

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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**James A. Connelly**  
*Interim Superintendent of Schools*

**AMITY REGIONAL BOARD OF EDUCATION REGULAR MEETING AGENDA**  
**Monday, November 12, 2018, 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, September 17, 2018 *Enclosure Page 3*
  - b. Regular Board of Education Meeting, October 15, 2018 *Enclosure Page 12*
  - c. Special Board of Education Meeting, October 30, 2018 *Enclosure Page 17*
4. Public Comment
5. Student Report – Olivia Gross and Ella Marin
6. Recognition of CAPSS Awards *Enclosure Page 18*
7. Discussion and Possible Action on 2019-2020 Academic Calendar *Enclosure Page 24*
8. Correspondence
9. Superintendent's Report
  - a. Personnel Report *Enclosure Page 25*
  - b. Superintendent Report *Enclosure Page 26*
    1. Discussion and Endorsement of the Amity Youth Survey
    2. Update on Amity Transition Academy
    3. School Climate Programs
    4. Exit Report
10. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. Ad Hoc School Safety (Executive session anticipated)
    3. Ad Hoc Shared Services
    4. CABE
    5. Curriculum
    6. District Health and Safety
    7. District Technology
    8. Facilities
      - a. October 2018 Monthly Report *Enclosure Page 28*
  9. Finance
    - a. Discussion and Possible Action on Agreement and Authorized Signers for Child Nutrition *Enclosure Page 29*
    - b. Discussion of Monthly Financial Statements *Enclosure Page 30*
    - c. Director of Finance and Administration Approved Transfers Under \$3,000 *Pg. 55*
    - d. Discussion and Possible Action on Budget Transfers of \$3,000 or More *Pg. 56*
    - e. Other
      1. Update on Financial Audit *Enclosure Page 57*

10. Personnel

11. Policy

a. First Read

1. Policy 3160 (Existing) *Enclosure Page 58*
2. Policy 3260 (Existing) *Enclosure Page 59*
3. Policy 3280 (Existing) *Enclosure Page 60*
4. Policy 3290 (New) *Enclosure Page 62*
5. Policy 3292 (Existing) *Enclosure Page 63*
6. Policy 3292.1 (Existing) *Enclosure Page 66*
7. Policy 3312 (Existing) *Enclosure Page 68*
8. Policy 3313 (Existing) *Enclosure Page 69*
9. Policy 3320 (Existing) *Enclosure Page 70*
10. Policy 3325.1 (Existing) *Enclosure Page 86*

b. Second Read

1. Bylaw 9120 (Existing) *Enclosure Page 87*
2. Policy 3000 (Existing) *Enclosure Page 88*
3. Policy 3010 (Existing) *Enclosure Page 89*
4. Policy 3110 (Existing) *Enclosure Page 90*
5. Policy 3120 (Existing) *Enclosure Page 91*
6. Policy 3240 (Existing) *Enclosure Page 92*

11. Items for the Next Agenda

12. Adjournment



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James A. Connelly  
Interim Superintendent of Schools

JAC/pjp

pc: Town Clerks: Bethany, Orange, Woodbridge

**Working to "enable every Amity student to become a lifelong learner and a literate, caring, creative and effective world citizen." District Mission Statement**

If you require accommodations to participate because of a disability,  
please contact the office of the Superintendent of Schools in advance at 203-397-4811.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

**Amity Regional Board of Education Regular Meeting**  
**Monday, September 17, 2018, 6:30 pm, 25 Newton Road, Woodbridge**

**BOARD MEMBERS PRESENT**

Chairperson Christopher Browe, John Belfonti, Robyn Berke, Patricia Cardozo, Paula Cofrancesco, Steven DeMaio, Carla Eichler, George Howard, Sheila McCreven, Jennifer Turner, Diane Urbano

**BOARD MEMBERS ABSENT**

Shannan Carlson, Amy Esposito

**STAFF MEMBERS PRESENT**

James Connelly, Theresa Lumas, Kathy Burke, Scott Cleary, Richard Dellinger, Shaun DeRosa, Brian Dower, Peter Downhour, Anna Mahon, Marie McPadden, Mary Raiola

**1. Call to Order**

Chairman Browe called the meeting to order at 6:40 p.m.

**2. Pledge of Allegiance**

Recited by those present, followed by a dedication and moment of silence in honor of Logan Testa, deceased Amity Middle School Bethany 7th grade student

**3. Swearing in of new Board of Education member, George Howard**

Chairperson Browe administered the oath of office to the George Howard and welcomed him to the Amity Board of Education.

**4. Approval of Minutes**

- a. Regular Board of Education Meeting, August 13, 2018

*MOTION by Sheila McCreven, Second by Carla Eichler, to approve minutes as submitted.*  
*VOTES IN FAVOR, 7 (DeMaio, Cofrancesco, Eichler, Howard, McCreven, Cardozo, Urbano)*  
*ABSTAINED, 3 (Berke, Belfonti, Turner)*  
*MOTION CARRIED*

b. Special Board of Education Meeting July 9, 2018

No need to vote per Chairperson Browe because meeting notice was not posted.

**5. Student Report – Olivia Gross and Ella Marin**

*MOTION by Pat Cardozo, Second by Robyn Berke, to move Item #7 on the agenda (CAS Middle Level Exemplary Educator of the Year Award) to immediately after Item #6 on the agenda (Public Comment)*  
*VOTES IN FAVOR, 10 (unanimous)*

**6. CAS Middle Level Exemplary Educator of the Year Award**

Donna Schilke, CAS Assistant Executive Director, presented the CAS Middle Level Exemplary Educator of the Year Award to Robert Fragione.

**7. Public Comment**

Beth Heller, First Selectman, Woodbridge, requested the Board to vote no to calling a District Meeting to appropriated funds to Capital and Non-Recurring Account. She pointed out that the previous superintendent is no longer with Amity, the interim superintendent is only in place for a limited time, and a new superintendent has not been appointed. She stated that it would be better to wait for the time when the new superintendent is in place and working closely with Bethany, Orange, and Woodbridge and then present to the public. She requested that the entire fund balance be returned to Bethany, Orange, and Woodbridge.

Derrilyn Gorski, First Selectman, Bethany, stated that the communities of Bethany, Orange, and Woodbridge have always supported Amity over the years. She said the target for this statute was under-funded schools and that Amity is not an under-funded district. Ms. Gorski stated that this statute has been in place since 2012 and no previous Amity Board of Education has used it. She stated her concern that citizens will lose trust.

James Zeoli, First Selectman, Orange, recommended that the entire fund balance be returned to Bethany, Orange, and Woodbridge. He stated that due to the fact that an interim superintendent is currently in place, it is appropriate to wait until a new superintendent is on board to see which direction he/she will be taking the District and then present as part of the budget. Mr. Zeoli stated that transparency is very important to prevent mistrust from the community and recommended that the Board of Education vote no to calling a District Meeting to appropriate funds to Capital and Non-Recurring Account.

Peter Downhour, Amity Teacher's Union, stated that this money was voted on by citizens to use toward the education of students. He recommended that the Board of Education fund all they can now because education is the most valuable asset. He stated that if Amity spends 1% the towns will still get more than they got back previously.

**8. Correspondence**

**9. Superintendent's Report**

**a. Personnel Report**

**b. Superintendent Report**

1. Report on Opening of 2018-2019 School Year
2. 2018 Smarter Balanced Assessment (SBA) Results for Grades 7 and 8
3. 2018 Scholastic Aptitude Test (SAT) Results for Grade 11
4. Climate Study
  - a. Amity Middle School Bethany
  - b. Amity Middle School Orange
  - c. Amity Regional High School
5. 2017-2018 Educator Evaluation Data Collection

**10. Chairman's Report**

**a. Committee Reports**

1. ACES
2. Ad Hoc School Safety
3. Ad Hoc Shared Services
4. CAFE
5. Curriculum
6. District Health and Safety
7. District Technology
8. Facilities

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

9. Finance

- a. Discussion and Possible Action on Calling a District Meeting to Appropriate funds to Capital and Non-Recurring Account

*MOTION by Diane Urbano, Second by Robyn Berke, to pass a resolution to call a Special District Meeting to Appropriate 1% (\$484,391) of the 2017-2018 operating funds to the Capital and Non-Recurring Account.  
VOTES IN FAVOR, 4 (DeMaio, Cardozo, Berke, Urbano)  
VOTES OPPOSED, 5 (Cofrancesco, Howard, Eichler, Turner, McCreven)  
ABSTAINED, 1 (Belfonti)  
MOTION FAILED*

*The full resolution is as follows:*

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION RESOLUTION TO CALL A SPECIAL DISTRICT MEETING TO CONDUCT A PUBLIC HEARING AND TO CONSIDER AND VOTE ON A SUPPLEMENTAL APPROPRIATION OF \$484,391 TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES RESOLVED:**

Section 1. The Board of Education hereby calls a Special District Meeting on Thursday, October 11, 2018 at 6:30 p.m. in the Cafeteria of Amity Regional High School to conduct a public hearing and to consider and vote on the following:

RESOLUTION TO APPROVE A SUPPLEMENTAL APPROPRIATION OF \$484,391  
TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES

Section 2. The following place shall be utilized for purpose of convening the Special District Meeting:

Amity Regional High School  
25 Newton Road  
Woodbridge, Connecticut 06525

Section 3. Warning shall be posted upon a signpost or other exterior place near the office of Town Clerk in the Towns of Bethany, Orange and Woodbridge and shall be published in newspapers having a general circulation within the Towns of Bethany, Orange and Woodbridge, respectively, at least five (5) days before the date of said Special District Meeting, which warning shall be in substantially the following form:

**WARNING OF SPECIAL DISTRICT MEETING  
Amity Regional School District No. 5  
of the State of Connecticut  
Bethany, Orange and Woodbridge  
October 1, 2018**

Notice is hereby given to all those eligible to vote in town meetings in the member towns of Bethany, Orange and Woodbridge that a Special District Meeting of Amity Regional School District No. 5 of the

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

State of Connecticut will be held on Thursday, October 11, 2018 at 6:30 p.m. in the Cafeteria of Amity Regional High School, 25 Newton Road, in Woodbridge, Connecticut for the following purposes:

To conduct a public hearing on a resolution entitled  
**“RESOLUTION TO APPROVE A SUPPLEMENTAL APPROPRIATION OF \$484,391 TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES”.**

To consider and vote on a resolution entitled  
**“RESOLUTION TO APPROVE A SUPPLEMENTAL APPROPRIATION OF \$484,391 TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES”.**

A copy of the full text of the resolution is on file and available for public inspection at the District’s Office.  
Dated at Woodbridge, Connecticut this 1st day of October, 2018.  
Christopher Browe, Chairperson  
Board of Education  
Amity Regional School District 5 of the State of Connecticut

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
BOARD OF EDUCATION  
RESOLUTION TO RECOMMEND TO THE DISTRICT MEETING A SUPPLEMENTAL APPROPRIATION OF \$484,391 TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES**

**WHEREAS**, the District has a surplus in its operating funds from the fiscal year ending June 30, 2018;  
**WHEREAS**, pursuant to the Connecticut General Statutes, the Board of Education has established a Reserve Fund for Capital and Nonrecurring Expenditures to provide funding for capital and nonrecurring expenditures, however, such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment; and  
**WHEREAS**, the Board of Education desires to have a supplemental appropriation in the amount of \$484,391 from this surplus in operating funds from the 2017-2018 fiscal year to the Reserve Fund for Capital and Nonrecurring Expenditures be approved by a vote to be held at a Special District Meeting.

**BE IT RESOLVED**, the Board of Education recommends a supplemental appropriation in the amount of \$484,391 from this surplus in operating funds from the 2017-2018 fiscal year to the Reserve Fund for Capital and Nonrecurring Expenditures be approved by a vote to be held at a Special District Meeting; and

**BE IT FURTHER RESOLVED**, that a supplemental appropriation in the amount of \$484,391 from this surplus in operating funds from the 2017-2018 fiscal year to the Reserve Fund for Capital and Nonrecurring Expenditures is hereby approved.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
SPECIAL DISTRICT MEETING  
RESOLUTION TO APPROVE A SUPPLEMENTAL APPROPRIATION OF \$484,391 TO THE RESERVE FUND FOR CAPITAL AND NONRECURRING EXPENDITURES**

**WHEREAS**, the District has a surplus in its operating funds from the fiscal year ending

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

June 30, 2018;

**WHEREAS**, pursuant to the Connecticut General Statutes, the Board of Education has established a Reserve Fund for Capital and Nonrecurring Expenditures to provide funding for capital and nonrecurring expenditures, however, such use shall be restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment; and

**WHEREAS**, the Board of Education has recommended a supplemental appropriation in the amount of \$484,391 from the surplus in operating funds from the fiscal year ending June 30, 2018 to the Reserve Fund for Capital and Nonrecurring Expenditures be approved by a vote to be held at a Special District Meeting.

**BE IT RESOLVED**, that a supplemental appropriation in the amount of \$484,391 from the estimated surplus in operating funds from this surplus in operating funds from the 2017-2018 fiscal year to the Reserve Fund for Capital and Nonrecurring Expenditures is hereby approved.

b. Discussion of Monthly Financial Statements

1. Fiscal Year 2018-2019

c. Other

1. Audit update

2. Revised 2019-2020 Budget Calendar

10. Personnel

11. Policy

a. Second Read

1. Adopt

- Bylaw 9120 (Existing)

*MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve Bylaw 9120 with edits  
FRIENDLY AMENDMENT by Robyn Berke to move this item to the next regular Board of Education meeting*

*FRIENDLY AMENDMENT by Steve DeMaio to refer this item back to the Policy Committee for further review before returning it to Board of Education*

*VOTE TABLED by Chairperson Browe*

*MOTION WITHDRAWN by Sheila McCreven to approve Bylaw 9120 with edits*

*VOTES IN FAVOR TO TABLE VOTE and refer this item back to the Policy Committee for further review before returning it to Board of Education, 9 (DeMaio, Cofrancesco, Belfonti, Eichler, Turner, McCreven, Cardozo, Berke, Urbano)*

*ABSTAINED, 1 (Howard)*



AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

- Policy 2131 (Existing)

*MOTION BY Sheila McCreven, Second by Carla Eichler, to approve Policy 2131 as submitted in pages 54-55 of meeting packet*

*VOTES IN FAVOR, 7 (Cofrancesco, Belfonti, Eichler, Turner, McCreven, Cardozo, Urbano)*

*ABSTAINED, 2 (Howard, Berke)*

*(Mr. DeMaio was not in the room during this vote)*

*MOTION CARRIED*

- Policy 2131.1 (New)

*MOTION BY Sheila McCreven, Second by Carla Eichler, to approve Policy 2131.1 as submitted*

*VOTES IN FAVOR, 9 (DeMaio, Cofrancesco, Belfonti, Eichler, Turner, McCreven, Cardozo, Berke, Urbano)*

*ABSTAINED, 1 (Howard)*

*MOTION CARRIED*

- Policy 2151 (Existing)

*MOTION BY Sheila McCreven, Second by Paula Cofrancesco, to approve Policy 2151 as submitted*

*VOTES IN FAVOR, 9 (DeMaio, Cofrancesco, Belfonti, Eichler, Turner, McCreven, Cardozo, Berke, Urbano)*

*ABSTAINED, 1 (Howard)*

*MOTION CARRIED*

- Policy 2200 (New)

*MOTION BY Sheila McCreven, Second by Steven DeMaio, to approve Policy 2200 as submitted*

*MOTION WITHDRAWN BY Sheila McCreven*

- Policy 2210 (Existing)

*MOTION BY Steven DeMaio, Second by Diane Urbano, to approve Policy 2210 as submitted*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

- Policy 2221 (Existing)

*MOTION by Sheila McCreven, Second by Pat Cardozo, to approve Policy 2221 as submitted*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

- Policy 2230 (New)

*MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve Policy 2230 as submitted*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
SEPTEMBER 17, 2018 REGULAR MEETING MINUTES

- Policy 2240 (Existing)

*MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve Policy 2240, changing “children” to “students” in item #1*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

- Policy 2250 (New)

*MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve Policy 2250 as submitted*

*MOTION WITHDRAWN by Sheila McCreven*

- Policy 2300.1 (Existing)

*MOTION by Sheila McCreven, Second by Steven DeMaio, to approve Policy 2300.1 as submitted*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

- Policy 2400 (Existing)

*MOTION by Sheila McCreven, Second by Pat Cardozo, to approve Policy 2221 as submitted*

*VOTES IN FAVOR, 10 (unanimous)*

*MOTION CARRIED*

2. Considered but not Added

- Policy 2132 (New)
- Policy 2133 (New)
- Policy 2133.12 (New)
- Policy 2134 (New)
- Policy 2135 (New)
- Policy 2136 (New)
- Policy 2137 (New)
- Policy 2140 (New)
- Policy 2141 (New)
- Policy 2152 (New)
- Policy 2153 (New)
- Policy 2154 (New)
- Policy 2224 (New)
- Policy 2231 (Existing)
- Policy 2232 (New)
- Policy 2232.1 (New)
- Policy 2234 (New)
- Policy 2300 (New)
- Policy 2300.2 (New)

**11. Items for the Next Agenda**

**12. Security**

Entered Executive Session at 10:00 p.m. and invited Interim Superintendent  
Exited Executive Session at 10:25 p.m.

