

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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*Dr. Jennifer P. Byars  
Superintendent of Schools*

**AMITY REGIONAL BOARD OF EDUCATION FINANCE COMMITTEE MEETING MINUTES**

*August 19, 2024 at 5:30 p.m.  
25 Newton Road, Woodbridge, CT  
PRESENTATION ROOM*

**COMMITTEE MEMBERS PRESENT**

Sean Hartshorn, Sharon Huxley, Donovan Lofters, Joseph Nuzzo and Donna Schlank

**COMMITTEE MEMBERS ABSENT**

Dr. Karunakaran

**STAFF MEMBERS PRESENT**

Dr. Jennifer Byars, Kathy Kovalik, Thomas Brant

**1. Call to Order**

Assistant Chair Mrs. Huxley called the meeting to order at 5:40 p.m.

**2. Discussion and Possible Action on Minutes**

**a. Finance Committee Meeting – June 10, 2024**

*MOTION by Sean Hartshorn, SECOND by Donovan Lofters to approve June 10, 2024 minutes as submitted*

*VOTES IN FAVOR, 3 (Hartshorn, Huxley, Lofters, Schlank)*

*ABSTAIN, 1 (Joseph Nuzzo)*

*MOTION CARRIES*

**3. Public Comment**

None

**4. Presentation of 2025-2026 Budget Calendar**

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

**5. Presentation of Annual Report on Reserve Fund for Capital and Non-recurring Expenditures**

Presented by Amity Region 5 Superintendent of Schools Dr. Jennifer Byars and Assistant Director of Finance Kathy Kovalik

**6. Discussion and Possible Action to Designate Remaining Capital and Non-recurring Funds**

*MOTION by Sean Hartshorn, SECOND by Joseph Nuzzo to recommend the Amity Board of Education designate \$85,192.60 of undesignated funds in the Capital Nonrecurring to the field replacement project line project.*

*VOTES IN FAVOR, 5 (UNANIMOUS)*

*MOTION CARRIES*

**7. Discussion and Possible Action to Authorize Establishing an Educational Reserve**

*MOTION by Sean Hartshorn, SECOND by Donna Schlank to recommend the Amity Board of Education resolve*

**Amity Regional School District No. 5**

**Resolution to Establish a Reserve Fund for Educational Expenditures**

**BE IT RESOLVED**, that pursuant to Connecticut General Statutes Section 10-51(d), as amended by Public Act No. 24-45, a reserve fund entitled "Reserve Fund for Educational Expenditures" is hereby established.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

**8. Discussion and Possible Action on Increasing Meal Prices**

MOTION by Joseph Nuzzo, SECOND by Donna Schlank to recommend the Amity Board of Education authorize a 25 cent lunch price increase at all three schools including adult lunches for 2024-2025 school year.

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

**9. Discussion of Monthly Financial Statements**

- a. Fiscal Year 2023-2024
- b. Special Education Update FY25 by Mr. Brant
- c. Fiscal Year 2024-2025

**10. Director of Finance and Administration Approved Transfers EOY – FY24**

**11. Director of Finance and Administration Approved Transfers FY25**

**12. Discussion and Possible Action on Budget Transfers over \$3,000 – FY25**

MOTION by Donovan Lofters, SECOND by Donna Schlank to Recommend the Amity Board of Education approve the transfer of \$85,192.60 to the field replacement project line.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
00-15-0099-5899	Undesignated	\$85,192.60	
00-15-0064-5715	Repair & Maintenance - Field		\$85,192.60

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

MOTION by Sean Hartshorn, SECOND by Donovan Lofters to Recommend the Amity Board of Education approve the transfer of \$8,553.78 left on the field project line from the bonded funds.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
00-15-0047-5720	Improvements to Sites	\$8,553.78	
00-15-0053-5715	Bond Contingency		\$8,553.78

VOTES IN FAVOR, 5 (UNANIMOUS)

MOTION CARRIES

**13. Other**

- a. FY24 Fourth Quarter Reports – CNR and Grant

**14. Adjourn**

MOTION by Sean Hartshorn, SECOND by Joseph Nuzzo to adjourn meeting at 6:39 p.m. Meeting was adjourned, without objection, at 6:39 p.m by Assistant Chair Mrs. Huxley.

Respectfully submitted,

*Lisa Zaleski*

Lisa Zaleski

BOE Recording Secretary