100	352	373	389	400	419	456	428	428	424	398	362	362	347	0	5138	5238
2028	223	(est.)	2033-34	100	348	375	393	402	422	421	468	428	431	388	395	355	368	0	5194	5294

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

Based on an estimate of births

Based on children already born

Based on students already enrolled

*Birth data provided by Public Health Vital Records Departments in each state.

** < 10 Not reported, to protect subgroups with fewer than 10 students.

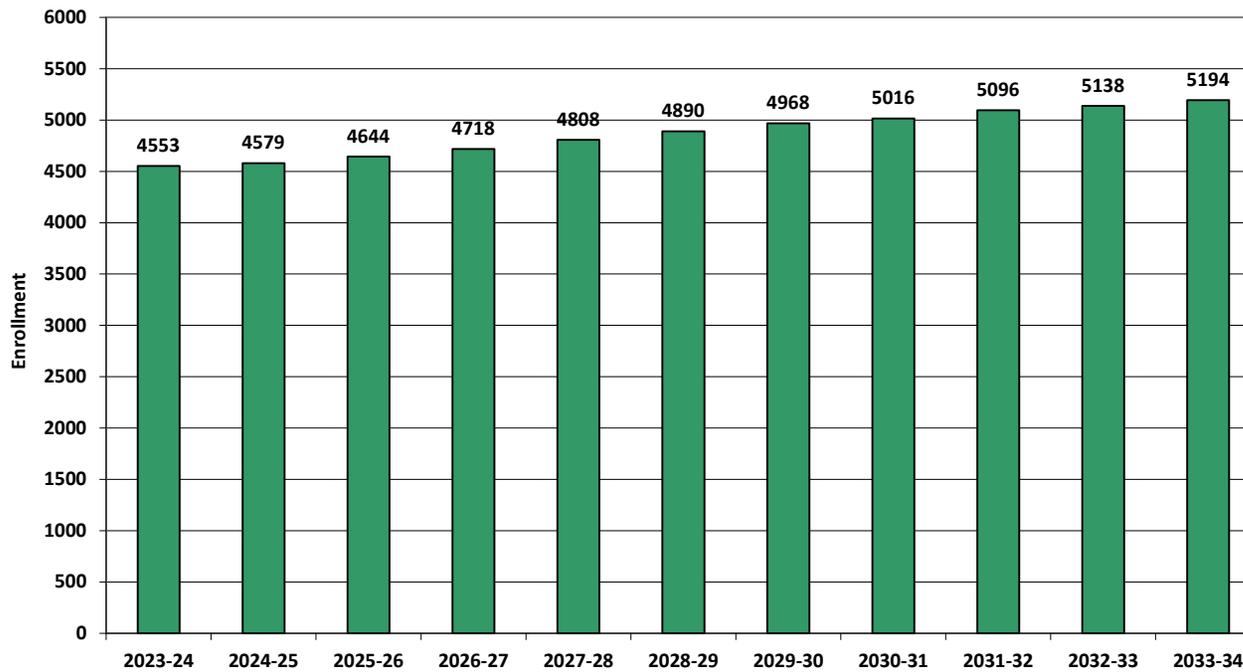
Projected Enrollment in Grade Combinations*									
School Year	PK-6	K-6	K-5	K-8	PK-8	6-8	7-8	7-12	9-12
2023-24	2611	2505	2118	3209	3315	1091	704	2048	1344
2024-25	2634	2534	2178	3281	3381	1103	747	2045	1298
2025-26	2703	2603	2206	3349	3449	1143	746	2041	1295
2026-27	2732	2632	2251	3388	3488	1137	756	2086	1330
2027-28	2810	2710	2307	3491	3591	1184	781	2098	1317
2028-29	2839	2739	2343	3526	3626	1183	787	2151	1364
2029-30	2879	2779	2347	3581	3681	1234	802	2189	1387
2030-31	2884	2784	2363	3615	3715	1252	831	2232	1401
2031-32	2903	2803	2375	3659	3759	1284	856	2293	1437
2032-33	2917	2817	2389	3669	3769	1280	852	2321	1469
2033-34	2929	2829	2361	3688	3788	1327	859	2365	1506

Projected Percentage Changes			
School Year	K-12	Diff.	%
2023-24	4553		
2024-25	4579	26	0.6%
2025-26	4644	65	1.4%
2026-27	4718	74	1.6%
2027-28	4808	90	1.9%
2028-29	4890	82	1.7%
2029-30	4968	78	1.6%
2030-31	5016	48	1.0%
2031-32	5096	80	1.6%
2032-33	5138	42	0.8%
2033-34	5194	56	1.1%
Change		641	14.1%

*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

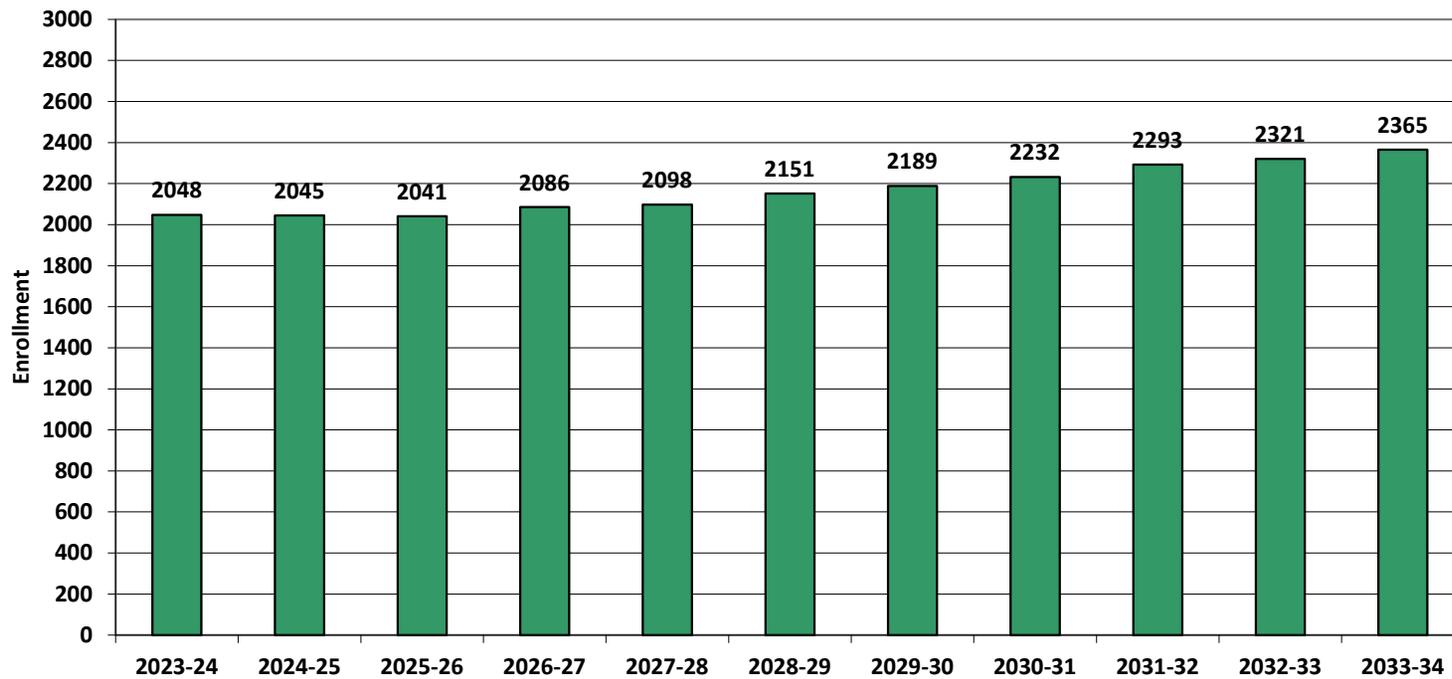
Grades K-12 Projected Enrollment

Grades K-12, School Years 2023-24 to 2033-34

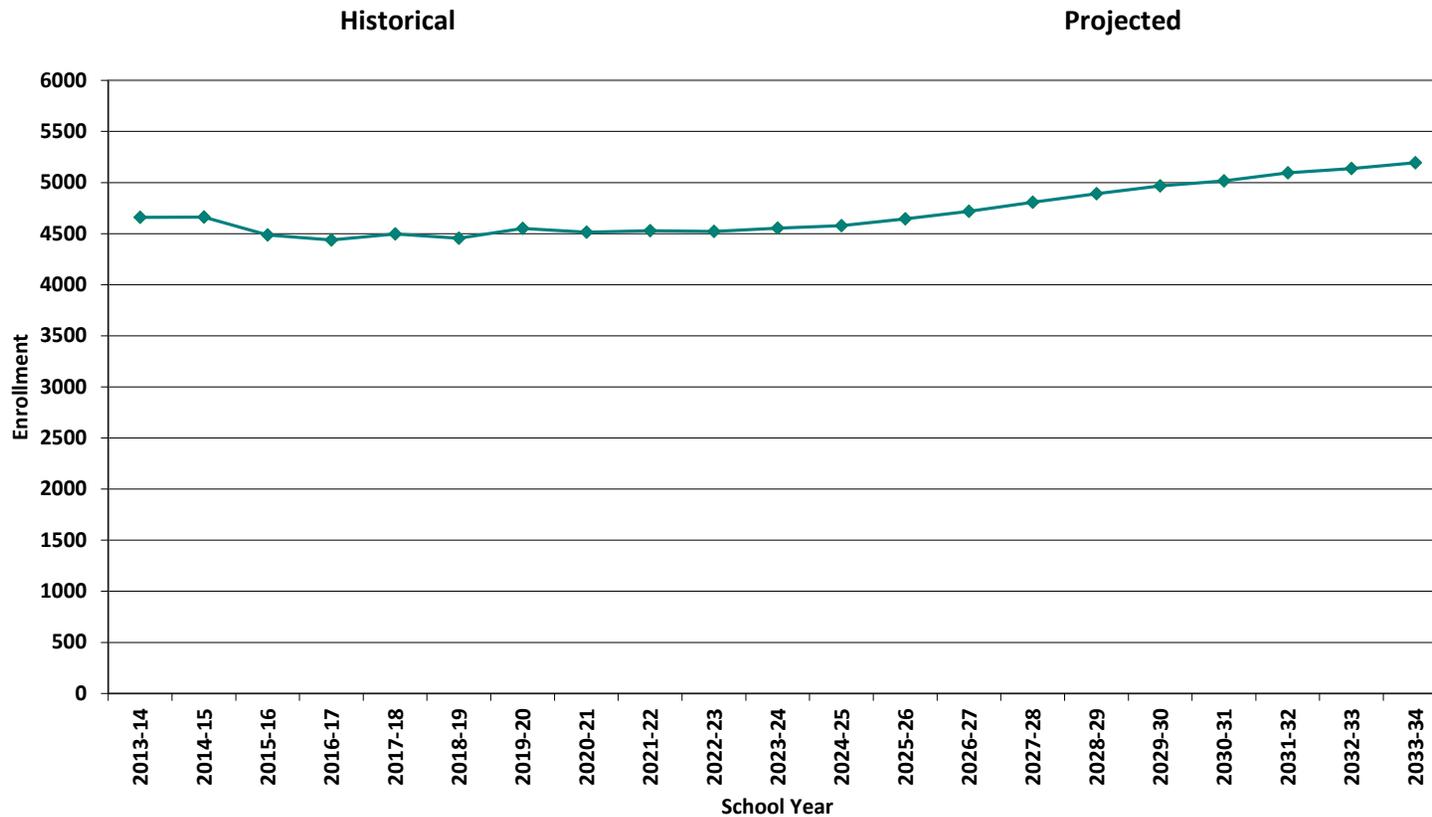


Grades 7-12 Projected Enrollment

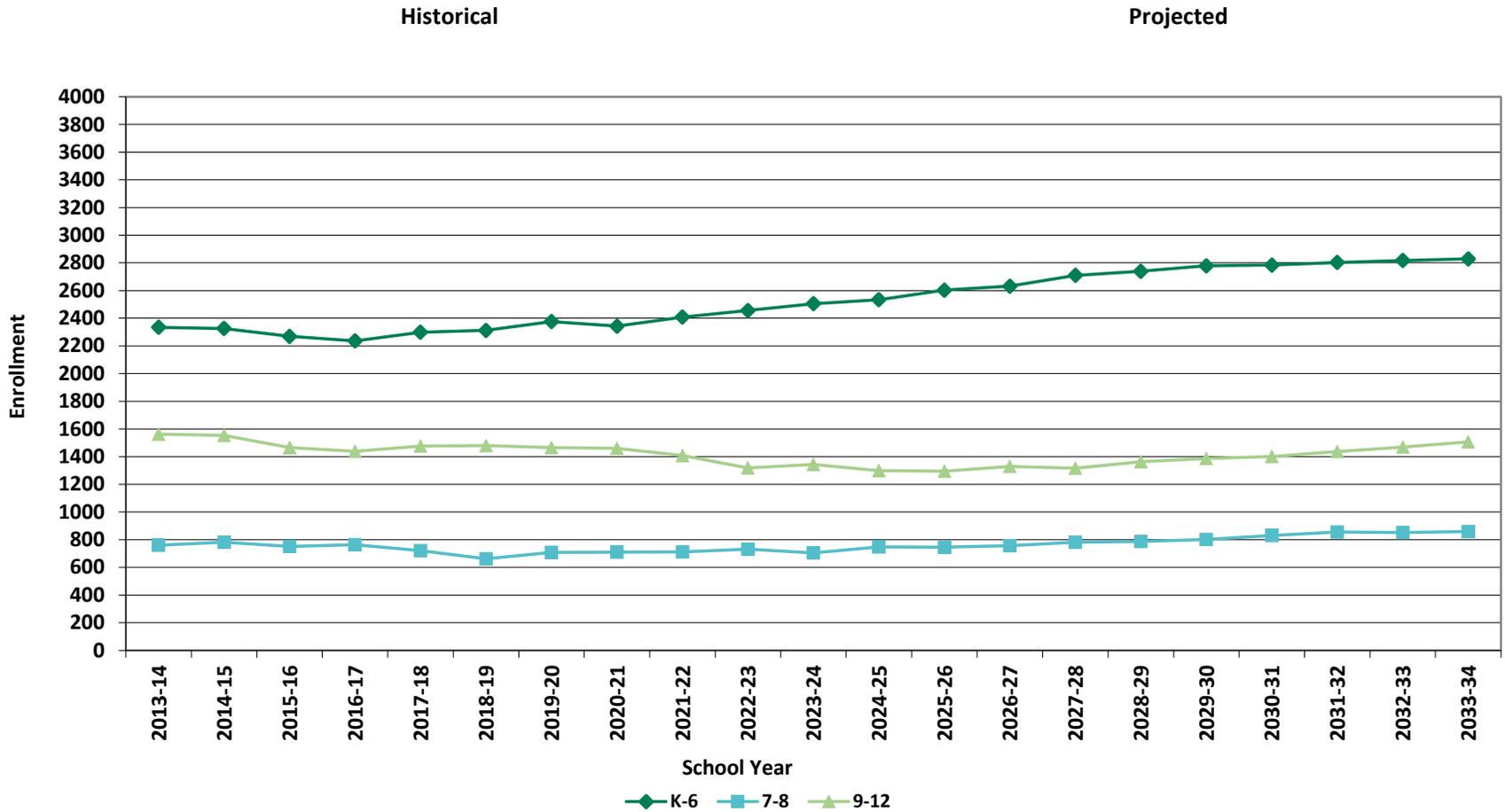
Grades 7-12, School Years 2023-24 to 2033-34