**13. Adjournment**

*MOTION by Mr. DeMaio, Second by Ms. Berke, to adjourn the meeting*  
*VOTES IN FAVOR, 10 (unanimous)*  
*MOTION CARRIED*

Meeting Adjourned at 10:25 p.m.

*Respectfully submitted,*

*Pamela Pero*  
*Recording Secretary*

DRAFT

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 15, 2018 REGULAR MEETING MINUTES

**Amity Regional Board of Education Regular Meeting**  
**Monday, October 15, 2018, 6:30 pm, 190 Luke Hill Road, Bethany, CT**

**BOARD MEMBERS PRESENT**

Chairperson Christopher Browe, Patricia Cardozo, Shannan Carlson, Paula Cofrancesco, Carla Eichler, George Howard, Sheila McCreven, Jennifer Turner, Diane Urbano

**BOARD MEMBERS ABSENT**

John Belfonti, Robyn Berke, Steven DeMaio, Amy Esposito

**STAFF MEMBERS PRESENT**

James Connelly, Theresa Lumas, Kathy Burke, Scott Cleary, Richard Dellinger, Shaun DeRosa, Ernest Goodwin, Anna Mahon, Marie McPadden, Joseph Robinson, Thomas Snyder

**1. Call to Order**

Chairman Browe called the meeting to order at 6:31 p.m.

**2. Pledge of Allegiance**

Recited by those present

**3. Approval of Minutes**

- a. Regular Board of Education Meeting, September 17, 2018

*MOTION by Sheila McCreven, Second by Diane Urbano, to table vote*  
*VOTES IN FAVOR, 8 (unanimous)*  
*MOTION CARRIED*

**4. Public Comment**

Sheri Morrison, 494 Wheelers Farms Road, Orange, stated that all-weather surface field should go to referendum vote.

Joanna Cooper, 225 Peck Hill Road, Woodbridge, stated that all-weather surface field should go to referendum vote and that it is embarrassing going to other schools and thinking what Amity has.

**5. Student Report – Olivia Gross and Ella Marin**

**6. Recognition of Amity Regional High School National Merit Scholars**

Anna Mahon presented awards to 2018-2019 National Merit Scholarship Program Semi-Finalists and Commended Scholars.

Chairperson Browe called a recess at 6:44 p.m.

Chairperson Browe reconvened the meeting at 6:49 p.m.

**7. Discussion and Possible Action on 2019 Board of Education Meeting Calendar**

*MOTION by Sheila McCreven, Second by Paula Cofrancesco, to approve 2019 Board of Education Meeting Calendar as amended*

*VOTES IN FAVOR, 8 (unanimous)*

*MOTION CARRIED*

**8. Correspondence**

Interim Superintendent Connelly presented letter from CAFE announcing Sheila McCreven Certified Board of Education Member

**9. Superintendent's Report**

a. Personnel Report

b. Superintendent Report

1. In addition to printed report, Interim Superintendent Connelly gave the following updates:

a. He has been contacted by Woodbridge Fire Department to offer space to Amity, in addition to Albertus Magnus for Special Education program.

b. Congratulations to Kathy Burke and Amity Middle School Orange staff for Jackie's Nine program.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 15, 2018 REGULAR MEETING MINUTES

c. Security Update

*MOTION by Jennifer Turner, Second by Diane Urbano, to move this item to the end of the meeting*  
*VOTES IN FAVOR, 8 (unanimous)*  
*MOTION CARRIED*

**10. Chairman's Report**

a. Committee Reports

1. ACES
2. Ad Hoc School Safety
3. Ad Hoc Shared Services
4. CABE
5. Curriculum
6. District Health and Safety
7. District Technology
8. Facilities
  - a. September 2018 Monthly Report
  - b. Annual Report
9. Finance
  - a. October 1 Enrollment Report
  - b. Discussion and Possible Action on Award of Contract
    1. Baseball Dugout

*MOTION by Diane Urbano, Second by Jennifer Turner, to award Sports Rug of Connecticut, LLC, the contract to modify the baseball dugout and work in conjunction with the Technology Education and Construction classes for \$20,000 and waive the bidding requirement*  
*VOTES IN FAVOR, 8 (unanimous)*

2. Electricity Rate

*MOTION by Jennifer Turner, Second by Sheila McCreven, to authorize the Superintendent of Schools to lock in a set price and term for electricity if he deems it in the best interest of the District. The Director of Finance and Administration will report the set price and term at the next Board meeting.*

*VOTES IN FAVOR, 8 (unanimous)*

c. Discussion of Monthly Financial Statements

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

e. Other

1. Update on Financial Audit

10. Personnel

11. Policy

a. First Read

i. Bylaw 9120 (Existing)

ii. Policy 3000 (Existing)

iii. Policy 3010 (Existing)

iv. Policy 3110 (Existing)

v. Policy 3120 (Existing)

vi. Policy 3240 (Existing)

**11. Items for the Next Agenda**

**9. Superintendent's Report**

- c. Security Update (recalled from original placement on agenda)

Chairman Browe called the meeting to Executive Session and invited Interim Superintendent Connelly at 7:50 p.m.

Exited Executive Session at 8:09 p.m.

**12. Adjournment**

*MOTION by Patricia Cardozo, Second by Sheila McCreven, to adjourn the meeting  
VOTES IN FAVOR, 8 (unanimous)  
MOTION CARRIED*

Meeting Adjourned at 8:10 p.m.

*Respectfully submitted,*

*Pamela Pero  
Recording Secretary*

DRAFT





Amity Regional School District No. 5, Woodbridge, CT  
*Board of Education*

Special Meeting October 30, 2018, 6:00 p.m.  
25 Newton Road, Woodbridge, CT

MINUTES

Board Members Present: John Belfonti, Robyn Berke, Christopher Browe, Patricia Cardozo, Shannan Carlson, Paula Cofrancesco, Carla Eichler, George Howard, Sheila McCreven, Jennifer Turner, Diane Urbano

Board Members Absent: Steven DeMaio, Amy Esposito

Staff Present: James Connelly

Also Present: Attorney Rebecca Adams (CABE)

- 1. Call to Order:** Chairperson Christopher Browe called the meeting to order at 5:35 p.m. and indicated that Attorney Rebecca Adams would help in facilitating the meeting.
- 2. Discussion of Board Relationships and Board Member Protocol:** Board members discussed development of Board goals, reviewed Board responsibilities, and agreed that this session was the beginning of a process.
- 3. Board-Superintendent Relationship:** A discussion on the transition issues in welcoming a new Superintendent of Schools, as well as the process for establishing an evaluation plan for the Superintendent, were discussed.
- 4. Security Briefing:** A brief update on the status of the security initiative was given.
- 5.** The Board agreed to continue to have Attorney Adams assist as these processes continue over the next several months.
- 6. Adjournment:**

*Motion by Sheila McCreven, Second by John Belfonti, to adjourn meeting*

*Votes in favor, 11 (unanimous)*

**MOTION PASSED**

Meeting adjourned at 8:20 p.m.

Respectfully Submitted,

James A. Connelly  
Interim Superintendent of Schools



**2018**

**CAPSS**

# **Superintendent Student Award Recognition Program**

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

## **Amity Regional Middle School Bethany Award Winners:**

- 👍 **Isabel Barry-Ruiz**
- 👍 **Ryan Hendrick**

## **Amity Regional Middle School Orange Award Winners:**

- 👍 **Emma Curis**
- 👍 **Jesse Palermo**

## **Amity Regional High School Award Winners:**

- 👍 **Lani Beaudette**
- 👍 **Jake Bronson**
- 👍 **William McKeon**
- 👍 **Tara Mohseni**
- 👍 **Diego Rodriguez**
- 👍 **Kobi Spence**



*CAPSS Certificate of Excellence*  
*Student Award Recipients*  
**2018**

**AMITY MIDDLE SCHOOL - BETHANY**

*Isabel Barry-Ruiz*

Team Black selects Isabel Barry-Ruiz for the CAPSS award. This past summer, Isabel traveled to Puerto Rico to volunteer for the organization, Para la Naturalesa (For the Nature). While in Puerto Rico, Isabel helped plant trees that are native to the country, helped with garbage clean up on the beach and helped to search for frogs that were an invasive species. Additionally, she spent her time working in a greenhouse to plant baby trees and on a farm to harvest food for the community in an environmentally sustainable manner. In school, Isabel is a strong leader in the classroom. She is responsible, mature and a strong peer role model. Isabel is a very conscientious student about her classwork and her overall approach to learning. When she is not volunteering and studying, Isabel participates in our schools cross country and track teams. Outside of school, Isabel participates in the community swim team. Isabel is inspiring in her approach to our community, our world, and her own learning.

*Ryan Hendrick*

The Gold Team is thrilled to recognize Ryan Hendrick as their CAPSS award winner. He is an exemplary recipient, as a leader in both the classroom and the community as a whole. Ryan has been a member of the Boys Scouts of America for the past 8 years and is currently working to complete the rank of Star. As a Boy Scout he participates in yearly food drives, the town wide Rid Litter Day and has supported leaf cleanups at both the local church and the Bethany Library. This year he volunteered for a service project building trails with the Connecticut Forest & Park Association. This past spring, he spent multiple days trying to locate and catch animals lost in the tornado/storm. In school Ryan is a member of both the cross-country and track teams. He is also a member of the Kindness Club, making dog toys for shelters and window hangings for nursing homes. Outside of school he participates in a golf league and is a black belt in Taekwondo.



*CAPSS Certificate of Excellence*  
*Student Award Recipients*  
**2018**

**AMITY MIDDLE SCHOOL - ORANGE**

*Emma Curis*

Emma Curis is extremely hard working and motivated do to well in school! Although things do not always come easy to Emma, she puts forth a tremendous amount of effort and always takes on challenges with a smile. She is enthusiastic, energetic and positive! She cares deeply for others and never hesitates to reach out and help others in need. Emma is an active member of the Fabulous Friends Club, where she is highly involved with students in the AMSO Vocational and Life Skills Program. She loves to be there to befriend these students and put smiles on their faces. She has helped out the Student Activities group by making posters and handing out announcements about school events. Emma was involved in the AMSO Orientation and Tours for incoming 6<sup>th</sup> grade students. She is a member of the AMSO Morning News Crew, going on the air as a voice for AMSO. Emma is also a member of the Newspaper Club and participated last year in the AMSO Drama Club on her free time. Emma's involvement, service to the school and desire to help others make her a positive role model to the school and the community!

*Jesse Palermo*

Jesse Palermo is dedicated and hard working. He is enthusiastic and positive with a sense of humor that makes others smile and laugh. Jesse is a leader in the classroom, always striving to do his very best and earning good grades. He stands out when working with others and promotes teamwork amongst his peers. He was recently selected for his display of teamwork in the classroom and received a character award for his teamwork. He has not only been a leader in the classroom, but displays leadership and service to the school community. In his 7<sup>th</sup> grade year, Jesse helped out with the AMSO Orientation and Tours for incoming 6<sup>th</sup> grade students. He led tours for the students, but also spoke to small groups of students in the classroom about Amity Middle School Orange. He helped answer questions to make their transition to middle school easier. He is currently a peer tutor for the AMSO Peer Tutoring Program and completed a training to become a tutor. In addition to in school, Jesse, volunteered for an extended period of time at his mother's after-school program helping the younger students. In his free time, he plays on two different soccer teams.



***CAPSS Certificate of Excellence***  
***Student Award Recipients***  
**2018**

**AMITY REGIONAL HIGH SCHOOL**

***Lani Beaudette***

Spirited, intelligent, and engaged are three words that come to mind quickly when thinking of Lani Beaudette. She is a self-starter with a lively personality and great sense of humor.

Academically, Lani challenged herself by taking some of the most competitive courses offered at Amity. Teachers enjoy working with students like Lani. She comes to class prepared and eager to participate in class discourse. Lani is not someone who blends into a crowd but rather someone who stands out from the rest. Lani was inducted to both the National Honor Society and the French Honor Society which speaks to her commitment and excellence in academics.

A quick glance at Lani's resume reveals a student who actively participates both on the field and in our community. Lani is an integral member of our student government and demonstrates a sincere effort into all she takes on. She's quick to participate on planning committees and organized the Homecoming Dance, Spring Fest, and exceeded our fall pep rally just to name a few. The council relied heavily on her during our prom season as she was committed and ready to assist with planning all aspects of Junior Prom. Lani is also a three-year member of the Principal's Committee where she works directly with our principal to voice concerns, express ideas, and develop programs and activities to make Amity a better place. Lani is also a dedicated three season athlete. She's been an integral member of our field hockey, indoor track and lacrosse teams. These are just a few of the many ways Lani contributes to building a positive school climate.

***Jake Bronson***

Jake Bronson's strong character and leadership skills are two of the reasons that he fits the criteria for the CAPSS award. Jake is a self-starter. He is the kind of person who can be counted on to follow through with a task. Jake has taken a challenging course load throughout high school including Level 1, Advanced Placement and an ECE course. He has shown great dedication to the music program, being a member of the Honors Orchestra; playing the viola for 8 years. Jake's passion for sports led him to become Manager of the Basketball Team, as well as being the founder and President of the Sports Business Club. Within this capacity he has reached out to several professional sports teams and has brought speakers in to talk to the students here at the High School. He has also volunteered his time to sporting events such as the Ray Allen Basketball Camp, the Bridgeport Bluefish and the Connecticut Open. Jake also participates in Community Service. He has been a part of a mission trip for the past 3 summers to help rebuild homes for those who cannot afford it on their own; he has 350 community service hours on record. After graduation, Jake is going to college to study Sports Management.

*CAPSS Certificate of Excellence*  
*Student Award Recipients*  
**2018**

**AMITY REGIONAL HIGH SCHOOL**

*William “Billy” McKeon*

Conscientious, dedicated, and hard-working are a few words that come to mind when thinking of Billy. He’s been an integral member of Amity’s community and makes our campus a better place. Teachers would describe Billy as a pleasure to have in class, a student willing to take risks, and a team player. He works well both independently and in group settings. He gives his all in the classroom and has built a solid foundation essential for success at the college level. Billy’s contributions don’t stop in the academic setting. He’s been an active member both here at Amity and in the community. For the past two years, he’s served as a Link Crew Leader where he facilitated small group activities for his freshman group. He’s upbeat personality made him well liked by his younger peers and faculty advisors alike. A member of our student government, he’s assisted in many fundraiser events, planned pep rallies, and is currently working on redesigning the senior lounge. Billy’s also served as team captain for Relay for Life where he built a solid team while raising cancer awareness. As a trusted young adult, he was a well-liked camp counselor with Woodbridge Rec and presented new ideas to make the camp a better experience. Most afternoons you can find Billy running on the street or track in field in order to improve his times for the Cross Country and Track teams. Billy, a black belt in TaekwonDo now works as a volunteer at his studio. A quick glance at his transcript reveals all of the activities Billy’s participated in. I’m sure that he’ll continue to be an active member of his college campus community.

*Tara Mohseni*

Tara Mohseni is a tenacious young woman who truly strives to be her best self each day. She is not afraid of hard work or asking for help when she needs it. Tara is also very active in activities at Amity both in school and the greater community. She has been involved in Student Government, the Student School Climate Committee and Peer Tutoring in the homework help center. She is also an active member of the Principal’s Advisory Council, and the President of both the Administration Committee and the French Honor Society. Through the club she founded, Passion for Compassion, Tara visits the elderly at local nursing homes. Academically, Tara has a rigorous course load including a total of 7 Advanced Placement classes. She has truly worked hard for her GPA and her spot in the top 25% of the class. Through her dedication to her studies and extracurricular activities Tara has left her mark on Amity High School and is well respected by her peers and faculty alike. Tara is a dedicated member of our school community who is passionate about making Amity the best place it can be.

*CAPSS Certificate of Excellence*  
*Student Award Recipients*  
**2018**

**AMITY REGIONAL HIGH SCHOOL**

*Diego Rodriguez*

Diego Rodriguez is currently a senior at Amity High School. He began his time at Amity at the start of his sophomore year after moving to Woodbridge from Puerto Rico. Diego has consistently enrolled in a challenging level 1 and honors course track and hopes to pursue a degree in business at the college level. Diego is a year-round soccer player and was named the Most Outstanding Soccer Player in 2016 for the Amity Varsity Boys' Soccer Team. He currently plays at the premier All Housatonic 2<sup>nd</sup> Premier Team and serves as the co-captain. He is actively involved in the Magic Club, Singing Club, Chess Club and is a member of the National Spanish Honor Society. Although he spends much of his free time playing soccer and traveling for soccer tournaments and showcases, he does find time to give back to his community by volunteering at a local nursing home and has put in nearly 100 hours of service.

*Kobi Spence*

Kobi is a bright, ambitious, and caring member of our Amity community. She's a leader in the school academically, taking high level classes including 7 AP courses and completing the AP Capstone Diploma program. She also shows leadership through involvement in clubs such as student government and lacrosse in her earlier years and now as both the creator and president of our Diversity in Action club. She has brought her ideas about diversity to workshops within the school and local conferences. Kobi also finds time to volunteer outside of school, believing it's important to give back. She volunteers at both the Kesem Summer Camp and Beecher School in New Haven along with helping at a local church. In her free time, Kobi enjoys dancing and participating as a tenor in St. Luke's Steel Pan Group. Kobi is excited, engaged, and a pleasure to work with.



