

AMITY REGIONAL SCHOOL DISTRICT NO. 5

*Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525
(203) 397-4811*

*Dr. Jennifer P. Byars
Superintendent of Schools*

AMITY REGIONAL BOARD OF EDUCATION FINANCE COMMITTEE MEETING MINUTES

*May 13, 2024 at 5:30 p.m.
25 Newton Road, Woodbridge, CT*

COMMITTEE MEMBERS PRESENT

Dr. Karunakaran, Sean Hartshorn, Donovan Lofters, Joseph Nuzzo, Donna Schlank (arrived 5:33 p.m.)

COMMITTEE MEMBERS ABSENT

Sharon Huxley

STAFF MEMBERS PRESENT

Dr. Jennifer Byars, Theresa Lumas, Thomas Brant

1. Call to Order

Dr. Karunakaran called the meeting to order at 5:30 p.m.

2. Discussion and Possible Action on Minutes

a. Finance Committee Meeting – April 8, 2024

MOTION by Sean Hartshorn SECOND by Joseph Nuzzo to approve April 8, 2024 minutes as submitted.

VOTES IN FAVOR, 4 (UNANIMOUS)

MOTION CARRIES

3. Public Comment

NONE

4. Discussion and Possible Action on Food Service Items

a. Renewal of Food Service Management Contract

MOTION by Sean Hartshorn, SECOND by Donovan Lofters 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.

VOTES IN FAVOR, 4 (Dr. Karunakaran, Hartshorn, Lofters, Nuzzo)

ABSTAIN, 1 (Schlank)

MOTION CARRIES

b. Healthy Food Certification

MOTION by Joseph Nuzzo SECOND by Sean Hartshorn to recommend to the 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

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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.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

c. Unpaid Lunch Account Balance

Presented by Amity Region 5 Director of Finance Theresa Lumas

d. Price Increases for FY25

Presented by Amity Region 5 Director of Finance Theresa Lumas

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

a. Fire Pump Design- AMSB

b. Coping Stone – ARHS

c. Partial Roof Restoration – ARHS

MOTION by Sean Hartshorn SECOND by Donna Schlank to recommend the Amity Board of Education waive the bid process for engineering and approve the 3 facilities contracts as presented.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

6. Discussion and Possible Action on Recommending the Board Approve the Estimated Cost of the Library Media Center Project at Amity Regional High School.

MOTION by Donovan Lofters SECOND by Sean Hartshorn to recommend the Amity Board of Education approves the cost estimates 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.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

7. Discussion and Possible Action on Tuition Rate for 2024-2025

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MOTION by Sean Hartshorn SECOND by Donna Schlank to recommend the Amity Board of Education approve the non-resident tuition rate for 2024-2025 school year at \$21,636.00; and the the non-resident Special Education base tuition rate for 2024-2025 school year at \$22,578.00 plus any additional services.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

8. Discussion of Monthly Financial Statements

Presented by Amity Region 5 Director of Finance Theresa Lumas

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

Presented by Amity Region 5 Director of Finance Theresa Lumas

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

MOTION by Sean Hartshorn SECOND by Donna Schlank to recommend the Amity Board of Education approve the following four budget transfers for facilities:

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

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

To cover a portion of the cost for a partial roof restoration and gutter system at Amity Regional High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency	\$90,145	
03-14-2600-5715	Improvements to Building		\$90, 145

To cover the cost to excavate and repair the sink hole at Amity Regional High School.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5715	Improvements to Building	\$3,610	
03-14-2600-5720	Improvements to Sites		\$3,610

VOTES IN FAVOR, 5 (UNANIMOUS)

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MOTION by Joseph Nuzzo SECOND by Donna Schlank to recommend the Amity Board of Education approve the 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

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

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

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

12. Other Information Items:

a. FY2024-25 Budget update

Presented by Amity Region 5 Director of Finance Theresa Lumas

13. Adjourn

MOTION by Sean Hartshorn, SECOND by Donovan Lofters to adjourn meeting at 6:26 p.m.

Meeting was adjourned, without objection, at 6:26 p.m by Chairperson Dr. Karunakaren.

Respectfully submitted,

Lisa Zaleski

Lisa Zaleski

BOE Recording Secretary