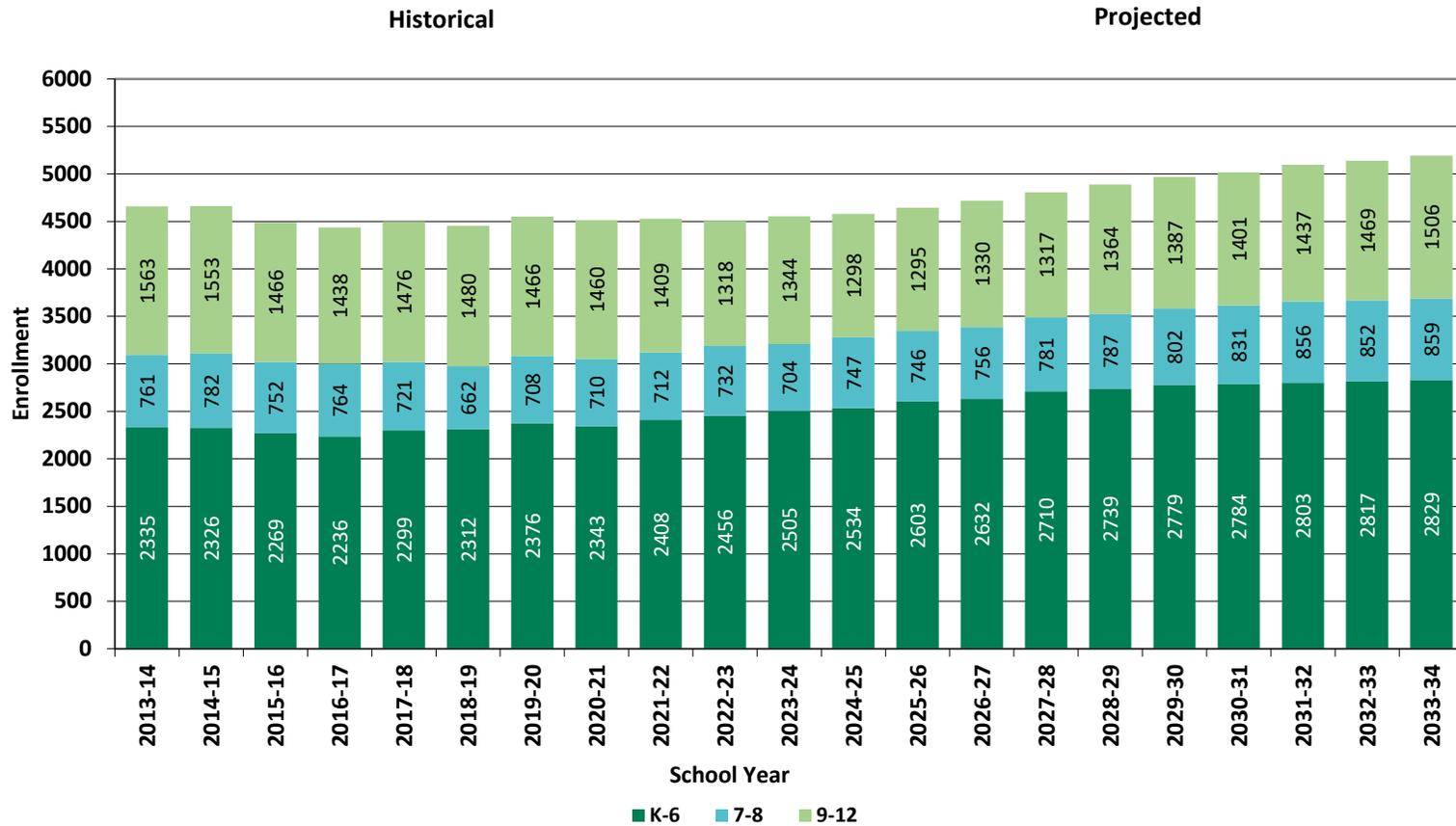
Grades K-12 Historical & Projected Enrollment



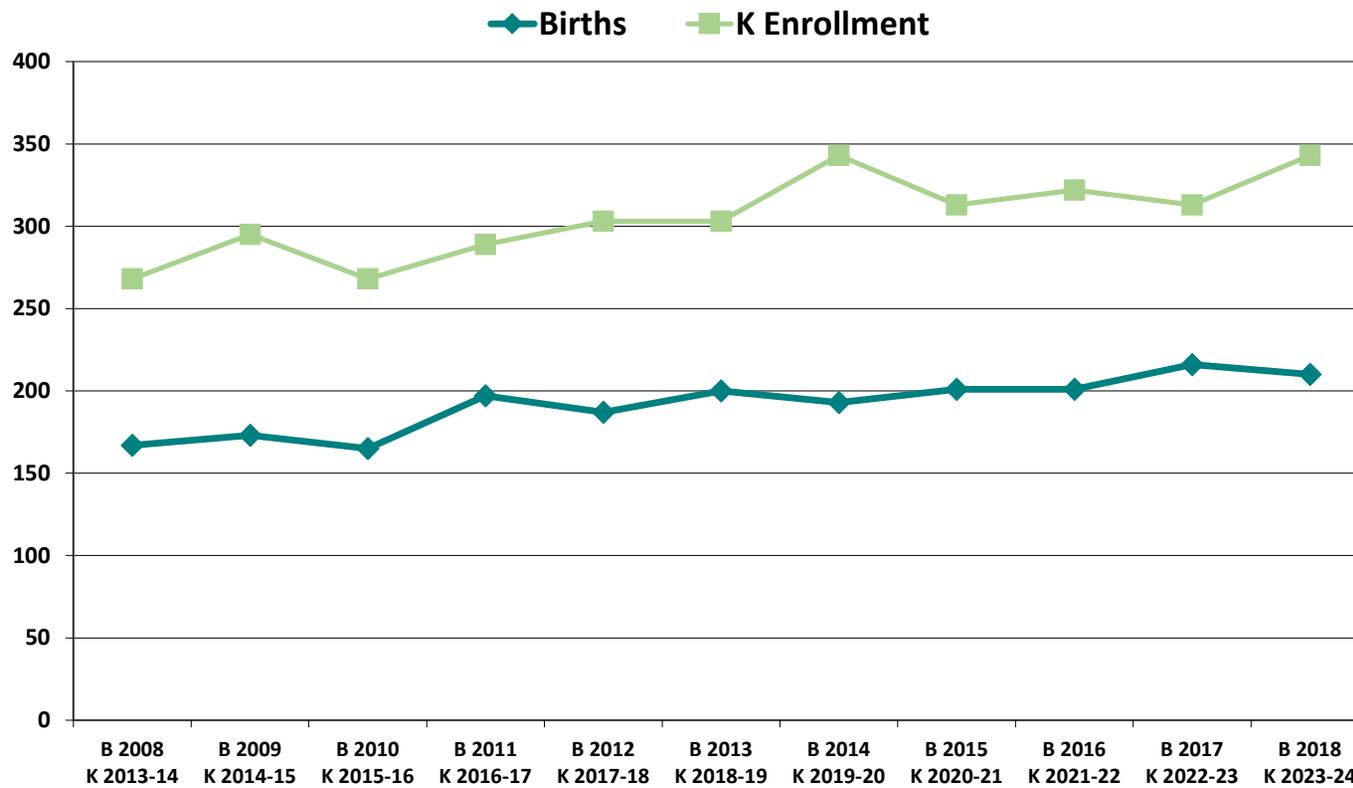
Historical & Projected Enrollments in Grade Combinations



Historical & Projected Enrollments in Grade Combinations



Birth-to-Kindergarten Relationship



Additional Information

Building Permits Issued (Source: HUD)		
Year	Single-Family	Multi-Units
2019	5B, 21O, 4W	0
2020	6B, 17O, 3W	0
2021	7B, 29O, 5W	8W
2022	4B, 4O, 6W	53O
2023	6B, 1O, 3W to date	5O, 2W to date

Key: B - Bethany, O -Orange, W - Woodbridge

School Year	9 - 12 CTE	7- 12 Non-Public	7 - 12 Choice-In	7 - 12 Choice-Out	7 - 12 Out-of-District SPED	7 - 12 Homeschool
2019-20	14	n/a	25	< 10 **	26	< 10 **
2020-21	29	18	10	< 10 **	34	16
2021-22	13	n/a	26	< 10 **	34	20
2022-23	45	10	43	< 10 **	15	< 10 **
2023-24	45	n/a	43	0	23	15

*The above data was provided by the District, with the exception of building permit data (provided by HUD).

"n/a" signifies that information was not provided by District.

** < 10 Not reported, to protect subgroups with fewer than 10 students.

New England's PK-12 Enrollments Trends

From 2021 to 2030, the US Department of Education anticipates changes in PK-12 enrollment of -3.2% in the South, -6.0% in the West, -3.9% in the Midwest, -6.0% in the Northeast, and a total of -4.4% nationwide.

State	Fall 2021 PK - 12	Fall 2030 Projected	PK-12 Decline	% Change 2021-2030
USA	49,452,864	47,252,500	-2,200,364	-4.4%
CT	508,686	475,600	-33,086	-6.5%
ME	173,215	161,800	-11,415	-6.6%
MA	921,180	879,900	-41,280	-4.5%
NH	170,005	144,600	-25,405	-14.9%
RI	138,566	130,200	-8,366	-6.0%
VT	83,975	74,600	-9,375	-11.2%

Source: U.S. Department of Education, National Center for Education Statistics, Enrollment in public elementary and secondary schools, by region, state, and jurisdiction: Selected years, fall 1990 through fall 2030, Table 203.20, March 2023.

Although most New England Districts are seeing a decline in the number of births, NESDEC's experience indicates that the impact on enrollment varies from District to District. Almost half of New England Districts have been growing in PK-12 enrollment, and a similar number are declining (often in rural areas), with the other Districts remaining stable.

PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts that are wholly computer- or formula-driven. Such modification permits the incorporation of important, current district-specific demographic information into the generation of enrollment forecasts (such as in/out-migration of students, resident births, HUD-reported building permits, etc.). Percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2022-23 increased to 104 students in Grade 2 in 2023-24, the percentage of survival would be 104%, or a ratio of 1.04. Ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics to project into future years. The ratios are the key factors in the reliability of the projections, assuming validity of the data at the starting point.

RELIABILITY OF ENROLLMENT PROJECTIONS

Projections can serve as useful guides to school administrators for educational planning. Enrollment projections are more reliable in Years #1-4 in the future and less reliable in the "out-years." Projections six to ten years out may serve as a guide to future enrollments and are useful for planning purposes, but they should be viewed as subject to change given the likelihood of potential shifts in underlying assumptions/trends, such as student migration, births as they relate to Kindergarten enrollment, and other factors.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable. The second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. The least reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding additional uncertainty. See these three multi-colored groupings on the "Projected Enrollment" tab.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (higher or lower) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.

USING THIS INFORMATION ELECTRONICALLY

If you would like to extract the information contained in this report for your own documents or presentations, you can use screenshots, which can be inserted into PowerPoint slides, Word documents, etc. Because screenshots create graphics, the image is not editable. Please feel free to contact us if you need assistance in this matter, by phone (508-481-9444) or by email (ep@nesdec.org).

May 2024

April Ticket Summary

Tickets addressed and closed: 284

Tickets open: 5

HS Student Help Desk

Students helped: 296

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:

- All weather stadium data and power installation
 - Complete
- Full audit of the registration process through PowerSchool complete, updates to address any inefficiencies in the current system have been made. Registration for next school year is under way.
- Found a viable solution to replace MyPaymentPlus; however due to current contractual obligations, a transition can not be initiated for another year. Targeting the summer of 2025 for implementation.

Projects in process:

- The process to migrate all District security cameras to the new Axis camera management system has begun.
 - Bethany Middle School is complete
 - Orange Middle School wire pulling is complete, interior camera installation is complete; outdoor cameras are next
 - The HS is ongoing and is currently operating approximately 90% on the new system and 10% on the legacy system
- Looking for a replacement for our current messaging software suite; we were notified this month that our current solution, SwiftK12, is being retired on June 30, 2024
 - Held vendor demos with three possible solutions
 - Parent Square
 - School Messenger
 - BrightArrow
 - Working to include the other BOW Districts in the process to explore the possibility of all using the same platform
- Preparing student and teacher device collection for summer maintenance
- Beginning to plan out summer schedule to include:
 - Device collection, inspection, cleaning and distribution
 - Specialty lab disassembly, updates and cleaning, and re-assembly
 - Digital whiteboard installations
 - Security camera upgrades
 - Receive, asset tag, image and label new student devices
 - Inventory and package devices coming off lease for return to leasing company

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Kathleen Kovalik
Assistant Director of Finance and Administration

Phone (203) 397-4801
Fax (203) 397-4864

To: Dr. Jennifer P. Byars, Superintendent of Schools
From: Kathleen Kovalik, Assistant Director of Finance and Administration
cc: Theresa Lumas, Director of Finance and Administration
Re: Food Service Management Contract Amendment
Date: May 2, 2024

I am recommending that the Board of Education extend its contract to operate the food service program for the year 2024-2025 with Compass Group, USA, Inc. (Chartwells). The District is entering the third year of an original five-year contract with Chartwells. The State Department of Child Nutrition reviews and approves food service bid documents, contract language and amendments. The amendment was approved at the State level and must be fully executed prior to July 1. The amendment proposes a negotiated 3.8% increase which is less than the maximum allowed based on the consumer price index (CPI) as outlined in the original agreement. The increase applies to the Management Fee rate and the Administrative Fee rate.

“Section 12.11(C) is being amended to reflect that Chartwells Management Fee shall be a flat rate of Two Thousand Seven Hundred and Eleven Dollars and Ninety-Six Cents (\$2,711.96) per month for 10 months (September through June).

This increase is based on Section 12.11(G) of the Agreement permitting the CPI adjustment of 3.8%, or \$99.28 added to the existing Management Fee of \$2,612.68.