# Amity Regional School District No. 5

## 2019-2020 District Calendar



Date	Event or Holiday
August 26	Prof. Dev. - Teachers Only
August 27	Prof. Dev. - Teachers Only
August 28	First Day of School - Students
September 2	Labor Day - No School
September 12	Back to School Night - ARHS - Grades 9&12
September 18	Back to School Night - ARHS - Grades 10&11
September 19	Back to School Night - Middle Schools
September 30	Rosh Hashanah - No School
October 8	Early Dismissal - Prof. Dev.
October 9	Yom Kippur - No School
October 14	Columbus Day - No School
November 5	Prof. Dev. - Teachers Only
November 13	Parent Conferences - Middle Schools
November 14	Parent Conferences - High School
November 20	Parent Conferences - High School
November 21	Parent Conferences - Middle Schools
November 27	Early Dismissal
November 28, 29	Thanksgiving - No School
December 4	Parent Conferences - MS/HS - <i>Early Dismissal</i>
December 23 - January 1	Holiday Recess
January 20	Martin Luther King, Jr. Day - No School
January 27	Late Arrival - Prof. Dev.
February 5	Parent Conferences - High School
February 6	Parent Conferences - Middle Schools
February 12	Parent Conferences - Middle Schools
February 14	Early Dismissal - Prof. Dev.
February 17, 18	Winter Recess
March 20	Prof. Dev. - Teachers Only
April 10	Good Friday - No School
April 13 - April 17	Spring Recess
May 22	Early Dismissal - Prof. Dev.
May 25	Memorial Day - No School
June 11	Last Day of School - Students

August 2019 (3/3)						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019 (19/22)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019 (21/43)						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019 (18/61)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019 (15/76)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020 (21/97)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020 (18/115)						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020 (21/136)						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020 (16/152)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020 (20/172)						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020 (9/181)						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020 (0)						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# 2019-2020

If emergency closings extend beyond June 30, 2020, then any additional days will be taken from Spring Recess, beginning with April 13, 2020. Amity Regional High School Graduation is traditionally held on the actual last day of school for students. Total Days For Students = 181; Total Days For Teachers = 185



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



*James A. Connelly*  
*Interim Superintendent of Schools*

*james.connelly@reg5.k12.ct.us*  
*203.392.2106*

**November 12, 2018**

**To: Members of the Board of Education**  
**From: James A. Connelly, Interim Superintendent of Schools**  
**Re: Personnel Report**

**+ NEW HIRES-CERTIFIED:**

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

*Michelle Peluso* – F/T – Special Education Teacher – Michelle brings to Amity eleven years of teaching experience in special education at the middle school level. Most recently she served as a Special Education Teacher in the Derby Public School System. Michelle earned her Bachelor’s Degree in English and her Master’s Degree in Reading both from Mount Saint Mary College in New York.

- **Amity Regional Middle School – Orange: NONE**

**+ NEW HIRES-SUBSTITUTES:**

*Christin Arnini* – 4 Day Bench Substitute - Amity Regional Middle School-Bethany  
*Kevin Collesano* – 5 Day Bench Substitute – Amity Regional Middle School-Bethany

**+ NEW HIRES-NON-CERTIFIED:**

*Samantha Metty* – Paraprofessional - Amity Regional High School

**+ NEW HIRES-COACHES:**

*Kate Hoffman* – Girls Basketball Coach – 2018 Winter Season-Amity Middle School-Orange  
*Robert Burns* – Head Girls Indoor Track Coach – 2018 Winter Season-Amity Regional High School  
*Todd Patterson* – Head Wrestling Coach – 2018 Winter Season-Amity Regional High School

**+ TRANSFERS: NONE**

**+ RESIGNATION(S):**

*Theresa Matthews* – Girls Track Coach – Amity Middle School-Bethany, eff. 10/09/2018  
*Jenny Dressel* – 5 Day Bench Sub – Amity Middle School-Bethany, eff. 10/19/2018  
*Todd Patterson* – Assistant Wrestling Coach – Amity Regional High School, eff. 10/29/2018  
*Robert Burns* – Asst. Indoor Track Coach – Amity Regional High School, eff. 10/29/2018

**+ RETIREMENT(S): NONE**

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**Bethany Orange Woodbridge**  
**25 Newton Road, Woodbridge, Connecticut 06525**  
**(203) 397-4811**

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**James A. Connelly**  
**Interim Superintendent of Schools**

**SUPERINTENDENT'S UPDATE – NOVEMBER 2018**

*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.*

**District**

- Please note that this will be my last update as Interim Superintendent of Schools in Amity. Jennifer Byars will start her duties on November 15<sup>th</sup>. I will have a brief exit report presentation at the November 12, 2018 Board of Education meeting.
- A delegation of educators from China will visit both of our middle schools on November 13<sup>th</sup> in the morning. They are part of an exchange program sponsored by Connecticut Association of Schools (CAS). Our District was chosen as an outstanding middle school model.
- The Amity Youth Survey is on the November 12, 2018 Board of Education meeting for your endorsement. If approved, the survey will be administered to all 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> graders on November 21<sup>st</sup>. Information about the survey was sent to you on November 1<sup>st</sup>.
- The Information Technology (IT) Department has changed our email address to [firstname.lastname@reg5.org](mailto:firstname.lastname@reg5.org) from [firstname.lastname@reg5.k12.ct.us](mailto:firstname.lastname@reg5.k12.ct.us). This change brings us into the 21<sup>st</sup> century. Both addresses will work until June 2019. After that date the new address must be used.
- Pat Rose of Rose Tiso & Co LLC will be present at the November 12<sup>th</sup> Board of Education meeting to summarize the recommendations made to the Ad Hoc School Safety Committee at its meeting held on November 7<sup>th</sup>. This will be held in Executive Session.

**Amity Regional High School**

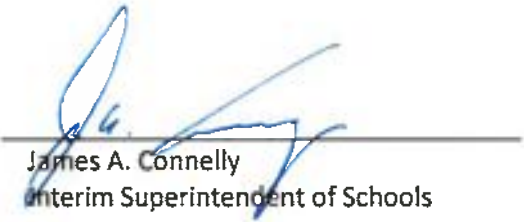
- **Day of Dialogue:** On October 19<sup>th</sup>, the high school held a special programming called "Being the Change: Day of Dialogue" to address systemic issues and aspects of race, implicit bias and our reaction to both. This important day continued the conversation which began at the end of last school year with the reveal of the OBOA 2018 title *All American Boys*.
- **NEASC Self-Study:** The high school faculty, staff and administrators continue their work with the self-study report this year, dedicating much of the professional development day on November 6<sup>th</sup> to gathering information, review data and compiling parts of the report. The final product, which will be completed by the end of the school year, will yield a comprehensive self-reflection of the school's complete program, including curriculum, instruction, assessment, school culture, core values and resources.
- **Fall Sports:** The regular fall sports season has come to a close and we have entered in to the post season, with most ARHS teams continuing on with their season.
- **Music in Motion:** On Friday and Saturday, November 9<sup>th</sup> and 10<sup>th</sup>, the high school band and choir programs hosted the annual *Music in Motion*. This year's event was a huge success.

### Amity Middle School Bethany

- On September 26th we conducted a Practice Lockdown drill with the help of Tfc. Dave Merriam, the Bethany Resident State Trooper. The drill lasted approximately 30 minutes and was taken very seriously by the staff and students. We also conducted a fire drill on October 5th during a lunch period. This was a recommendation from the security audit, and this drill was also assisted by Tfc. Dave Merriam.
- On October 9th the entire school participated in a day of making connections through Narrative4 story exchanges and team building activities. Seventh and eighth grade students were paired up to share their stories and then participate in a variety of team-building activities to promote acceptance and help develop a positive school climate.
- 116 eighth graders went on a field trip to Washington DC October 10th through October 12th. Their itinerary was packed with a number of educational visits to places like Mount Vernon, Library of Congress, Capitol Building, Lincoln Memorial, Vietnam War Memorial, and many more.

### Amity Middle School Orange

- In honor of Veteran's Day, AMSO seventh grade students collected treats and supplies and put together over 40 care packages to be sent to our servicemen overseas. We expect the packages to be delivered in time for the holidays. Eighth grade students toured the Veteran's Memorial Museum in West Haven. While at the Museum students met with veterans who shared stories and provided students with a wealth of information regarding the military life dating as far back as the colonial period through today.
- The AMSO Student Council hosted our annual Halloween Dance. More than 120 students attended in costume. Several staff members chaperoned the event and shared a wonderful evening with our students.
- AMSO participated in Mix-it-Up-at-Lunch Day, a nation-wide event sponsored by the organization, Teaching Tolerance. Students enjoyed special activities during lunchtime, and students were encouraged to switch seats and talk with someone new. By taking a risk and sitting with a new lunch table students crossed the lines of division in a safe, supportive environment; met new people; and helped build an inclusive and welcoming school community.



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James A. Connelly  
Interim Superintendent of Schools

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 acid neutralization tank in the auto shop at Amity Regional High School backed up. Debris was found in the outlet into the stone media. The clog was cleared and a cleanout was added to make clearing future problems much easier.
- The blower motor for the air handling unit that serves the gym at Amity Middle School, Orange Campus, failed. A new motor was purchased and installed by in-house personnel.
- New signs that were purchased by the Athletics Department were hung on the side of the field house at Amity Regional High School.
- The ice machine stopped working in the field house at Amity Regional High School. The problem was diagnosed and repairs were facilitated by in-house personnel.
- All pieces of snow removal equipment at all three schools were serviced and prepared for winter use by in-house personnel.
- Several roof leaks were identified and repaired under warranty by our roofing contractor at Amity Regional High School and both middle schools. Annual roof preventive maintenance and inspections were also performed at all three schools.
- The boilers at all three schools received their annual preventive maintenance service, cleaning, and burner tuning in preparation for the upcoming heating season.
- The cooling equipment at all three schools was shut down and winterized by in-house personnel.

### Projects in process:

- The electrical/arc flash studies (recently approved by the BOE) by vanZelm Engineering at both middle schools are underway. Bethany has been completed and Orange is still in progress. SNEET will be here early November to adjust the breaker settings.
- The lightning strike in July damaged the controllers for the sewage ejection pumps at Amity Middle School, Orange Campus. As a result, the pit flooded damaging the electrical and control components. Temporary modifications have been made to operate the system and parts and contracted repairs are ordered to bring the system back to normal operation. The bills and estimates have been submitted to the insurance company for consideration.

### Outstanding issues to be addressed:

- None at this time.

# AMITY REGIONAL SCHOOL DISTRICT NO.5

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



*Mr. James Connelly*  
*Superintendent of Schools*

*Dr. Marie McPadden*  
*Director of Curriculum*  
*& Staff Development*

*Mary Raiola*  
*Director of Pupil Services*

*Theresa Lumas*  
*Director of Finance*  
*& Administration*

*Kristi Bellara*  
*Coordinator of*  
*Pupil Services*

*Jim Saisa*  
*Director of Facilities*

To: James Connelly, Interim Superintendent of Schools

Cc: Theresa Lumas, Director of Finance and Administration

From: Scott Cleary, Assistant Director of Finance and Administration

Date: October 31, 2018

Re: Permanent Single Agreement (ED-099) to Participate in the Child Nutrition Programs

The United States Department of Agriculture (USDA), through the Connecticut State Department of Education (CSDE), is requiring each school food authority (SFA) with a current single permanent agreement in place to administer any combination of the USDA Child Nutrition Programs (CNPs) to sign an updated agreement between the SFA, CSDE and USDA.

Currently, Amity has a permanent agreement with the USDA to participate in the National School Lunch Program (NSLP) at all schools, and the School Breakfast Program (SBP) at the high school only. The new Agreement is more robust in its language to outline the responsibilities of both the CSDE and the SFA as they pertain to each CNP. The new agreement does not change any responsibilities of Amity or any operations of the School Nutrition Program.

To continue participation in the National School Lunch Program and the School Breakfast Program, the Board of Education must authorize the Superintendent, Director of Finance and Administration, and the Board Secretary to sign the updated agreement. I have checked with the CSDE and they have advised me that, to avoid duplicate paperwork, the board can authorize the incoming Superintendent to sign the form when she starts her service.

## **Amity Finance Committee:**

*Motion to recommend to the Amity Board of Education to authorize incoming Superintendent Dr. Jennifer Byars, Director of Finance and Administration Theresa Lumas, and Board of Education Secretary Sheila McCreven to sign the updated permanent single agreement (ED-099) to continue participation in the Child Nutrition Programs.*

## **Amity Board of Education:**

*Motion by the Amity Board of Education to authorize incoming Superintendent Dr. Jennifer Byars, Director of Finance and Administration Theresa Lumas, and Board of Education Secretary Sheila McCreven to sign the updated permanent single agreement (ED-099) to continue participation in the Child Nutrition Programs.*

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2018-2019**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2017-2018</b>	<b>2018-2019</b>	<b>SEPT 18</b>	<b>CHANGE</b>	<b>OCT 18</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.))</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	MEMBER TOWN ALLOCATIONS	47,465,355	48,190,256	48,190,256	0	48,190,256	0	FAV
2	OTHER REVENUE	267,094	186,902	220,477	29,717	250,194	63,292	FAV
3	OTHER STATE GRANTS	784,807	573,805	573,805	0	573,805	0	FAV
4	MISCELLANEOUS INCOME	46,692	75,572	103,912	0	103,912	28,340	FAV
5	BUILDING RENOVATION GRANTS	6,363	0	0	0	0	0	FAV
6	<b>TOTAL REVENUES</b>	<b>48,570,311</b>	<b>49,026,535</b>	<b>49,088,450</b>	<b>29,717</b>	<b>49,118,167</b>	<b>91,632</b>	<b>FAV</b>
7	SALARIES	25,131,107	25,985,048	25,870,557	(64,662)	25,805,895	(179,153)	FAV
8	BENEFITS	4,985,420	6,092,697	6,080,842	0	6,080,842	(11,855)	FAV
9	PURCHASED SERVICES	7,393,566	8,495,258	8,195,380	(8,756)	8,186,624	(308,634)	FAV
10	DEBT SERVICE	4,406,650	4,595,576	4,567,838	0	4,567,838	(27,738)	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,899,440	2,978,862	2,941,577	23,300	2,964,877	(13,985)	FAV
12	EQUIPMENT	348,591	380,655	380,655	0	380,655	0	FAV
13	IMPROVEMENTS / CONTINGENCY	155,745	331,000	331,000	(23,300)	307,700	(23,300)	FAV
14	DUES AND FEES	128,868	167,439	167,439	0	167,439	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	<b>TOTAL EXPENDITURES</b>	<b>45,449,387</b>	<b>49,026,535</b>	<b>48,535,288</b>	<b>(73,418)</b>	<b>48,461,870</b>	<b>(564,665)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>3,120,924</b>	<b>0</b>	<b>553,162</b>	<b>103,135</b>	<b>656,297</b>	<b>656,297</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	86,227	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	<b>NET BALANCE / (DEFICIT)</b>	<b>3,207,151</b>	<b>0</b>	<b>553,162</b>	<b>103,135</b>	<b>656,297</b>	<b>656,297</b>	<b>FAV</b>

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 2018-2019**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2017-2018</b>	<b>2018-2019</b>	<b>SEPT 18</b>	<b>CHANGE</b>	<b>OCT 18</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	BETHANY ALLOCATION	9,341,182	9,295,901	9,295,901	0	9,295,901	0	FAV
2	ORANGE ALLOCATION	23,626,829	24,181,870	24,181,870	0	24,181,870	0	FAV
3	WOODBIDGE ALLOCATION	14,497,344	14,712,485	14,712,485	0	14,712,485	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>47,465,355</b>	<b>48,190,256</b>	<b>48,190,256</b>	<b>0</b>	<b>48,190,256</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	3,494	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	33,092	29,000	30,500	(1,500)	29,000	0	FAV
7	INVESTMENT INCOME	70,343	20,000	50,000	10,000	60,000	40,000	FAV
8	ATHLETICS	29,330	23,000	23,000	0	23,000	0	FAV
9	TUITION REVENUE	106,135	88,460	90,535	18,107	108,642	20,182	FAV
10	TRANSPORTATION INCOME	24,700	23,400	23,400	3,110	26,510	3,110	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>267,094</b>	<b>186,902</b>	<b>220,477</b>	<b>29,717</b>	<b>250,194</b>	<b>63,292</b>	<b>FAV</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	784,807	573,805	573,805	0	573,805	0	FAV
15	<b>OTHER STATE GRANTS</b>	<b>784,807</b>	<b>573,805</b>	<b>573,805</b>	<b>0</b>	<b>573,805</b>	<b>0</b>	<b>FAV</b>
16	RENTAL INCOME	23,530	21,000	21,000	0	21,000	0	FAV
17	INTERGOVERNMENTAL REVENUE	8,422	29,572	29,572	0	29,572	0	FAV
18	OTHER REVENUE	14,740	25,000	53,340	0	53,340	28,340	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>46,692</b>	<b>75,572</b>	<b>103,912</b>	<b>0</b>	<b>103,912</b>	<b>28,340</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>48,570,311</b>	<b>49,026,535</b>	<b>49,088,450</b>	<b>29,717</b>	<b>49,118,167</b>	<b>91,632</b>	<b>FAV</b>

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 2018-2019**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2017-2018</b>	<b>2018-2019</b>	<b>SEPT 18</b>	<b>CHANGE</b>	<b>OCT 18</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	5111-CERTIFIED SALARIES	20,730,652	21,397,312	21,284,732	(58,919)	21,225,813	(171,499)	FAV
2	5112-CLASSIFIED SALARIES	4,400,455	4,587,736	4,585,825	(5,743)	4,580,082	(7,654)	FAV
3	<b>SALARIES</b>	<b>25,131,107</b>	<b>25,985,048</b>	<b>25,870,557</b>	<b>(64,662)</b>	<b>25,805,895</b>	<b>(179,153)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	341,418	374,913	374,913	0	374,913	0	FAV
5	5210-FICA - ER	273,821	283,586	288,739	0	288,739	5,153	UNF
6	5220-WORKERS' COMPENSATION	227,763	246,900	226,826	0	226,826	(20,074)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	2,973,210	4,083,941	4,083,941	0	4,083,941	0	FAV
8	5860-OPEB TRUST	105,537	62,910	62,910	0	62,910	0	FAV
9	5260-LIFE INSURANCE	42,431	45,537	45,537	0	45,537	0	FAV
10	5275-DISABILITY INSURANCE	9,634	9,924	10,248	0	10,248	324	UNF
11	5280-PENSION PLAN - CLASSIFIED	886,831	892,845	892,845	0	892,845	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	59,878	64,867	67,609	0	67,609	2,742	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	19,936	1,921	1,921	0	1,921	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	1,000	1,000	0	1,000	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	25,477	1,000	1,000	0	1,000	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	18,120	21,353	21,353	0	21,353	0	FAV
16	5291-CLOTHING ALLOWANCE	1,364	2,000	2,000	0	2,000	0	FAV
17	<b>BENEFITS</b>	<b>4,985,420</b>	<b>6,092,697</b>	<b>6,080,842</b>	<b>0</b>	<b>6,080,842</b>	<b>(11,855)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	29,165	28,500	28,500	0	28,500	0	FAV
19	5327-DATA PROCESSING	88,180	93,590	93,590	0	93,590	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,299,495	1,332,265	1,332,265	0	1,332,265	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	87,412	119,185	119,185	0	119,185	0	FAV
22	5510-PUPIL TRANSPORTATION	2,570,618	2,995,119	2,886,217	27,231	2,913,448	(81,671)	FAV
23	5521-GENERAL LIABILITY INSURANCE	233,069	242,601	232,057	1,975	234,032	(8,569)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	133,299	163,224	163,224	0	163,224	0	FAV
25	5560-TUITION EXPENSE	2,843,895	3,427,580	3,247,148	(37,962)	3,209,186	(218,394)	FAV
26	5590-OTHER PURCHASED SERVICES	108,433	93,194	93,194	0	93,194	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,393,566</b>	<b>8,495,258</b>	<b>8,195,380</b>	<b>(8,756)</b>	<b>8,186,624</b>	<b>(308,634)</b>	<b>FAV</b>

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 2018-2019**

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2017-2018</b>	<b>2018-2019</b>	<b>SEPT 18</b>	<b>CHANGE</b>	<b>OCT 18</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./((DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
28	5830-INTEREST	821,650	745,576	717,838	0	717,838	(27,738)	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,585,000	3,850,000	3,850,000	0	3,850,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,406,650</b>	<b>4,595,576</b>	<b>4,567,838</b>	<b>0</b>	<b>4,567,838</b>	<b>(27,738)</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	681,767	703,234	684,323	0	684,323	(18,911)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	791,402	723,928	723,928	23,300	747,228	23,300	UNF
33	5611-INSTRUCTIONAL SUPPLIES	365,334	396,905	396,905	0	396,905	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,867	219,965	219,965	0	219,965	0	FAV
35	5620-OIL USED FOR HEATING	36,861	46,500	44,128	0	44,128	(2,372)	FAV
36	5621-NATURAL GAS	69,877	52,512	52,512	0	52,512	0	FAV
37	5627-TRANSPORTATION SUPPLIES	106,718	151,900	135,898	0	135,898	(16,002)	FAV
38	5641-TEXTS & DIGITAL RESOURCES	109,193	176,013	176,013	0	176,013	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	19,777	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	516,644	486,290	486,290	0	486,290	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,899,440</b>	<b>2,978,862</b>	<b>2,941,577</b>	<b>23,300</b>	<b>2,964,877</b>	<b>(13,985)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	96,128	215,879	215,879	0	215,879	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	252,463	164,776	164,776	0	164,776	0	FAV
44	<b>EQUIPMENT</b>	<b>348,591</b>	<b>380,655</b>	<b>380,655</b>	<b>0</b>	<b>380,655</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	102,494	50,000	50,000	0	50,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	0	0	0	(23,300)	(23,300)	(23,300)	FAV
46	5720-IMPROVEMENTS TO SITES	53,251	31,000	31,000	0	31,000	0	FAV
47	5850-DISTRICT CONTINGENCY	130,410	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(130,410)	0	0	0	0	0	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>155,745</b>	<b>331,000</b>	<b>331,000</b>	<b>(23,300)</b>	<b>307,700</b>	<b>(23,300)</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	21,347	22,432	22,432	0	22,432	0	FAV
50	5581-TRAVEL - CONFERENCES	21,105	35,975	35,975	0	35,975	0	FAV
51	5810-DUES & FEES	86,416	109,032	109,032	0	109,032	0	FAV
52	<b>DUES AND FEES</b>	<b>128,868</b>	<b>167,439</b>	<b>167,439</b>	<b>0</b>	<b>167,439</b>	<b>0</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
54	<b>ESTIMATED UNSPENT BUDGETS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>45,449,387</b>	<b>49,026,535</b>	<b>48,535,288</b>	<b>(73,418)</b>	<b>48,461,870</b>	<b>(564,665)</b>	<b>FAV</b>

Column 7: FAV=Favorable Variance  
Revenues: At or OVER budget  
Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2018-2019**



**OCTOBER 2018**

**2018-2019 FORECAST**

**OVERVIEW**

The projected unspent fund balance for this fiscal year is *\$656,297 FAV previously \$553,162 FAV*, which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is *\$91,632 FAV previously \$61,915 FAV*, which appears on page 2, column 6, line 22.

**LINE 5 on Page 2: ADULT EDUCATION:**

The forecast is based on projected State payments.

**LINE 7 on Page 2: INVESTMENT INCOME:**

The budget is based on the expectation interest rates will remain steady and revenue will exceed the budget, *\$60,000 FAV, previously \$50,000 FAV*.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2018	0.395%	1.96%
August	0.396%	1.99%
September	0.397%	2.01%
October	0.397%	2.18%

**LINE 8 on Page 2: ATHLETICS:**

The forecast is based on historical data for revenue collected.

**LINE 9 on Page 2: TUITION REVENUE:**

The budget is based on five tuition students. The actual tuition charged is higher than budgeted since the rate is set after the budget referendum is past. One new tuition student enrolled in the District, however one tuition student moved into the District. *The projected variance is \$20,182 FAV previously \$2,075 FAV with one new tuition student registered.*

**LINE 10 on Page 2: TRANSPORTATION INCOME:**

*The forecast is based on projected State payments for magnet school transportation only, currently \$3,110 FAV due to increased costs reported.*

**LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:**

The current projection based on budgeted costs for placements and transportation. This is based on a 75% reimbursement rate. The excess cost reimbursement rate for FY18 was at a 75.51%.

**LINE 16 on Page 2: RENTAL INCOME:**

The forecast is based on a budget.

**LINE 17 on Page 2: INTERGOVERNMENTAL INCOME:**

The forecast is based on the budget for shared services agreement with the Town of Woodbridge and the Woodbridge Board of Education for technology services.

**LINE 18 on Page 2: OTHER REVENUE:**

The forecast reflects insurance payments received in 2018-2019 from CIRMA for the May 2018 storm damage. Expenses were charged to 2017-2018 fiscal year so the reimbursements are applied toward miscellaneous income, a ***\$28,340 FAV previously \$28,340 FAV variance.***

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is ***\$564,665 FAV previously \$491,247 FAV*** which appears on page 4, column 6, line 55.

**LINE 1 on Page 3: 5111-CERTIFIED SALARIES:**

There are a few positions that are currently filled with a substitute and a permanent replacement is either in transition or the District is still seeking a permanent replacement. Summer work is currently less than budgeted, \$11,973 FAV. ***Forecast estimates \$171,499 FAV, previously \$70,499 FAV savings in vacant positions and \$41,169 in additional turnover savings.***

**LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:**

***Classified staff costs are expected to be \$7,654 under budget due to staff turnover.***

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

The forecast is based on the budget for current staff.

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

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Member equity distribution was received for \$20,074 FAV.

**LINES 7 on Page 3: 5255-MEDICAL AND DENTAL INSURANCE:**

The forecast assumes actual claims of current employees and retirees will be the same as the budget. The projected monthly budget is based on an average of five years of claims. ***Claims are running higher based on the 5-year average, \$82,206 UNF previously \$190,225 UNF; fees are currently \$123,124 FAV previously \$93,046 FAV compared to 5-year average (important to note that Anthem has changed fee structure this year); Claims and fees for August through October are updated to reflect revised billing information received from Anthem.*** Employer contributions to employee HSA accounts are \$3,583 FAV, retiree payments are \$48,382 FAV and employee contributions are \$28,033 UNF. The forecast is currently projecting the account will be neutral for the year.

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2018-2019 ACTUAL</b>	<b>2018-2019 BUDGET</b>	<b>VARIANCE</b>	<b>2017-2018 ACTUAL</b>	<b>2016-2017 ACTUAL</b>
<b>JUL</b>	<b>\$ 292,718</b>	\$ 298,006	\$ (5,288)	\$ 254,849	\$ 309,902
<b>AUG</b>	<b>\$ 282,192</b>	\$ 319,785	\$ (37,593)	\$ 374,433	\$ 466,996
<b>SEP</b>	<b>\$ 376,576</b>	\$ 235,833	\$ 140,743	\$ 219,176	\$ 250,040
<b>OCT</b>	<b>\$ 245,938</b>	\$ 261,594	\$ (15,656)	\$ 271,340	\$ 250,625
<b>NOV</b>	\$ 292,449	\$ 292,449	\$ -	\$ 353,747	\$ 307,308
<b>DEC</b>	\$ 353,542	\$ 353,542	\$ -	\$ 318,839	\$ 482,363
<b>JAN</b>	\$ 247,879	\$ 247,879	\$ -	\$ 191,730	\$ 178,047
<b>FEB</b>	\$ 224,414	\$ 224,414	\$ -	\$ 172,313	\$ 308,703
<b>MAR</b>	\$ 270,133	\$ 270,133	\$ -	\$ 288,923	\$ 282,399
<b>APR</b>	\$ 273,673	\$ 273,673	\$ -	\$ 213,346	\$ 219,690
<b>MAY</b>	\$ 304,880	\$ 304,880	\$ -	\$ 343,550	\$ 449,993
<b>JUN</b>	\$ 258,261	\$ 258,261	\$ -	\$ 253,461	\$ 301,248
<b>TOTALS</b>	<b>\$ 3,422,655</b>	<b>\$ 3,340,449</b>	<b>\$ 82,206</b>	<b>\$ 3,255,706</b>	<b>\$3,807,314</b>

**ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS**

<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 ACTUAL</b>	<b>2018-2019 FORECAST</b>
87.3%	99.9%	85.2%	72.1%	<b>102.5%</b>

**Note: 2018-2019 FORECAST** of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

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

<b>MONTH</b>	<b>2018-2019 ACTUAL</b>	<b>2018-2019 BUDGET</b>	<b>VARIANCE</b>	<b>2017-2018 ACTUAL</b>	<b>2016- 2017 ACTUAL</b>
<i>JUL</i>	\$ 63,793	\$ 97,295	\$ (33,502)	\$ 84,939	\$ 79,407
<i>AUG</i>	\$ 60,070	\$ 100,327	\$ (40,257)	\$ 96,820	\$ 101,465
<i>SEP</i>	\$ 63,599	\$ 89,693	\$ (26,094)	\$ 73,886	\$ 75,692
<i>OCT</i>	\$ 63,213	\$ 86,484	\$ (23,271)	\$ 85,237	\$ 80,902
<i>NOV</i>	\$ 52,589	\$ 52,589	\$ -	\$ 58,958	\$ 46,802
<i>DEC</i>	\$ 46,867	\$ 46,867	\$ -	\$ 45,657	\$ 42,983
<i>JAN</i>	\$ 45,107	\$ 45,107	\$ -	\$ 45,850	\$ 41,762
<i>FEB</i>	\$ 46,952	\$ 46,952	\$ -	\$ 45,666	\$ 42,203
<i>MAR</i>	\$ 44,907	\$ 44,907	\$ -	\$ 45,850	\$ 42,080
<i>APR</i>	\$ 44,302	\$ 44,302	\$ -	\$ 46,217	\$ 42,032
<i>MAY</i>	\$ 44,446	\$ 44,446	\$ -	\$ 46,034	\$ 42,101
<i>JUN</i>	\$ 44,521	\$ 44,521	\$ -	\$ 46,401	\$ 41,807
<b>TOTALS</b>	<b>\$ 620,367</b>	<b>\$ 743,492</b>	<b>\$ (123,124)</b>	<b>\$ 721,515</b>	<b>\$ 679,235</b>

**LINE 9 on Page 3: 5260-LIFE INSURANCE:**

The forecast is based on the current staff.

**LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

The forecast is based on the current staff.

**LINE 11 on Page 3: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:**

*The forecast projects the District's contribution will be over budget \$2,742 UNF.*

**LINE 19: on Page 3 5327-DATA PROCESSING:**

**LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is a projected variance of \$81,671 FAV previously \$108,902 FAV. The forecast is based on the current transportation needs of the students.

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:**

The bid for student accident insurance came in \$10,544 FAV under budget. *Coverage was increased in two areas of the general liability policy based on recommendations with our insurance consultant resulting in an increased premium of \$1,975 UNF, net account variance is projected at \$8,569 FAV.*

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

Tuition has a projected variance of \$218,394 FAV, previously \$180,432 FAV. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of \$40,235 FAV previously \$36,391 FAV. Vo-Ag Enrollment is down by one student and magnet/charter school enrollment is down by 2 students.

	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 ACTUAL</b>	<b>FY18-19 BUDGET</b>	<b>FY18-19 FORECAST</b>
Sound	5	4	3	4	6	<b>6</b>
Trumbull	2	3	3	6	7	<b>4</b>
Nonnewaug	1	<b>3(5)<sup>a</sup></b>	3	4	4	<b>6</b>
Common Ground Charter HS	1	1	1	0	0	<b>0</b>
ACES Wintergreen Magnet	0	0	0	0	0	<b>0</b>
King Robinson Magnet	0	1	1	0	0	<b>0</b>
Engineering Science Magnet	0	0	0	1	1	<b>0</b>
Highville Charter School	0	0	0	1	1	<b>0</b>
<b>Totals</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>16</b>	<b>19</b>	<b>16(16)</b>

Note <sup>a</sup>: Two students left on April 15, 2016.

ECA has a projected variance of **\$17,960 UNF (one student withdrew), previously \$17,960 UNF** due to higher enrollment.

	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 ACTUAL</b>	<b>FY18-19 BUDGET</b>	<b>FY18-19 FORECAST</b>
<b>ECA</b>	<b>26</b>	<b>22</b>	<b>15</b>	<b>19</b>	<b>20</b>	<b>24(24)</b>

Public (ACES) and private out-of-district placements has a projected variance of **\$196,119 FAV, previously \$162,001 FAV**. Currently 3 less students are outplaced compared to the budget.

	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 ACTUAL</b>	<b>FY18-19 BUDGET</b>	<b>FY18-19 FORECAST</b>
Public SPED	10	6	8	8	13	<b>10</b>
Private SPED	24	26	27	20	24	<b>24(24)</b>
<b>Totals</b>	<b>34</b>	<b>32</b>	<b>35</b>	<b>28</b>	<b>37</b>	<b>34(34)</b>

**LINE 28 on Page 4: 5830-INTEREST:**

The District refinanced existing debt in a bond sale on May 15, 2018. The projected savings were greater than budgeted by \$27,738 FAV.