Section 12.11(D) is being amended to reflect that Chartwells Administrative Fee shall be a flat rate of Nine Thousand Nine Hundred and Thirty-Three Dollars and Seventy-Four Cents (\$9,933.74) per month for 10 months (September through June).

This increase is based on Section 12.11(G) of the Agreement permitting the CPI adjustment of 3.8%, or \$363.66 added to the existing Administrative Fee of \$9,570.08.”

For Amity Finance Committee:

Move to recommend that the Amity Board of Education award a one-year contract extension for 2024-2025 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment.

For Amity Board of Education:

Move to award a one-year contract extension for food service operations for 2024-2025 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment.

midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

Amity Board of Education:

1. Pursuant to C.G.S. Section 10-215f, the Amity Regional School District No. 5 certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.
2. The Amity Regional School District No. 5 will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the food sales.
3. The Amity Regional School District No. 5 will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held and must be the same place as the beverage sales.

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



TO: Dr. Jennifer Byars, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: May 8, 2024

RE: 2024-2025 Cafeteria Update

The Administration notified the Board in February about the amount of student cafeteria accounts with a negative balance. As a reminder, there has been an increase in student cafeteria accounts with a negative balance. Legislation passed in recent years has made it more difficult for the District to manage negative balance accounts. Districts can no longer substitute a basic meal (such as a cheese sandwich) when a student has exceeded the charge policy limit. The charge limit set by legislation is the cost of 30 meals and Districts cannot refuse to provide a meal.

The mitigation strategies we have employed to collect delinquent accounts include reminder e-mails sent weekly and physical letters are mailed home monthly. Communications remind parents of the option to apply for free or reduced lunch. Letters also include information on local food pantries and the Department of Social Services' supplemental nutrition assistance program. Only two of the accounts with a negative balance completed a free and/or reduced lunch application and were approved. None of the accounts who were denied for free and/or reduced lunch (based on federal income guidelines) have a negative balance.

Students are not permitted to purchase a la carte items when they have a negative balance. Guidance counselors and social workers have reached out to families with high negative balances. A member of the finance team is regularly calling families with accounts with \$50 or more in the negative.

The Administration sought guidance from the State and was granted approval to allow parents to designate no charging for their students. Parents are given the option to submit a statement in writing that they do not want the District to allow their child to charge meals. The student's account would be flagged at the register. To date no parent has done this, though some have initially indicated they would.

This problem is not unique to Amity. Ms. Kovalik and I have been in regular communication other districts, the Connecticut Association of School Business Officials, the State Department of Child Nutrition and the School Nutrition Association of Connecticut (SNACT). Through these communications, we have learned that we are using many of the same strategies as other school

districts to collect delinquent accounts. Additionally, some districts are hiring additional staff to make phone calls to parents and/or utilizing collection agencies to recover the funds. These additional measures could be considered by the Board in the future.

There were 198 accounts in the negative with a total dollar amount of \$5,307.39 as of mid-January. Our concern was that this was approximately the half-way point in the school year and the deficit was ten times the cumulative negative balance from last fiscal year. For all of fiscal year 2023 there was 19 accounts totaling \$589.05. Currently, there are 143 accounts totaling \$4,236.84. The District is required to make the school lunch account whole at the end of the year for these balances. This mandated subsidy cannot be funded with school lunch funds but must come from the general operating budget. We estimate this cost at \$5,000.00, of which only \$1,000.00 is budgeted.

We continue to monitor and address the problems with the resources available to us.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Kathleen Kovalik
Assistant Director of Finance and Administration

Phone (203) 397-4801
Fax (203) 397-4864

To: Dr. Jennifer Byars, Superintendent of Schools
From: Kathleen Kovalik, Assistant Director of Finance and Administration
cc: Theresa Lumas, Director of Finance and Administration
Re: Lunch Price increase recommendation for 2024-2025
Date: May 1, 2024

An increase in school meal prices was last approved in May of 2020. Shortly afterwards, funding for free meals was provided under provisions in the National School Lunch Program (NLSP) and the State Department of Child Nutrition and continued for nearly two years. The District received increased funding during the pandemic to support the meal program. Typically the District's fund balance is reviewed along with the "Paid Lunch Equity Tool" provided by the State to determine if and when to increase lunch prices. The Paid Lunch Equity Tool analyzes the quantity of lunches served at our current pricing and subsidies provided in order to determine if we are meeting a minimum price threshold determined at the federal level. The state and federal funding for free and reduce meals cannot subsidize a lower full price charge.

Last year, the District fell six cents short of meeting the minimum threshold. However, there were special waivers in place which allowed the District to utilize some of the excess funds in the food service account. It should be noted that it is not typical to have excess funds in the food service account (more than 3 months operating costs) or to be allowed a waiver. The excess funds are a result of increased funding from multiple sources for the food program during the pandemic. Our federal and state funding was about \$100,000 prior to the pandemic and during the pandemic was closer to \$300,000. These additional funding sources have scaled back over the past 18 months.

The Paid Lunch Equity Tool is not yet available and may not be until the summer. We are also uncertain if there will be any excess funds or waivers permitted next year. We also do not have guidance if the free breakfast option will still be in place for next school year.

At this point it would be premature to recommend a price increase without the tools to complete the analysis. We know that using last year's calculator we are now ten cents below the federal requirement. Last year the increase in the federal minimum price set increased by 25 cents year over year. I expect the 2024-25 minimum will increase about the same amount. Though we can anticipate making a recommendation on increasing lunch prices by \$0.35 per meal, it is best to wait until August when we know the exact amount of the federal minimum price.

The Board was notified in February of a possible price increase for next year. Originally we planned to have the recommendation for this month. The purpose of this memo is to communicate that there will be a lunch price increase recommended for the 2024-25 school year at the August meeting.

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

Date: May 7, 2024

1. Facilities:

Fire Pump: The first award is to contract with VanZelms Engineers to design, develop construction documents, and provide construction administration services for the replacement of the existing fire pump at Amity Middle School Bethany. The existing fire pump has been deteriorating over time due to the damp environment and needs a full replacement. The existing system has been maintained and inspected regularly it but is difficult to access the pump. The corrosion has been noted but difficult to address down in the pit. The indoor controllers and equipment are nearly 20 years old, running in a wet environment and need replacement. The underground storage tank is believed to be the original tank. The new fire pump will also remedy some code deficiencies found as part of an initial field visit. The request also asks that the bid process be waived in order to work with an engineering firm that is in good standing with the District. The funds would be transferred from the facilities contingency account in the amount of \$38,000.

Coping stone: The mortar joints and coping stones along the high school roof line are deteriorating and starting to crumble off the edge. A section of the coping stone was replaced a few years ago but funds were not available to do all the sections. The request is to replace the remaining areas that are deteriorating. There were three quotes provided, all from the State Bid list and the contracts range from \$59,111 to \$89,500. The lowest bidder is a vendor we have worked with for roof repairs, Macri Roofing. The funds are requested from the facilities and general contingency accounts for \$59,111.

Roof Restoration: This award is to cover a partial roof restoration and gutter system at Amity Regional High School. The restoration section is over student street and the guidance wing. The guidance wing has been dealing with roof leaks for some time and we have worked diligently to analyze the area to determine the source and a remedy to correct. We are utilizing the OMNIA consortium bid to select the vendor to restore 9,200 square feet of metal roof, and add 168 LF of gutters with downspouts in 5 locations

The total project cost is \$164,800 and will be transferred from contingency and other line items.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education waive the bid process for engineering and approve the 3 facilities contracts as presented...

For the Amity Board of Education:

Move to waive the waive the bid process for engineering and approve the 3 facilities contracts as presented ...

OR TAKE EACH MOTION INDIVIDUALLY:

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education waive the bid process and approve...

For the Amity Board of Education:

Move to waive the bid process and approve...

...the award of a the project of designing and developing plans to replace the existing fire pump at Amity Middle School Bethany to vanZelm's Engineering of Farmington, CT for \$38,000.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve...

...the award of a the project of replacing the mortar joints and coping stones at Amity Regional High School to Macri Roofing of Meriden, CT for \$59,111.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve...

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



Kathleen Kovalik
Assistant Director of Finance and Administration
kathleen.kovalik@amityregion5.org

Phone (203) 397-4801
Fax (203) 397-4864

To: Dr. Jennifer P Byars, Superintendent of Schools
From: Kathleen Kovalik, Assistant Director of Finance and Administration
cc: Theresa Lumas, Director of Finance and Administration
Re: Tuition Rate 2024-2025
Date: April 23, 2024

I am recommending the tuition rate for the 2024-2025 school year be set at \$21,636.00 for non-resident students. This tuition increase represents a 2.746% increase or \$578.00 above the current tuition rate of \$21,058.00. In the current school year there were eight non-resident students enrolled, including three children of staff members. One student will graduate in June 2024. The 2024-2025 budget includes revenue from seven tuition students, three discounted. The non-resident tuition rate is calculated using the State Department of Education Net Current Expenditure per Pupil formula indexed for 2024-2025.

I am also proposing the following rate for non-resident tuition students identified as special education and placed at Amity Regional School District by another public school district through an IEP. The base rate is \$22,578.00. This is derived from the Net Current Expenditure Per Pupil indexed for the 2024-2025 school year. Additional services required by a student's Individual Education Plan (IEP) will be added to the base tuition rate. These services are billed based on the actual costs the District incurs.

Examples of additional services are assistive technology, hearing direct services, speech and language, occupational and physical therapy, clinical evaluations, special equipment, behavioral therapy, independent consultations, extended school year programs, outplacement, special transportation, and any other specific services contracted for the student.

Current pricing for services listed below provide an estimate of costs but invoices will be computed on actual costs.

Behaviorist (BCBA) - \$150/hr.
Speech/Language - \$73/hr.
Assistive Technology - \$155/hr.
Occupational/Physical Therapy - \$104/hr.
Hearing direct services - \$265/hr.
Hearing Consults - \$295/hr.
Counseling (SW/Psych) - \$67/hr.

Behavioral Therapist - \$58/hr.
Tutor - \$35.00/hr.

Further, if the District needs to hire additional staff to provide special services, such as a 1-to-1 paraeducator or a nurse to provide other than routine care, these costs will be added to the base tuition and other services listed above. The rate for these additional staffing services would be based on contracted salaries and benefits.

Tuition invoices are mailed in July to the parents or guardians of enrolled non-resident students. The District accepts payment in full, in two installments, or at a minimum monthly installments due on the first of each month from September to June.

Amity Finance Committee:
Move to recommend that the Amity Board of Education...

Board of Education:
Move to approve...

... the non-resident tuition rate for 2024-2025 school year at \$21,636.00; and the non-resident Special Education base tuition rate for 2024-2025 school year at \$22,578.00 plus any additional services

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2023-2024**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2022-2023	2023-2024	MAR 24	CHANGE	APR 24	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	52,349,608	53,388,441	53,388,441	0	53,388,441	0	FAV
2	OTHER REVENUE	260,077	162,413	332,474	3,619	336,093	173,680	FAV
3	OTHER STATE GRANTS	550,251	965,905	812,416	0	812,416	(153,489)	UNF
4	MISCELLANEOUS INCOME	48,328	36,000	34,000	5,225	39,225	3,225	FAV
5	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
6	TOTAL REVENUES	53,208,264	54,552,759	54,567,331	8,844	54,576,175	23,416	FAV
7	SALARIES	28,162,899	29,742,117	29,409,473	(124,364)	29,285,109	(457,008)	FAV
8	BENEFITS	6,022,653	6,540,201	6,697,055	(395,395)	6,301,660	(238,541)	FAV
9	PURCHASED SERVICES	8,634,134	9,863,306	9,820,888	(52,171)	9,768,717	(94,589)	FAV
10	DEBT SERVICE	4,485,716	4,417,942	4,417,942	0	4,417,942	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,890,187	3,333,435	3,275,791	(60,060)	3,215,731	(117,704)	FAV
12	EQUIPMENT	248,752	82,530	122,626	18,000	140,626	58,096	UNF
13	IMPROVEMENTS / CONTINGENCY	164,921	373,500	341,594	(56,000)	285,594	(87,906)	FAV
14	DUES AND FEES	159,130	199,728	199,728	(5,000)	194,728	(5,000)	FAV
15	TRANSFER ACCOUNT	1,066,995	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	51,835,386	54,552,759	54,285,097	(674,990)	53,610,107	(942,652)	FAV
17	SUBTOTAL	1,372,878	0	282,234	683,834	966,068	966,068	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	47,518	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	1,420,396	0	282,234	683,834	966,068	966,068	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 2023-2024**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2022-2023	2023-2024	MAR 24	CHANGE	APR 24	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	8,791,370	9,317,351	9,075,014	0	9,075,014	(242,337)	UNF
1a	PRIOR YEAR CREDIT BETHANY	126,909		242,337		242,337	242,337	
2	ORANGE ALLOCATION	26,011,943	26,103,744	25,388,491	0	25,388,491	(715,253)	UNF
2a	PRIOR YEAR CREDIT ORANGE	356,031		715,253		715,253	715,253	
3	WOODBIDGE ALLOCATION	16,834,358	17,967,346	17,504,540	0	17,504,540	(462,806)	UNF
3a	PRIOR YEAR CREDIT WOODBRIDGE	228,997		462,806		462,806	462,806	
4	MEMBER TOWN ALLOCATIONS	52,349,608	53,388,441	53,388,441	0	53,388,441	0	FAV
6	ADULT EDUCATION	4,754	4,000	4,521	0	4,521	521	FAV
7	PARKING INCOME	31,143	32,400	32,400	(381)	32,019	(381)	UNF
8	INVESTMENT INCOME	82,951	20,000	125,000	0	125,000	105,000	FAV
9	ATHLETICS	33,727	24,000	24,000	4,000	28,000	4,000	FAV
10	TUITION REVENUE	85,402	58,613	124,453	0	124,453	65,840	FAV
11	TRANSPORTATION INCOME	22,100	23,400	22,100	0	22,100	(1,300)	UNF
12	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
13	OTHER REVENUE	260,077	162,413	332,474	3,619	336,093	173,680	FAV
14	OTHER STATE GRANT	0	0	0	0	0	0	FAV
15	SPECIAL EDUCATION GRANTS	550,251	965,905	812,416	0	812,416	(153,489)	UNF
16	OTHER STATE GRANTS	550,251	965,905	812,416	0	812,416	(153,489)	UNF
17	RENTAL INCOME	32,938	18,000	16,000	9,000	25,000	7,000	FAV
18	INTERGOVERNMENTAL REVENUE	1,872	0	0	0	0	0	FAV
19	OTHER REVENUE	13,518	18,000	18,000	(3,775)	14,225	(3,775)	UNF
20	TRANSFER IN	0	0	0	0	0	0	FAV
21	MISCELLANEOUS INCOME	48,328	36,000	34,000	5,225	39,225	3,225	FAV
22	BUILDING RENOVATION GRANTS	0	0	0	0	0	0	FAV
23	TOTAL REVENUES	53,208,264	54,552,759	54,567,331	8,844	54,576,175	23,416	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 2023-2024**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2022-2023	2023-2024	MAR 24	CHANGE	APR 24	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	23,216,292	24,354,524	24,039,449	19,266	24,058,715	(295,809)	FAV
2	5112-CLASSIFIED SALARIES	4,946,607	5,387,593	5,370,024	(143,630)	5,226,394	(161,199)	FAV
3	SALARIES	28,162,899	29,742,117	29,409,473	(124,364)	29,285,109	(457,008)	FAV
4	5200-MEDICARE - ER	390,667	432,831	432,831	0	432,831	0	FAV
5	5210-FICA - ER	309,143	341,251	341,251	0	341,251	0	FAV
6	5220-WORKERS' COMPENSATION	136,272	178,436	158,561	0	158,561	(19,875)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,915,076	4,364,277	4,488,063	(391,395)	4,096,668	(267,609)	FAV
8	5860-OPEB TRUST	267,232	265,890	265,890	0	265,890	0	FAV
9	5260-LIFE INSURANCE	47,172	63,986	59,986	0	59,986	(4,000)	FAV
10	5275-DISABILITY INSURANCE	11,528	12,062	12,667	0	12,667	605	UNF
11	5280-PENSION PLAN - CLASSIFIED	725,924	726,430	726,430	0	726,430	0	FAV
12	5281-DEFINED CONTRIBUTION RETIREMENT PLAN	173,968	144,838	178,463	0	178,463	33,625	UNF
13	5282-RETIREMENT SICK LEAVE - CERT	0	0	0	0	0	0	FAV
14	5283-RETIREMENT SICK LEAVE - CLASS	0	0	0	0	0	0	FAV
15	5284-SEVERANCE PAY - CERTIFIED	0	0	0	0	0	0	FAV
16	5290-UNEMPLOYMENT COMPENSATION	44,491	8,000	28,513	(4,000)	24,513	16,513	UNF
17	5291-CLOTHING ALLOWANCE	1,181	2,200	4,400	0	4,400	2,200	UNF
18	BENEFITS	6,022,653	6,540,201	6,697,055	(395,395)	6,301,660	(238,541)	FAV
19	5322-INSTRUCTIONAL PROG IMPROVEMENT	16,211	60,750	60,750	0	60,750	0	FAV
20	5327-DATA PROCESSING	133,292	148,943	148,943	0	148,943	0	FAV
21	5330-PROFESSIONAL & TECHNICAL SRVC	2,305,289	2,129,048	2,240,306	(12,000)	2,228,306	99,258	UNF
22	5440-RENTALS - LAND, BLDG, EQUIPMENT	100,905	117,846	117,846	0	117,846	0	FAV
23	5510-PUPIL TRANSPORTATION	3,453,836	3,931,690	3,973,425	(37,445)	3,935,980	4,290	UNF
24	5521-GENERAL LIABILITY INSURANCE	274,546	308,963	290,994	0	290,994	(17,969)	FAV
25	5550-COMMUNICATIONS: TEL, POST, ETC.	85,631	114,805	114,805	0	114,805	0	FAV
26	5560-TUITION EXPENSE	2,186,995	2,963,731	2,786,289	(2,726)	2,783,563	(180,168)	FAV
27	5590-OTHER PURCHASED SERVICES	77,429	87,530	87,530	0	87,530	0	FAV
28	PURCHASED SERVICES	8,634,134	9,863,306	9,820,888	(52,171)	9,768,717	(94,589)	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 2023-2024**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2022-2023	2023-2024	MAR 24	CHANGE	APR 24	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
28	5830-INTEREST	788,835	523,986	523,986	0	523,986	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,696,881	3,893,956	3,893,956	0	3,893,956	0	FAV
30	DEBT SERVICE	4,485,716	4,417,942	4,417,942	0	4,417,942	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	591,847	710,802	690,802	(5,400)	685,402	(25,400)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	651,502	773,846	798,202	(21,660)	776,542	2,696	UNF
33	5611-INSTRUCTIONAL SUPPLIES	331,437	405,738	405,738	(23,000)	382,738	(23,000)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	178,468	240,320	211,720	0	211,720	(28,600)	FAV
35	5620-OIL USED FOR HEATING	49,050	64,900	64,900	0	64,900	0	FAV
36	5621-NATURAL GAS	97,149	115,245	80,245	(5,000)	75,245	(40,000)	FAV
37	5627-TRANSPORTATION SUPPLIES	140,980	188,515	188,515	20,000	208,515	20,000	UNF
38	5641-TEXTS & DIGITAL RESOURCES	144,702	131,085	131,085	0	131,085	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	20,185	20,550	20,550	0	20,550	0	FAV
40	5690-OTHER SUPPLIES	238,030	246,699	246,699	(25,000)	221,699	(25,000)	FAV
41	5695-OTHER SUPPLIES-TECHNOLOGY	446,838	435,735	437,335	0	437,335	1,600	UNF
42	SUPPLIES (INCLUDING UTILITIES)	2,890,187	3,333,435	3,275,791	(60,060)	3,215,731	(117,704)	FAV
43	5730-EQUIPMENT - NEW	45,678	1,000	6,500	0	6,500	5,500	UNF
44	5731-EQUIPMENT - REPLACEMENT	56,170	5,000	41,196	18,000	59,196	54,196	UNF
45	5732-EQUIPMENT - TECH - NEW	66,582	2,030	2,030	0	2,030	0	FAV
46	5733-EQUIPMENT - TECH - REPLACEMENT	80,322	74,500	72,900	0	72,900	(1,600)	FAV
47	EQUIPMENT	248,752	82,530	122,626	18,000	140,626	58,096	UNF
48	5715-IMPROVEMENTS TO BUILDING	123,835	29,500	29,500	145,646	175,146	145,646	UNF
48a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
48b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	(31,906)	(68,094)	(100,000)	(100,000)	FAV
49	5720-IMPROVEMENTS TO SITES	41,086	94,000	94,000	3,610	97,610	3,610	UNF
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	0	(137,162)	(137,162)	(137,162)	FAV
50c	IMPROVEMENTS / CONTINGENCY	164,921	373,500	341,594	(56,000)	285,594	(87,906)	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 2023-2024**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2022-2023	2023-2024	MAR 24	CHANGE	APR 24	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/ (UNDER)	UNF
51	5580-STAFF TRAVEL	17,858	24,650	24,650	0	24,650	0	FAV
52	5581-TRAVEL - CONFERENCES	51,783	66,380	66,380	0	66,380	0	FAV
53	5810-DUES & FEES	89,489	108,698	108,698	(5,000)	103,698	(5,000)	FAV
54	DUES AND FEES	159,130	199,728	199,728	(5,000)	194,728	(5,000)	FAV
55	5856-TRANSFER ACCOUNT	1,066,995	0	0	0	0	0	FAV
55a	ESTIMATED UNSPENT BUDGETS		0	0	0	0	0	FAV
56	TOTAL EXPENDITURES	51,835,386	54,552,759	54,285,097	(674,990)	53,610,107	(942,652)	FAV
56	RESTRICTED - RETURN TO TOWNS	1,420,396						

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



April 2024

2023-2024 FORECAST

OVERVIEW

The projected unspent fund balance for this fiscal year is \$966,068 FAV, previously \$282,234 FAV, which appears on page 1, column 6, and line 20. The audited unspent funds from fiscal year 2023, (\$1,372,878 plus \$47,518 unspent encumbrance FY22) was deducted from the town allocations in March 2024. This administration may request up to 2% of any available surplus as an end-of-year transfer. The appropriation request to the capital and non-recurring account is shown on line 55 of the Excel file. The District is legally allowed to transfer with Board approval up to 2% or \$1,091,054 of the current budget if funds become available. The item will be presented after the final balance for FY24 is confirmed at the August 2024 meeting.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$23,416, FAV, previously \$14,572, FAV* which appears on page 2, column 6, line 23.

LINES 1a, 2a, and 3a on Page 2: PRIOR YEAR CREDIT:

The line is for the unspent funds from FY23. Unspent funds of \$1,420,396 FAV will be credited to the member towns' March payments. This is comprised of \$1,372,878 of unspent funds in FY23 and unliquidated encumbrances from FY22 of \$47,518. *The town allocations were reduced in March 2024.*

LINE 6 on Page 2: ADULT EDUCATION:

The forecast is based on historical data of State payments. *The forecast is \$521 FAV based on actual receipts.*

LINE 7 on Page 2: PARKING INCOME:

The forecast is based on the budget developed on actual payments. *The forecast \$381 UNF, previously neutral.*

LINE 8 on Page 2: INVESTMENT INCOME:

The forecast is based on the budget developed. *Interest rates are still trending higher so the forecast is \$105,000 FAV, previously \$105,000 FAV.*

<u>Month</u>	<u>M&T Bank</u>	<u>State Treasurer's Investment Fund</u>
July 2023	.40%	5.18%
August 2023	.40%	5.47%

September 2023	.40%	5.52%
October 2023	.40%	5.55%
November 2023	.40%	5.45%
December 2023	.40%	5.57%
January 2024	.40%	5.58%
February 2024	.40%	5.57%
March 2024	.40%	5.56%
April 2024	.40%	5.56%

LINE 9 on Page 2: ATHLETICS:

The forecast is based on the budget developed on historical payments. *The forecast is \$4,000 FAV, previously neutral.*

LINE 10 on Page 2: TUITION REVENUE:

The budget is based on five tuition students, three at a reduced employee rates. **Full tuition rate is \$21,058.** The actual tuition charged is higher (\$916 per year). Eight tuition students are enrolled, including three at reduced employee rates. *The forecast is \$65,840 FAV previously \$65,840 FAV including \$2,666 from the rate change.*

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 \$1,300 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 80% reimbursement rate. *The State passed legislation in June 2023 which increased the reimbursement rate to 85% but recent reports indicated the District will only receive even less than the 73% reimbursement rate and should expect only 68%. Based on expenses reported to the State on March 1st, the State has revised the formula to increase the reimbursement rate to 71.1%, the forecast is \$153,489 UNF, previously \$189,074 UNF.*

LINE 17 on Page 2: RENTAL INCOME:

The forecast is based on the budget developed on estimated payments for the fiscal year. *The forecast is \$7,000 FAV, based on YTD and scheduled rentals, previously \$2,000 UNF.*

LINE 19 on Page 2: OTHER REVENUE:

The forecast is based on the budget developed on historical payments. *The forecast is \$3,775 UNF, previously neutral.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$942,652 FAV, previously \$214,447 FAV* which appears on page 5, column 6, line 56.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

The forecast is based on budget. There are still vacant positions. *Turnover on positions filled to date exceeds the turnover estimates by \$230,201 FAV, previously \$205,716 FAV. The forecast reflects 5 unpaid leaves of absences year-to-date, \$141,658 FAV and \$46,864 UNF in coverages and additional stipends costs and \$29,186 UNF more in degree changes, net \$295,809 FAV.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The forecast is based on budget. Turnover on positions filled to date exceeds the turnover estimates but is offset by overtime costs for a net **\$161,199 FAV**, previously \$17,569 FAV. *There is \$148,033 FAV from vacancies due to turnover of custodians, security guards, technicians, and paras. There is \$38,446 FAV from unpaid leaves. These are both offset by additional overtime of \$25,288 UNF.*

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

The forecast is based on budget.

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

The workers' compensation premium is less than budgeted. The renewal policy is **\$19,875 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 \$19,875 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. *Our insurance consultants monitor reviewed the current claims estimate and the stop-loss credits and have revised the claims favorably by \$233,862 FAV. Internally, the actual costs for employer contributions for H.S.A. accounts, actual employee premium contributions, OPEB credits for retirees and grant funding are all favorable, \$157,533. Claims are forecasted to be under budget by \$267,609 FAV, previously \$123,786 UNF.*

The projected monthly budget is based on an average of five years of claims.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2023-2024 ACTUAL	2023-2024 BUDGET	VARIANCE	2022-2023 ACTUAL	2021-2022 ACTUAL
<i>JUL*</i>	\$ 364,829	\$ 349,192	\$ 15,637	\$ 34,837	\$ 530,877
<i>AUG</i>	\$ 641,037	\$ 488,191	\$ 152,846	\$ 798,616	\$ 405,635
<i>SEP</i>	\$ 412,377	\$ 448,507	\$ (36,130)	\$ 551,212	\$ 364,327
<i>OCT</i>	\$ 508,930	\$ 368,111	\$ 140,819	\$ 297,594	\$ 341,109
<i>NOV</i>	\$ 541,882	\$ 431,134	\$ 110,748	\$ 306,068	\$ 324,557
<i>DEC</i>	\$ 363,042	\$ 573,078	\$ (210,036)	\$ 435,108	\$ 767,843
<i>JAN</i>	\$ 220,714	\$ 368,880	\$ (148,166)	\$ 311,328	\$ 320,277
<i>FEB</i>	\$ 183,906	\$ 267,455	\$ (83,549)	\$ 190,062	\$ 176,127
<i>MAR</i>	\$ 261,829	\$ 347,465	\$ (85,636)	\$ 313,582	\$ 263,761
<i>APR</i>	\$ 266,018	\$ 313,538	\$ (47,520)	\$ 222,547	\$ 328,046
<i>MAY</i>	\$ 328,529	\$ 328,529	\$ -	\$ 486,004	\$ 183,944
<i>JUN</i>	\$ 328,369	\$ 328,369	\$ -	\$ 302,891	\$ 371,250
TOTALS	\$ 4,421,462	\$ 4,612,447	\$ (190,985)	\$ 4,249,849	\$ 4,377,753

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 FORECAST
84.1%	75.8%	97.3%	93.6%	95.9%

*Incomplete billing cycle in July 23

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

MONTH	2023-2024 ACTUAL	2023-2024 BUDGET	VARIANCE	2022-2023 ACTUAL	2021-2022 ACTUAL
<i>JUL</i>	\$ 44,555	\$ 35,310	\$ 9,245	\$ 30	\$ 14,068
<i>AUG</i>	\$ 54,176	\$ 59,210	\$ (5,034)	\$ 83,030	\$ 74,642
<i>SEP</i>	\$ 53,028	\$ 48,804	\$ 4,224	\$ 61,858	\$ 46,923
<i>OCT</i>	\$ 52,666	\$ 50,627	\$ 2,039	\$ 47,063	\$ 47,049
<i>NOV</i>	\$ 53,732	\$ 49,695	\$ 4,037	\$ 50,445	\$ 39,556
<i>DEC</i>	\$ 53,218	\$ 52,414	\$ 804	\$ 52,888	\$ 51,770
<i>JAN</i>	\$ 48,165	\$ 42,568	\$ 5,597	\$ 25,978	\$ 48,349
<i>FEB</i>	\$ 57,785	\$ 62,028	\$ (4,243)	\$ 46,388	\$ 81,821
<i>MAR</i>	\$ (8,744)	\$ 51,394	\$ (60,138)	\$ 74,389	\$ 34,780
<i>APR</i>	\$ 46,575	\$ 46,919	\$ (344)	\$ 43,145	\$ 37,237
<i>MAY</i>	\$ 50,422	\$ 50,422	\$ -	\$ 47,499	\$ 41,664
<i>JUN</i>	\$ 41,342	\$ 41,342	\$ -	\$ 18,816	\$ 44,118
TOTALS	\$ 546,920	\$ 590,733	\$ (43,813)	\$ 551,529	\$ 561,977

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on forecasted actual costs, \$4,000 FAV, previously \$4,000 FAV

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast \$605 UNF based on actual.