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

The 2018-2019 budget for electricity assumes the use of 3,644,427 kilowatt hours at an average price of \$0.16925 per kilowatt hour, or a cost of \$616,819. *To date we have only received a partial invoice and are working with our supplier for a complete invoice. Electricity data is currently not available.*

**ELECTRICITY (KILOWATT HOURS)**

<b>MONTH</b>	<b>2018-2019 FORECAST</b>	<b>2018-2019 BUDGET</b>	<b>VARIANCE</b>	<b>2017-2018 ACTUAL</b>	<b>2016-2017 ACTUAL</b>
JUL	319,464	319,464	-	<b><i>259,046</i></b>	308,892
AUG	345,640	345,640	-	<b><i>286,777</i></b>	363,040
SEP	343,905	343,905	-	<b><i>285,740</i></b>	336,638
OCT	294,613	294,613	-	<b><i>280,876</i></b>	280,809
NOV	283,083	283,083	-	<b><i>259,631</i></b>	283,913
DEC	283,808	283,808	-	<b><i>272,198</i></b>	271,495
JAN	287,666	287,666	-	<b><i>266,633</i></b>	271,495
FEB	299,349	299,349	-	<b><i>267,529</i></b>	281,139
MAR	293,600	293,600	-	<b><i>254,042</i></b>	274,324
APR	287,107	287,107	-	<b><i>268,701</i></b>	271,093
MAY	289,662	289,662	-	<b><i>226,981</i></b>	290,167
JUN	316,530	316,530	-	<b><i>226,863</i></b>	270,748
<b>Totals</b>	<b>3,644,427</b>	<b>3,644,427</b>	<b>-</b>	<b>3,155,017</b>	<b>3,503,753</b>

**Note: 2017-2018 Actual Kilowatt Hours shown in bold italics.**

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

The budget for propane is \$2,415. The forecast is these charges will be on budget.

The budget for water is \$44,000. The forecast is these charges will be on budget.

Sewer costs are budgeted at \$40,000. The forecast projects this usage will be under budget, ***\$18,911 FAV***. Jim Saisa negotiated to have the meter on the fuel cell reduced since all the waste water does not inject into the sewer system, \$10,840 FAV and remaining is reduced water usage from previous year.

**DEGREE DAYS**

There are 195 degree days to date compared to 78 last year at this time.

**LINE 35 on Page 4: 5620-OIL:**

Budget for the year is \$46,500. This is for a total of 20,000 gallons of heating oil at \$2.25 per gallon. The bid price came in at \$2.1314 for a projection of ***\$2,372 FAV***.

**LINE 36 on Page 4: 5621-NATURAL GAS:**

Budget for the year is \$52,512. The forecast is these charges will be on budget

**LINE 37 on Page 4: 5627-TRANSPORTATION SUPPLIES:**

Budget for the year is \$151,900. This is for a total of 62,000 gallons of diesel fuel at \$2.45 per gallon. The bid price came in at \$2.1919 for a projection of \$16,002 FAV.

**LINE 45a on Page 4: 5850-FACILITIES CONTINGENCY:**

The budget includes a \$100,000 contingency for unplanned, necessary facility expenditures. The forecast assumes these funds will be entirely used. *A budget transfer is requested in the packet for \$23,300 for replacing the domestic hot water line at the high school.*

**LINE 47 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.



## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2018--2019

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$28,586**

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**\$13,946 Cable Advisory Grant:** One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

**\$10,840 Meter Rate:** Jim Saisa negotiated with a lower rate for one of the sewer meters for the fuel cell. The fuel cell does not inject water into the sewer system and the meter charge was adjusted.

**\$3,800 Science Textbooks:** Enrollment in science course is higher than budgeted and more textbooks were needed. Mr. Amato, the Science Department Chairperson, negotiated with the textbook vendor for complimentary copies to supplement our order.

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 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).

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).

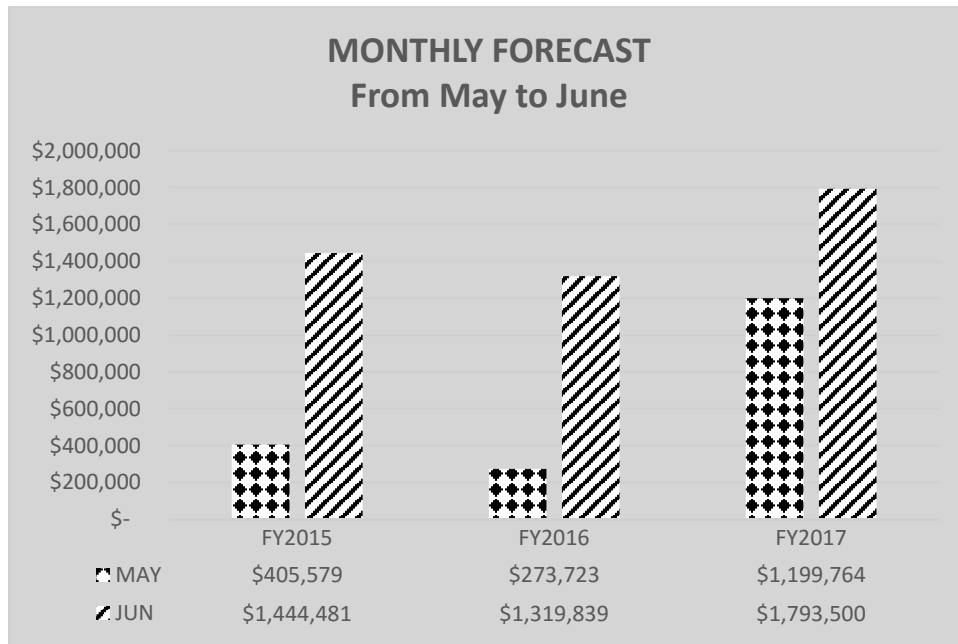
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 have significantly change 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.

**FY2015:**

The projected fund balance was \$1,444,481. The monthly forecast for May 2015 projected a fund balance of \$405,579, or **\$1,038,902 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$137,115:** 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. We use conservative estimates in the forecasts based on past history.
- **\$153,315:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible costs due to two families that were beginning to proceed to due process. No expenditures were incurred in this fiscal year.

- **\$503,754:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned most of these funds to the member towns.
- **\$136,270:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$41,162:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

**FY2016:**

The audited fund balance is \$1,319,839. The monthly forecast for May 2016 projected a fund balance of \$273,723 which included \$427,713 transferred into Capital Reserve and a debt of \$145,086 owed to the State. The change is **\$473,344 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$237,904:** 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. We use conservative estimates in the forecasts based on past history.
- **\$107,099:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Intern were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs.
- **\$85,857:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year. The reimbursement rate was 77.63% which is higher than the budgeted rate of 75%. The prior year adjustment was positive as were the changes in student placements.

**FY2017:**

The audited fund balance for 2016-2017 is \$1,793,498. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$593,736 higher than the prior month's forecast.

- **\$231,098:** 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. We use conservative estimates in the forecasts based on past history.
- **\$129,651:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school

sports and cheerleading did not field a squad. Interns were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.

- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30<sup>th</sup> to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.

APPENDIX C

RECAP OF 2015-2016

**Return Unspent Fund Balance:**

*The cancellation of 2014-2015 encumbrances of \$1,035 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2015-2016, the funds will be returned.*

<i>Bethany</i>	<i>\$ 215</i>
<i>Orange</i>	<i>\$ 509</i>
<i>Woodbridge</i>	<i><u>\$ 310</u></i>
<i>Total</i>	<i><u>\$1,035</u></i>

The audited fund balance for 2015-2016 is \$1,319,839. The Amity Board of Education previously voted to designate \$427,713 for Capital Improvement Projects. There are two other funding requests for discussion at the August 8, 2016 meetings of the Amity Finance Committee and the Amity Board of Education meetings.

**FINANCIAL MANAGEMENT:**

**\$ 318,642**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$136,911. Utilities for electricity, heating oil and natural gas were below budget due to many conservation efforts and price negotiations.

**SPECIAL EDUCATION (NET)**

**\$ 350,967**

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. Any one of these events can have a significant impact, positive or negative, on the District’s special education expenditures. The State reimbursement rate fluctuates throughout the year. The budget forecasted 75% reimbursement rate and the final rate was 77.63%.

**OTHER:**

**\$ 650,230**

**\$395,748:** “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

**\$30,315:** The bid price for workers’ compensation insurance premium was under budget. The payroll audit premium was below budget.

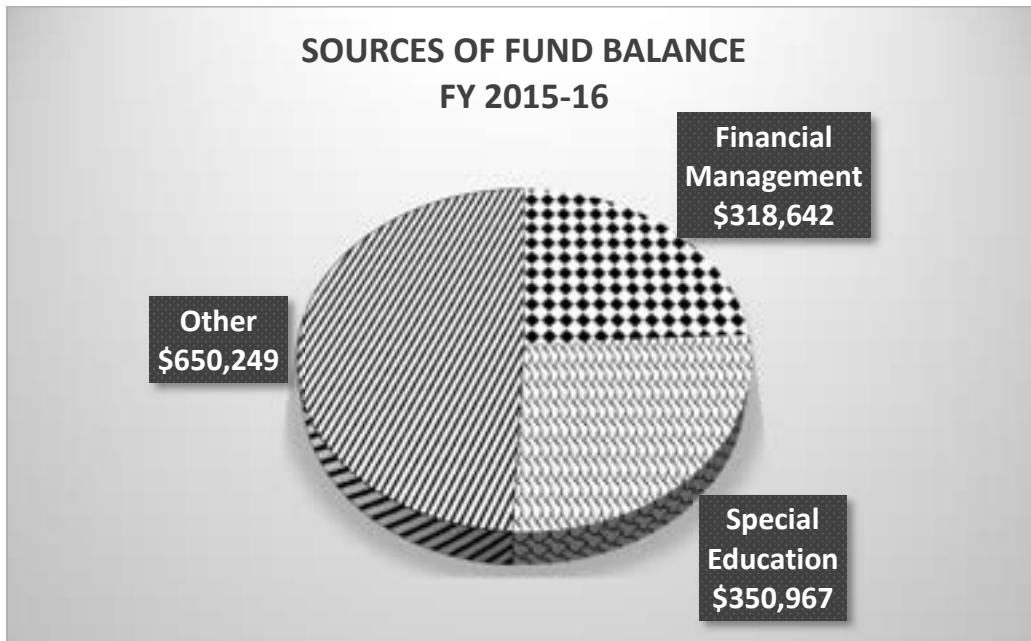
**\$107,099:** Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required

fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

**\$62,385:** The bid for the stone coping repair project at Amity Regional High School was under budget.

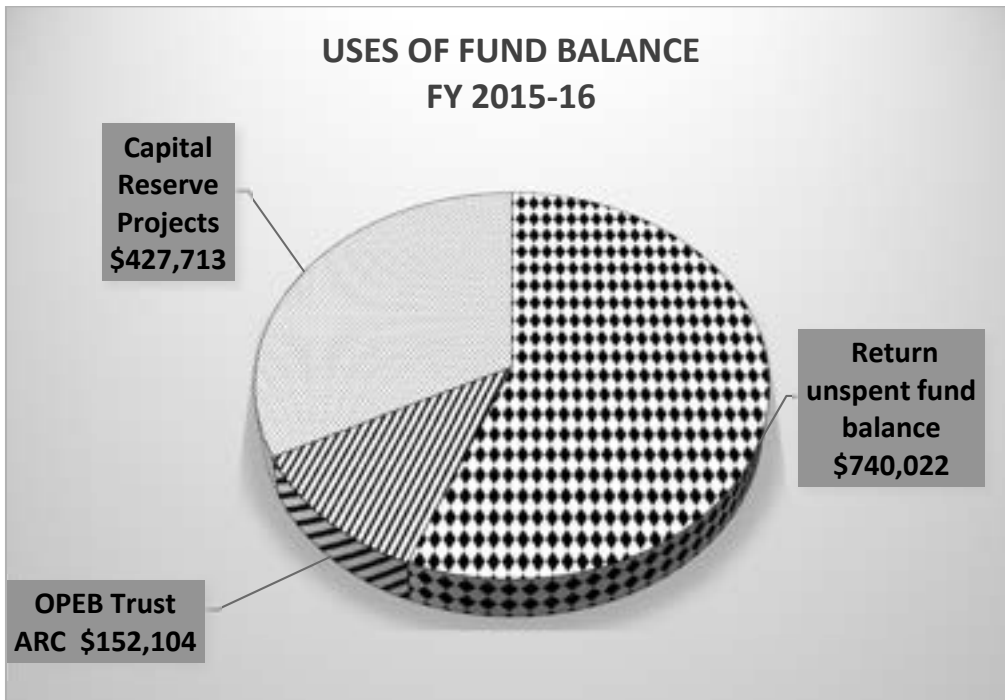
**\$42,438:** Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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



1. **\$740,022** – Return of unspent fund balance pending audit presentation
2. **\$152,104** - Designated for the 2015-2016 OPEB Trust ARC
3. **\$427,713** -Transferred into the Reserve Fund for Capital and Nonrecurring Expenses for a variety of projects. The projects include a lighting retrofit, replacing custodial equipment, renovating gym bleachers, replacing stairwell doors, replacing flooring and drinking fountains.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The *audited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 154,065
Orange	\$ 365,549
Woodbridge	\$ 220,408
<b>Total</b>	<b>\$ 740,022</b>



APPENDIX D

RECAP OF 2016-2017

**Return Unspent Fund Balance:**

*The cancellation of 2015-2016 encumbrances of \$25,133 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. Once the audit is final for 2016-2017, the funds will be returned.*

<i>Bethany</i>	<i>\$ 5,232</i>
<i>Orange</i>	<i>\$ 12,415</i>
<i>Woodbridge</i>	<i>\$ 7,486</i>
<i>Total</i>	<i>\$ 25,133</i>

The audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

**FINANCIAL MANAGEMENT:** **\$ 246,520**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$55,152. Utilities for electricity, heating oil and natural gas were below budget by \$191,368 due to many conservation efforts and price negotiations.

**SPECIAL EDUCATION (NET)** **\$ 477,890**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Some transportation needs were coordinated with the elementary districts to reduce the number of singletons on busses for outplacements. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The State reimbursement rate fluctuates throughout the year. Expenses were down \$790,238 which reduced revenue by \$477,890. The budget forecasted 70% reimbursement rate and the final rate was 76.9%.

**SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):** **\$ 756,654**

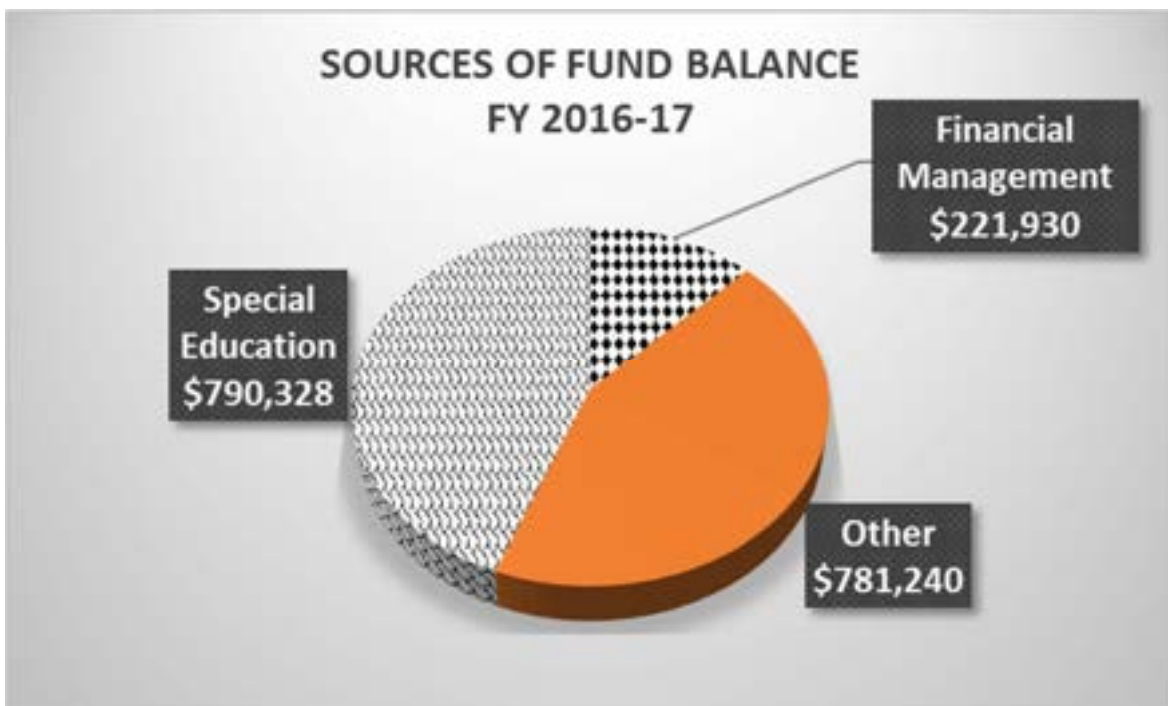
**\$230,437 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

**\$351,480 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other

components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

**\$113,767 PURCHASED SERVICES (OTHER):** Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional’s attendance at PPTs and behavior specialists’ services.