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

The forecast is based on preliminary estimates and is \$33,625 UNF, previously \$33,265 UNF. As staff retires and new staff is hired, the costs on this line increases.

LINE 16 on Page 3: 5290-UNEMPLOYMENT:

The forecast is based on budget. Forecast estimate is \$16,513 UNF, previously \$20,513 UNF.

LINE 21 on Page 3: 5330-PROFESSIONAL TECHNICAL SERVICES:

The forecast is forecasted to be \$99,258 UNF, previously \$111,258 UNF due to transfers approved for services to cover unfilled paraeducators positions, homebound instruction, and legal services for District. These transfers are offset by lower professional services for interns, \$50,000 FAV. There is a transfer requested this month for engineering services for the fire pump at AMSB for \$38,000 UNF.

LINE 22 on Page 3: 5440-RENTALS:

The forecast is based on budget.

LINE 23 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation continues to fluctuate to meet student enrollment and needs. The number of students transported each month as well as the facilities students are transported to each month varies. The change month-to-month reflects students who exited programs early and lower than budgeted expenses for some students. The forecast for these accounts is based on current student services. The transportation accounts are \$4,290 UNF, previously \$41,735 UNF. The Pupil Services Director was able to combine a run with one of the elementary districts and save some costs on the run. A few of the vocational school runs came in slightly under budget. Out of district transportation and medical transports are less than budgeted, \$48,000 FAV.

LINE 24 on Page 3: 5521-GENERAL LIABILITY INSURANCE: Various liability policies, including medical professional, public bond and cyber insurance renewed under budget, while Student Accident insurance renewed over budget. Cyber insurance is under budget by \$13,730 FAV due to the steps the District has taken to increase security measures, including adding a cyber-technician. **Account is \$17,969 FAV.**

LINE 25 on Page 3: 5550-COMMUNICATION: TEL, POST, ETC:

The forecast is based on budget.

LINE 26 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 for these accounts is \$180,168 FAV, previously \$177,442 FAV for the FY24 school year based on actual student placements and services. Outplaced tuition rates are higher than budgeted in most cases.

Tuition for the Vo-Ag schools is \$81,354 FAV, previously \$81,354 FAV.

	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 ACTUAL	FY23-24 BUDGET	FY23-24 FORECAST
Sound	6	5	3	3	5	3(3)
Trumbull	4	3	1	3	4	3(3)
Nonnewaug	5	7	9	7	8	7(7)
Common Ground Charter HS	0	1	1	3	3	2(2)
Fairchild Wheeler	0	0	0	0	2	0
Emmett O'Brien	0	0	0	2	0	0(0)
Hill Career Magnet	0	0	0	1	0	0(0)
Wintergreen Magnet	0	0	1	0	0	0
Marine Science Magnet HS	0	0	0	1	0	0(0)
Eli Whitney Tech	0	0	0	0	0	0
Engineering Science Magnet	0	0	0	0	1	0
Highville Charter School	0	0	0	0	0	0
Totals	15	16	15	20	23	15(15)

ECA is \$1,102 UNF, previously \$1,102 UNF.

	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 ACTUAL	FY23-24 BUDGET	FY23-24 FORECAST
ECA	21	16	18	19	19	19

Public (ACES) and private out-of-district placements are \$99,916 FAV, previously \$96,088 FAV.

	FY19-20 ACTUAL	FY20-21 ACTUAL	FY21-22 ACTUAL	FY22-23 ACTUAL	FY23-24 BUDGET	FY23-24 FORECAST
Public SPED	8	6	10	9	9	10(10)
Private SPED	18	27	20	16	20	21(20)
Totals	26	33	30	25	29	31(30)

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

The 2023-2024 budget for electricity assumes the use of 3,377,000 kilowatt hours at an average price of 0.07988 or a cost of \$620,567 with delivery charges. Forecast is \$25,400 FAV, previously \$20,000 FAV.

The budget for propane is \$4,635. The forecast is \$400 FAV, previously neutral.

The budget for water is \$57,600. The forecast is \$5,000 FAV, previously neutral.

Sewer costs are budgeted at \$28,000. The forecast is neutral.

ELECTRICITY (KILOWATT HOURS)

MONTH	2023-2024 FORECAST	2023-2024 BUDGET	VARIANCE	2022-2023 ACTUAL	2021-2022 ACTUAL
JUL	275,363	281,681	(6,318)	325,263	296,292
AUG	339,333	310,955	28,378	350,459	321,023
SEP	295,827	320,370	(24,543)	294,292	314,756
OCT	250,944	293,269	(42,325)	252,949	272,755
NOV	251,734	271,376	(19,642)	252,160	256,208
DEC	233,988	272,340	(38,352)	245,784	259,994
JAN	236,228	286,676	(50,448)	262,051	257,539
FEB	271,842	282,404	(10,562)	259,362	271,979
MAR	253,936	266,509	(12,573)	249,254	255,631
APR	243,703	274,626	(30,923)	250,112	255,629
MAY	261,987	261,987	-	264,292	277,953
JUN	254,807	254,807	-	287,285	296,900
Totals	3,169,692	3,377,000	(207,308)	3,293,263	3,336,659

DEGREE DAYS

There are 4,768 degree days to date as opposed to 5,345 last year.

LINE 32 on Page 4: 5420-REPAIRS & MAINTENANCE: The forecast is projected to be over budget, \$2,696 UNF, previously \$24,356 UNF. Two transfers were approved in October to cover repairs to the fire pump (\$11,106) and the chiller (\$7,100) at Amity Middle School-Bethany. A transfer was approved in April for excavation (\$7,500) and sump pump repair (\$6,200) at Amity Middle School-Bethany. *Snow removal for the year came in under budget by \$21,660 FAV.*

LINE 34 on Page 4: 5613-MAINTENANCE SUPPLIES: *The forecast is projected to be \$28,600 FAV, previously \$28,600 FAV.*

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

The budget for natural gas is \$115,245 and the budget for oil is \$3.05 per gallon, and \$63,400 annually. *The forecast is projected to be \$40,000 FAV due to lower prices and a milder winter, previously \$35,000 FAV.*

LINE 41 on Page 4: 5695-OTHER SUPPLIES- TECHNOLOGY:

The forecast is projected to be \$1,600 UNF, previously \$1,600 UNF. Some prices for equipment were under budget while some software prices were overbudget.

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

The forecast is projected to be \$5,500 UNF, previously \$5,500 UNF. due to the purchase of a restroom cleaning machine for Amity Middle School – Orange. A transfer was approved in April.

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

The forecast is projected to be \$36,196 UNF, previously \$36,196 UNF. Two transfers were approved; one for replacing a failed amplifier system for special education and the second for two backpack vacuum cleaners that failed. Three transfers were approved in April for a floor scrubber machine at the high school (\$16,000), 2 backpack and 3 upright vacuum cleaners for Amity Middle School – Orange, and replacement door the gymnasium at Amity Middle School-Bethany (\$3,400).

LINE 46 on Page 4: 5730-EQUIPMENT –TECHNOLOGY-REPLACEMENT:

The forecast is projected to be \$1,600 FAV, previously \$1,600 FAV. Some prices for equipment were under budget while some software prices were over budget.

LINE 48 on Page 4: 5715-IMPROVEMENTS TO BUILDINGS: *Transfers are requested this month to cover replacing the deteriorating coping stone and mortar joints and a partial roof replacement at ARHS. The transfer requested is \$59,111 for the coping stone and \$90,145 towards the roof (balance in CNR). The account is projected to be \$145,646 UNF for the year.*

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

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used. Two transfers were approved in October to cover repairs to the fire pump (\$11,106) and the chiller (\$7,100) at Amity Middle School-Bethany. A transfer was approved in April for excavation (\$7,500) and sump pump repair (\$6,200) at Amity Middle School-Bethany. *Transfers are requested this month to cover replacing the deteriorating coping stone and mortar joints and a partial roof replacement at ARHS. The transfer requested is \$59,111 for the coping stone and \$30,094 towards the roof (balance in CNR). The balance in the facilities contingency account is zero if transfers are approved.*

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. *Transfers are requested this month to cover a partial roof replacement at ARHS and oven replacements in the consumer science room at ARHS. The transfer requested is \$30,094 towards the roof (balance in CNR) and \$18,000 for the ovens. The balance in the facilities contingency accounts is \$12,838 after approved transfers.*

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 \$1,091,054 of the current budget. The item will be presented after the final balance for the FY24 is confirmed at the September 2024 meeting.

LINE 1a, 2a, and 3a on Page 2: PRIOR YEAR CREDIT:

The line is for the unspent funds from FY23. Unspent funds of \$1,420,396 FAV will be credited to the member towns' March payments. This is comprised of \$1,372,878 of unspent funds in FY23 and unliquidated encumbrances from FY22 of \$47,518. *The town allocations were reduced in March 2024.*

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2023-2024

TOTAL ANNUAL SAVINGS TO-DATE OF: \$199,030

\$7,119- Cable Advisory Grant: The Director of Technology applied for funds to purchase a new projector for the Brady Center. The Brady Center is an alternate space for conducting/broadcasting Board meetings. This meets the grant criteria.

\$18,446 E-Rate Credits: The District's application for E-Rate credits is submitted. The amount will reflect discounted invoices for the CEN – state provided internet connection.

\$59,706 Pegpetia Grant: The District's application for Pegpetia funds was approved. The District used these funds for camcorders, cases, wireless signal transmitter and intercom system, and channel amplifier for live event coverage in the broadcast journalism production curriculum.

\$74,433 Emergency Connectivity Fund (EFC) Grant: The District's application for EFC funds was approved. The Administration plans to use these funds toward the ARHS Library renovation. This grant was a reimbursement grant for 12 months of lease services of student devices offered during the pandemic.

\$27,500 Transportation: Mr. Brant coordinated with one of our elementary districts to share the cost of bussing to an outplacement facility.

\$11,826 Furniture: Ms. Lumas coordinated with other District's through Connecticut Association of School Business Officials (CASBO) to purchase used classroom desks and chairs for the high school and one of the middle schools. 54 desks were purchased for \$540. Desks were budgeted at \$229 per desk but removed during the budget process in order to reduce the budget.

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

- Energy Savings Initiatives for the past decade
<http://www.amityregion5.org/boe/sub-committees/finance-committee>
- District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- Fiscal Year 2022-23- \$42,565 <https://www.amityregion5.org/boe/sub-committees/finance-committee>
- Fiscal Year 2021-22- \$78,854 <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).

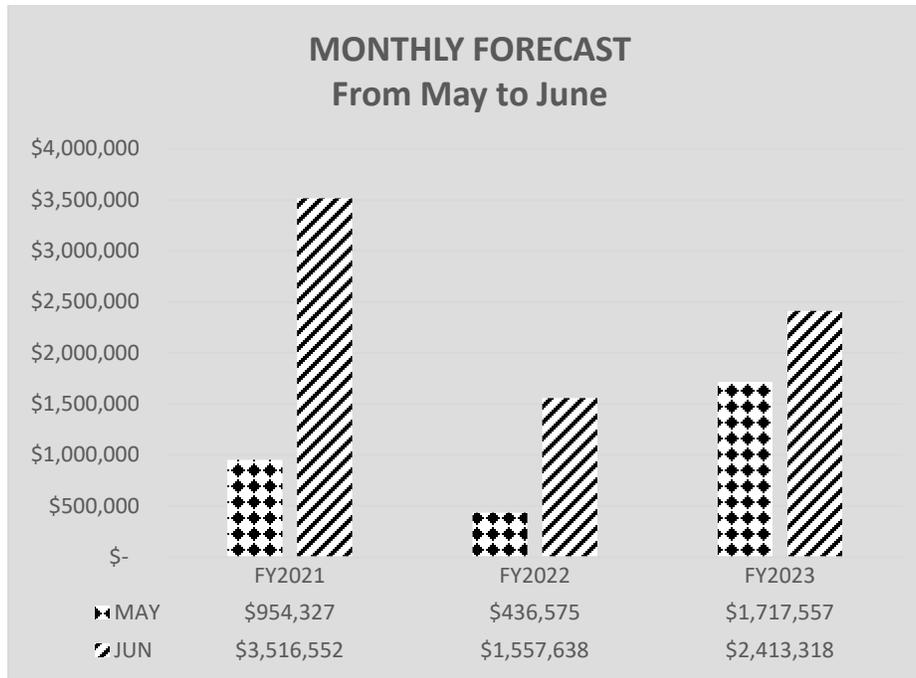
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

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 audited fund balance is \$628,463. ***This surplus from prior year was credited to the member towns March payment for FY23.*** 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 **\$1,121,063 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.

FY2023:

The audited fund balance is \$1,372,878 with an allocation of 2% or \$1,066,995 appropriated to Capital and Nonrecurring Account . The monthly forecast for May 2023 projected a fund balance of \$650,562. The change is **\$740,761 higher than the prior month's forecast**. The major reasons for the increase in the yearend fund balance from one month to the next month were, as follows:

- **\$142,314:** Certified and classified salaries were lower due to the staff turnover and vacancies impacting the District all year. Current staff covered additional classes, additional substitutes and consultants were hired to cover vacant positions.
- **\$141,038** Purchased services were over budget but less than anticipated. Outside consultants were contracted to provide some services for the vacant positions but not to the extent expected. Legal services and athletic services were less than anticipated.
- **\$146,772:** There continued to be changes in special education transportation needs and the final number of athletic trips was less than anticipated.
- **\$80,178:** Repairs and maintenance costs were down with the bulk being from snow removal being nearly \$30,000 under budget.
- **\$28,861:** Communication costs were lower due to savings from the E-rate grant and less postage needed due to the digital communications.
- **\$45,780:** Renewals for insurance policies due in June came in under budget including student accident and cyber insurance. Steps the District has taken to improve its digital security has resulted in lower premiums.
- **\$93,482:** Special Education tuition charges were less than budgeted due to changes in students's services and/or attendance in programs.