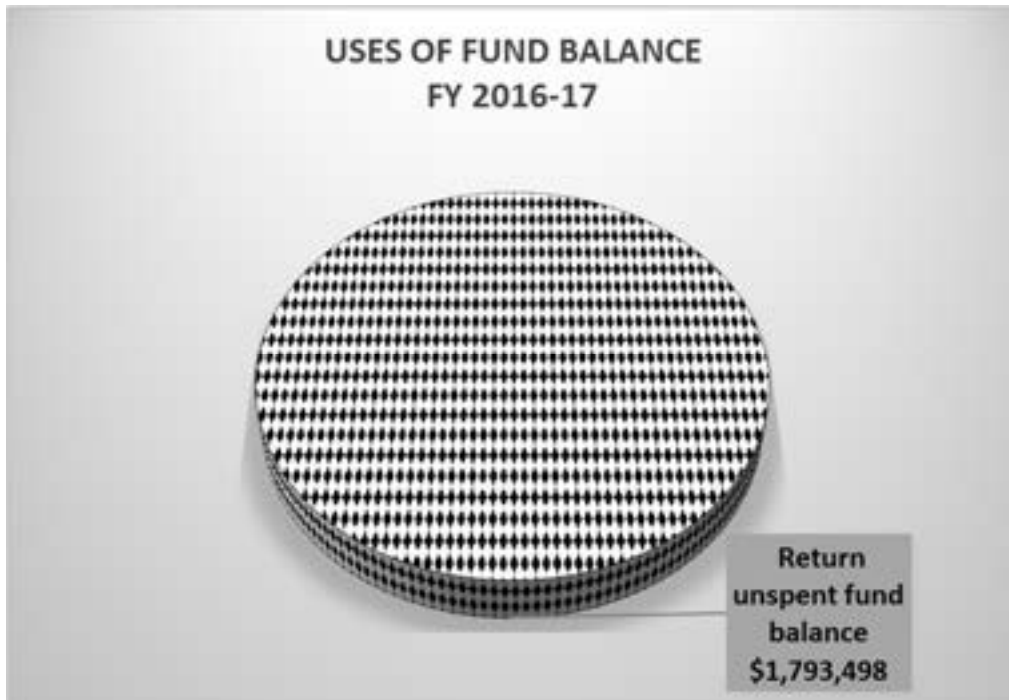
The primary sources of the fund balance are shown graphically below:



The Board of Education approved uses of the fund balance are, as follows:

1. **\$1,793,498** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The *audited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 365,676
Orange	\$ 874,151
Woodbridge	\$ <u>553,671</u>
<b>Total</b>	<b>\$1,793,498</b>

APPENDIX E

RECAP OF 2017-2018

**Return Unspent Fund Balance:**

*The cancellation of 2016-2017 encumbrances of \$86,227 will be returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> 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. Once the audit is final for 2017-2018, the funds will be returned.*

<i>Bethany</i>	<i>\$17,581</i>
<i>Orange</i>	<i>\$42,027</i>
<i>Woodbridge</i>	<i><u>\$26,619</u></i>
<i>Total</i>	<i><u>\$86,227</u></i>

The *preliminary unaudited* fund balance for 2017-2018 is \$3,114,711. These source of the available funds are described below.

**FINANCIAL MANAGEMENT:** **\$ 66,193**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful producing savings of \$38,753. Grant money was applied for and awarded to offset the cost of the CEN for savings of \$27,440

**SPECIAL EDUCATION (NET)** **\$ 996,157**

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.

**OTHER:** **\$ 2,052,361**

**\$342,994 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching positions. Teacher coverages, summer work costs, substitute costs, degree changes and homebound services were less than anticipated.

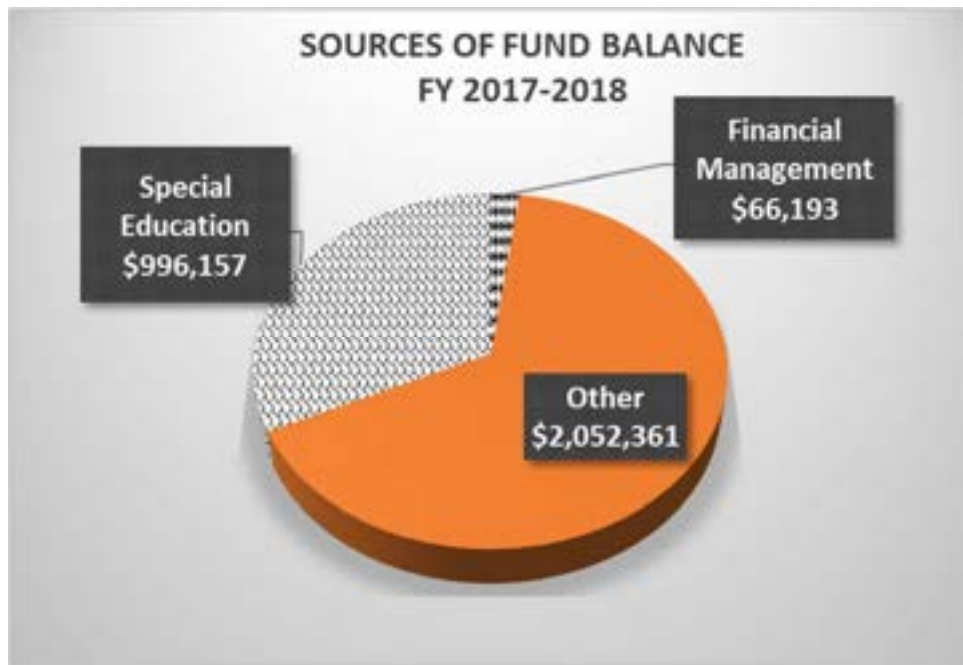
**\$1,395,839 MEDICAL (OTHER):** The net balance of the medical account was under budget. Claims and fees were much lower than budgeted, only costing 72% of expected

claims. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

**\$29,913 FACILITIES (OTHER):** The Director of Facilities manages projects and supplies in a very conservative manner. Many projects were completed in-house including tuck-point repair of the field house, concrete sidewalk patches and step repair, and electrical repairs.

**\$29,177 STAFF TRAVEL, CONFERENCES AND DUES & FEES:** Schedule conflicts precluding some staff from attending conferences, other staff were presenters at conferences and registration fees were waived, and a few less requests from students for contest entries. The appropriate funding level for these accounts will be reviewed in the upcoming budget cycle.

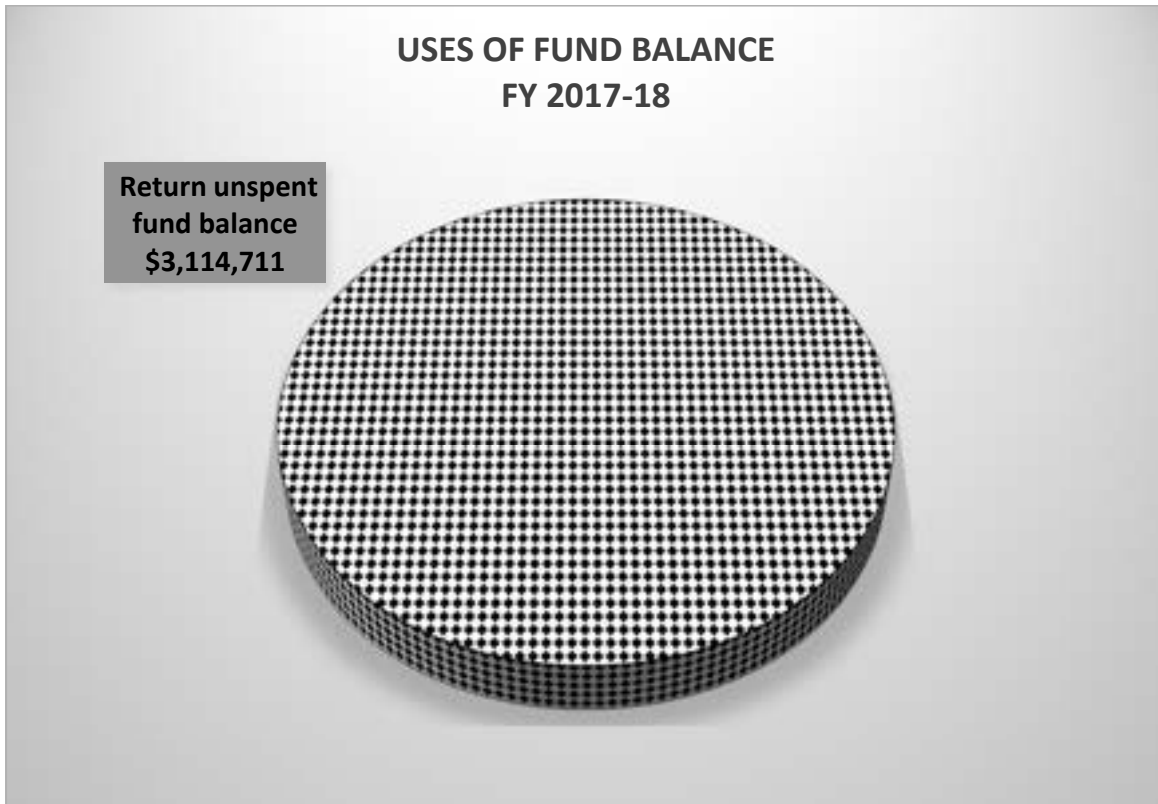
The primary sources of the fund balance are shown graphically below:



The use of the fund balance as voted on in the September 2108 AFC and BOE meetings is as follows:

1. **\$3,114,711** - Return of unspent fund balance per audit.

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The *preliminary unaudited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 612,975
Orange	\$1,550,410
Woodbridge	<u>\$ 951,326</u>
<b>Total</b>	<b>\$3,114,711</b>

<b>FY/Period</b>	<b>Journal</b>	<b>Account</b>	<b>To/From</b>	<b>Description</b>
2019-SEPT	25	0111108-5611 INSTRUCTIONAL SUPPLIES	(2,100.00)	WOODWORKING BENCH
2019-SEPT	25	01111008-5730 EQUIPMENT - NEW	2,100.00	WOODWORKING BENCH
2019-SEPT	60	05142700-5513 IN DISTRICT PRIVATE	880.00	TRANP TO EZRA
2019-SEPT	60	05142700-5512 VO-AG/VO-TECH REG ED	(880.00)	TRANP TO EZRA
2019-SEPT	111	01111010-5420 REPAIRS. MAINTENANCE & CLEANING	(134.00)	FEE/MEMBERSHIP
2019-SEPT	111	01111010-5810 DUES/FEES	134.00	FEE/MEMBERSHIP
2019-OCT	27	01111016-5810 DUES/FEES	(100.00)	BOOKS FOR READING LAB
2019-OCT	27	01111016-5690 OTHER SUPPLIES	100.00	BOOKS FOR READING LAB
2019-OCT	43	02111011-5611 INSTRUCTIONAL SUPPLIES	(300.00)	PURCHASE FLOORING
2019-OCT	43	02111011-5730 EQUIPMENT - NEW	300.00	PURCHASE FLOORING
2019-OCT	52	04121206-5440 RENTALS - LAND, BLDG, EQUIPMENT	(1,000.00)	MILEAGE TO ALBERTUS COLL
2019-OCT	52	04121206-5580 STAFF TRAVEL	1,000.00	MILEAGE TO ALBERTUS COLL

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



**Theresa Lumas**  
**Director of Finance and Administration**  
[terry.lumas@reg5.k12.ct.us](mailto:terry.lumas@reg5.k12.ct.us)

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

To: James Connelly, Interim Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Budget Transfers over \$3,000 - **Fiscal Year 2018-20119**  
Date: November 2, 2018

I recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request(s):

**Facilities:**

Mr. Saisa has requested a budget transfer to cover cost to install a domestic hot water pipe. The domestic hot water pipe that runs underground from the boiler room to the science wing developed a leak. We initiated an emergency repair that involved running a new line above ground complete with insulation and heat trace to prevent freezing. We utilized the same contractor that did the heating line repair under similar circumstances last year. The cost is \$23,300.

I am requesting the funds be transferred from the District improvement/ facilities contingency account to the high school building repair account.

**For the Amity Finance Committee:**

***Recommend the Amity Board of Education approve the following budget transfer to cover the installation of the new domestic hot water line.***

**For the Amity Board of Education:**

***Move to approve the following budget transfer to cover the installation of the new domestic hot water line.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2600-5715	Improvements to Bldgs/Contingency	\$23,300	
03-14-2600-5420	Repairs, Maintenance		\$23,300



**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**AUDIT STATUS REPORT**  
**JUNE 30, 2018**

Status Report as of 11/05/2018

	<b>TESTWORK % COMPLETE</b>	<b>REVIEW % COMPLETE</b>	<b>STATUS/ISSUES</b>
<b>Planning Procedures</b>	100%	100%	No issues noted. Partner review completed.
<b>Documentation and Testing of Internal Control</b>			
Documentation of internal control and system walk throughs	100%	100%	No issues noted. Partner review completed.
Non-Payroll Expenditure Testing	100%	100%	No issues noted. Partner review completed.
Payroll Expenditure Testing	100%	100%	No issues noted. Partner review completed.
<b>Major Federal Program Compliance Testing</b>			
Federal Single Audit not required	100%	100%	The District's fiscal year 2018 Federal award expenditures are \$655,656 which is less than the \$750,000 Federal Single Audit threshold. As such, a Federal Single audit is not required for fiscal year 2018.
<b>Major State Program Compliance Testing</b>			
Open Choice Program	100%	100%	No issues noted. Partner review completed.
<b>Opinion Unit Substantive Testing</b>			
Government-wide	100%	75%	No issues noted. Partner review is in process.
General Fund	100%	75%	No issues noted. Partner review is in process.
Internal Service Fund	100%	75%	No issues noted. Partner review is in process.
Aggregate Remaining Fund Information	100%	75%	No issues noted. Partner review is in process.
<b>Financial Reporting</b>			
Financial Statements	100%	75%	No issues noted. Partner review is in process.
Single Audit Reports	100%	75%	No issues noted. Partner review is in process.
<b>EFS</b>	0%	0%	To be completed once audit work has been substantially completed.

**Items Needed for Completion of Audit**

1. EFS - State of CT Desk Audit Finding Reports are not released until mid-November. Testing to be finalized upon release of this information.

**Potential Audit Hold-ups**

- 1 No audit hold ups are anticipated.

**Other**

The District is required to implement the provisions of Governmental Accounting Standards Board (GASB) Statement No. 81 and No.85. *Effective July 1, 2017, the District adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 81, Irrevocable Split-Interest Agreements, GASB Statement No. 85, Omnibus 2017, and GASB Statement No. 86, Certain Debt Extinguishment Issues.* The adoption of GASB Statements No. 81 and 85 will not have a material effect on the District's financial statements.

The District is required to implement the provisions of Governmental Accounting Standards Board (GASB) Statement No. 75. *Effective July 1, 2017, the Town adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.* The District will be required to obtain an updated actuarial valuation and a disclosure report that complies with the requirements of GASB Statement No. 75. We have not identified any potential delays as a result of implementing this statement.

## **Business/Non-Instructional Operations**

### **Transfer of Funds Between Categories; Amendments**

The Superintendent shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent and the Director of Finance and Administration shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform to the requirements for ~~state~~-State and Federal Accounting Reports. A monthly budget report shall be prepared in the same format as the annual budget showing revenues and expenditures for each line item the appropriated budget amount, expenditures to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Based upon the above reports, budget transfers shall be made according to the following:

1. Transfers within an object code of a budget line item, for departments or programs in each school, may be made in the amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration;
2. Transfers between object codes within a budget line item, for departments or programs in each school, may be made in an amount up to \$3,000 per event by the school Principal with the approval of the Director of Finance and Administration; and
3. Transfers from one budget line item to another may be made by the Director of Finance and Administration with the approval of the Superintendent, the Finance Committee and the Board of Education.

In all cases, the Director of Finance and Administration shall maintain a list of all transfers and submit it to the Finance Committee at its monthly meeting.

Any transfers requiring approval of the Finance Committee and the Board of Education shall be submitted as necessary and in a timely manner.

The Superintendent is authorized to make such transfers for health and safety reasons or as necessary if the urgent need for the transfer prevents the Finance Committee and Board of Education from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed \$10,000. The limit applies to each emergency transaction and is not cumulative for the year. Transfers made in such instances shall be presented for ratification at the next regularly scheduled meetings of the Finance Committee and the Board of Education.

Legal Reference: Connecticut General Statutes  
10-222 Appropriations and budget: ~~(as amended by PA 98-141)~~

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Business/Non-Instructional Operations

### Sales & Disposal of Books, Equipment & Supplies

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent of Schools may authorize their disposal in a manner to the District's best advantage.

~~Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the district's general fund.~~

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of five years old and have been determined obsolete by the professional administrative staff.

When ~~books-items~~ are sold either to ~~used book~~ vendors or shredders, this money must be returned to the District's general fund and deposited in an appropriate account.

Legal Reference: Connecticut General Statutes  
10-220 Duties of boards of education.  
10-240 Control of schools.  
10-241 Powers of school districts.

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Business/Non-Instructional Operations**

### **Gifts, Grants and Bequests**

The Superintendent of Schools shall set up criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the school system.

Any such gifts, grants, and bequests may contain identification of the donor. All gifts shall be accepted for the school system as a whole. The Board of Education may accept on behalf of and for the schools any bequest or gift of money or property for a purpose deemed by the Board of Education to be suitable and to utilize such money or property so designated.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings

10-9 Bequests for educational purposes

Policy adopted: November 14, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Business/Non-Instructional Operations**

### **Gifts, Grants and Bequests**

Any gift presented to the school system must be accompanied by a letter from the donor for official action and recognition by the Board of Education.

To be acceptable, a gift must satisfy the following criteria:

1. Have a purpose consistent with those of the school system;
2. Be offered by a donor acceptable to the Board of Education;
3. Will not add to staff load;
4. Will not begin a program which the Board of Education would be unwilling to take over when the gift or grant funds are exhausted;
5. Would not bring undesirable or hidden costs to the school system;
6. Will place no restrictions on the school program;
7. Will not be inappropriate or harmful to the best education of students;
8. Will not imply endorsement of any business or product; or
9. Will not be in conflict with any provision of State law or public law.

All gifts, grants, and bequests shall become the property of the school system.

A letter of appreciation signed by the Chairperson of the Board of Education and by the Superintendent of Schools shall be sent to a donor.

Legal Reference: Connecticut General Statutes

10-47 Powers of regional board. Meetings.

10-9 Bequests for educational purposes.

Regulation approved: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*An optional sample policy to consider.*

## **Business and Non-Instructional Operations**

### **Funds Management**

### **Grants and Other Revenue**

Consistent with Board goals and objectives to provide the best educational opportunities for all children in the district, the Board encourages the Superintendent to seek supplementary revenue to state aid and local taxation.

Therefore, the Superintendent shall:

1. investigate new sources of revenue whether local, state, or federal;
2. propose new revenue sources and associated programs to the Board of Education for approval;
3. implement measures necessary to apply for/receive additional revenues.

Subsequent to the Board's approval of a program or of its continuation, the Superintendent, or designee, is authorized to sign all required forms for state and federal programs.

The Superintendent shall report annually, as part of budget preparation, on the status of all state and federal grants and programs, including the financial status of each program including a recommendation to continue, modify, or discontinue each program.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

Policy adopted:

cps 7/00

## **Business/Non-Instructional Operations**

### **Investing**

#### **Short Term**

The Superintendent of Schools/designee shall deposit or invest any funds which are not needed immediately for the operation of the school system in any manner permitted school districts in C.G.S. 7-~~400-399~~ et seq - Municipal Finance.

The Amity Regional School District No. 5 Board of Education authorizes its Treasurer and Superintendent of Schools to so invest such funds.

Any income derived from such deposits or investments shall be credited to General Fund Revenues.

#### **Long-Term**

The Board shall approve and maintain an investment policy asset allocation plan for its non-certified pension. The Board shall receive quarterly reports on the performance of its investments.

This policy shall be reviewed periodically by the Amity Finance Committee and the Board.

#### **Capital and Nonrecurring Expenses**

The Board, by a majority vote of its members shall maintain a “reserve fund for capital and nonrecurring expenditures.” The aggregate amount of annual and supplemental appropriations by the District to such fund shall not exceed one percent of the annual District budget for such fiscal year. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year-end surplus in operating funds. Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund. The Board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Upon the recommendation and approval by the Board of Education, any part or the whole of such fund may be used for capital and nonrecurring expenditures, but such use shall be restricted to the financing of all or part of the planning, construction, reconstruction, or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to said fund. If any authorized appropriation is set up pursuant to C.G.S. 10-51, as amended, and through unforeseen circumstances, the completion of the project or acquisition for which such appropriation has been designated is impossible to attain the Board, by a majority vote of its members, may terminate such appropriation which then shall no longer be in effect. Such fund may be discontinued, after the recommendation and approval by the Board, and any amounts held in the fund shall be transferred to the District’s general fund.

**Business/Non-Instructional Operations**

**Investing (continued)**

**Capital and Nonrecurring Expenses (continued)**

The Board, by a majority vote of its members, shall maintain a reserve fund for accrued liabilities for employee sick leave and severance benefits. Such fund shall be termed “reserve fund for employee sick leave and severance benefits.” The aggregate amount of annual and supplemental appropriations by the District to such fund in any one fiscal year shall not exceed the actuarially recommended contribution from the annual District budget for such fiscal year. No payments shall be made to the fund which shall cause the amount of such fund to exceed the accrued liability for such employee benefits as determined by the District’s annual financial statements, except for the addition of interest and investment earnings with respect to amounts held in the fund. Annual appropriations to such fund shall be included in the share of net expenses to be paid by each member town. Supplemental appropriations to such fund may be made from estimated fiscal year end surplus in operating funds. Interest and investment earnings received with respect to amounts held in the fund shall be credited to such fund. The Board shall annually submit a complete and detailed report of the condition of such fund to the member towns. Upon the approval of the Board, by a majority vote of its members, any part or the whole of such fund may be used for the payment of employee sick leave and severance benefits without further appropriation. Such fund may be discontinued, after recommendation and approval by the Board, and any amounts held in the fund shall be transferred to the District’s general fund.

Legal Reference: Connecticut General Statutes

7-400 Investment of funds.

10-51 Fiscal year. Budget. Payments by member town; adjustments to payments. Investment of funds. Temporary borrowing. (as amended by PA 06-192)

PA 06-192 An Act Concerning Minor Revisions to the Educations Statutues

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



Policy adopted: ~~November 14, 2005~~ ~~AMITY REGIONAL SCHOOL DISTRICT NO. 5~~  
~~Woodbridge, Connecticut~~

## Business/Non-Instructional Operations

### Deposit Policy for Custodial Credit Risk

#### I. Purpose:

This policy establishes the process of evaluating the custodial credit risk and taking action to make sure the District's cash is maintained in a qualified public depository and/or the State Treasurer's Investment Fund (STIF).

#### II. Definitions:

**Custodial credit risk** is the risk that, in the event of a bank failure, the District will not be able to recover its cash deposits or will not be able to recover collateral securities that are in the possession of an outside party.

**Qualified public depository** means a bank, Connecticut credit union, federal credit union or an out-of-state bank that maintains in this state a branch, as defined in Connecticut General Statute Section 36a-410, which receives or holds public deposits and (A) segregates eligible collateral for public deposits as described in Connecticut General Statute Section 36a-333, or (B) arranges for a letter of credit to be issued in accordance with Connecticut General Statute Section 36a-337.

#### III. Responsibilities:

The Superintendent of Schools shall have the responsibility and authority to select the qualified public depository in which the District's cash deposits shall be maintained.

The Director of Finance and Administration shall have the responsibility to inform the Superintendent of Schools on the soundness and suitability of the qualified public depository used by the District.

The Superintendent of Schools and Board Treasurer shall approve all transfers of funds.

**Business/Non-Instructional Operations**

**Deposit Policy for Custodial Credit Risk - Continued**

IV. Evaluation of Depository:

- A. The Director of Finance and Administration shall monitor the soundness of the depository used by the District on a quarterly basis.
- B. The Director of Finance and Administration shall notify the Superintendent of Schools immediately when there is a known high risk of bank failure of the depository in which the District's cash deposits are maintained. The Superintendent of Schools and Treasurer of the Board will take immediate action to protect assets when there is a suspected or known risk of bank failure.
- C. The Superintendent of Schools shall report any changes in the depository in which the District's cash deposits are maintained to the Amity Finance Committee and Amity Board of Education.

Legal Reference: Connecticut General Statutes

36a-333 Collateral requirements

36a-337 Securing of public deposits

361-410 Definitions

Policy adopted: May 9, 2011

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## **Business/Non-Instructional Operations**

### **Quantity Purchasing: Standardization of Supplies and Equipment**

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed;
2. Cite several existing, commercially available “standard brand” that meet these qualifications acceptable as examples; and
3. Invite and/or advertise for vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

(cf. 3323 – Soliciting Prices re Bids and Quotations)

## **Business/Non-Instructional Operations**

### **Access of Vendors to Teachers**

Salespersons and representatives of fund-raising organizations shall not be permitted to solicit within the schools except for the following:

Sales representatives of educational products with prior permission from the school administration may see members of the school staff at times that will not interfere with the educational program. School Principals may give such permission.

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be the responsibility of the Superintendent of Schools and centralized under the Director of Finance and Administration.

The Director of Finance and Administration shall conduct all purchase transactions for the District.

The Director of Finance and Administration shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Every transaction involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent of Schools or designee.

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

The Amity Regional School District No. 5 Board of Education recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor.

Definitions:

**Competitive Negotiation** means a procedure for contracting for commodities, contractual services (including construction), in which (A) proposals are solicited from qualified suppliers by a request for proposals, and (B) changes may be negotiated in proposals and prices after being submitted.

**Competitive Sealed Proposal Process** is the purchasing process set forth below. The process shall include the utilization of Competitive Negotiation.

**Equipment** means personal property costing \$1,000 or more of a durable nature that retains its identity throughout its useful life.

**Established Catalog Price** means the price included in a catalog, price list, schedule or other form that:

1. is regularly maintained by a manufacturer or contractor;
2. is either published or otherwise available for inspection by customers; and
3. states prices at which sales are currently or were last made to a significant number of any category of buyer or buyers constituting the general buying public for the commodities or services involved.

**Invitation for Bids** means all documents, whether attached or incorporated by reference, utilized for soliciting bids.

**Multi-Step Competitive Sealed Bidding** means a competitive process calling for separate submissions of proposals or responses following the issuance of a Request for Information, Request for Qualifications or other solicitation prior to the issuance of an Invitation for Bid. The issuance of these solicitations may constitute the first step or steps of a process followed by a call for non-negotiable competitive-price bid. A Request for Qualifications may also be utilized as the first step in the Competitive Sealed Proposal process.

**Procurement** means buying, purchasing, renting, leasing, or otherwise acquiring any commodities, services, property or construction or obtaining a benefit from the District even in the event the District is not responsible for compensation. It also includes all functions that pertain to the obtaining of any commodity, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of a contract or purchase order, and all phases of contract administration.

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

**Professional Services** means any type of service to the public that requires that members of a profession rendering such service obtain a license or other legal authorization as a condition precedent to the rendition thereof, limited to the professional services of architects, professional engineers, or jointly by architects and professional engineers, landscape architects, certified public accountants and public accountants, land surveyors, attorneys-at-law, psychologists, licensed marital and family therapists, licensed professional counselors and licensed clinical social workers. A contract for professional services may run to individuals or to business entities.

**Proposal Development Documents** means drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

**Public Notice** means the distribution or dissemination of information to interested parties using methods that are reasonably available and comport with the requirements of the Freedom of Information laws set forth in the Connecticut General Statutes. Such methods will often include publication in newspapers of general circulation, electronic or paper mailing lists, and web site(s) designated by the District.

**Request for Information** means the document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposal, a Request for Qualifications or an Invitation for Bid.

**Request for Proposals** means the solicitation document used in the competitive sealed proposals process. The procedure allows changes to be made to the responses after other proposals are opened and contemplates that the scope of services of the proposals and/or prices offered will be negotiated prior to award.

**Request for Qualification** means the solicitation document generally used to seek information required for the pre-qualification of a bidder or in the solicitation of a lawyer, architect or engineer.

### **The General Rule: Competitive Sealed Bidding or Proposals**

#### **1. Competitive Sealed Bidding**

- a. **Conditions for Use.** Purchase orders or contracts, in an amount in excess of \$10,000.00, shall be awarded by competitive sealed bidding unless the Director of Finance and Administration determines that an alternate method of source selection, as set forth in this policy, is appropriate.
- b. **Invitation for Bids.** An Invitation for Bids shall be issued and shall include specifications and any other descriptions of the commodity, and all proposed



## **Business/Non-Instructional Operations**

### **Purchasing Policy**

and/or mandatory contractual terms, special terms and conditions applicable to the Procurement, other legal and regulatory requirements. With respect to any particular Invitation for Bids, the Director of Finance and Administration may vary any clauses if he/she deems it in the best interest of the District.

- c. **Public Notice.** Adequate public notice of the Invitation for Bids shall be given a reasonable time period prior to the date set forth therein for the opening of bids and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Bidding process.
  - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting bids, in a major daily newspaper published in the area and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
    - 1. *Notice following pre-qualification of Bidders.* In the event of a multi-step competitive or sealed bid, said notice may be sent only to the vendors qualified to bid.
  - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Bid Opening.** Bids shall be opened publicly at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection.
  - i. Each bid shall be kept sealed or secured until opened publicly at the time stated in the notice soliciting such bid.
- e. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. The Invitation for Bid may set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that is not set forth in the Invitation for Bids. In the event there is no specific evaluation criterion set forth in the Invitation for Bids, evaluation will be based on a determination of the lowest responsible, qualified and responsive bidder as set forth in this policy.
  - i. **Evaluation Criteria.** Bids shall be evaluated by the Director of Finance and Administration and/or consultants if so designated by the Superintendent of Schools, based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

for a particular purpose; and,

- ii. **Objectively Measurable Criteria.** Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
  
- f. **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards of contracts or purchase orders based on such bid mistakes, shall be permitted with the approval, in writing, of the Director of Finance and Administration. Said actions by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Bidding process under this policy.
  - i. **Prohibited Practices Following Bid Opening.** After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted.
  
  - ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by regulation and/or policy, all decisions to permit the correction or withdrawal of bids, or cancel awards of contracts or purchase orders based on bid mistakes shall be supported by a written determination made by the Director of Finance and Administration.
  
- g. **Award**
  - i. **Lowest Responsible, Qualified and Responsive Bidder.** The contract or purchase order shall be awarded with reasonable promptness by written notice to the lowest responsible, qualified and responsive bidder whose bid meets the requirements and evaluation criteria, if any, set forth in the Invitation for Bids, or criteria established by the Director of Finance and Administration.
    - 1. In considering past performance of a bidder for the purpose of determining the "lowest responsible, qualified and responsive bidder", the Director of Finance and Administration shall evaluate the skill, ability and integrity of the bidder in terms of the bidder's fulfillment of past contractual obligations and the bidder's experience or lack of experience in delivering equipment, materials, supplies or contractual services of the size or amount for which bids have been solicited.

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

2. The Director of Finance and Administration may reject any or all bids or parts of bids or bids for any one or more commodities or contractual services, when he/she shall deem that the public interest will be served.
  - ii. **Construction Project Exception: Permissible Adjustment of the Bid Price.** Unless otherwise prohibited by federal or state law, regulation or agency requirement, with respect to construction projects only, the Director of Finance and Administration is authorized to negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsible and responsive bidder, in order to bring the bid within the amount of available funds, in the event,
    1. all bids for a construction project exceed available funds;
    2. the low responsible and responsive bid does not exceed such funds by more than ten (10%) percent; and,
    3. the time or economic considerations preclude re-solicitation of work of a reduced scope.
  - h. **Multi-Step Competitive Sealed Bidding.** When it is considered impractical to initially issue an Invitation for Bid, the Director of Finance and Administration may issue a Request for Information or Request for Proposals (requesting technical information) or Request for Qualifications (requesting the qualifications of bidders) as the first step(s) in the process, to be followed by an Invitation for Bids which may be limited to those bidders who have been qualified under the criteria set forth in the first solicitation.

## **2. Competitive Sealed Proposals**

### **a. Conditions for Use**

- i. **Finding by Superintendent of Schools.** Purchase orders or contracts, in excess of \$10,000.00, may be entered into following the issuance of competitive sealed proposals when the Superintendent of Schools or his/her designee determines that the use of Competitive Sealed Bidding is either not practicable or not advantageous to the District. As a general rule the Competitive Sealed Proposal shall be utilized for services, construction contracts and other commodities or services not susceptible to a competitive sealed bid.
- ii. **Professional Services Other Than Architectural and Engineering** are exempt from the provisions of this policy; however, the Director of

## Business/Non-Instructional Operations

### Purchasing Policy

Finance and Administration may utilize the Competitive Sealed Proposal process set forth in this policy.

- b. **Requests for Proposals.** Proposals shall be solicited through a Request for Proposals. As required by the Director of Finance and Administration, a Request for Information, Request for Qualifications or other forms of solicitation may be utilized to ascertain information, to establish qualifications, or to establish a list of those eligible to submit bids or proposals at subsequent steps in the procurement process in a manner established by the Director of Finance and Administration. The solicitations shall also contain, among other things, a description of the projected scope of services or system requirements, a notice of mandatory district contractual provisions or terms and conditions required by this policy or other state or federal agencies. Services shall be selected on the basis of a Request for Proposals. The Director of Finance and Administration shall establish guidelines identifying the content of Requests for Proposals.
- c. **Public Notice.** Adequate Public Notice of the Request for Proposals shall be given a reasonable time period prior to the date set forth therein for the opening of proposals and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Proposal process.
  - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting proposals in the major daily newspaper published in the district and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
    - 1. *Notice following pre-qualification of Bidders.* In the event of pre-qualification of bidders, said notice may be sent only to the vendors qualified to respond.
  - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Receipt of Proposals: Register of Proposals.** Proposals shall be opened publicly at the time and place designated in the Request for Proposals. Proposals shall be opened and only the names of each bidder recorded so as to avoid disclosure of contents to competing bidders during the process of negotiation. A register of proposals shall be prepared in a format established by the Director of Finance and Administration.
  - i. The register shall be open for public inspection after the award of the contract or purchase order, with the exception of confidential trade and business information withheld in accordance with Connecticut General

## **Business/Non-Instructional Operations**

### **Purchasing Policy**

Statutes.