APPENDIX C

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.

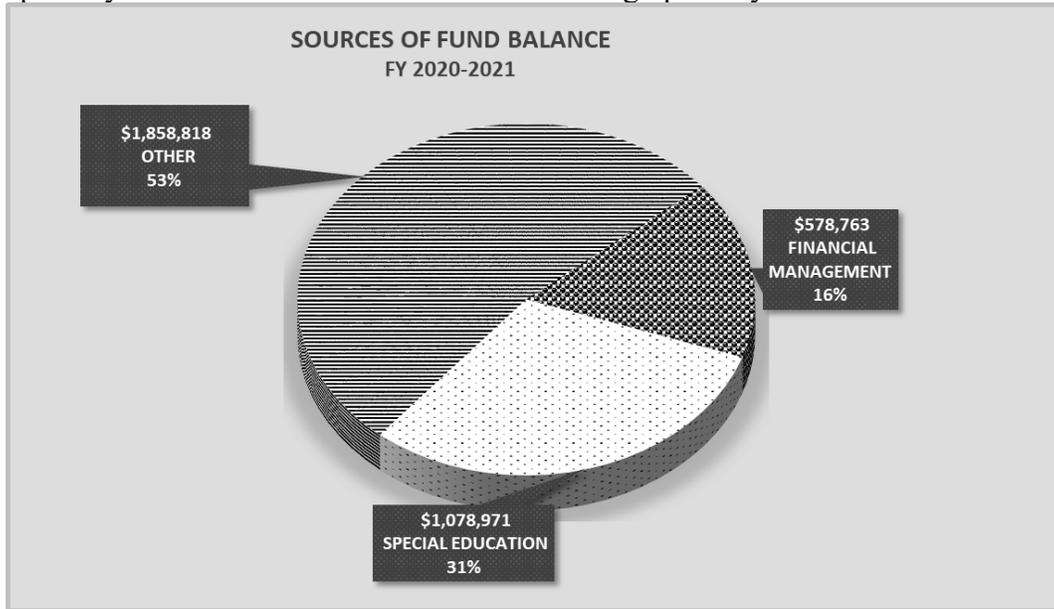
\$111,272 UTILITIES (OTHER): The buildings did not operate under full capacity for most of the year and there were no building rentals, limited evening activities and many more outside events.

\$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.

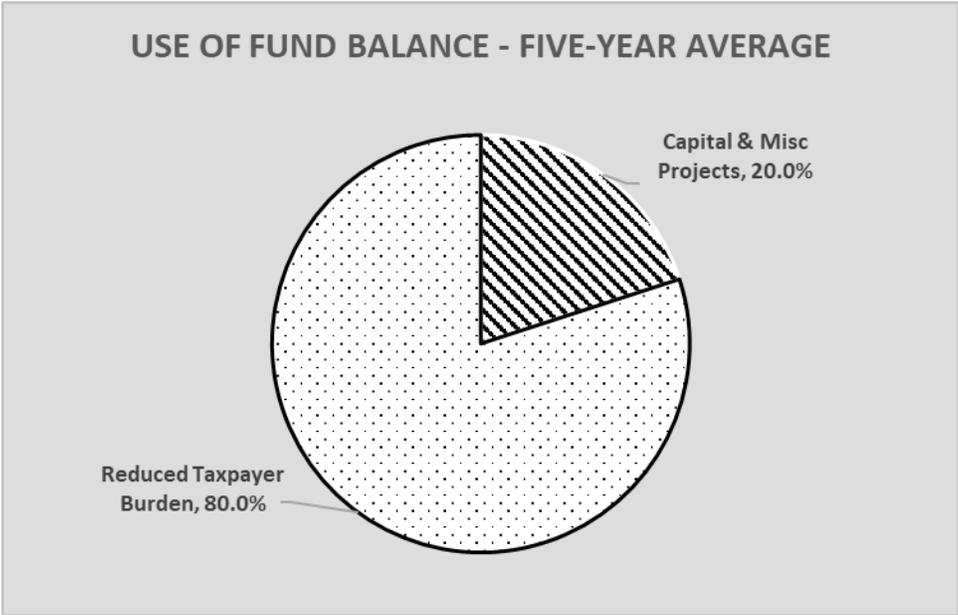
The primary sources of the fund balance are shown graphically below:



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 D

RECAP OF 2021-2022

Unspent Encumbrances Balance:

The cancellation of 2020-2021 encumbrances of \$83,471 was subtracted from the Towns' March 2023 allocation payment. 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 audited 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.

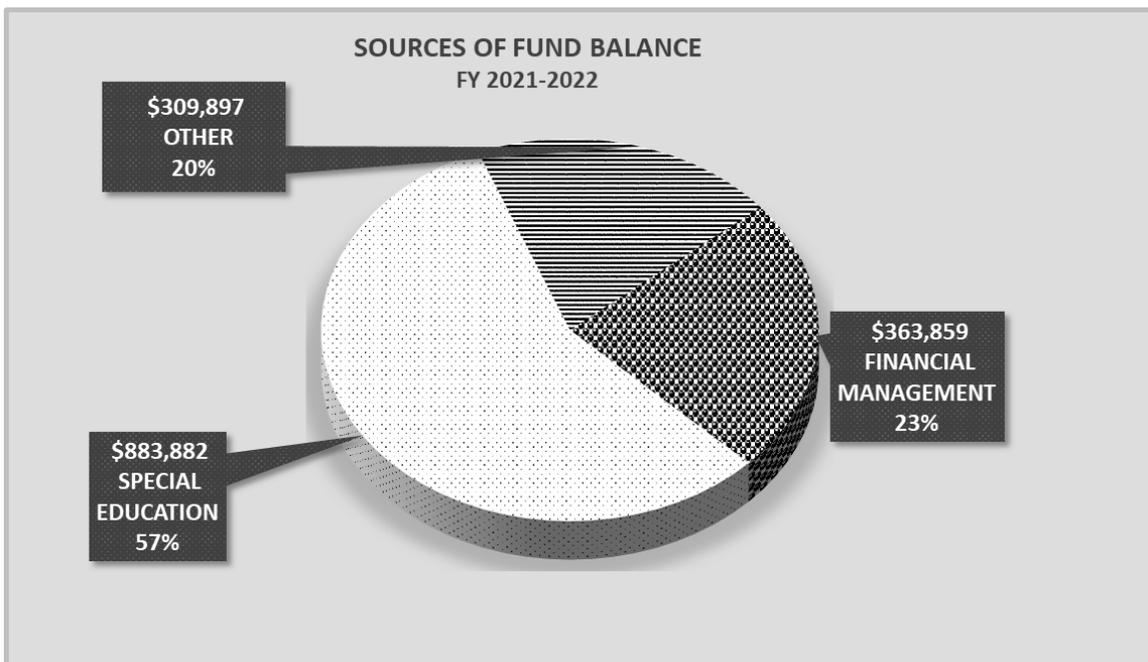
\$18,429 PURCHASED SERVICES (OTHER): Other purchased services accounts were under budget collectively by \$8,666 due to less printed materials and catered events. Data processing was under budget by \$9,763 as the administration consolidated onboarding software options at a reduced cost.

\$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..

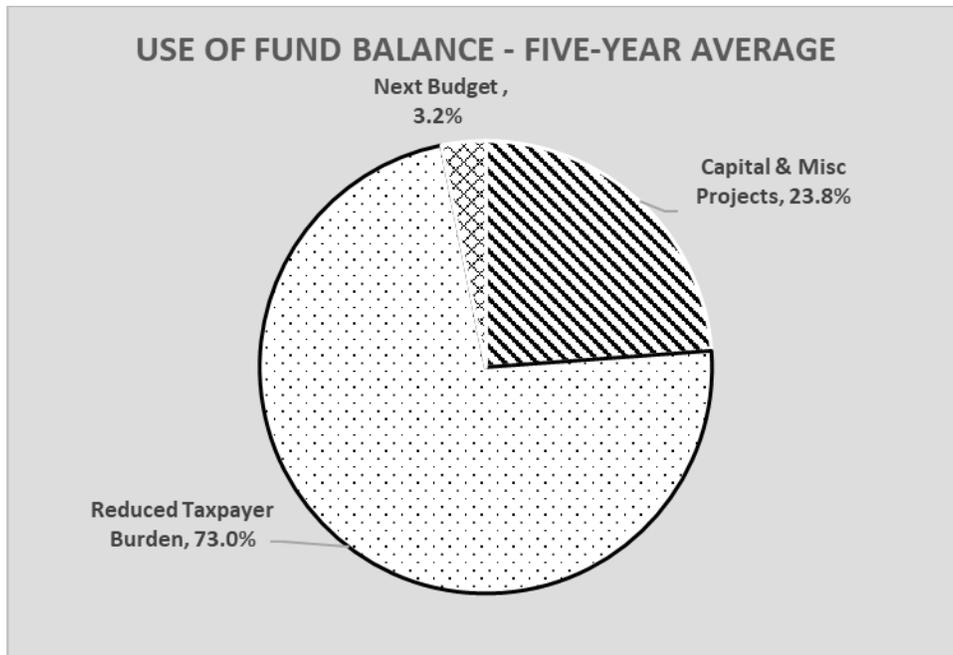
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed as follows:

1. **\$929,175 - 1.80%** designated to Capital Nonrecurring Reserve
2. **\$628,463** – Reduced Towns’ allocation payments in March 2023

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 audited balance is \$628,463. The FY21 unspent encumbrances and unspent funds from FY22 will be subtracted from the Towns’ March 2023 allocation payments.

APPENDIX E

RECAP OF 2022-2023

Unspent Encumbrances Balance:

The cancellation of 2021-2022 encumbrances of \$47,518 will be added to the fund balance credited to the member towns in March of 2024. 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 audited fund balance for 2022-2023 is \$1,372,878 plus \$1,066,995 designated for capital non-recurring projects. The source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 352,350

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$42,565. Grant money was applied for and awarded to offset the cost of the CEN and cameras for the lecture hall for savings of \$31,565. At least \$11,000 of maintenance work done by in-house staff rather than hiring contractors. The District saved \$43,242 on insurances by bidding contracts and implementing additional security measures to obtain a more favorable premium for cyber insurance. The long range planning of replacing HVAC units and VFD's and the decreased number of instructional computer labs has had a favorable impact on the electricity usage of \$117,857. Instructional and custodial supplies were underspent by \$82,210 combined as staff only requested what was needed. Repairs and maintenance costs were lower due to excellent preventative maintenance and in-house repairs by \$50,000.

SPECIAL EDUCATION :

\$ 1,764,799

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 variety of reasons including moving out of the District or returning to District programs. 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. Programs established in FY22 for the middle school and its counterpart for the high school in the FY23 school year help keep out of district costs down. The Districts receives revenue directly correlated to special education services and that revenue decreased by \$294,610 which is not reflected above.

OTHER:

\$ 322,724

\$466,620 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 number of 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 long

period of time despite our recruitment efforts. 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. The District was not fully staffed the entire year and the many vacancies resulted in a surplus, \$676,158. 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, (\$241,695) and some funds remained unspent.

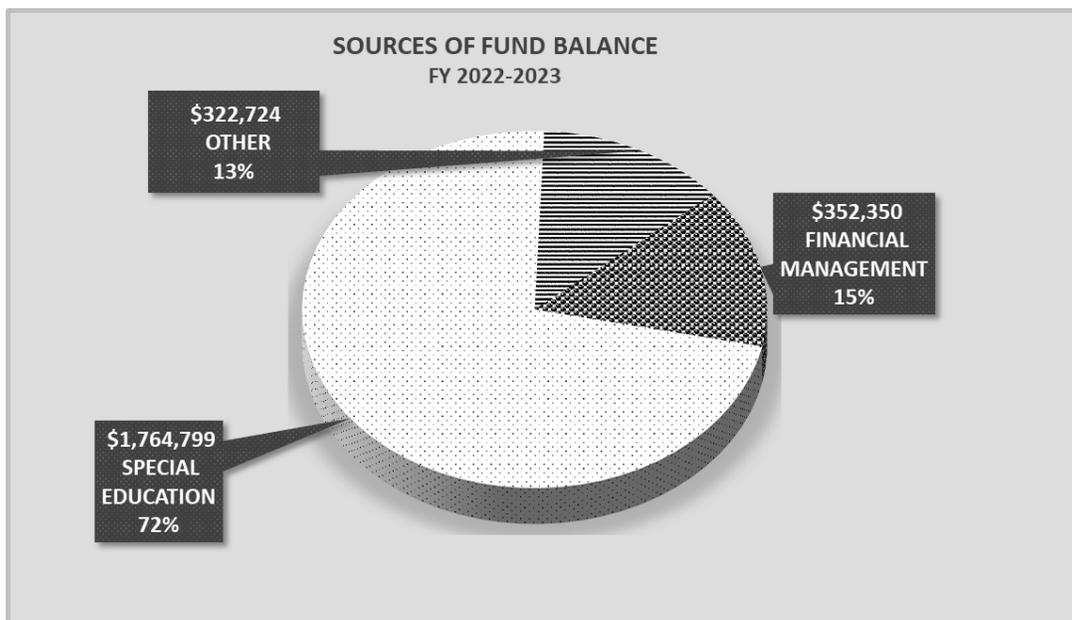
\$103,184 MEDICAL: The medical account was under budget \$103,184 due to the high staff turnover.

\$29,875 REPAIRS AND MAINTENANCE: Snow removal was under budget \$29,875 due to a mild winter.

\$41,328 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.

(\$294,783) UNPLANNED EXPENSES: The savings noted above were offset by unplanned expenses. The OPEB trust was fully funded to restore the original budget request as recommended by the actuaries, \$111,758; Unemployment costs were \$20,825 higher than anticipated and purchases for new security cameras and the required software to utilize the cameras, a new burnisher, scoreboard, replacing obsolete robots for the robotics program, and a new auto lift account for \$162,200 additional purchases.

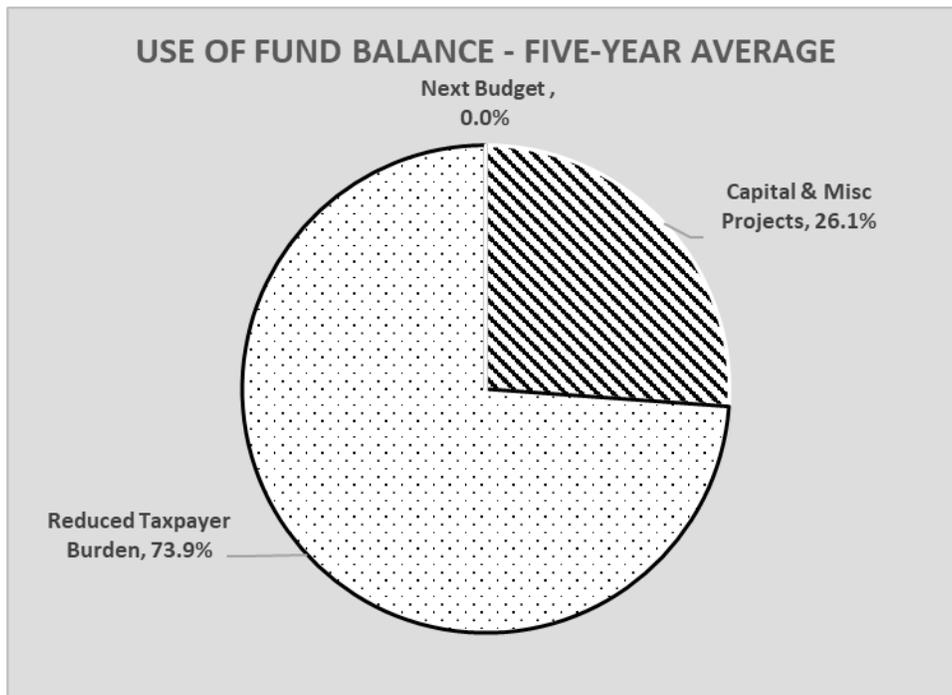
The primary sources of the fund balance are shown graphically below:



The use of the fund balance is proposed as follows:

1. **\$1,066,995 - 2.0%** approved for designation to Capital Nonrecurring Reserve
2. **\$1,372,878** – Credit of unspent fund balance to member towns upon audit completion in March 2024.

The uses of the fund balance are shown graphically below:



Unspent Funds:

The Board of Education approved 2.0% or \$1,066,995 of the FY23 surplus transferred to the Capital Nonrecurring Reserve. The audited balance is \$1,372,878. The FY22 unspent encumbrances of \$47,518 and unspent funds from FY23 will be credited to the member towns March payment in 2024.

Amity Regional School District No. 5 - Budget Transfers 2023-2024

MONTH/YR	JNL#	ACCOUNT NUMBER & DESCRIPTION	AMOUNT	DESCRIPTION
JUL				
Jul-23	6	1 -03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (415.00)	SchoolDude Software Price Inc
Jul-23	6	1 -05-14-2660-5695 TECHNOLOGY SUPPLIES	\$ 415.00	SchoolDude Software Price Inc
Jul-23	104	1 -02-11-1006-5641 TEXTBOOKS	\$ 910.00	World Language Workbooks
Jul-23	104	1 -02-11-1006-5611 INSTRUCTIONAL SUPPLIES	\$ (910.00)	World Language Workbooks
AUG				
SEPT				
Sep-23	99	1 -02-13-2400-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 200.00	REPAIR OF WALKIE TALKIES
Sep-23	99	1 -02-13-2400-5590 OTHER PURCHASED SERVICES	\$ (200.00)	REPAIR OF WALKIE TALKIES
Sep-23	104	1 -03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (929.00)	File Cabinet
Sep-23	104	1 -05-14-2600-5731 EQUIPMENT - REPLACEMENT	\$ 929.00	File Cabinet
Sep-23	110	1 -05-13-2212-5111 CERTIFIED SALARIES	\$ (150.00)	ISTE
Sep-23	110	1 -05-13-2212-5810 DUES & FEES	\$ 150.00	ISTE
Sep-23	120	1 -01-14-2350-5732 EQUIPMENT-TECHNOLOGY-NEW	\$ (800.00)	Price Adjustments
Sep-23	120	1 -01-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 800.00	Price Adjustments
Sep-23	120	1 -02-14-2350-5732 EQUIPMENT-TECHNOLOGY-NEW	\$ (800.00)	Price Adjustments
Sep-23	120	1 -02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 800.00	Price Adjustments
Sep-23	122	1 -05-13-2213-5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ (405.00)	PD MS Social Studies text
Sep-23	122	1 -05-13-2212-5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ 405.00	PD MS Social Studies text
Sep-23	135	1 -02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ (800.00)	media program supplies/software
Sep-23	135	1 -01-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 800.00	media supply/software
OCT				
Oct-23	19	1 -01-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (114.00)	CLC Membership Dues
Oct-23	19	1 -01-13-2220-5810 DUES & FEES	\$ 114.00	CLC Membership Dues
Oct-23	21	1 -02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (114.00)	CLC Membership Dues
Oct-23	21	1 -02-13-2220-5810 DUES & FEES	\$ 114.00	CLC Membership Dues
Oct-23	36	1 -03-11-1014-5810 DUES & FEES	\$ 5.00	Cover CT SS dues increase
Oct-23	36	1 -03-11-1014-5611 INSTRUCTIONAL SUPPLIES	\$ (5.00)	Cover CT SS dues increase
Oct-23	38	1 -03-11-1006-5810 DUES & FEES	\$ 150.00	CTCOLT conference
Oct-23	38	1 -03-11-1006-5641 TEXTBOOKS	\$ (150.00)	CTCOLT conference
Oct-23	41	1 -03-13-2220-5642 LIBRARY BOOKS & PERIODICALS	\$ (17.00)	Transfer to cover dues
Oct-23	41	1 -03-13-2220-5810 DUES & FEES	\$ 17.00	Transfer to cover dues
NOV				
Nov-23	14	1 -04-12-2151-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (1,500.00)	PMT TRAINING FOR STAFF
Nov-23	14	1 -04-13-2190-5581 TRAVEL - CONFERENCES	\$ 1,500.00	PMT TRAINING FOR STAFF
Nov-23	15	1 -04-12-6110-5560 TUITION EXPENSE	\$ (1,102.00)	ECA TUITION
Nov-23	15	1 -04-12-6117-5560 TUITION EXPENSE	\$ 1,102.00	ECA TUITION
DEC				
Dec-23	26	1 -03-11-1007-5611 INSTRUCTIONAL SUPPLIES	\$ (113.00)	service call culinary fryer
Dec-23	26	1 -03-11-1007-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 113.00	service call culinary fryer
Dec-23	27	1 -02-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (556.00)	PURCHASE GOGGLE SANITIZING CAB
Dec-23	27	1 -02-11-1013-5731 EQUIPMENT - REPLACEMENT	\$ 556.00	PURCHASE GOGGLE SANITIZING CAB
Dec-23	33	1 -02-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (971.00)	washer/dryer replacement
Dec-23	33	1 -02-14-2600-5731 EQUIPMENT - REPLACEMENT	\$ 971.00	washer/dryer replacement
Dec-23	162	1 -02-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (100.00)	WALKIE TALKIE REPAIR
Dec-23	162	1 -02-13-2400-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 100.00	WALKIE TALKIE REPAIR
JAN				
Jan-24	34	1 -05-13-2212-5590 OTHER PURCHASED SERVICES	\$ (1,590.00)	Speaker at PD Suzanne Dailey
Jan-24	34	1 -05-13-2213-5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ 1,590.00	Speaker at PD Suzanne Dailey
Jan-24	36	1 -05-13-2212-5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ (155.00)	Speaker at PD Suzanne Dailey
Jan-24	36	1 -05-13-2213-5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ 155.00	Speaker at PD Suzanne Dailey
Jan-24	43	1 -01-13-2120-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (1,662.00)	BLUES & BEYOND/SEWING STORIES
Jan-24	43	1 -01-11-1014-5611 INSTRUCTIONAL SUPPLIES	\$ (398.00)	BLUES & BEYOND/SEWING STORIES
Jan-24	43	1 -01-13-2400-5590 OTHER PURCHASED SERVICES	\$ (176.00)	BLUES & BEYOND/SEWING STORIES
Jan-24	43	1 -01-11-1014-5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,236.00	BLUES & BEYOND/SEWING STORIES
Jan-24	85	1 -02-11-1013-5690 OTHER SUPPLIES	\$ 608.00	TO PURCHASE DESK CHAIRS
Jan-24	85	1 -02-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (608.00)	TO PURCHASE DESK CHAIRS
Jan-24	110	1 -02-13-2220-5611 INSTRUCTIONAL SUPPLIES	\$ (76.00)	ALA Regular membership Dues
Jan-24	110	1 -02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (86.00)	ALA Regular membership Dues
Jan-24	110	1 -02-13-2220-5810 DUES & FEES	\$ 162.00	ALA Regular membership Dues
Jan-24	120	1 -02-13-2400-5690 OTHER SUPPLIES	\$ (180.00)	2ND MONITOR FOR OFFICE/SEC.OFF
Jan-24	120	1 -02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 180.00	2ND MONITOR FOR OFFICE/SEC.OFF
Jan-24	121	1 -03-11-1007-5611 INSTRUCTIONAL SUPPLIES	\$ (1,063.00)	\$ needed for new fryer-culinar

Amity Regional School District No. 5 - Budget Transfers 2023-2024

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Jan-24	121	1 -03-11-1007-5730 EQUIPMENT - NEW	\$ 1,063.00	\$ needed for new fryer-culinar
Jan-24	122	1 -03-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (1,063.00)	Food Science Equipment
Jan-24	122	1 -03-11-1013-5730 EQUIPMENT - NEW	\$ 1,063.00	Food Science Equipment
Feb				
Feb-24	15	1 -01-11-1009-5611 INSTRUCTIONAL SUPPLIES	\$ (55.00)	ADD. MATHCOUNTS REGISTRATIION
Feb-24	15	1 -01-11-1009-5810 DUES & FEES	\$ 55.00	ADD. MATHCOUNTS REGISTRATIION
Feb-24	41	1 -01-11-1010-5611 INSTRUCTIONAL SUPPLIES	\$ (1,000.00)	Expand Keyboard Collection
Feb-24	41	1 -01-11-1010-5730 EQUIPMENT - NEW	\$ 1,000.00	Expand Keyboard Collection
Feb-24	42	1 -01-14-2700-5510 PUPIL TRANSPORTATION	\$ (3.00)	SCI. FIELD TRIP TRANSPORTATION
Feb-24	42	1 -01-11-1013-5510 PUPIL TRANSPORTATION	\$ 3.00	SCI. FIELD TRIP TRANSPORTATION
Feb-24	43	1 -02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (625.00)	Social Studies speaker/assembl
Feb-24	43	1 -02-11-1014-5330 OTHER PROFESSIONAL & TECH SRVC	\$ 625.00	Social Studies speaker/assembl
Feb-24	68	1 -03-11-1017-5611 INSTRUCTIONAL SUPPLIES	\$ (893.34)	computer repair in Mac lab
Feb-24	68	1 -03-11-1017-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 893.34	computer repair in Mac lab
Feb-24	114	1 -01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (189.00)	Renewed vision online software
Feb-24	114	1 -01-14-2350-5695 TECHNOLOGY SUPPLIES	\$ 189.00	Renewed vision online software
Feb-24	138	1 -03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (2,385.00)	Hungerfords Pumps
Feb-24	138	1 -03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ 2,385.00	Hungerfords Pumps
Feb-24	176	1 -04-12-1203-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (2,952.00)	STAFF TRAVEL
Feb-24	176	1 -04-12-1206-5581 TRAVEL - CONFERENCES	\$ 2,952.00	STAFF TRAVEL
Feb-24	179	1 -03-11-1010-5810 DUES & FEES	\$ (416.00)	Lighting Rental for Musicfest
Feb-24	179	1 -03-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ 416.00	Lighting Rental for Musicfest
Mar				
Mar '2024	8	1 -03-11-1011-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (95.00)	Classroom instructional supply
Mar '2024	8	1 -03-11-1011-5611 INSTRUCTIONAL SUPPLIES	\$ 95.00	Classroom instructional supply
Mar '2024	49	1 -03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (2,385.00)	AMSB Pump Corrected transfer
Mar '2024	49	1 -01-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,530.00	AMSB Pump Corrected transfer
Mar '2024	49	1 -03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (145.00)	AMSB Pump Corrected transfer
Mar '2024	52	1 -04-12-2150-5611 INSTRUCTIONAL SUPPLIES	\$ (9.00)	COST OF SHIPPING
Mar '2024	52	1 -04-12-2150-5690 OTHER SUPPLIES	\$ 9.00	COST OF SHIPPING
Mar '2024	53	1 -03-13-2220-5690 OTHER SUPPLIES	\$ 0.70	AHS-Media Subscriptions
Mar '2024	53	1 -03-13-2220-5611 INSTRUCTIONAL SUPPLIES	\$ (0.70)	AHS-Media Subscriptions
Mar '2024	53	1 -05-14-2310-5810 DUES & FEES	\$ 338.00	CABE Conferences
Mar '2024	53	1 -05-14-2310-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (338.00)	CABE Conferences
Mar '2024	54	1 -01-14-2219-5611 INSTRUCTIONAL SUPPLIES	\$ (14.00)	SCIENCE BOOK ORDER
Mar '2024	54	1 -01-11-1006-5641 TEXTBOOKS	\$ 14.00	SCIENCE BOOK ORDER
Mar '2024	58	1 -03-11-1001-5581 TRAVEL - CONFERENCES	\$ (500.00)	from travel to repairs replace
Mar '2024	58	1 -03-11-1001-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 500.00	part need for pugmill
Mar '2024	59	1 -03-11-1001-5810 DUES & FEES	\$ (40.00)	fromdues to repairs for replac
Mar '2024	59	1 -03-11-1001-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 40.00	part for pugmill-clay mix
Mar '2024	60	1 -03-11-1001-5810 DUES & FEES	\$ (220.00)	no longer needed for duesfees
Mar '2024	60	1 -03-11-1001-5611 INSTRUCTIONAL SUPPLIES	\$ 220.00	need for instructional supply
Mar '2024	92	1 -03-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (1,200.00)	need classroom set of texts
Mar '2024	92	1 -03-11-1013-5641 TEXTBOOKS	\$ 1,200.00	need classroom set of texts
Mar '2024	125	1 -03-11-1005-5810 DUES & FEES	\$ (600.00)	xfer for instructional suplies
Mar '2024	125	1 -03-11-1005-5611 INSTRUCTIONAL SUPPLIES	\$ 600.00	xfer for instructional suplies
Mar '2024	129	1 -03-11-1008-5810 DUES & FEES	\$ (530.00)	need supplies for competition
Mar '2024	129	1 -03-11-1008-5611 INSTRUCTIONAL SUPPLIES	\$ 530.00	need supplies for competition
Mar '2024	152	1 -02-11-1010-5810 DUES & FEES	\$ (151.00)	PURCHASE SUPPLIES
Mar '2024	152	1 -02-11-1010-5611 INSTRUCTIONAL SUPPLIES	\$ 151.00	PURCHASE SUPPLIES
Mar '2024	155	1 -04-12-1207-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (950.00)	SOCIAL WORKERS ATTENDING NASW
Mar '2024	155	1 -04-13-2140-5581 TRAVEL - CONFERENCES	\$ 950.00	SOCIAL WORKERS ATTENDING NASW
Mar '2024	162	1 -04-12-2150-5810 DUES & FEES	\$ (37.00)	REDUCE DUES AND FEES
Mar '2024	162	1 -04-12-2150-5690 OTHER SUPPLIES	\$ 37.00	SUPPLIES NEEDED FOR SLP'S
Mar '2024	169	1 -02-13-2400-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (250.00)	CHAIR RENTAL - MOVING UP
Mar '2024	169	1 -02-13-2400-5440 RENTALS-LAND,BLDG,EQUIPMENT	\$ 250.00	CHAIR RENTAL - MOVING UP
Mar '2024	170	1 -03-11-1009-5641 TEXTBOOKS	\$ (2,500.00)	Supplies to support new instru
Mar '2024	170	1 -03-11-1009-5611 INSTRUCTIONAL SUPPLIES	\$ 2,500.00	Supplies to support new instru
Mar '2024	171	1 -02-14-2350-5695 TECHNOLOGY SUPPLIES	\$ (90.00)	TO PURCHASE LAPEL MICROPHONES
Mar '2024	171	1 -02-11-1010-5611 INSTRUCTIONAL SUPPLIES	\$ 90.00	TO PURCHASE LAPEL MICROPHONES
Mar '2024	174	1 -01-13-2400-5590 OTHER PURCHASED SERVICES	\$ (401.00)	Broken chair in security booth
Mar '2024	174	1 -01-13-2400-5731 EQUIPMENT - REPLACEMENT	\$ 401.00	Broken chair in security booth
Mar '2024	212	1 -03-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (300.00)	Transfer to purchase supplies

Amity Regional School District No. 5 - Budget Transfers 2023-2024

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Mar '2024	212	1 -03-13-2220-5611 INSTRUCTIONAL SUPPLIES	\$ 300.00	Transfer to purchase supplies
Mar '2024	215	1 -03-11-1010-5810 DUES & FEES	\$ (126.00)	to pay for lightingformusicfes
Mar '2024	215	1 -03-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ 126.00	to pay for lightingformusicfes
Mar '2024	217	1 -03-11-1013-5611 INSTRUCTIONAL SUPPLIES	\$ (2,000.00)	to repair broken microscopes
Mar '2024	217	1 -03-11-1013-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,000.00	to repair broken microscopes
April				
April '2024	2	1 -01-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (800.00)	F&F bearing assy
April '2024	2	1 -01-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 800.00	F&F bearing assy
April '2024	3	1 -01-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (755.00)	ALLSTON Backpacks
April '2024	3	1 -05-14-2600-5731 EQUIPMENT - REPLACEMENT	\$ 755.00	ALLSTON Backpacks
April '2024	4	1 -03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (2,200.00)	elevator repair
April '2024	4	1 -03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,200.00	elevator repair
April '2024	5	1 -03-11-1010-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (1,045.00)	for new strings instruments
April '2024	5	1 -03-11-1010-5730 EQUIPMENT - NEW	\$ 1,045.00	for new strings instruments
April '2024	6	1 -03-11-1010-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (445.10)	musicfest lighting
April '2024	6	1 -03-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ 445.10	musicfest lighting
April '2024	7	1 -02-14-2219-5611 INSTRUCTIONAL SUPPLIES	\$ (1,800.00)	TO PURCHASE STAFF APPRECIATION
April '2024	7	1 -02-13-2400-5330 INSTRUCTIONAL SUPPLIES	\$ 1,800.00	TO PURCHASE STAFF APPRECIATION
April '2024	27	1 -01-11-1010-5690 OTHER SUPPLIES	\$ (78.00)	Spring Concert Supplies
April '2024	27	1 -01-11-1010-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (554.00)	Spring Concert Supplies
April '2024	27	1 -01-11-1010-5611 INSTRUCTIONAL SUPPLIES	\$ 632.00	Spring Concert Supplies
April '2024	35	1 -02-13-2220-5330 OTHER PROFESSIONAL & TECH SRVC	\$ (155.00)	Book celebration party supplie
April '2024	35	1 -02-13-2220-5690 OTHER SUPPLIES	\$ 155.00	Book celebration party supplie
April '2024	46	1 -01-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (224.20)	backpack vacuums
April '2024	46	1 -05-14-2600-5731 EQUIPMENT - REPLACEMENT	\$ (1,581.40)	backpack vacuums
April '2024	46	1 -01-14-2600-5731 EQUIPMENT - REPLACEMENT	\$ 1,805.60	backpack vacuums
April '2024	60	1 -01-11-1011-5611 INSTRUCTIONAL SUPPLIES	\$ (178.00)	Gaga Pit
April '2024	60	1 -01-11-1011-5420 REPAIRS,MAINTENANCE & CLEANING	\$ (1,000.00)	Gaga Pit
April '2024	60	1 -01-13-2220-5642 LIBRARY BOOKS & PERIODICALS	\$ (600.00)	Gaga Pit
April '2024	60	1 -01-11-1011-5730 EQUIPMENT - NEW	\$ 1,778.00	Gaga Pit
April '2024	62	1 -03-11-3202-5440 RENTALS-LAND,BLDG,EQUIPMENT	\$ (15.00)	Repair of swim timing
April '2024	62	1 -03-11-3202-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 15.00	Repair of swim timing
April '2024	70	1 -03-13-2130-5810 DUES & FEES	\$ (300.00)	NURSE SUPPLIES
April '2024	70	1 -03-13-2130-5690 OTHER SUPPLIES	\$ 300.00	NURSE SUPPLIES
April '2024	71	1 -01-13-2130-5690 OTHER SUPPLIES	\$ (150.00)	NURSE SUPPLIES
April '2024	71	1 -03-13-2130-5690 OTHER SUPPLIES	\$ 150.00	NURSE SUPPLIES
April '2024	89	1 -03-14-2600-5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ (2,400.00)	Elevator repair
April '2024	89	1 -03-14-2600-5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,400.00	Elevator repair

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 for FY 2023-2024
Date: April 1, 2024

Facilities:

Mr. Martoni is requesting four transfers to cover the costs of designing and developing plans to replace the existing fire pump at Amity Middle School Bethany and replace sections of coping along the roof and a partial metal roof restoration and gutters at Amity Regional High School.

The first transfer is to contract with vanZelms Engineers to design, develop construction documents, and provide construction administration services for the replacement of the existing fire pump at Amity Middle School Bethany. The existing fire pump has been deteriorating over time due to the damp environment and needs a full replacement. The existing system has been maintained and inspected regularly it but is difficult to access the pump. The corrosion has been noted but difficult to address down in the pit. The indoor controllers and equipment are nearly 20 years old, running in a wet environment and need of replacement. The underground storage tank is believed to be the original tank. The new fire pump will also remedy some code deficiencies found as part of an initial field visit. The request also asks that the bid process is waived in order to work with an engineering firm that is in good standing with the District. The funds would be transferred from the facilities contingency account in the amount of \$38,000.

The mortar joints and coping stones along the high school roof line are deteriorating and starting to crumble off the edge. A section of the coping stone was replaced a few years ago but funds were not available to do all the sections. The request is to replace the remaining areas that are deteriorating. There were three quotes provided, all from the State Contract list ranging from \$59,111 to \$89,500. The lowest bidder is a vendor we have worked with for roof repairs, Macri Roofing. The funds are requested from the facilities and general contingency accounts for \$59,111.

The third transfer is cover a partial roof restoration and gutter system at Amity Regional High School. The restoration is over student street and the guidance wing. The guidance wing has been dealing with roof leaks for some time and we have worked diligently to analyze the area to determine the source and a remedy to correct. We are utilizing the OMNIA consortium bid to select the vendor to restore 9,200 square feet of metal roof, add 168 LF of gutters with downspouts in 5 locations and replace 22 solar panels. The total project cost is \$164,800. \$74,655 is available on the ARHS Roof line in the Capital NonRecurring to put towards this project and the remaining \$90,145 will be transferred from contingency.

The fourth transfer is to address a sinkhole that developed in the parking lot at ARHS near a sewer drain. The cost to excavate and repair the sink hole includes the repairing of concrete pipe joints and re-mortaring of the inlet to the catch basin along with concrete curbing, asphalt patch, new topsoil, seed and hay. The cost is \$8,846 and the account has \$5,236 available, requiring a transfer of \$3,610 from improvements to buildings.

Motions:

For the Amity Finance Committee:

Recommend the Amity Board of Education approve...

For the Amity Board of Education:

Move to approve –

the following four budget transfers for facilities

or individually-

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 designing and developing plans to replace the existing fire pump at Amity Middle School Bethany

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Contingency-Facilities	\$38,000	
01-14-2600-5330	Professional & Tech Serv		\$38,000

the following budget transfer to cover the cost of replacing the mortar joints and coping stones along the high school roof line.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Contingency-Facilities	\$30,094	
05-15-0000-5850	Contingency	\$29,017	
03-14-2600-5715	Improvements to Building		\$59,111

the following budget transfer to cover a portion of the cost for a partial roof restoration and gutter system at Amity Regional High School.

05-15-0000-5850	Contingency	\$90,145	
-----------------	-------------	----------	--

03-14-2600-5715 Improvements to Building \$90,145

the following budget transfer to cover the cost to excavate and repair the sink hole at Amity Regional High School.

03-14-2600-5715	Improvements to Building	\$3,610	
03-14-2600-5720	Improvements to Sites		\$3,610

ARHS – Consumer Science Ovens:

The ovens in one of the consumer science kitchens are in need of replacing. They are constantly in need of repair and very often not all five are functioning during classroom instruction. The ovens were a basic model installed 7 years ago. Our plan is to replace all five with a higher quality brand of oven. The ovens are used every period of the school day. We contacted the vendor on the State bid list for kitchen equipment and for the design and use of the room, commercial equipment is not an option. We will be purchasing Thermador ovens through an appliance store. The request is to purchase 5 ovens at \$4,949 each. The department chair has enough money for 1 oven. The transfer request is \$18,000 from contingency, \$4,660 from the department and the remaining \$2,085 from the high school professional technical line to cover the cost of five ovens.

Motions:

For the Amity Finance Committee: *Recommend the Amity Board of Education approve...*

For the Amity Board of Education: *Move to approve this transfer for five ovens at Amity Regional High School*

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency	\$18,000	
05-14-2350-5695	Other Supplies	\$ 4,660	
03-13-2400-5330	Professional Tech Services	\$ 2,085	
03-11-1007-5731	Replacement Equipment		\$24,745

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 of \$3,000 or More **2023-2024**
Date: May 8, 2024

I recommend the Amity Finance Committee and Board of Education approve the following budget transfer(s) of over \$3,000:

Standard year end budget transfers:

During the end of year processing, we will need to make a number of budget transfers to salary and benefit accounts and to pay other standard charges (e.g., special education expenditures; utilities; etc.). The exact amount of these budget transfers will depend on the final invoices. These budget transfers are part of the normal closing process.

Amity Finance Committee:

Move to recommend the Amity Board of Education authorize –

Amity Board of Education:

Move to authorize –

... the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.

Personnel – Certified/Non-Certified

Increasing Educator Diversity Plan

The Amity Regional School District No. 5 (ARSD) Board of Education (Board) recognizes that fundamental to a quality education is the need to provide students with an opportunity to interact with students and educators from different racial, ethnic, and economic backgrounds.

The Board believes that a skillful and diverse staff contributes significantly to high quality, engaging learning environments, predicated on a climate of inclusion. To this end the Board directs the Superintendent to enact a planning process for the recruitment of a diverse staff.

The plan must provide students with opportunities to interact with teachers from diverse backgrounds. The plan must be submitted to the Commissioner of Education for review and approval. The approved plan must be posted on the district website.

(cf. 4111 – Recruitment and Selection)

- Legal Reference: Connecticut General Statutes
- 10-4a(3) Educational interests of state identified.
 - 10-151 Employment of teachers. Notice and hearing on termination of contract.
 - 10-153 Discrimination on account of marital status.
 - 10-220(a) Duties of Boards of Education. (as amended by PA 18-34).
 - 46a- 60 Discriminatory employment practices prohibited.
 - PA 16-41 An Act Concerning the Recommendations of the Minority Teacher Recruitment Task Force.
 - PA 18-34 An Act Concerning Minority Teacher Recruitment and Retention.
 - PA 19-74 An Act Concerning Minority Teacher Recruitment and Retention.
 - PA 23-167 An Act Concerning Transparency in Education

Bylaws of the Board

Committees

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

1. Committees

a. Standing Committees

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

b. Ad Hoc Committees

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

2. Scope of Authority

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

3. Committee Membership

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

To more effectively meet quorum requirements, all committees of the Board shall have an odd number of members. The exception to this shall be the Amity Finance Committee, which will operate in accordance with Bylaw 9132.6.

4. Meetings and Reports

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

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

Bylaws of the Board

Committees

5. Electronic Committee Meetings

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

- a. All members of the committee shall meet by electronic means. A hybrid meeting is not permissible.
- b. Committee members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, by each other and members of the public.
- c. Notice of the committee meeting's virtual location shall be published through the traditional means and outlets as well as being noticed on the District (ARSD) website and in the Board of Education Office no less than 48 hours in advance.
- d. ARSD shall post the agenda for the committee meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the ARSD website.
- e. The live public comment portion of the committee meeting shall be temporarily suspended during an electronic meeting. However, members of the public can submit their comments to be added to the public record by emailing the Clerk of the Board of Education prior to 2:00 pm on the day of the meeting. These comments will be summarized by the Committee Chairperson in the place so designated in the agenda for the meeting. The public may also email the Clerk of the Board by 2:00 pm on the day of the meeting and request to speak during public comment as noted on the agenda. Those members of the public making such request will be provided with the information necessary to join the meeting electronically to provide public comment.
- f. ARSD shall provide any member of the public with a physical location and the electronic equipment needed to attend a fully remote meeting in real-time. Members of the public must request this provision by emailing the Clerk of the Board of Education by the close of the last business day before the day of the fully remote meeting.
- g. When a committee meeting is conducted by electronic means, a recording of the meeting with video, in addition to minutes, will be posted. These recordings will not stand

Bylaws of the Board

Committees

as the minutes; only the written record as approved will do so.

- h.** The Board shall take the steps necessary for the public to view electronic committee meetings and proceedings in real time.
- i.** Executive session will not be conducted during an electronic committee meeting.

(cf. 9131 – Committee of the Whole)

(cf. 9132.6 – Amity Finance Committee)

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

Legal Reference: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act 1-200 Definitions
1-225 Meetings of government agencies to be public

Instruction

Class Examinations

Mid-year assessment shall be administered for all scheduled courses Grades 9-12.

Legal Reference: Connecticut General Statutes

10-221 Board of education to prescribe rules, policies and procedures