- e. **Evaluation Factors and Criteria.** The Request for Proposals shall state all evaluation criteria including, but not limited to:

- i. demonstrated compliance with the design or other requirements;
- ii. proposer's qualifications;
- iii. financial capacity;
- iv. project schedule;
- v. price or life cycle price, where appropriate; and,
- vi. other factors, if any.

Notwithstanding the aforementioned criteria, additional factors may be considered at the discretion of the Director of Finance and Administration prior to the opening of the proposals.

- f. **Correction or Withdrawal of Proposals; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous proposals before or after award, or cancellation of awards of contracts or purchase orders based on such mistakes, may be permitted by the Director of Finance and Administration, provided that such determinations by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Proposal process under this policy.

- i. **Prohibited Practices Following Opening of Proposals.** After opening the proposals, no changes in prices or other provisions of proposals prejudicial to the interest of the district or fair competition shall be permitted.
- ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by any regulation and/or policy, all decisions to permit the correction or withdrawal of proposals, or cancel awards of contracts or purchase orders based on proposal mistakes shall be supported by a written determination made by the Director of Finance and Administration.

- g. **Selection Process.** The Superintendent of Schools or his/her designee shall review responses to Requests for Proposals. In no case shall an employee with a financial interest in the transaction be designated to review responses to Requests

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for Proposals.

- i. **Review of Responses to Request for Proposals.** The Superintendent of Schools or his/her designee shall evaluate the Responses to Requests for Proposals. Such selection process may include interviews or oral presentations, with the determination of those to be invited to be interviewed or to make an oral presentation to be based on the established evaluation factors. The Superintendent may also establish a selection committee to assist him in the process.
- ii. **Recommendation.** Based on the review, the Superintendent of Schools or his/her designee shall prepare a list, in rank order based on the established evaluation factors, of no fewer than three firms, if possible.
- iii. **Negotiation.** The Director of Finance and Administration shall negotiate a contract, including in regard to cost and scope, with the firm rated highest by the Superintendent of Schools or his/her designee.
- iv. **Failure to Negotiate a Contract.** Should the Director of Finance and Administration be unable to negotiate a satisfactory contract that he/she determines to be fair and reasonable to the District with the firm selected for negotiations in accordance with this section, the Director of Finance and Administration may then continue this process, starting with the next highest rated firm on the list, until such time as a contract determined by the Director of Finance and Administration to be fair and reasonable to the district is negotiated or until the Director of Finance and Administration determines that the existing procurement process should be terminated.

#### **h. Award**

The Superintendent of Schools or his/her designee has the authority to approve contracts up to the sum total of \$35,000 for the entire term of the contract. The Superintendent of Schools shall bring all contracts exceeding \$35,000 to the Amity Finance Board and Amity Regional Board of Education for approval.

- i. **Offer Most Advantageous to the District.** Award shall be made by the Director of Finance and Administration, subject to the prior approval of the Superintendent of Schools, and Amity Finance Committee and Amity Regional Board of Education for contracts exceeding \$35,000, to the responsible bidder whose proposal conforms to the solicitation and is determined in writing by the Director of Finance and Administration to be the most advantageous to the district, in accordance with the criteria set forth in the Request for Proposals or other solicitation, including price and the evaluation factors.

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- ii. **Contents of Transactional Files.** The contract or purchase order files shall contain the basis on which the award is made.
- iii. **Written Notice of Award.** Notice of the award of a contract or purchase order shall be promptly given to the successful bidder.

### 3. Requests for Qualifications

- a. **Policy.** The Director of Finance and Administration may issue a Request for Qualifications for Services for a means of prequalifying a firm prior to proceeding with a Competitive Sealed Bid or a Request for Proposal as set forth in this policy.
- b. **Solicitation of Professional Service Firms.** The Director of Finance and Administration shall issue a Request for Qualifications in order to encourage firms engaged in the lawful practice of their profession to submit a statement of qualifications and performance data. The Request for Qualifications shall be published in appropriate trade and professional publications in order to attain the objectives of the policies set forth in this section.
- c. **Selection Committee.** The Superintendent of Schools or his/her designee shall establish a selection committee, and include members of the Amity Regional Board of Education or a Board sub-committee, to review Responses to Requests for Qualifications. No member of the selection committee shall have a financial interest in the transaction.
  - i. **Review of Responses to Request for Qualifications.** The selection committee shall evaluate the Responses to Requests for Qualifications.
  - ii. **Recommendation.** Based on its review, the selection committee shall submit to the Superintendent of Schools a list, in rank order based on the evaluation factors and criteria established by the selection committee, of no fewer than three firms, if possible.
  - iii. **Services Other Than Legal, Architectural and Engineering Services.** For services other than legal, architectural and engineering services, invitations to bid or requests for proposals, whichever is applicable given the nature of the procurement involved, shall be sent to those appearing on such list. The successful bidder or respondent shall, thereafter, be chosen in accordance with the provisions of this policy.
  - iv. **Legal, Architectural and Engineering Services Negotiations.** It is the policy of the District to publicly announce all requirements for legal,

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architectural and engineering services and to negotiate contracts for legal, architectural or engineering services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices. Notwithstanding total contract amount, the Amity Regional Board of Education shall approve the selection of all legal, architectural and engineering services.

#### 4. Recurring Procurements

- a. **The Blanket or Consolidated Procurement.** The Director of Finance and Administration shall, wherever appropriate, consolidate the purchase of commodities or services required by the various departments, on a recurring basis, in order to obtain Competitive Sealed Bids or other forms of solicitation to assure the best possible prices. Upon award, the Director of Finance and Administration shall notify all departments of the blanket or consolidated procurement, which shall be valid for the fiscal year in which it was issued. The Director of Finance and Administration shall circulate to all cost center supervisors the pertinent information or catalogs relative to each blanket or consolidated procurement.

#### 5. Exceptions to the General Rule:

- a. **State Bid List, Multi-Town Consortiums**

The Director of Finance and Administration may purchase goods and services through the State Bid List, Multi-Town Consortium (such as BOWA, Region 15 Consortium), or similar municipal entity where items have already been bid by a public, competitive bidding process.

- b. **Small Purchases**

- i. **Small Purchases between \$2,500 and \$9,999.** All procurements where the amount involved is less than \$10,000 but equal to or greater than \$2,500 shall be made without newspaper advertisement and without observing the procedures for the award of contracts and purchase orders.

1. **Price Alternatives.** All small purchases shall, wherever possible, be based on at least three written price alternatives from qualified bidders, as solicited by the Director of Finance and Administration. Said notice pertaining to the solicitation shall set forth the time and place for the submission. The notice may be tendered to qualified bidders, by telephone, facsimile or electronically. A record of all notices and price alternatives shall be kept in the records of the Finance Department.



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2. **Award.** The Director of Finance and Administration shall award the purchase order to the lowest responsible bidder. If the purchase order is not given to the lowest responsible bidder, a written explanation shall be made by the Director of Finance and Administration and be filed as a public record with the other papers to the transaction.
  - ii. **Small Purchases in an Amount Less than \$2,500.** All procurements where the amount involved is less than \$2,500 may be awarded on a single bid and, at the Director of Finance and Administration's discretion, accepted orally.
- c. **Sole Source Procurement**
- i. **A Single Available Source for a Commodity, Service or Construction Item.** A contract or purchase order may be awarded for a commodity, service, or construction item without competition when, under this section the Director of Finance and Administration determines, in writing, that there is only one source for the required commodity, service, or construction item.
  - ii. **Factors Considered by the Director of Finance and Administration.** Among the factors the Director of Finance and Administration may take into consideration are the following:
    1. Equipment, material, services, or supplies for which there is no comparable competitive product from more than one supplier;
    2. Public utility services from natural or regulated monopolies;
    3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer;
    4. An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system;
    5. Whether there is only one authorized service provider; or,
    6. A used item that becomes immediately available and is subject to prior sale.
- d. **Procurements Pertaining to Public Emergencies**

Notwithstanding any other provisions of this policy, the Superintendent of Schools may authorize the Director of Finance and Administration to make emergency procurements when there exists a threat to the lives, health, property, welfare or safety of the students and/or staff of the District.

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- i. **Determination of Public Emergency.** To so authorize such emergency procurements, the Superintendent of Schools shall act in accordance with a determination of public emergency by: (1) the President of the United States; or, (2) the Governor of the State of Connecticut; or, (3) the Chief Elected Official of Bethany, Orange or Woodbridge; (4) Director of Health; (5) Chief of Police or Fire Chief of Bethany, Orange, or Woodbridge; or (6) consultation with the Chairman of the Amity Regional Board of Education or his/her designee.
  - ii. **Communication.** In the event of a health or safety emergency necessitating a line item transfer of \$3,000 or more, the Superintendent or the Director of Finance and Administration will promptly notify the Chairman of the Board of Education and the Chairman of the Amity Finance Committee in accordance with Amity Bylaw 9132.6.
- e. **Waiver of Bid or Proposal Requirement: Extraordinary Conditions.**
  - i. **Extraordinary Conditions or Contingencies.** Whenever a situation (that is not deemed a Public Emergency) exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Superintendent of Schools or his/her designee may, if it is in the best interest of the district, recommend to waive the competitive bid or proposal requirements. This waiver must be approved by the Amity Regional Board of Education.
    - 1. **Basis for the Determination.** The determination shall be based upon need and shall not be utilized in order to satisfy preferences or convenience, for preventing funds from lapsing at the end of a fiscal year or for any reason that would circumvent the procurement methods set forth in this policy.
- f. **Exempt Services**

The following shall be exempt from the Competitive Bid and Proposal process. The Superintendent of Schools or his/her designee or the Amity Board of Education may, nonetheless, elect to undertake a competitive selection process to solicit professional services which are exempt from the Competitive Bid and Proposal process.

- i. Procurement of professional services as defined above;
- ii. Procurement of legal, architectural and engineering services where entered in compliance with this policy;

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- iii. Procurement of services, equipment or leases of equipment that are necessary for instruction and related services to be provided to individual students with disabilities in accordance with the requirements of the Individuals with Disabilities Act (“IDEA”) and their respective regulations; or
- iv. Agreements between (i) the District, local, state and/or federal governments pertaining to grants; or, (ii) the district and other community based organizations, universities and other nonprofit entities participating as potential service providers in the application for a competitive grant offered by the federal or state governments.

#### g. **Exempt Investment and Insurance**

Investment of District funds, including those of the pension plan, are exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of any investment advisors or managers who direct the investment of such funds. The placement of insurance coverage is exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of the broker who places any insurance on behalf of the District.

#### h. **Record of Procurement Actions Taken With Regard to Sole Source, Waiver and Emergency Procurements**

The Director of Finance and Administration shall maintain a record in the Finance Department, listing all contracts or purchase orders made pertaining to sole source, emergency and waiver purchases for a minimum of five (5) fiscal years. The record shall contain:

- i. each contractor’s name;
- ii. the amount and type of each contract or purchase order; and
- iii. a listing of the commodities, services, or construction procured under each contract or purchase order.

#### i. **Federal and State Procurement Standards: Application for Competitive Grants**

Notwithstanding the requirements of this policy, all procurements that include funding by federal or state funds, including the application for competitive grants, shall comply with the procurement and legal requirements of the federal or state laws or regulations.

### 6. **Cancellation of Invitation for Bids or Requests for Proposals. Waiver of Minor Irregularities**

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- a. **Cancellation.** The Director of Finance and Administration may:
  - i. cancel an Invitation for Bids, a Request for Proposals, or other solicitation; or,
  - ii. reject any or all bids or proposals, in whole or in part, as may be specified in the Invitation for Bids, Request for Proposals, or other solicitation, when he deems it in the best interest of the District, in accordance with regulations and/or policies, if any. The Director of Finance and Administration shall set forth his/her reasons, in writing, which shall be part of the contract file. No written determination shall be required for the cancellation of an entire Invitation for Bid or Request for Proposals.
- b. **Waiver of Minor Irregularities.** The Director of Finance and Administration may waive minor irregularities in bids and proposals if he/she determines that such a waiver would be in the best interest of the District. The Director of Finance and Administration shall state the reasons for any such waiver in writing and include such statement in the contract file.

### **7. Responsibility of Bidders**

- a. **Determination of Nonresponsibility.** The Director of Finance and Administration shall make a determination of nonresponsibility of a bidder. The unreasonable failure of a bidder to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility with respect to such bidder. If requested by the bidder deemed nonresponsible, the Director of Finance and Administration may provide a written determination.
- b. **Right of Nondisclosure.** To the extent permitted by the Connecticut General Statutes, confidential information furnished by a bidder pursuant to this policy shall not be disclosed outside of the district without prior written consent by the bidder.

### **8. Prequalification of Suppliers**

Prospective suppliers may be prequalified for particular types of commodities, services, and construction. The Director of Finance and Administration shall determine the method of submitting prequalification information and the information required in order to be prequalified.

### **9. Substantiation of Offered Prices**

The Director of Finance and Administration may request factual information reasonably

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available to the bidder to substantiate that the price or cost offered, or some portion of it, is reasonable.

**10. Reporting of Anticompetitive Practices**

When for any reason collusion or other anticompetitive practices are suspected among any bidders, a notice of the relevant facts shall be transmitted to the Superintendent of Schools, Chairman of the Amity Regional Board of Education, or Corporation Counsel who shall refer the matter to the Attorney General of the State of Connecticut.

**11. Retention of Procurement Records**

All Procurement records shall be retained and disposed of in accordance with the records retention guidelines established by the laws of the State of Connecticut.

## **Business/Non-Instructional Operations**

### **Maintenance and Control of Materials**

The Board of Education shall permit school equipment to be lent to staff members when such use is directly or indirectly or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of the school administration.

The Director of Finance and Administration shall establish procedures for inventory control of all materials assigned to each school building and it is the responsibility of the Building Principal to make sure these procedures are followed.

The Business Office must retain a current inventory of school system materials.

Proper maintenance procedures shall be established by the Director of Finance and Administration.

(cf. 1330 - Use of School Facilities)

(cf. 3440 - Inventories)

Legal Reference:      Connecticut General Statutes

10-228 Free textbooks, supplies, materials and equipment



## Business/Non-Instructional Operations

### Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that sound fiscal management comprises the foundational support of the whole school program. To make that support as effective as possible, the Board of Education intends to:

1. Encourage advance planning through the best possible budget procedures;
2. Explore all practical sources of dollar income;
3. Guide the expenditure of funds so as to extract the greatest educational returns;
4. Establish top-quality accounting and reporting procedures; and
5. Maintain the level of expenditures needed to provide high-high-quality education within the ability of the community to pay.

The Board of Education expects operation and maintenance of the school plant and equipment to set high standards of safety, to promote the health of students and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.



## **Business/Non-Instructional Operations**

### **Goals and Objectives**

The Board of Education recognizes excellent fiscal planning as a key factor in attaining the District's educational goals and priorities. The Board shall:

1. Engage in thorough advance planning of budgets;
2. Explore all appropriate sources of revenue;
3. Manage expenditures so as to achieve the greatest educational returns given the District's available resources; and
4. Expect the highest standards in accounting and reporting procedures.

Budget planning is a cooperative process and should involve administrative staff, professional staff, community organizations and the Board.

## **Business/Non-Instructional Operations**

### **Budget: Planning**

As a preliminary part of the development of the budget, the Board of Education shall study the school program in its relation to the present and future needs of the students and the community. In an effort to make a budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the school community in the developmental process. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office with input from the Board of Education.

Legal Reference: Connecticut General Statutes

10-51 Fiscal Year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget.

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Business/Non-Instructional Operations

### Preparation of Budget Document

The Board of Education asks the Superintendent to direct the preparation of the budget and submit it first to the Amity Finance Committee and then to the full Board for its tentative approval and for a later public hearing.

The Superintendent is asked to confer with the school staff on budgetary needs, as well as consider priorities that have been determined by the Board.

~~Although there are no statutory requirements for involving the financial authorities of member towns in the preparation of a budget for a regional school district,~~ It is the policy of this Board to discuss the proposed budget in advance with the Boards of Finance of Bethany, Orange and Woodbridge by means of each Town's representation on the Amity Finance Committee.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Business/Non-Instructional Operations

### Tuition Fees

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

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

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

Tuition charges for those full-time employees hired from July 1, 1992 up to and including June 30, 2001, will be twenty-five percent (25%) of the current net per pupil cost.

Tuition charges for those full-time employees hired on or after July 1, 2001, will be thirty-three percent (33%) of the current net per pupil cost.

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

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

(cf. 5118 - Nonresidents)

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

Policy adopted: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
 Woodbridge, Connecticut

## **Business/Non-Instructional Operations**

### **Tuition Fees**

#### **Temporary Tuition Students**

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

#### **Permanent Tuition Students**

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

Legal Reference: Connecticut General Statutes

10-33 Tuition in towns in which no high school is maintained.

10-35 Notice of discontinuance of high school service to nonresidents.

10-55 Pupils to attend regional school.

10-65 Grants for constructing and operating vocational agricultural centers. Tuition charges (amended by PA 04-197)

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10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

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Regulation approved: November 14, 2005 AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut