

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

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**Dr. Charles Dumais**  
**Superintendent of Schools**

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

***November 13, 2017***

A regular meeting of the Amity Regional Board of Education will be held on  
Monday, November 13, 2017, at 6:30 p.m. in the Presentation Room at the District Offices.

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Summer Sidekick Certificates
4. Recognition of CAPSS Awards (Enclosure) *Page 4*
5. Student Report – Ananya Kachru
6. Board Member Recognition
7. Approval of Minutes
  - a. Regular Board of Education Meeting, October 16, 2017 (Enclosure) *Page 9*
8. Public Comment
9. Donation from Mr. and Mrs. Ronai to Amity Regional School District (Enclosure) *Page 17*
10. Discussion and Possible Action on 2018-2019 District Calendar (Enclosure) *Page 18*
11. Correspondence
12. Superintendent's Report
  - a. Personnel Report (Enclosure) *Page 19*
  - b. Superintendent Report (Enclosure) *Page 20*

13. Chairman's Report

a. Committee Reports

1. ACES

2. CABA

- a. Discussion of CABA Delegate Assembly 2018 Proposed Resolutions

3. Curriculum

- a. Draft October 26, 2017 Meeting Minutes (Enclosure) *Page 25*

4. Facilities (Enclosure) *Page 28*

5. Finance

- a. Discussion Regarding Amity Pension Fund, Sick and Severance Account and OPEB Trust (Enclosure) *Page 29*
- b. Discussion and Possible Action on Contracts of \$35,000 or More
1. Workers' Compensation and Liability, Automotive, Property Insurances (Enclosure) *Page 87*
  2. Financial Accounting System (Enclosure) *Page 89*
- c. Discussion of Monthly Financial Statements (Enclosure) *Page 91*
- d. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure) *Page 116*
- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More (Enclosure) *Page 117*
- f. Other
1. Update on Excess Cost Grant (Enclosure) *Page 118*
  2. Update on Budget Development
  3. Update on Financial Audit (Enclosure) *Page 119*
  4. Emergency Repair (water line)

6. Policy

- a. Draft October 23, 2017 Meeting Minutes (Enclosure) *Page 120*
- b. First Reading of the Following:
1. Strike
    - 1220 – Community Relations – Citizens' Advisory Committees (Enclosure) *Page 126*
    - 1221 – Community Relations – Citizens' Advisory Committee for the Board of Education (Enclosure) *Page 127*
    - 1230 – Community Relations – Other School-Related Organizations (Enclosure) *Page 130*
    - 1240 – Community Relations – Citizen Assistance to School Personnel (Enclosure) *Page 137*
    - 1300 – Community Relations – Public Activities Involving Staff, Students, or School Facilities (Enclosure) *Page 138*
    - 1311 – Community Relations – Staff Participating in Community Activities (Enclosure) *Page 139*
    - 1311.1 – Community Relations – Political Activities of School Employees (Enclosure) *Page 140*

2. Adopt

- 1150 – Community Relations – Communications with the Public (Enclosure) *Page 141*
- 1200 – Community Relations – Relations with the Board (Enclosure) *Page 142*
- 1212 – Community Relations – School Volunteers (Enclosure) *Page 143*
- 1250 – Community Relations – Visits to the Schools (Enclosure) *Page 148*
- 1251 – Community Relations – Loitering or Causing Disturbance (Enclosure) *Page 149*
- 1312 – Community Relations – Public Complaints (Enclosure) *Page 150*

c. Second Reading of the Following:

1. Adopt

- 1170 – Recognition of Students, Citizens, Staff Members, and Members of the Board of Education (Enclosure) *Page 152*
- 1180 – Memorials for Deceased Students or Staff (Enclosure) *Page 153*
- 1210 – School-Community Associations (Enclosure) *Page 154*

7. Personnel

8. District Technology

- a. Discussion and Action on Title IV Grant Application (Enclosure) *Page 156*

9. District Health and Safety

14. Items for the Next Agenda

15. Adjournment



Charles Dumais, Ed.D.  
Superintendent of Schools

CD/pjp

pc: Town Clerks: Bethany / Orange / Woodbridge

**PLEASE POST**

**PLEASE POST**

**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.



***CAPSS Certificate of Excellence***  
***Student Award Recipients***  
**2017**

**AMITY MIDDLE SCHOOL-BETHANY CAMPUS:**

*Robert Farbman*

*Samantha Cantalupo*

- ***Robert Farbman***

Robert Farbman is a responsible and enthusiastic student who continually exhibits maturity and determination in all of his academic classes. He is an insightful student who displays sensitivity towards his classmates. Robert acts as a role model for his peers, is helpful towards other students, and emerges as a leader both in and out of the classroom. Robert is an active member of various clubs, including the AMSB Debate Club where he demonstrates an outstanding ability to reason and present an oral argument. Robert has volunteered as a peer tutor this year and has been very helpful in working with other students. His enthusiasm for learning and helping his peers is a tremendous asset. Robert Farbman has demonstrated his community service through his work with refugees in our area.

- ***Samantha Cantalupo***

Samantha Cantalupo is this year's Gold Team CAPSS award recipient for her leadership in and out of the classroom. Sam wonderfully exhibits the values the AMSB community strives to nourish; accountability, motivation, independence, trustworthiness, and being your best self. In school, Sam consistently earns honors in both academics and citizenship. She motivates others with her positive attitude and encouragement, and delicate manner. Samantha is a member of the school welcoming committee, where she is well suited as an ambassador easing new students into a new situation. Sam is also a highly sought after peer tutor, where her patience and calm demeanor is valued by many of her classmates. Outside of school, Sam excels as well. She is a second degree black belt in Tae Kwon Do and volunteers as an instructor, teaching young students as well as adults. Sam's genuine positive energy, her enthusiasm, kindness and diligence make her an outstanding representative of AMSB.



***CAPSS Certificate of Excellence***  
***Student Award Recipients***  
**2017**

**AMITY MIDDLE SCHOOL-ORANGE CAMPUS:**

*Benjamin Cap*  
*Anna Varholak*

- ***Benjamin Cap***

Ben is the type of student who teachers can rely on (in his own quiet way) for being kind, caring, and a good role model for other students. Ben is a dedicated, hard-working eighth grade student who is always willing to help and give his time both in school and in the community.

Ben has achieved academic honors. As a student, he strives for improvement and perseveres. He has been nominated as our Jackie's Nine character of the quarter, helped with our career fair, and taken part in our strings program. Ben is an active member of our cross country team. In addition, Ben takes part and volunteers in community activities. He is a Boy Scout, volunteers at the Orange Country Fair and takes part in other community projects such as clothing drives. Ben is the type of student who faces challenges, overcomes adversity and still finds time to help others.

- ***Anna Varholak***

Anna is outstanding as a student and as a person. She is a leader both in our school and in the community. Anna has consistently achieved both first academic honors and citizenship honors. Anna serves our school as a leader in many areas. She has taken part in our Unified Sports program, as a new Student Orientation volunteer, and as a Tour Guide for the incoming seventh grade class orientation. Anna sings in our school Choir, was an AMSO Government Day participant and has played on the school basketball team. Anna volunteers within the school but also finds the time to give to the community. She volunteers at the Orange Country Fair, the HEIFER International Farm Global Harvest Festival, and the Columbus House Homeless Shelter. Anna exhibits caring, compassion, leadership and the desire to "go the extra mile" to help others.



***CAPSS Certificate of Excellence***  
***Student Award Recipients***  
**2017**

**AMITY REGIONAL HIGH SCHOOL:**

Patrick Burland  
Alison Hagani  
Joseph Kiwanis

Carly Marchitto  
Kelsey Morgan  
Benjamin Sauberman

- ***Patrick Burland***

Patrick is a diligent student with a strong sense of integrity. He is an engaged learner who thrives on discussion as a way of learning. Patrick has a very mature presence and interacts with adults with greater ease than most of his peers. His goals for the future are focused on his passion for politics. He has taken classes here at Amity to allow him to delve deeper into this subject area. Aside from academics, Patrick has been an active member of the school community and beyond. He has been a member of our soccer program throughout high school and serves as a Link Crew Leader. The bulk of Patrick's extracurricular involvement is tied to his love for politics. He has been a member of JSA (Junior Statesmen of America) since his freshman year. Patrick was recently elected Regional Vice Mayor for the Empire Constitution Region. In this role, he organized one day events in the area. In addition, Patrick was an Amity representative at Boys State this past summer. He describes this opportunity as one of the most formative experiences in regards to his future goals. Patrick has also volunteered for local campaigns to learn more about becoming an elected official one day. Patrick Burland is sure to be a name you hear in the future!

- ***Alison Hagani***

Alison is a genuinely caring, selfless, and dedicated student who gives 100% towards everything she undertakes. Alison has many leadership roles in and out of school. Her participation in Link Crew, One Book/One Amity, the School Climate Committee, Unified Theatre, New Haven Reads, Project Youth Court, Junior Board of Yale New Haven Children's Hospital, and a new student initiative she started are impressive. For the new student initiative, Alison saw a need within her community and did not hesitate to dive in and work hard to have a positive impact. While Amity has a wonderful program, Link Crew, to help 9<sup>th</sup> graders entering high school; we did not have a program for new student transferring into Amity after their freshman year. Alison organized a group of students who act as tour guides for new students and also

invite them to their lunch tables. In addition she organized new student groups for check ins. Alison transferred to Amity as a new student in her tenth grade year. She has quickly woven herself into the fabric of our school community and made positive and significant contributions.

- *Joseph Kiwanis*

Joe Kiwanis is a conscientious student who has shown consistency and a strong work ethic over the past three years. His genuine personality has helped him earn the respect of peers and adults alike. Joe plans to pursue a degree in business. His strengths in communication, decision-making, and leadership potential will lead him to success in this field. He has taken on a challenging course load throughout high school that has exposed him to a well-rounded variety of subjects. In regard to extracurricular activities, Joe has been actively involved at Amity Regional High School. Joe has been a member of Student Government and has been committed to the Amity Baseball program since his freshman year. The one activity that Joe is most proud of is his involvement with Link Crew. Joe has excelled as a Link Leader this year and has received praise from one of their advisors as being one of their “go-to” guys this year. He genuinely enjoys helping others with the transition to high school that, for some, can be so stressful. In addition, Joe has amassed a large amount of community service hours as a volunteer scorekeeper for both hockey and basketball leagues in the community.

- *Carly Marchitto*

Carly Marchitto is currently a senior at Amity High School. She is a dynamic young woman who has challenged herself in a tough advanced academic course track. She is dedicated to learning and bettering herself. Carly thrives on her relationships with people and her ability to make others feel welcome in her presence. These traits are best displayed while she is performing her Link Crew activities. She is always willing to jump into an activity and lend a helping hand for our freshman class. Carly is also an accomplished athlete and participates on a year-round travel softball team in addition to her tenure on the Amity High School Varsity Softball Team. Carly helps our academically and physically challenged students by investing her time with our Unified Sports Program and Summer Sidekicks Enrichment Program. Carly is a friend to all and an asset to our school community.

- *Kelsey Morgan*

Kelsey is an independent and creative thinker who excels intellectually, physically, and artistically. She's a leader in the school academically, with a GPA that puts her in the top 15% of the class along with a transcript that includes 8 AP courses. She's a well-rounded learner with a special talent in the arts, which she pursues both in and out of school. As a board member of the National Art Honor Society, she enjoys sharing her love of art with others. Additionally, she's a member of the National Honor Society and the French National Honor Society. Along with studio art, Kelsey is a proficient pianist and has won numerous competitions. She is an exceptional soccer player leading both the school team and her club team as captain. She also enjoys futsal in the winter and helped her team become the US Futsal Northeast champions and earned the title of MVP. She is a second-degree black belt in Tae Kwon Do and a competitive

gymnast. Kelsey has a socially just mindset and seeks out ways to help others in need. She co-founded and manages a non-for-profit charity called Entrée 2 Education, which raises money to provide meals for students in Kenya.

- ***Benjamin Sauberman***

Ben Sauberman is a bright, personable, and gregarious young man who is an active member at Amity High School. Over the past three years Ben has excelled academically. He is naturally drawn to the humanities and hopes to major in Urban Studies at the college level. Ben is not only an active member in some of the most challenging courses at Amity, he's also taken on various leadership roles as well. A four year member of The Trident, Ben has climbed the ranks from staff member to the Sports Editor in his junior year to one of the Editors in Chief this year. Our school newspaper helped Ben discover an interest and talent in writing news articles. Over the last two years, Ben served as a Link Crew Leader where he facilitated small group activities with freshmen during new student orientation and throughout the school year. As a Link Leader he was eager to participate, dependable, and worked well with his younger peers. Ben is also a co-captain of our Ski Team and a member on our track teams. Outside of Amity, Ben's been involved in promoting local concerts, umpires for BethWood baseball, and secured a steady job through the Woodbridge Job Bank. Ben is respected by faculty and peers alike and he is a pleasure to know.



AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 1 of 8

***A regular meeting of the Amity Regional Board of Education was held  
on Monday, October 16, 2017 at 6:30 pm in the Media Center at Amity Middle School in Bethany.***

**BOARD MEMBERS PRESENT**

Chairperson Thomas Hurley, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe (arrived 6:32), Ms. Shannan Carlson, Ms. Paula Cofrancesco, Ms. Sue Cohen (arrived 6:31), Mr. Steven DeMaio, Ms. Amy Esposito (arrived 6:35), Ms. Sheila McCreven, and Ms. Jennifer Turner

**BOARD MEMBERS ABSENT**

None

**STAFF MEMBERS PRESENT**

Dr. Charles Dumais, Dr. E. Marie McPadden, Dr. Richard Dellinger, Ms. Theresa Lumas, Mr. Scott Cleary, Ms. Kathy Burke, Mr. Ernest Goodwin, Ms. Anna Mahon, and Ms. Mary Raiola

**1. CALL TO ORDER**

Chairperson Hurley called the meeting to order at 6:30 pm.

**2. PLEDGE OF ALLEGIANCE**

recited by those present

**3. APPROVAL OF MINUTES**

- a. Regular Board of Education Meeting, September 11, 2017 (Enclosure)

***Motion by Ms. McCreven, Second by Mr. Belfonti to accept the minutes as submitted.***

***Vote in favor, 8 (Mr. Belfonti, Ms. Berke, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Mr. DeMaio, Ms. McCreven, and Ms. Turner)***

***Abstain, 1 (Ms. Urbano)***

**MOTION CARRIED**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 2 of 8

- b. Special Board of Education Meeting, September 25, 2017 (Enclosure)

***Motion by Ms. McCreven, Second by Ms. Cofrancesco to accept the minutes as corrected***

***Vote in favor, 9 (Mr. Belfonti, Ms. Browe, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

***Abstain, 3 (Ms. Berke, Ms. Cardozo, and Ms. Carlson)***

**MOTION CARRIED**

***Motion by Mr. DeMaio, Second by Ms. Cofrancesco to present DISTRICT TECHNOLOGY (item #14.1.8 on the meeting agenda) immediately after OCTOBER ENROLLMENT REPORT (item #12 on the meeting agenda)***

***Vote in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

**MOTION CARRIED**

**4. PUBLIC COMMENT**

None

**5. STUDENT REPORT**

Ananya Kachru gave the student report and presented a video dedication to Ms. Burke, Dr. Dellinger, and Ms. Mahon from students in honor of National Principal's Month.

**6. RECOGNITION OF AMITY REGIONAL HIGH SCHOOL NATIONAL MERIT SCHOLARS (Enclosure)**

***Chairman Hurley called a recess at 6:56 pm.  
Meeting reconvened at 7:01 pm.***

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 3 of 8

**7. DONATION FROM MR. REBHUN AND MR. PALMER – REQUEST TO DESIGNATE FUND FOR CONSTRUCTION OF DISPLAY CASE AT AMITY REGIONAL HIGH SCHOOL (Enclosure)**

*Motion by Ms. Cofrancesco, Second by Ms. Cardozo to approve.*

*Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)*

**MOTION CARRIED**

**8. DONATION FROM MR. HAGUE FOR THE AMITY REGIONAL HIGH SCHOOL BASEBALL PROGRAM (Enclosure)**

*Motion by Mr. Browe, Second by Ms. Cofrancesco to approve.*

*Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)*

**MOTION CARRIED**

**9. DISCUSSION AND POSSIBLE ACTION ON 2018 BOARD OF EDUCATION MEETING CALENDAR (Enclosure)**

*Motion by Ms. Cofrancesco, Second by Mr. Belfonti to approve.*

*Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)*

**MOTION CARRIED**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 4 of 8

**10. DISCUSSION OF 2018-2019 ACADEMIC CALENDAR** (Enclosure)

Discussion about possibility of having a week off in February for February break.

***Motion by Mr. Demaio, Second by Ms. Urbano to end debate and conduct an informal vote about changing February break to a full week.***

***Votes in favor, 5 (Ms. Berke, Ms. Carlson, Ms. Cofrancesco, Ms. McCreven, and Mr. Urbano)***

***Votes opposed, 4 (Mr. Belfonti, Ms. Cardozo, Mr. DeMaio, and Ms. Esposito)***

***Abstained, 3 (Mr. Browe, Ms. Cohen, and Ms. Turner)***

**11. OCTOBER ENROLLMENT REPORT** (Enclosure)

Discussion

**14.a.8.DISTRICT TECHNOLOGY COMMITTEE** *(moved from its original placement on meeting agenda)*

Mr. DeMaio gave a summary of the October 12, 2017 meeting of the Unified Classroom program, professional development, new website, and online calendar issues that are being addressed.

**12. CORRESPONDENCE**

- a. Bus Safety (Enclosure)

**13. SUPERINTENDENT'S REPORT**

- a. Personnel Report (Enclosure)
- b. Field Trips

Dr. Dumais gave a summary of upcoming international, out-of-state, and overnight field trips.

- c. Superintendent Report (Enclosure)

**14. CHAIRMAN'S REPORT**

**a. COMMITTEE REPORTS**

**1. ACES**

Ms. Cohen discussed the additional ACES facility that will be built and explained the funding of the \$65 million bridge bond.

**2. CABE**

Ms. McCreven reminded the Board of Education members about the upcoming CABE event, which will be held November 16-18, 2017. There was additional discussion about changing start time for secondary students.

**3. Curriculum**

Mr. Browe had no update until after the Curriculum Committee meeting next week.

**4. Facilities**

- a. Draft September 12, 2017 Meeting Minutes (Enclosure)
- b. Facilities Department September 2017 Monthly Report (Enclosure)
- c. Annual Report (Enclosure)

**5. Finance**

- a. Discussion of Monthly Financial Statements (Enclosure)
- b. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure)
- c. Audit Update (Enclosure)

**6. Policy**

- a. Draft September 18, 2017 Minutes (Enclosure)
- b. First Reading:

**1. Adopt**

- 1170 – Recognition of Students, Citizens, Staff Members, and Members of the Board of Education (Enclosure)

Ms. Cardozo requested that “also” be added to the second sentence. Dr. Dumais will bring this suggestion to the next Policy Committee meeting.

- 1180 – Memorials for Deceased Students or Staff (Enclosure)

- 1210 – School-Community Associations (Enclosure)

Ms. McCreven requested that “student” be added to “Parent-Teacher.” Dr. Dumais will bring this suggestion to the next Policy Committee meeting.

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 6 of 8

c. Second Reading:

1. Strike

- 1112.5 – Media Access to Students (Enclosure)

***Motion by Ms. Cardozo, Second by Ms. Cofrancesco to strike***

***Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

**MOTION CARRIED**

- 1120 – Public Participation at Board of Education Meetings (Enclosure)

***Motion by Ms. Cardozo, Second by Ms. Cofrancesco to strike***

***Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

**MOTION CARRIED**

2. Adopt

- 1112 – News Media Relationships (Public, Press, Radio, & TV) (Enclosure)

***Motion by Mr. DeMaio, Second by Ms. Carlson to adopt***

***Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

**MOTION CARRIED**

- 1114 – District-Sponsored Media (Enclosure)

***Motion by Ms. Cohen, Second by Ms. Urbano to adopt***

***Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

**MOTION CARRIED**

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 7 of 8

- 1140 – Distribution of Materials by Students (Enclosure)

***Motion by Ms. Cohen, Second by Mr. Belfonti to adopt***

***Votes in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

***MOTION CARRIED***

- 9132.6 – Amity Finance Committee (Enclosure)

***Motion by Ms. McCreven, Second by Mr. Browe add a sentence, "In all cases the Board will include the individual votes of the AFC members and the BOE members in the explanatory text."***

*Discussion*

***Motion by Ms. Cohen, Second by Mr. Browe to call the vote on adding the sentence, "In all cases the Board will include the individual votes of the AFC members and the BOE members in the explanatory text."***

***Votes in favor, 2 (Mr. Browe and Ms. McCreven)***

***Votes opposed, 8 (Mr. Belfonti, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Turner, and Ms. Urbano)***

***Abstained, 2 (Ms. Berke and Ms. Esposito)***

***MOTION FAILED***

***Motion by Ms. Cohen, Second by Ms. Cofrancesco to adopt as presented***

***Votes in favor, 9 (Mr. Belfonti, Ms. Berke, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Turner, and Ms. Urbano)***

***Votes opposed, 3 (Mr. Browe, Ms. Esposito, and Ms. McCreven)***

***MOTION CARRIED***

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 16, 2017 REGULAR MEETING MINUTES

Page 8 of 8

7. Personnel
  - a. September 26, 2017 Minutes (Enclosure)
9. District Health and Safety  
Mr. DeMaio had nothing to report until after the upcoming District Health and Safety meeting.

15. ITEMS FOR NEXT MEETING

None

16. ADJOURNMENT

***Motion by Mr. Demaio, Second by Ms. Cofranceso to adjourn the meeting***

***Vote in favor, 12, unanimous (Mr. Belfonti, Ms. Berke, Mr. Browe, Ms. Cardozo, Ms. Carlson, Ms. Cofrancesco, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven, Ms. Turner, and Ms. Urbano)***

***MOTION CARRIED***

***Meeting adjourned at 8:59 pm.***

Respectfully submitted,

Pamela Pero  
Recording Secretary



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



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**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**

November 3, 2017

Mr. & Mrs. James Ronai  
630 Ridge Road  
Orange, CT 06477

Dear Mr. & Mrs. Ronai:

I am in receipt of your letter and a cashier's check for \$4,891.72. Thank you very much for your fundraising efforts and the donation to Amity Regional School District.

Donations are presented to the Amity Board of Education for acceptance. In accordance with Board Policy, *"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."* A copy of the Board policy regarding gifts is attached.

This donation will be held until the next scheduled Board meeting on Monday, November 13, 2017.

Thank you again for your interest in Amity Regional School District and the generous donation to the school district.

Respectfully,

Theresa Lumas  
Director of Finance & Administration

c; Dr. Charles Dumais, Superintendent of Schools  
Ernest Goodwin, Athletic Director



# Amity Regional School District No. 5

## 2018-2019 District Calendar



Version 1.2

Date	Event or Holiday
August 27	Prof. Dev. - Teachers Only
August 28	Prof. Dev. - Teachers Only
August 29	First Day of School - Students
September 3	Labor Day - No School
September 6	Back to School Night - ARHS - Grades 9&12
September 10	Rosh Hashanah - No School
September 12	Back to School Night - ARHS - Grades 10&11
September 13	Back to School Night - Middle Schools
September 19	Yom Kippur - No School
October 8	Columbus Day - No School
October 19	Early Dismissal - Prof. Dev.
November 6	Prof. Dev. - Teachers Only
November 14	Parent Conferences - Middle Schools
November 15	Parent Conferences - High School
November 21	Early Dismissal
November 22, 23	Thanksgiving - No School
November 28	Parent Conferences - High School
November 29	Parent Conferences - Middle Schools
December 5	Parent Conferences - MS/HS - <i>Early Dismissal</i>
December 21	Early Dismissal
December 24 - January 1	Holiday Recess
January 18	Early Dismissal - Prof. Dev.
January 21	Martin Luther King, Jr. Day - No School
February 6	Parent Conferences - High School
February 7	Parent Conferences - Middle Schools
February 14	Parent Conferences - Middle Schools
February 15	Early Dismissal - Prof. Dev.
February 18, 19	Winter Recess
March 15	Prof. Dev. - Teachers Only
April 15 - April 18	Spring Recess
April 19	Good Friday - No School
May 13	Delayed Opening - Prof. Dev.
May 27	Memorial Day - No School
June 11	Last Day of School - Students

August 2018 (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 2018 (17/20)						
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 2018 (22/42)						
S	M	T	W	R	F	S
	1	2	3	4	7	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 2018 (19/61)						
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 2018 (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 2019 (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 2019 (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		

March 2019 (20/135)						
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 2019 (17/152)						
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 2019 (22/174)						
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 2019 (7/181)						
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 2019 (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			

If emergency closings extend beyond June 30, 2019, then any additional days will be taken from Spring Recess, beginning with April 15, 2019. 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

ABOE Approved - November xx, 2017

2018-2019

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



*Charles S. Dumais, Ed.D.*  
*Superintendent of Schools*

[charles.dumais@reg5.k12.ct.us](mailto:charles.dumais@reg5.k12.ct.us)  
phone: 203.392.2106  
fax: 203.397.4864

**November 13, 2017**

**To: Members of the Board of Education**  
**From: Charles Dumais, Ed.D., Superintendent of Schools**  
**Re: Personnel Report**

+ **NEW HIRES-CERTIFIED: NONE**

+ **NEW HIRES-SUBSTITUTES: NONE**

+ **NEW HIRES-CLASSIFIED/STIPEND:**

*Debra Reynolds* – Assistant to the Director of Adult and Continuing Education, eff. 10/23/17

+ **NEW HIRES-COACHES:**

*Michael Brady* – Assistant Boys Varsity Basketball Coach, eff. 11/1/17

+ **TRANSFERS: NONE**

+ **RESIGNATION(S):**

*Wallie Carmichael* – Girls Basketball Coach, Amity Reg. Middle School-Bethany, eff. 10/12/17  
*Nora Curley* – Freshman Girls Basketball Coach, Amity Reg. High School, eff. 10/16/17

+ **RETIREMENT(S): NONE**

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge, Connecticut 06525



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Charles S. Dumais, Ed.D.  
Superintendent of Schools

charles.dumais@reg5.k12.ct.us  
203.392.2106

## Superintendent's Report – November 2017

Continuously improve instruction, cultivate creativity, and enhance student engagement and performance.

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

### Instruction

**English Language Arts Instruction.** Dr. Kim Bean, a professor from Southern Connecticut State University and a reading/special education consultant at Amity, assisted Amity reading and special education teachers with language arts instructional strategies.

**Amity Transition Academy.** A plan to offer transition services to our growing transition population was presented to and approved by the District Steering Committee and the Amity Board of Education Curriculum Committee. We are working diligently to secure a location (or multiple locations) at which we may run the program (an off-site location is preferred).

**Science Standards.** District science teachers have begun a series of professional learning sessions with ACES Science Consultant, Kevin Fleming, that will help us make a smooth transition to the Next Generation Science Standards (NGSS).

**Big Data.** A team of Amity administrators met with Connecticut's Chief Academic Performance Officer Ajit Gopalakrishnan to learn more about assessments and growth models.

**Personalized Learning.** Nine Amity teachers and administrators attended a RESC-sponsored conference at Southern Connecticut State University on November 1, 2017. The conference, *Personalized Learning: Future or Fad?*, featured a unique format in which two keynote speakers presented arguments in favor of and opposed to the concept of personalized learning.

**Instructional Rounds.** As part of our third year of implementation of Instructional Rounds, *all* teachers will be participating in instructional rounds this year and *all* classrooms will be visited by teams of teachers. Additionally, we have included school visits by a district team of teachers and administrators, with our first school (ARHS) visit being conducted earlier this month. School visits are facilitated by the superintendent and include the use of an updated protocol that moves participants toward systemic observations.

**Author Visit.** David Levithan, author of the OneBookOneAmity book, *Every Day*, visited the high school on Monday, November 6, 2017. He addressed the entire student body and discussed

his writing process as well as the development of the book. (He also signed books.)

**Academic Learning Expectations Pilot.** Sixteen teachers are involved in using PowerSchool to offer feedback on academic learning expectations to high school students and their parents. The mechanism will be reviewed and finalized throughout this year so we will be ready to use PowerSchool to report out on learning expectations to parents and students during the 2018-2019 school year.

**Curriculum Articulation.** Amity Regional School District articulation meetings (grades 7-12) were held during September for Science, English Language Arts, Social Studies, Music, and World Language with Department Chairs, Content Leaders, and the Director of Curriculum and Staff Development.

**District Meetings.** Since the opening of school, district-level meetings have been held for Staff Development, Teacher/Administrator Evaluation Committee, Wellness Committee, and Steering Committee.

**K-12 Professional Development.** BOWA Physical Education and Health teachers attended a state sponsored professional development conference in November. Future professional learning sessions will include BOW K-6 Physical Education and Health teachers joining Amity 7-12 Physical Education and Health teachers to strengthen curriculum alignment K-12.

**Author Visit.** Jake Halpern, author of many young adult novels, including New York Times best seller *Nightfall* and the trilogy *Dormia*, visited both Amity Middle School Bethany and Amity Middle School Orange. He spoke with students about his life as an author, journalist, and radio producer. Mr. Halpern's presentation included the nuts and bolts of writing a book, from the first idea, through the long revision process. He also shared writing and editing tips and funny, real life stories that inspired him.

### **Resources**

**Security.** Amity Regional High School security officer, Chris McWilliams, attended Crisis Management Training at the Connecticut Fire Academy. He shared his learning with the district team of security guards on the November 7, 2017, professional development day.

**Panels.** Sound absorbing panels that were left over from an earlier project at the high school were installed in the Amity Middle School Orange cafeteria, effectively reducing the noise level during lunch waves.

**Proposed Shed Project.** Amity Regional High School students enrolled in construction and engineering classes are planning to build a modular structure at the high school and bring the parts to the Amity Middle School Orange campus for final construction.

**Transition Program.** Director of Pupil Services, Mary Raiola, has received external requests to have students participate in our Transition Program and has met with prospective students. We are currently engaged in conversations with the leadership of the Town of Woodbridge and

Albertus Magnus College to secure facilities for implementation of a comprehensive transition program.

**Benefit Resource Center.** Amity Regional School District, through an agreement with USI (our health care consultant), has provided employees with a Benefit Resource Center that employees can use to get answers to and assistance with benefit issues.

**Food Service Operations.** The Chartwells' Dedicated Crop Program has been underway since last spring. Ceccarelli Farms in Northford, CT, planted the seeds (literally), and they are currently harvesting, packaging, and working on delivering fresh, local produce to Chartwells districts once a month. Corn, kale, and potatoes were the crops for September, October, and November.

**Information Technology Shared Services.** Representatives from Amity, the Town of Woodbridge, the Woodbridge Police Department, and the Woodbridge Public Schools are working on the development of a plan that would coordinate information technology services between the entities.

**Records Storage.** Amity representatives have met with Xerox to start small projects to test the scanning and storage system.

**Green Leaf Schools.** The District is planning to participate in Connecticut Green LEAF Schools Program. The goals of the program are to *"Provide effective environmental and sustainability education, Improve the health and wellness of students and staff, and Reduce environmental impact and cost."* We will form a representative committee, complete a Green LEAF School Self-Assessment, and work with the program liaison to identify the District's accomplishments and future goals. The State will review our data and may choose to submit Amity Regional School District for national recognition as a Green Ribbon School.



### Climate

**Michaels Achievement Cup.** The Amity Athletics Department has been selected to receive the Michaels Achievement Cup for overall athletic excellence for the second straight year. It will be our fourth time being honored (1991, 2004, 2016, & 2017). The Class Act Council will be receiving the award at the Annual Sportsmanship Summit on November 16, 2017.

**Veterans Day.** On Friday, November 10, 2017, two groups of veterans visited Amity Regional High School to present to students in honor of Veterans Day. Students heard from a panel of veterans who served in recent conflicts (since early 1990s) and another presentation from veterans who served during the Korean and Vietnam era. Amity Middle School Bethany students engaged with veterans in their social studies classes, and Amity Middle School Orange students visited the Veteran's Memorial Museum.

**Hall of Honor/Athletic Hall of Fame.** The Amity Hall of Honor/Athletic Hall of Fame honored several Amity graduates for their contributions to Amity.

**Special Education Conference.** Amity Director of Pupil Personnel, Mary Raiola, and Special Education Supervisor, Cathy Austin, attended the annual ConnCASE Leadership Conference, which focused on collaborative problem solving with challenging students and school threat/risk assessment.

**Unified Sports.** Amity hosted a dinner and tournament for our Unified Sports Alumni and current athletes. We also hosted the largest Unified Sports Soccer Tournament in Connecticut (with sixteen teams).

**Parent University.** In addition to the early sessions on Student Organization Skills, Unified Classroom, Chronic Absenteeism, and Student Success Plans, we have scheduled sessions to cover various topics (as identified in the District Goals/Objectives) over the course of the year.

Date	Topic
January 30, 2018	Academic Integrity, Media Literacy
February 13, 2018	Internet Safety
March 6, 2018	School Security
May 8, 2018	Experiential Learning

**Hurricane Relief.** Amity Middle School Bethany students collected 464 pounds of school supplies for those affected by Hurricane Harvey and 166 pounds of baby supplies for the Texas Diaper Bank. The Leo Club and Student Council joined the Connecticut Association of Schools' statewide effort to collect money to provide aid to schools in Texas, Florida, Puerto Rico, and the British Virgin Islands.

**Resilience.** Several staff members viewed a screening of the documentary "Resilience," which was sponsored by the Connecticut Association of Schools and the Clifford Beers Foundation. "Resilience" deals with the impact of adverse childhood experiences on student performance and long-term wellness. The documentary is being considered for a March professional development day at Amity.

**Faculty Follies Talent Show.** On Thursday night, November 9, 2017, many Amity Regional High School teachers participated in the annual Faculty Follies Show to raise money for the student-run SADD Club (Students Against Destructive Decisions). Acts included singing, instrument playing, skits and a cameo performance from the "Admin FAmity" (the administration's theme for Halloween).

### **Superintendent**

**Instructional Leadership.** I visit each school on (at least) a weekly basis and make classroom observations a regular part of each trip. To date, I have visited more than 120 classrooms (and other activities for non-classroom certified employees) across all of the buildings.

**Storify.** See this past month's tweets with the #AR5 hashtag here:  
<https://storify.com/charlesdumais/amity-oct-nov-2017>

**Instructional Rounds.** As our teachers have engaged in Instructional Rounds, the District Leadership Team (accompanied by a teacher from each school) has conducted their first of three visits for this year.

**National Superintendent Roundtable.** The theme of the semiannual meeting was *Education for Democracy*. Our group worked with superintendents from across the country, former senator and governor Robert Graham, fellows and scholars from universities, documentary film producers/directors, and consultant from the Center on Education Policy.

**Cooperative/Shared Services.** Explorations and negotiations are progressing on short term (information technology, facilities) and long term (special education, curriculum) opportunities for shared services. Work is also progressing on securing a location for our transition program, which may lead to the opportunity to offer tuition services for transition students.

**Interns.** Thanks to the members of the administration, Board of Education, and AEA leadership, the two executive interns who are working with me as they earn their superintendent (093) certification are having genuine opportunities to observe the work of the superintendency.

**PTSO Leadership Meeting.** We have re-established PTSO leadership meetings with the superintendent in order to greater coordinate support efforts between and among the three schools.

**CAPSS Advanced Leadership & Superintendent Network.** I participate in professional learning activities facilitated by the Connecticut Center for School Change and Lead Connecticut. These sessions extend the learning of superintendents in the context of present day challenges and support the development of a professional learning community for school leaders that is directly applicable to the daily work of the superintendent.

**Administrative Assistant Professional Development.** Professional development is an important activity for everyone in the Amity community. We support that by including all of our staff in professional development activities. I facilitated a session on the most recent professional development day for our administrative assistants on the effective use of email and opportunities in Google Suite applications.



*This report is a synopsis of many of the undertakings, efforts, and achievements toward our District Goals and Objectives. It does not represent a complete and comprehensive account of all that has happened in the past month. I would encourage you to contact me directly if you have questions about items that you read or that you anticipated reading. I would be glad to discuss them.*



**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 26, 2017 CURRICULUM COMMITTEE MEETING MINUTES**

Page 1 of 3

***A meeting of the Curriculum Committee of the Amity Regional Board of Education  
was held on October 26, 2017 at 6:30 p.m. in the District Office Conference Room.***

**COMMITTEE MEMBERS PRESENT:** Chairperson Christopher Browe, Ms. Robyn Berke, Ms. Paula Cofrancesco, and Ms. Amy Esposito

**COMMITTEE MEMBERS ABSENT:** Ms. Shannan Carlson

**STAFF MEMBERS PRESENT:** Dr. Marie McPadden, Ms. Patricia Fitzgerald, Ms. Anna Mahon, and Ms. Mary Raiola

**1. CALL TO ORDER**

Chairperson Browe called the meeting to order at 6:39 p.m.

**2. APPROVAL OF CURRICULUM COMMITTEE MEETING MINUTES -- September 6, 2017 (Enclosure)**

*Motion by Ms. Esposito, Second by Ms. Cofrancesco to approve the minutes as submitted.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

*Motion by Ms. Cofrancesco, Second by Ms. Berke to move **NEW PROGRAM Amity Transition Academy, 18-21 year olds** from item #6 in the meeting order to item #3.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

**3. NEW PROGRAM**

**a. AMITY TRANSITION ACADEMY, 18-21 YEAR OLDS**

This program will not be held on Amity campus, and Ms. Fitzgerald will be transitioning to an off-site facility. Research is being done on a location for the 2018-19 academic year. Related expenses will be transportation (bus), rent, utilities, appliances, and consultants; however, it will be less expensive than the current outplacement costs. This program currently involves 5 students, 8 students will be in the 2018-19 program, and 14 students will be in the 2019-20 program. Tuition students from outside Amity may eventually be added, once the program is successfully up and running. When the numbers increase and the need arises part-time job coaches may be added in addition to the existing paraprofessionals. One of the advantages to keeping this program within Amity is that we can move professionals around from year to year to balance out all our programs at no additional cost to the district.

*Motion by Ms. Cofrancesco, Second by Ms. Esposito to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 26, 2017 CURRICULUM COMMITTEE MEETING MINUTES

Page 2 of 3

4. **NEW TEXTBOOK REQUESTS**

a. ***The Absolutely True Diary of a Part-Time Indian***

*Motion by Ms. Esposito, Second by Ms. Burke to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

5. **NEW COURSE REQUESTS**

a. **Other Voices, Other Rooms: Literature of the “Other” America**

*Motion by Ms. Esposito, Second by Ms. Cofrancesco to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

b. **Literature and Music: A Reflection of Culture**

*Motion by Ms. Esposito, Second by Ms. Burke to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

6. **COURSE NAME CHANGES**

a. **Human Anatomy and Physiology Level 2 / 3 from Human Biology Level 2 / 3**

The Committee requested that the Curriculum Committee and Board of Education receive notification of courses that are removed or shifted based on standards changing. They also requested an overview of the Next Generation Science Standards.

*Motion by Ms. Cofrancesco, Second by Ms. Burke to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

b. **Digital Media Technology from Computer Graphics and Video**

*Motion by Ms. Cofrancesco, Second by Ms. Esposito to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

c. **Reading Through Word Analysis from Reading Fluency**

*Motion by Ms. Berke, Second by Ms. Cofrancesco to approve.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 26, 2017 CURRICULUM COMMITTEE MEETING MINUTES

Page 3 of 3

7. **2017-18 District Assessment Calendar**

This is the first year pilot of NGSS (Next Generation Science Standard) for 5th, 8th, and 11th grades. The Committee questioned why STAR testing is administered in 11<sup>th</sup> grade. Ms. Mahon explained that it is a short test (25-30 minutes) administered in computer labs each year and is an excellent way to ascertain growth year to year and within each year. The September test, for example, may indicate problem areas where students need attention to help improve scores for January and April testing. Math, Science, and Literacy interventionists assist students who need support based on STAR scores.

8. **OTHER**

None

9. **ADJOURN**

*Motion by Ms. Cofrancesco, Second by Ms. Esposito to adjourn at 8:22 p.m.*

Vote in favor, 3-0 (Ms. Berke, Ms. Cofrancesco, and Ms. Esposito)

Motion carried

Respectfully submitted,

Pamela Pero  
Recording Secretary

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 tennis court project is complete. The new wind screens were received.
- De-stratification fans were ordered for the Student Street corridor at Amity Regional High School. The fans were installed by in-house personnel and are fully operational including controls.
- Preventive Maintenance on the snow removal equipment has been completed.
- The columns at the front entrance of Amity Middle School, Bethany Campus, were repainted.
- New speakers were installed at the Amity Regional High School stadium field to improve acoustics for game day events.
- A contractor failed on one stage of the chiller at Amity Middle School, Orange Campus and was repaired.
- Preventive maintenance was performed on all of the rooftop exhaust fans District-wide.
- A seat was damaged during a football game at the Amity Regional High School stadium field. Our in-house personnel performed a temporary repair to make it safe and our bleacher vendor ordered and installed a replacement bleacher seat.
- Concrete repairs were performed at the main entrance at Amity Middle School, Bethany Campus.
- Sound panels were installed in the cafeteria at Amity Middle School, Orange Campus, by in-house personnel. The panels had been in storage and put into use.

#### **Projects in process:**

- One remaining bond referendum project is actively being worked on. The culinary classroom renovation is in progress.
- The heat exchanger at Amity Regional High School was damaged during an overheating event. It is currently being rebuilt and safeguards are being installed to prevent a future occurrence. All repairs have been completed. We are waiting until the fuel cell can be shut down to refill the glycol loop.
- A leak was discovered in the building heating loop at Amity Regional High School. The leak is underground in an area that is not easily accessible. The re-piping will be above ground. Final repairs are scheduled for November 11 and 12, 2017.

#### **Outstanding issues to be addressed:**

- None at this time.



**FIDUCIARY**  
INVESTMENT ADVISORS

*Strategic thinking. Customized solutions.*

# Amity Regional School District #5

## Executive Summary - Third Quarter 2017

**Important Disclosure Information:** Past performance may not be indicative of future results. Account information has been compiled solely by Fiduciary Investment Advisors, LLC, has not been independently verified, and does not reflect the impact of taxes on non-qualified accounts. In preparing this report, Fiduciary Investment Advisors, LLC has relied upon information provided by third party sources. A copy of our current written disclosure statement discussing our advisory services and fees continues to remain available for your review upon request. Historical performance results for investment indices and/or categories have been provided for general comparison purposes only, and generally do not reflect the deduction of transaction and/or custodial charges, the deduction of an investment management fee, nor the impact of taxes, the incurrence of which would have the effect of decreasing historical performance results. It should not be assumed that your account holdings correspond directly to any comparative indices.

# Table of Contents

## Section 1

*Fiduciary Governance Calendar*

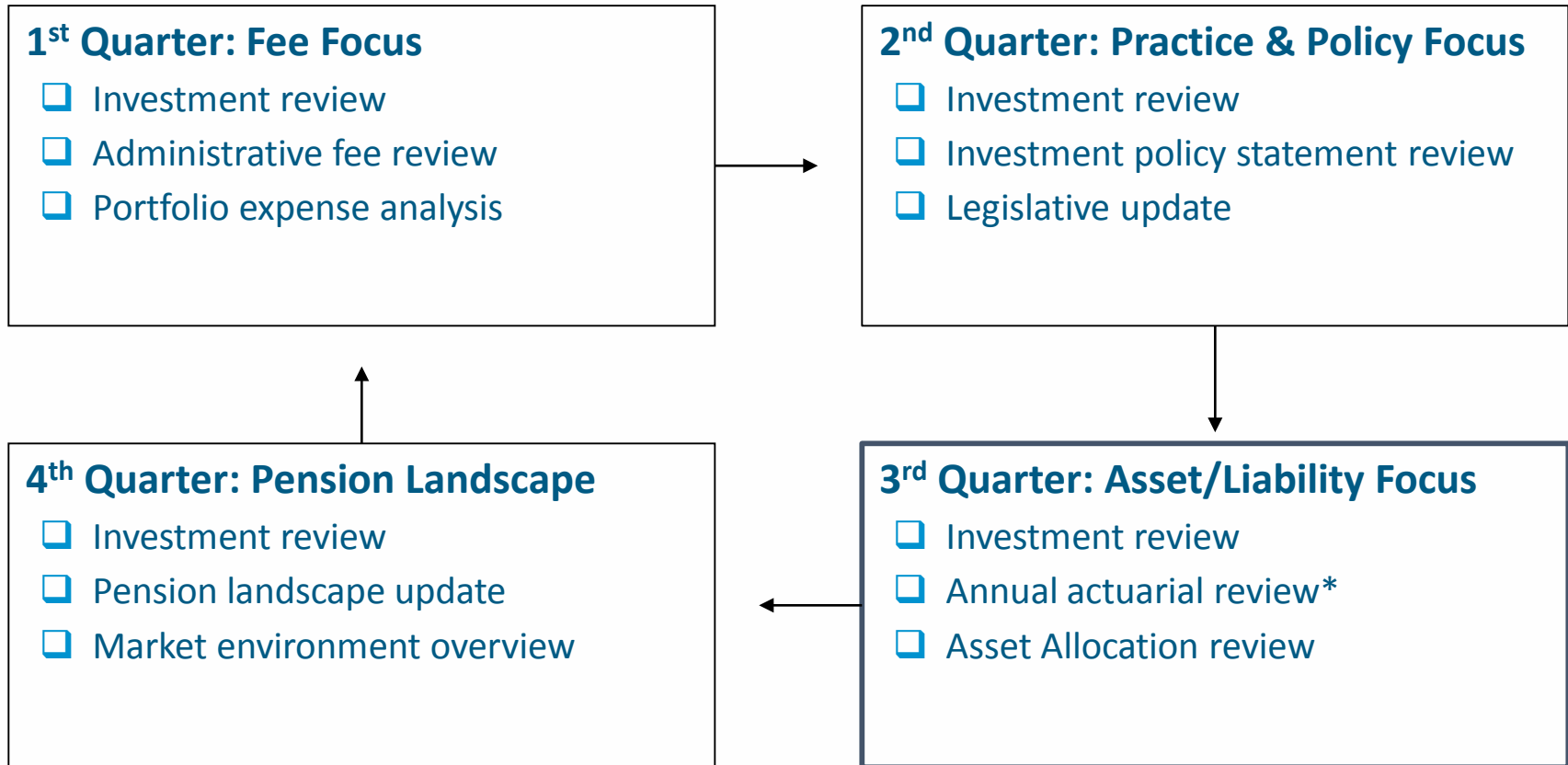
## Section 2

*Capital Markets Overview*

## Section 3

*Portfolio and Manager Review*

# Defined Benefit Fiduciary Governance Calendar



\* Timing of actuarial and liability review dependent on client's individual plan and /or fiscal year and actuarial input.



# Amity Regional #5 Pension Plan Actuarial Review

Hooker & Holcombe Actuarial Valuation Report, July 1, 2016		
	7/1/2016	7/1/2015
Actuarial Value of Assets	\$9,836,133	\$9,108,692
Total Accrued Liability	\$14,626,501	\$13,473,409
Funded Ratio	67.2%	67.6%
Actuarial Return Assumption	7.0%	7.50%

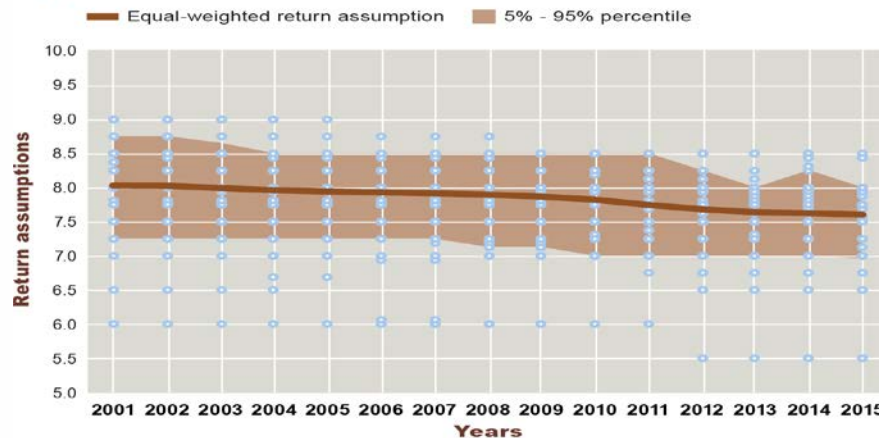
Source: Hooker & Holcombe, 2016 Valuation Report

# Public Plans – Investment Return Assumptions

*Projecting investment returns for public pension plans requires a focus on the long term.*

- Investment earnings account for a significant portion of revenue for a public pension plan. An investment return that is **set too low** can overstate liabilities and costs, while a rate **set too high** will understate liabilities at the expense of future taxpayers.
- A plan's actuary and its investment advisor can assist in establishing a **prudent investment policy** by predicting the cost of future benefits and working collaboratively with the plan sponsor to determine an asset allocation which, when combined with **adequate contributions**, will generate sufficient growth to meet pension obligations.
- Directionally, investment return assumptions for public plans **have trended lower\***, influenced by changes in economic and financial conditions.

**Figure 1: Target return assumptions**



Notes: Data from the Public Plans Data (PPD) produced by the Center for Retirement Research at Boston College.

- Plans have taken a **measured approach** to adopting lower investment return assumptions by working closely with the plan actuary to analyze the potential cost impact and reviewing other actuarial assumptions (e.g., project salary growth) that can serve to potential **offset costs** (higher contributions) associated with lower investment return assumptions.

# Asset Allocation Analysis

- **Asset allocation** is the primary determinant of long-term investment results.<sup>1</sup>
- FIA utilizes **mean-variance optimization**, which is augmented by **Monte Carlo simulation**, as the basis for asset allocation analysis. These exercises are conducted via a software package called Stylus.
- The analysis relies heavily on data input. FIA develops **risk and return assumptions** for each major asset class on an annual basis. The annual process is as follows:
  - ✓ The FIA Investment Committee discusses the current economic landscape, reviews the previous year's assumptions, and compares FIA's current thinking with that of other industry thought leaders
  - ✓ FIA gathers survey data of the risk/return assumptions from over 20 investment firms
  - ✓ Standing assumptions are either verified or updated
  - ✓ Assumptions are developed for both a **full market cycle** outlook (7-10 year) and a **long term** outlook (20 year)
- **Correlations** (how asset classes behave in reference to one another) also significantly impact asset allocation analysis.
  - ✓ Correlation information is historical in nature (rather than forward-looking)
- The industry trend has been to lower **actuarial investment return assumptions** based on lower capital market expectations. Given the current market environment, full market cycle (7-10 year) return assumptions are lower than long term (20 year) assumptions.

<sup>1</sup> Brinson, G.P., Singer, B.D. and Beebower, G.I., "Determinants of Portfolio Performance II: An Update", Financial Analysts Journal, May-June 1991.

# Asset Allocation Analysis

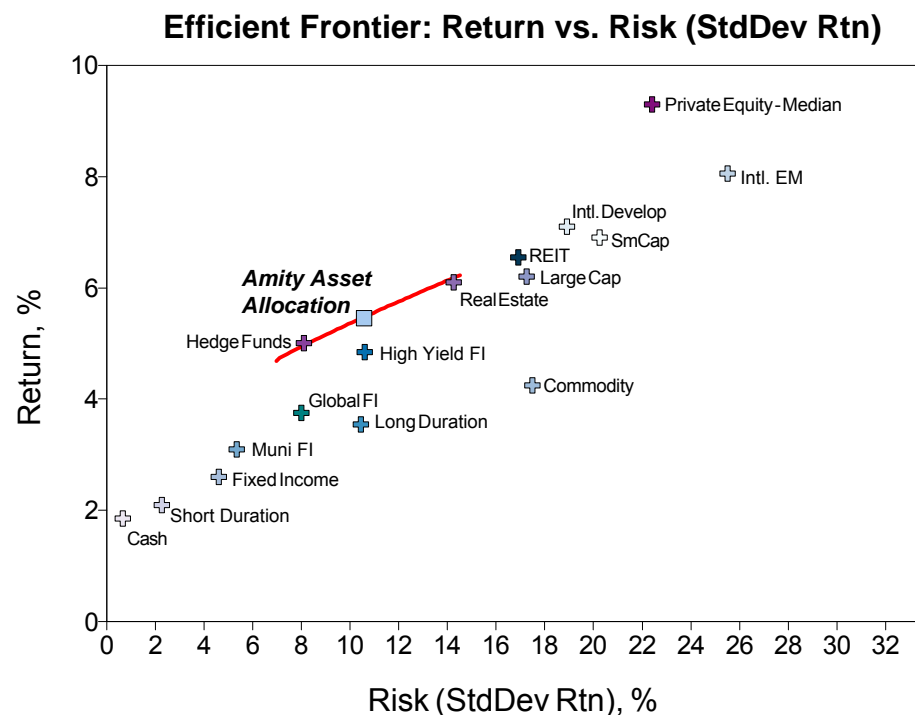
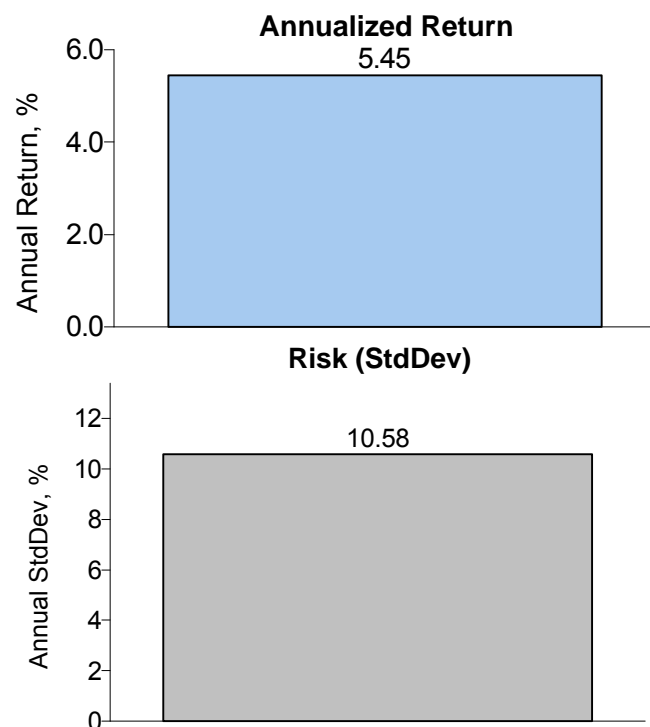
## FIA Asset Class Assumptions:

Asset Class	Amity Target Allocation	Return Assumption: Full Market Cycle (7-10 Year)	Return Assumption: Long Term (20 Year)	Risk (StdDev)
Cash	0.0%	1.85	2.60	0.65
Core Fixed Income	35.0%	3.10	3.90	5.35
Global Fixed Income	0.0%	3.75	4.10	8.00
Long Duration Fixed Income	0.0%	3.55	4.40	10.45
U.S. Large Cap	42.5%	6.55	7.80	16.90
U.S. Small Cap	7.5%	6.90	8.25	20.25
International Developed	15.0%	7.10	7.80	18.90
Emerging Markets	0.0%	8.05	8.75	25.50
Commodities	0.0%	4.25	4.65	17.50
REITs	0.0%	6.20	6.65	17.25
Physical Real Estate	0.0%	6.10	6.45	14.25
Hedge Funds	0.0%	5.00	5.70	8.10
Private Equity	0.0%	9.30	9.30	22.40

- Risk/return assumptions are developed on an annual basis
- Risk/return assumptions are forward-looking in nature
- Return assumptions are nominal (not real)

# Asset Allocation Analysis

## Portfolio Risk & Return - Full Market Cycle (7-10 Year)



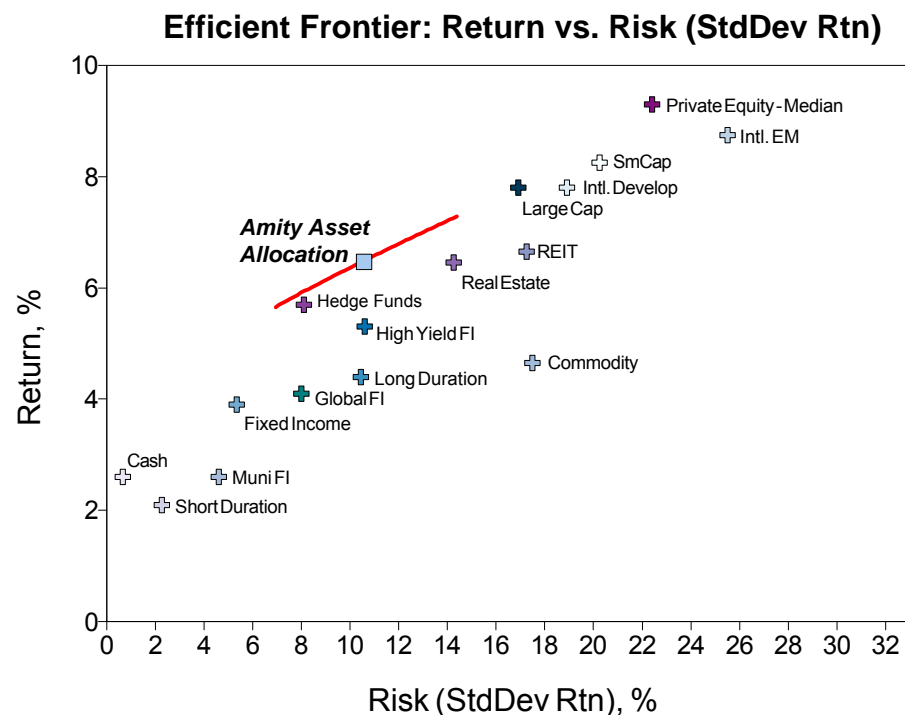
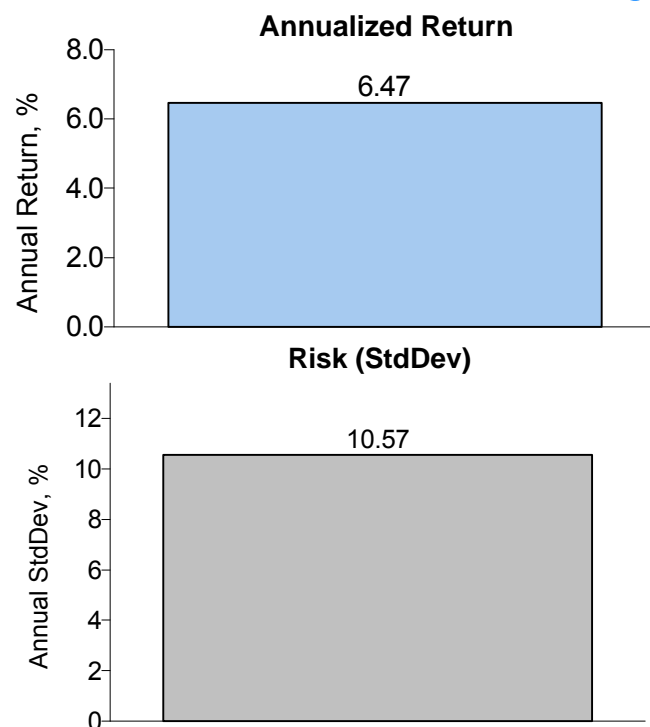
## Portfolio Return Distributions

Annual Return, %

	Amity Asset Allocation			
	1Y	3Y	5Y	10Y
5th Percentile	-10.2	-4.2	-2.2	-0.3
25th Percentile	-1.7	0.9	1.8	2.7
50th Percentile	4.9	4.8	4.9	4.9
75th Percentile	12.1	9.0	8.0	7.1
95th Percentile	24.8	15.6	12.8	10.6

# Asset Allocation Analysis

## Portfolio Risk & Return - Long Term (20 Year)



## Portfolio Return Distributions

Annual Return, %

	Amity Asset Allocation			
	1Y	3Y	5Y	10Y
5th Percentile	-9.2	-3.2	-1.2	0.8
25th Percentile	-0.6	1.9	2.9	3.7
50th Percentile	5.9	5.8	5.9	5.9
75th Percentile	13.1	10.1	9.0	8.1
95th Percentile	25.7	16.6	13.8	11.6

# Market Review

Across all asset classes, volatility has remained at historically low levels. This has largely been a function of steady and improving global growth, the policy accommodations granted by central banks, and secular disinflationary forces that have kept a lid on policy rates. **Based on these factors, markets have been rather resilient**, largely shrugging off geopolitical headlines and political uncertainty.

During the quarter, **central bankers continued to indicate a gradual reduction in the level of monetary policy stimulus in place**. The U.S. Federal Reserve announced that it will begin the process of reducing its balance sheet, and remained on course for another possible rate rise in December. Meanwhile, the ECB looked ready to announce a further slowdown in the pace of its own QE program.

The quarter witnessed **another strong exhibition from global equities, with emerging market equities again leading the way**. Improving economic fundamentals have provided a positive backdrop for strong corporate profit growth, which has otherwise fortified corporate financial health. Recent softness in the U.S. dollar has lent additional support to results achieved in many markets overseas.

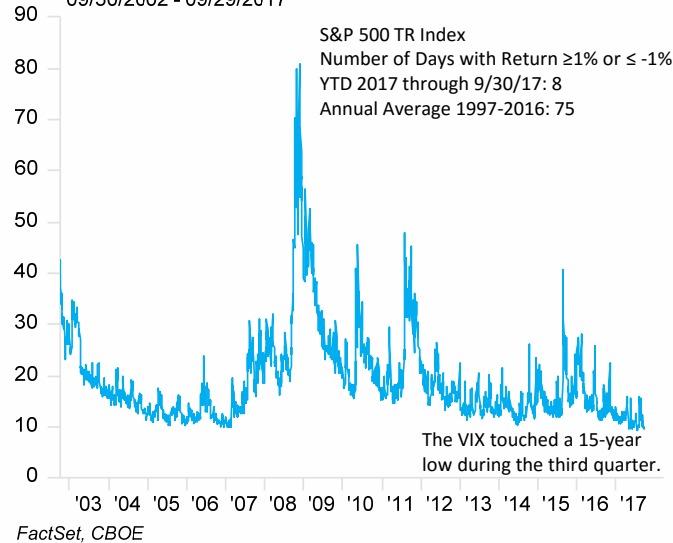
**Domestic equity markets produced favorable returns** during the quarter, with growth stocks continuing to widen the return gap versus their value counterparts. **Small caps regained traction this period, outpacing their larger cap peers**, as expectations that proposed tax reforms may be of greater benefit to smaller companies buoyed their relative outperformance.

**Fixed income markets generated modest, but positive, returns** in the quarter. Investors' desire for yield was evidenced by spread sectors outpacing Treasuries - a result supported by positive corporate fundamentals and the stable economic climate. **Interest rates did end the quarter modestly higher on the front end of the curve** as investors postured in anticipation of possible Fed policy adjustments.

**Commodities were positive during the quarter, led by strength within the energy and metals sectors**. Crude oil prices finished a volatile three month period higher, ultimately rising in the aftermath of the recent hurricanes. The continued fall in the value of the U.S. dollar has been a net positive to the commodities complex, proving particularly favorable for the negatively-correlated industrial and precious metals sectors.

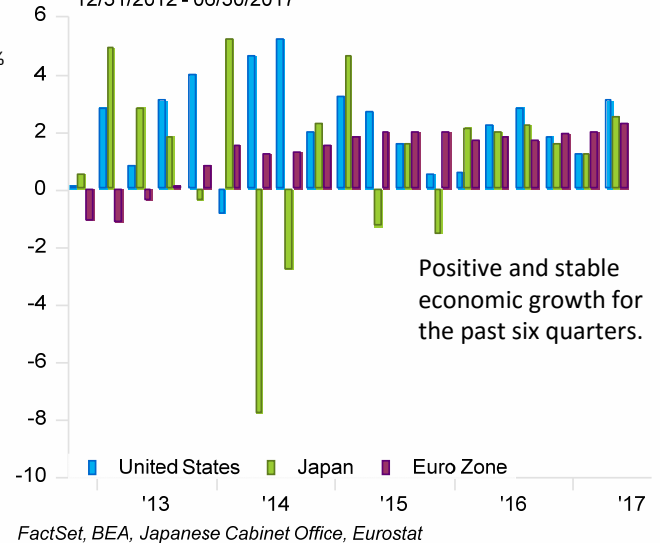
**CBOE Market Volatility Index (VIX)**

09/30/2002 - 09/29/2017



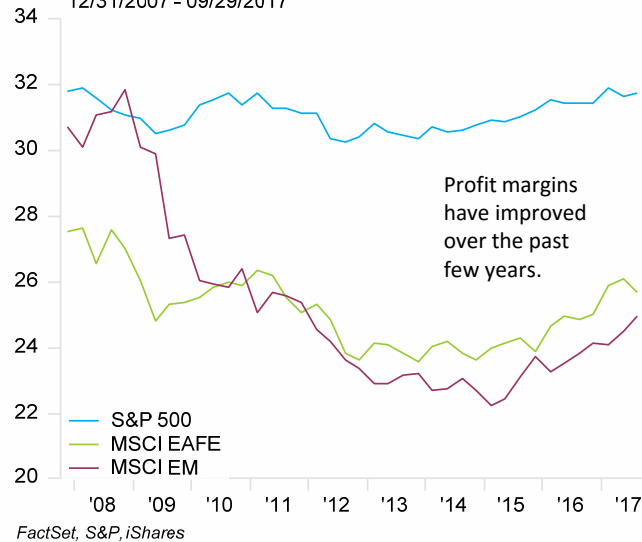
**Real GDP Growth - QoQ Annualized Rate**

12/31/2012 - 06/30/2017

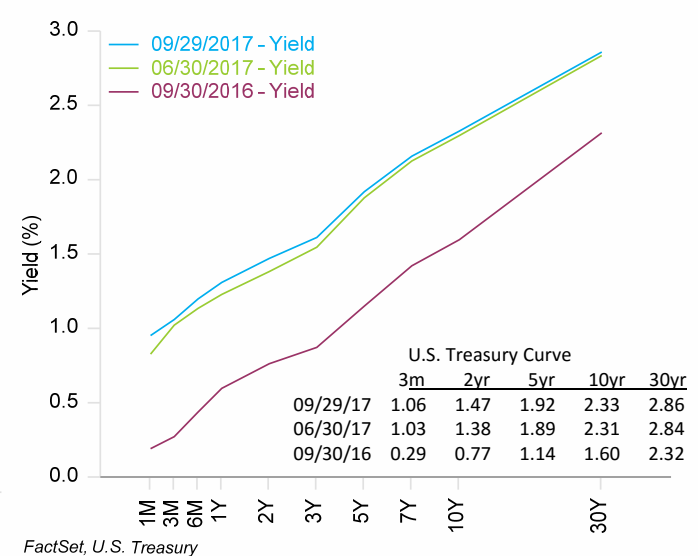


**Corporate Gross Profit Margins**

12/31/2007 - 09/29/2017



**United States Treasury Yield Curve**



# Index Results

U.S. EQUITY	QUARTER	YTD	1 YEAR	3 YEAR	5 YEAR	10 YEAR
S&P 500	4.5	14.2	18.6	10.8	14.2	7.4
Russell 1000	4.5	14.2	18.5	10.6	14.3	7.5
Russell 1000 Value	3.1	7.9	15.1	8.5	13.2	5.9
Russell 1000 Growth	5.9	20.7	21.9	12.7	15.3	9.1
Russell Mid Cap	3.5	11.7	15.3	9.5	14.3	8.1
Russell Mid Cap Value	2.1	7.4	13.4	9.2	14.3	7.9
Russell Mid Cap Growth	5.3	17.3	17.8	10.0	14.2	8.2
Russell 2000	5.7	10.9	20.7	12.2	13.8	7.8
Russell 2000 Value	5.1	5.7	20.5	12.1	13.3	7.1
Russell 2000 Growth	6.2	16.8	21.0	12.2	14.3	8.5
Russell 3000	4.6	13.9	18.7	10.7	14.2	7.6
FTSE NAREIT Equity REITs Index	0.9	3.7	0.7	9.9	9.7	5.8
INTERNATIONAL EQUITY	QUARTER	YTD	1 YEAR	3 YEAR	5 YEAR	10 YEAR
MSCI ACWI ex-US	6.2	21.1	19.6	4.7	7.0	1.3
MSCI EAFE	5.4	20.0	19.1	5.0	8.4	1.3
MSCI EAFE Value	5.9	17.6	22.5	3.5	7.8	0.5
MSCI EAFE Growth	4.9	22.4	15.7	6.5	8.9	2.1
MSCI EAFE Small Cap	7.5	25.4	21.8	11.1	12.8	4.6
MSCI EM (Emerging Markets)	7.9	27.8	22.5	4.9	4.0	1.3
FIXED INCOME	QUARTER	YTD	1 YEAR	3 YEAR	5 YEAR	10 YEAR
Barclays U.S. Aggregate Bond	0.8	3.1	0.1	2.7	2.1	4.3
Barclays U.S. Gov/Credit Bond	0.8	3.5	(0.0)	2.8	2.1	4.3
Barclays Gov/Credit Long Bond	1.5	7.7	(0.8)	5.5	3.9	7.4
Barclays U.S. Corp High Yield	2.0	7.0	8.9	5.8	6.4	7.8
Barclays Municipal Bond	1.1	4.7	0.9	3.2	3.0	4.5
Barclays U.S. TIPS	0.9	1.7	(0.7)	1.6	0.0	3.9
BofA Merrill 3-Month T-Bill	0.3	0.6	0.7	0.3	0.2	0.5
NON-TRADITIONAL	QUARTER	YTD	1 YEAR	3 YEAR	5 YEAR	10 YEAR
Bloomberg Commodity Index	2.5	(2.9)	(0.3)	(10.4)	(10.5)	(6.8)
HFRI Fund of Funds Index	2.2	5.5	6.4	2.2	3.8	1.1
NCREIF Property Index (quarter lag)	1.7	3.3	7.0	10.2	10.5	6.4
CPI (quarter lag)	0.0	0.4	1.6	0.9	1.3	1.6

Sources: Morningstar Direct, Standard & Poor's, Russell, FTSE, MSCI, Barclays Capital, BofA Merrill Lynch, Bloomberg, HFRI, NCREIF. Data as of 09/30/2017 unless otherwise noted.



# Equity & Fixed Income Review

## U.S. Equity Size and Style Returns

QTR				1-Year		
Value	Blend	Growth		Value	Blend	Growth
3.1	4.5	5.9	Large	15.1	18.5	21.9
2.1	3.5	5.3	Mid	13.4	15.3	17.8
5.1	5.7	6.2	Small	20.5	20.7	21.0

U.S. equity markets climbed higher during the quarter. Corporate profits remain resilient, and underlying economic conditions remain supportive. Growth outperformed value during the period, led predominantly by the information technology sector. The energy sector recovered during the period in conjunction with rising commodity prices, while financials performed well given the prospect of higher interest rates.

## International Equity Size and Region Returns (USD)

QTR				1-Year		
Small	Mid	Large		Small	Mid	Large
7.5	6.1	5.2	Dev	21.8	19.6	19.0
5.6	6.3	8.2	EM	14.9	16.8	23.6

Emerging market equities, led by Brazil, Russia and China, outpaced their developed counterparts. A decline in the U.S. dollar against major currencies such as the euro, British pound, Brazilian real, and Russian ruble was a tailwind for U.S. dollar denominated investors this quarter. Stabilizing economic growth in Europe, the economic resiliency on display in China, and accommodative policies from central banks around the world continue to support equity markets.

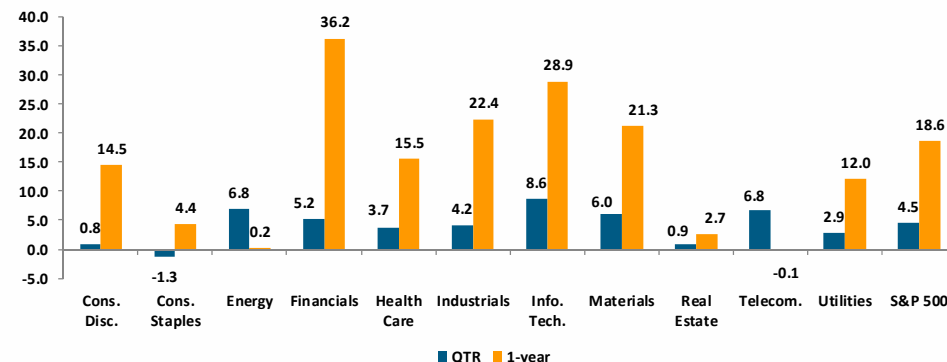
## Fixed Income Term and Quality Returns (USD)

QTR				1-Year		
Short	Interm	Long		Short	Interm	Long
0.2	0.3	0.6	Gov't	0.3	-0.7	-6.1
0.6	1.0	2.0	Corp	1.7	1.8	3.0

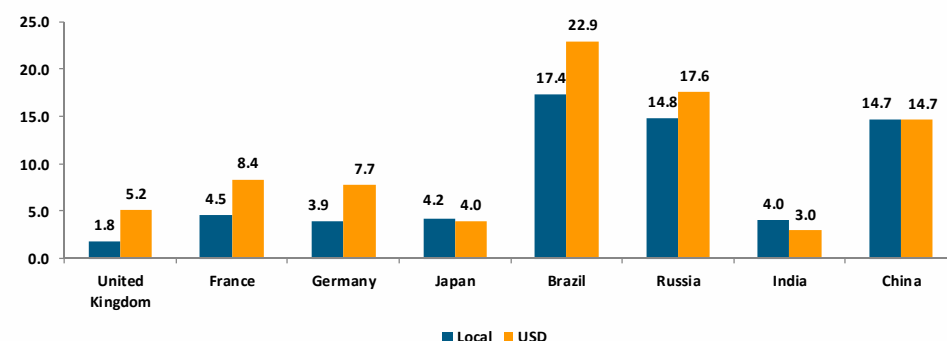
Investors' sentiment in favor of yield remains pronounced and, as a result, corporate bonds outperformed Treasuries. Healthy corporate fundamentals and a technical tailwind emanating from the continued search for income provided support for spread sectors. Rates ended the quarter relatively unchanged, with a slight flattening of the yield curve following the Federal Reserve's indication of a likely rate increase in December and the beginning taper of balance sheet assets.

Sources: Morningstar Direct, FactSet, Standard & Poor's, Russell, MSCI, Barclays Capital, Citigroup, JPMorgan. Data as of September 30, 2018 unless otherwise noted. The performance grids above are based on select Russell, MSCI and Barclays Capital indexes.

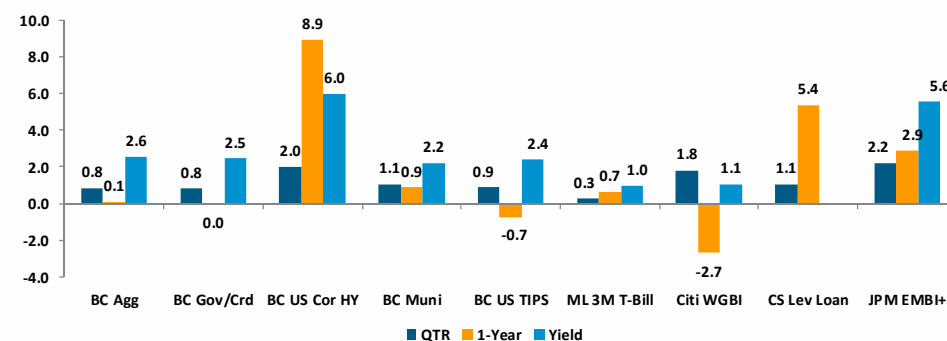
## S&P 500 Sector Returns



## MSCI Country Results 3Q 2017

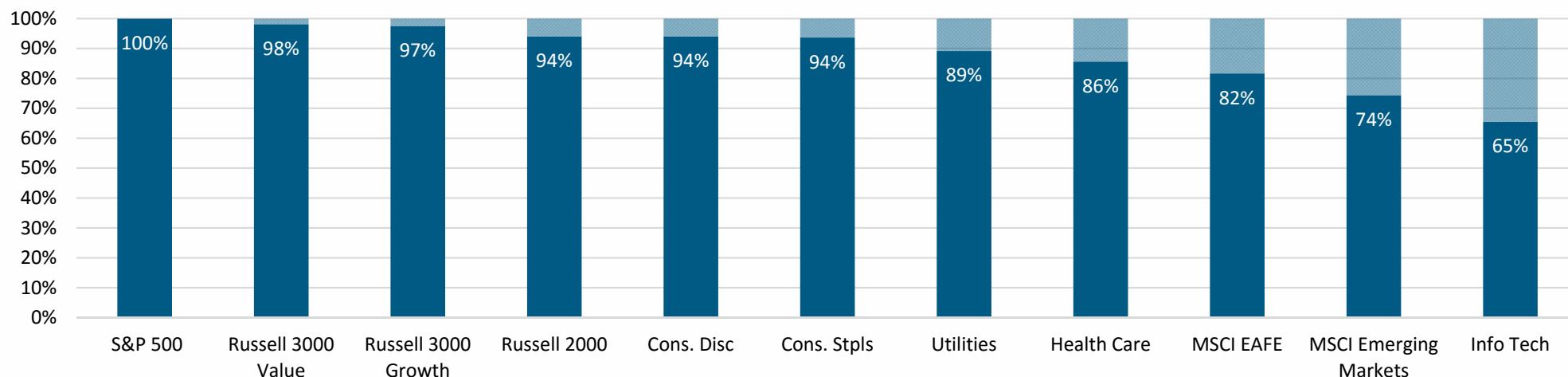


## Fixed Income Returns and Yields (%)

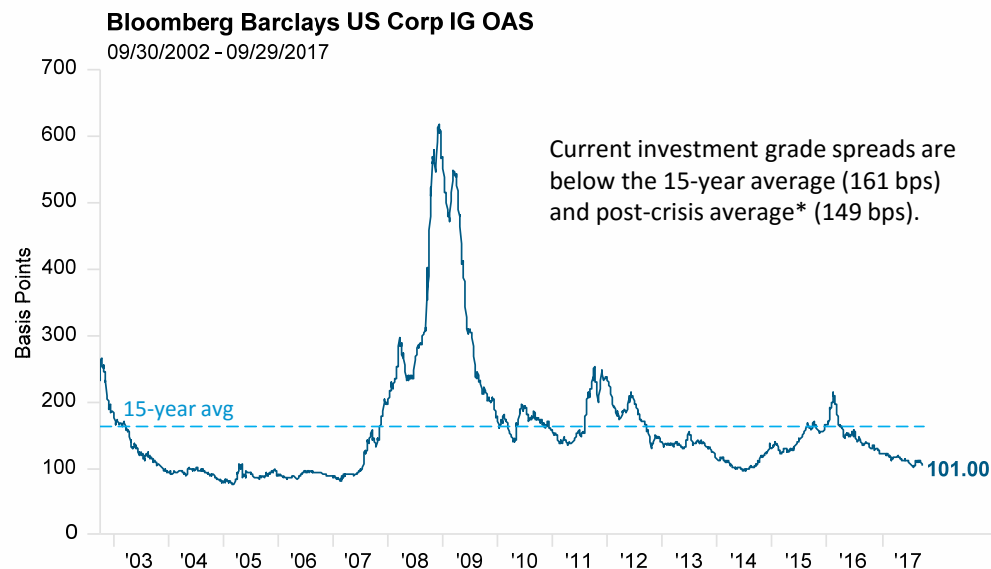


# Market Valuations

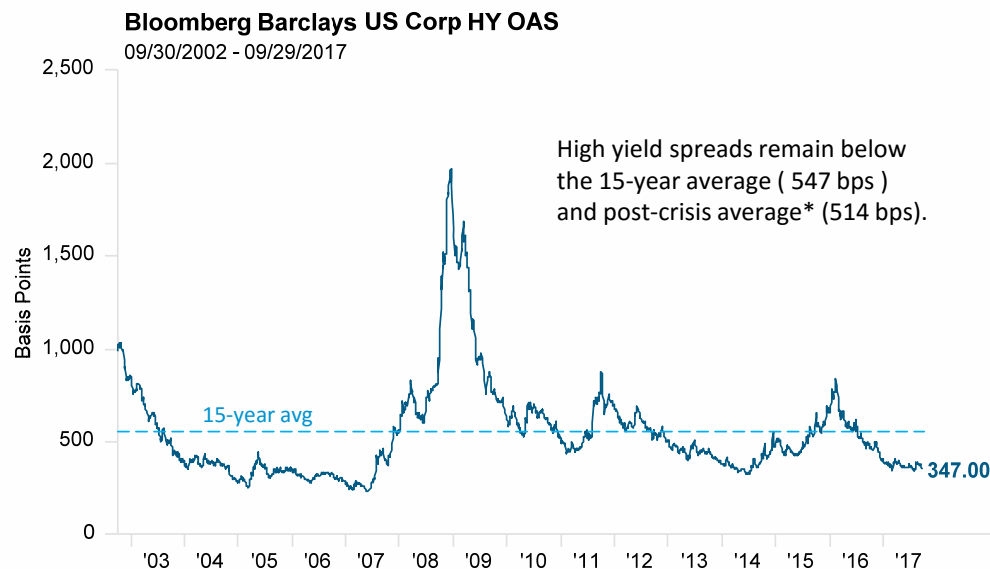
## Equity Valuations - Current P/E Relative to 15-Year High



FactSet, Russell, S&P, iShares. Equity valuations are based on trailing 12-month price-to-earnings "P/E" ratios as a percent of the range high. Data is for the period 9/30/2002 – 9/30/2017, except for MSCI Emerging Markets which is for the period 9/1/2003 – 9/30/2017. MSCI EAFE and MSCI EM are based on iShares ETFs. Sector valuations are based on S&P 500 sectors.

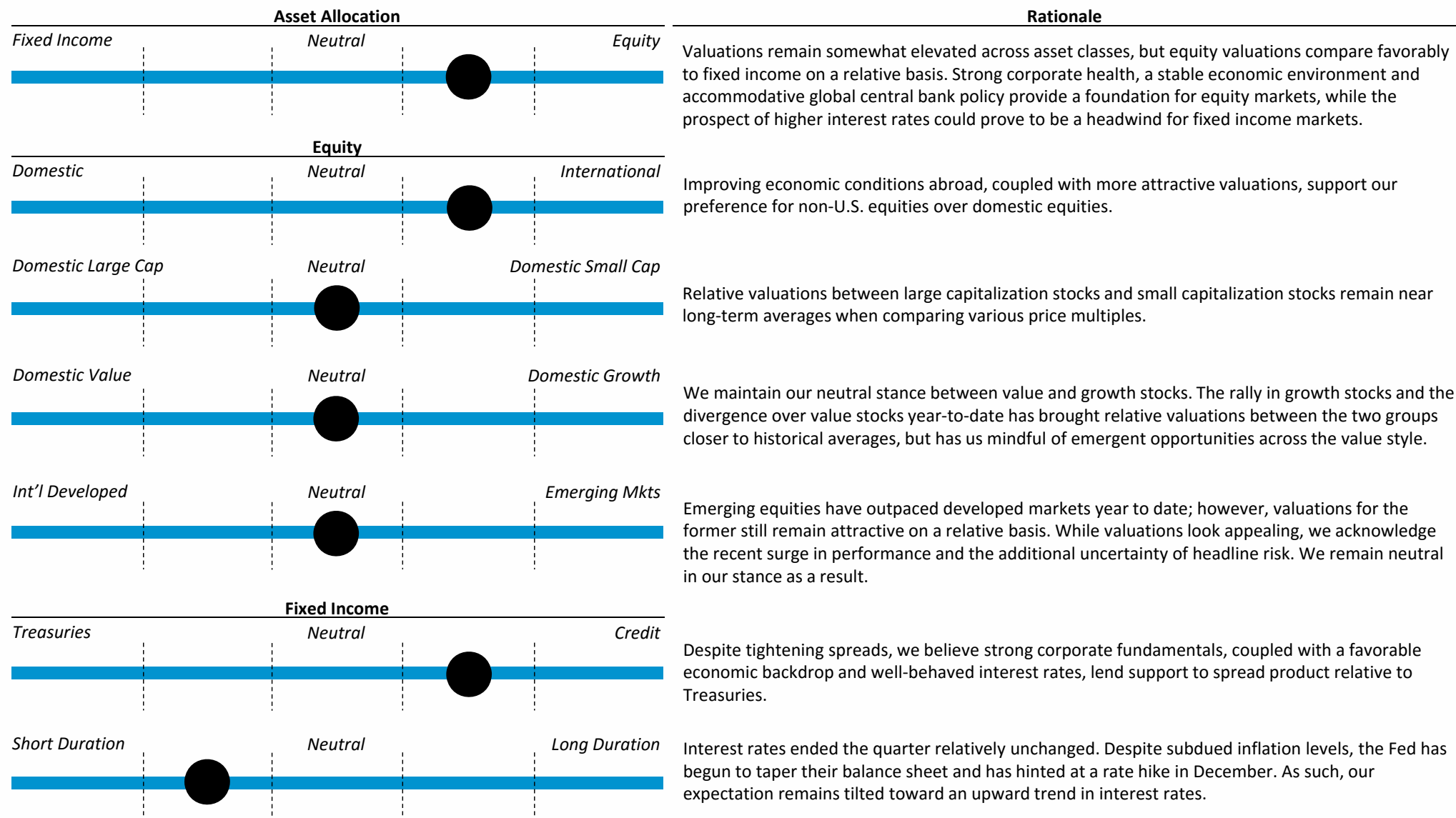


FactSet, Bloomberg Barclays  
\*Post-crisis averages are for the period 1/1/2010 – 9/29/2017.



FactSet, Bloomberg Barclays

# Market Viewpoints



*These viewpoints represent FIA's general assessment of the highlighted capital markets comparisons over the next 36 months. These opinions are subject to modification as conditions in the markets change. Clients should utilize these rankings in conjunction with other considerations that may be relevant to their particular circumstances.*

# Pension Fund Results

## Amity Pension - Asset Allocation

As of September 30, 2017

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Total Plan</b>	<b>11,229,993</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>72,556</b>	<b>0.6</b>	<b>0.0</b>	<b>0.6</b>
Wells Fargo Government Money Market Fund I	72,556	0.6	0.0	0.6
<b>Fixed Income</b>	<b>3,896,443</b>	<b>34.7</b>	<b>35.0</b>	<b>-0.3</b>
Vanguard Total Bond Market Index Adm	1,944,487	17.3	17.5	-0.2
BlackRock Strategic Income Opps K	1,951,956	17.4	17.5	-0.1
<b>Domestic Equity</b>	<b>5,605,926</b>	<b>49.9</b>	<b>50.0</b>	<b>-0.1</b>
Vanguard 500 Index Adm	1,099,011	9.8	10.0	-0.2
Vanguard Value Index Adm	1,707,904	15.2	15.0	0.2
Vanguard Growth Index Fund Adm	1,632,859	14.5	15.0	-0.5
Vanguard Mid Cap Index Adm	577,570	5.1	5.0	0.1
Vanguard Small Cap Index Adm	588,583	5.2	5.0	0.2
<b>International Equity</b>	<b>1,655,068</b>	<b>14.7</b>	<b>15.0</b>	<b>-0.3</b>
Vanguard Developed Markets Adm	1,655,068	14.7	15.0	-0.3

Investments with a zero balance were held in the plan during the reporting period and will be removed once they no longer impact plan performance.  
Asset Allocation weightings may not add up to 100% due to rounding.

## Total Plan Performance Summary

As of September 30, 2017

### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Total Plan</b>				<b>01/01/2007</b>
Beginning Market Value	10,587,366	9,702,225	5,911,809	
Net Contributions	287,670	423,689	421,386	
Total Gain/Loss	354,957	1,104,080	4,896,798	
Ending Market Value	11,229,993	11,229,993	11,229,993	

### Amity Pension Benchmark Composition

Allocation Mandate	Weight (%)
Bloomberg Barclays U.S. Aggregate Index	35.0
S&P 500 Index	10.0
CRSP U.S. Large Cap Value TR Index	15.0
CRSP U.S. Large Cap Growth TR Index	15.0
CRSP U.S. Mid Cap TR Index	5.0
CRSP U.S. Small Cap TR Index	5.0
FTSE Global All Cap ex US Spliced Index^	15.0

### Trailing Performance Summary

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Total Plan</b>	<b>3.3</b>	<b>11.1</b>	<b>3.3</b>	<b>11.7</b>	<b>7.0</b>	<b>9.1</b>	<b>9.1</b>	<b>5.8</b>	<b>6.1</b>	<b>01/01/2007</b>
Amity Pension Benchmark	3.4	11.2	3.4	11.9	7.2	9.2	9.2	5.9	6.2	
Difference	-0.1	-0.1	-0.1	-0.2	-0.2	-0.1	-0.1	-0.1	-0.1	

### Calendar Year Performance Summary

	2016	2015	2014	2013	2012	2011	2010	2009
<b>Total Plan</b>	<b>7.2</b>	<b>0.3</b>	<b>7.2</b>	<b>18.8</b>	<b>13.0</b>	<b>0.6</b>	<b>12.4</b>	<b>18.2</b>
Amity Pension Benchmark	7.9	0.0	8.0	18.1	12.3	1.5	12.9	21.5
Difference	-0.7	0.3	-0.8	0.7	0.7	-0.9	-0.5	-3.3

## Benchmark Composition

### Amity Pension Benchmark

As of September 30, 2017

Allocation Mandate	Weight (%)	Allocation Mandate	Weight (%)
<b>Mar-2014</b>		<b>Feb-1978</b>	
Bloomberg Barclays U.S. Aggregate Index	35.0	Bloomberg Barclays U.S. Aggregate Index	35.0
S&P 500 Index	10.0	S&P 500 Index	10.0
CRSP U.S. Large Cap Value TR Index	15.0	Russell 1000 Value Index	15.0
CRSP U.S. Large Cap Growth TR Index	15.0	Russell 1000 Growth Index	15.0
CRSP U.S. Mid Cap TR Index	5.0	Russell Midcap Index	5.0
CRSP U.S. Small Cap TR Index	5.0	Russell 2000 Index	5.0
FTSE Global All Cap ex US Spliced Index^	15.0	MSCI EAFE (Net) Index	15.0
<b>Jun-2013</b>			
Bloomberg Barclays U.S. Aggregate Index	35.0		
S&P 500 Index	10.0		
MSCI US Prime Market Value	15.0		
MSCI US Prime Market Growth	15.0		
MSCI US Mid Cap 450 Index	5.0		
MSCI US Small Cap 1750	5.0		
FTSE Global All Cap ex US Spliced Index^	15.0		
<b>Sep-2012</b>			
Bloomberg Barclays U.S. Aggregate Index	35.0		
S&P 500 Index	10.0		
MSCI US Prime Market Value	15.0		
MSCI US Prime Market Growth	15.0		
MSCI US Mid Cap 450 Index	5.0		
MSCI US Small Cap 1750	5.0		
MSCI EAFE (Net) Index	15.0		

# Amity Pension

## Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
Short Term Liquidity								
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.2</b>	<b>0.5</b>	<b>0.2</b>	<b>0.5</b>	<b>0.2</b>	<b>0.1</b>	<b>0.8</b>	<b>01/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	<i>0.3</i>	<i>0.6</i>	<i>0.3</i>	<i>0.6</i>	<i>0.3</i>	<i>0.2</i>	<i>0.8</i>	
<b>Fixed Income</b>	<b>0.8</b>	<b>3.2</b>	<b>0.8</b>	<b>0.0</b>	<b>2.5</b>	<b>2.0</b>	<b>3.9</b>	<b>04/01/2009</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	<i>0.8</i>	<i>3.1</i>	<i>0.8</i>	<i>0.1</i>	<i>2.7</i>	<i>2.1</i>	<i>4.0</i>	
<b>Vanguard Total Bond Market Index Adm</b>	<b>0.7 (72)</b>	<b>3.1 (58)</b>	<b>0.7 (72)</b>	<b>-0.1 (75)</b>	<b>2.7 (34)</b>	<b>2.0 (46)</b>	<b>2.0 (51)</b>	<b>09/01/2012</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	<i>0.8</i>	<i>3.1</i>	<i>0.8</i>	<i>0.1</i>	<i>2.7</i>	<i>2.1</i>	<i>2.1</i>	
IM U.S. Broad Market Core Fixed Income (MF) Median	0.8	3.2	0.8	0.5	2.5	2.0	2.0	
<b>BlackRock Strategic Income Opps K</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>10/01/2017</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
<i>Libor (3 month)</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
IM Alternative Credit Focus (MF) Median	1.0	3.9	1.0	4.5	2.2	2.3	N/A	
<b>Domestic Equity</b>	<b>4.4</b>	<b>14.0</b>	<b>4.4</b>	<b>18.3</b>	<b>10.6</b>	<b>14.2</b>	<b>17.3</b>	<b>04/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	<i>4.4</i>	<i>14.1</i>	<i>4.4</i>	<i>18.4</i>	<i>10.7</i>	<i>14.3</i>	<i>17.4</i>	
<b>Vanguard 500 Index Adm</b>	<b>4.5 (46)</b>	<b>14.2 (37)</b>	<b>4.5 (46)</b>	<b>18.6 (44)</b>	<b>10.8 (17)</b>	<b>14.2 (17)</b>	<b>14.5 (16)</b>	<b>09/01/2012</b>
<i>S&amp;P 500 Index</i>	<i>4.5</i>	<i>14.2</i>	<i>4.5</i>	<i>18.6</i>	<i>10.8</i>	<i>14.2</i>	<i>14.5</i>	
IM U.S. Large Cap Core Equity (MF) Median	4.4	13.5	4.4	18.3	9.4	13.1	13.5	
<b>Vanguard Value Index Adm</b>	<b>4.2 (36)</b>	<b>9.5 (49)</b>	<b>4.2 (36)</b>	<b>17.7 (37)</b>	<b>9.9 (6)</b>	<b>14.0 (12)</b>	<b>14.5 (11)</b>	<b>09/01/2012</b>
<i>CRSP US Large Cap Value Spliced Index^</i>	<i>4.1</i>	<i>9.5</i>	<i>4.1</i>	<i>17.8</i>	<i>10.0</i>	<i>14.1</i>	<i>14.6</i>	
IM U.S. Large Cap Value Equity (MF) Median	3.7	9.5	3.7	16.9	7.9	12.4	12.7	
<b>Vanguard Growth Index Fund Adm</b>	<b>4.9 (69)</b>	<b>20.3 (64)</b>	<b>4.9 (69)</b>	<b>19.8 (55)</b>	<b>11.5 (42)</b>	<b>14.4 (40)</b>	<b>14.6 (41)</b>	<b>09/01/2012</b>
<i>CRSP US Large Cap Growth Spliced Index^</i>	<i>4.9</i>	<i>20.4</i>	<i>4.9</i>	<i>19.9</i>	<i>11.6</i>	<i>14.5</i>	<i>14.7</i>	
IM U.S. Large Cap Growth Equity (MF) Median	5.5	21.7	5.5	20.0	11.1	13.9	14.2	

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.



# Amity Pension

## Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Vanguard Mid Cap Index Adm</b>	<b>3.4 (54)</b>	<b>12.9 (16)</b>	<b>3.4 (54)</b>	<b>15.3 (50)</b>	<b>9.7 (25)</b>	<b>14.4 (16)</b>	<b>14.6 (17)</b>	<b>09/01/2012</b>
<i>CRSP US Mid Cap Spliced Index^</i>	3.4	12.9	3.4	15.3	9.8	14.5	14.7	
IM U.S. Mid Cap Core Equity (MF) Median	3.5	9.7	3.5	15.3	8.6	12.9	13.2	
<b>Vanguard Small Cap Index Adm</b>	<b>4.6 (67)</b>	<b>10.6 (29)</b>	<b>4.6 (67)</b>	<b>17.4 (79)</b>	<b>10.4 (62)</b>	<b>13.9 (41)</b>	<b>14.3 (43)</b>	<b>09/01/2012</b>
<i>CRSP US Small Cap Spliced Index^</i>	4.6	10.6	4.6	17.3	10.4	13.9	14.3	
IM U.S. Small Cap Core Equity (MF) Median	5.7	8.6	5.7	20.0	11.3	13.7	14.1	
<b>International Equity</b>	<b>5.5</b>	<b>21.0</b>	<b>5.5</b>	<b>19.3</b>	<b>5.9</b>	<b>8.9</b>	<b>11.0</b>	<b>04/01/2009</b>
<i>International Equity Composite Benchmark</i>	6.0	20.9	6.0	19.4	5.3	8.3	10.7	
<b>Vanguard Developed Markets Adm</b>	<b>5.5 (56)</b>	<b>21.0 (46)</b>	<b>5.5 (56)</b>	<b>19.3 (43)</b>	<b>5.9 (28)</b>	<b>8.9 (26)</b>	<b>9.3 (27)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index^</i>	5.7	20.6	5.7	19.7	5.8	8.8	9.3	
IM International Multi-Cap Core Equity (MF) Median	5.7	20.8	5.7	19.0	5.1	8.1	8.5	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.

## Manager Commentary

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As of September 30, 2017

Manager	Manager Status
<b>Fixed Income</b>	
Vanguard ST Gvt Bd	Maintain
Vanguard ST InPS Idx	Maintain
Vanguard Tot Bd	Maintain
BlackRock:Str Inc Opp;K	Maintain
<b>Domestic Equity</b>	
Vanguard 500 Index	Maintain
Vanguard TSM Idx	Maintain
Vanguard Value Idx	Maintain
Vanguard Gro Idx	Maintain
Vanguard Md-Cp Idx	Maintain
Vanguard Sm-Cp Idx	Maintain
<b>International Equity</b>	
Vanguard Dev Mkt	Maintain

## Amity Pension

### Manager Investment Gain/Loss Summary

	Market Value As of 07/01/2017	Net Flows	Return On Investment	Market Value As of 09/30/2017
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	84,686	-12,330	200	72,556
<b>Total Short Term Liquidity</b>	<b>84,686</b>	<b>-12,330</b>	<b>200</b>	<b>72,556</b>
<u>Fixed Income</u>				
Vanguard Total Bond Market Index Adm	3,545,932	-1,630,000	28,555	1,944,487
BlackRock Strategic Income Opps K	-	1,950,000	1,956	1,951,956
<b>Total Fixed Income</b>	<b>3,545,932</b>	<b>320,000</b>	<b>30,511</b>	<b>3,896,443</b>
<u>Domestic Equity</u>				
Vanguard 500 Index Adm	1,066,594	-15,000	47,417	1,099,011
Vanguard Value Index Adm	1,590,655	50,000	67,248	1,707,904
Vanguard Growth Index Fund Adm	1,615,418	-60,000	77,441	1,632,859
Vanguard Mid Cap Index Adm	528,718	30,000	18,852	577,570
Vanguard Small Cap Index Adm	522,964	40,000	25,618	588,583
<b>Total Domestic Equity</b>	<b>5,324,349</b>	<b>45,000</b>	<b>236,577</b>	<b>5,605,926</b>
<u>International Equity</u>				
Vanguard Developed Markets Adm	1,632,399	-65,000	87,669	1,655,068
<b>Total International Equity</b>	<b>1,632,399</b>	<b>-65,000</b>	<b>87,669</b>	<b>1,655,068</b>
<b>Total Plan</b>	<b>10,587,366</b>	<b>287,670</b>	<b>354,957</b>	<b>11,229,993</b>

## Amity Pension

### Market Value and Flows Summary

Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2006	-	-	-	5,911,809	N/A
Mar-2007	5,911,809	-126,919	108,227	5,893,116	1.9
Jun-2007	5,893,116	-127,417	202,138	5,967,837	3.4
Sep-2007	5,967,837	276,936	123,140	6,367,912	2.0
Dec-2007	6,367,912	-128,226	-85,700	6,153,986	-1.4
Mar-2008	6,153,986	-127,169	-311,685	5,715,132	-5.1
Jun-2008	5,715,132	-128,659	-82,615	5,503,858	-1.6
Sep-2008	5,503,858	297,623	-407,460	5,394,022	-7.1
Dec-2008	5,394,022	-141,344	-594,469	4,658,209	-11.1
Mar-2009	4,658,209	-136,302	-351,150	4,170,757	-7.5
Jun-2009	4,170,757	-131,817	450,914	4,489,854	11.0
Sep-2009	4,489,854	312,896	557,229	5,359,979	11.7
Dec-2009	5,359,979	-134,759	158,595	5,383,815	3.0
Mar-2010	5,383,815	-139,407	202,610	5,447,017	3.9
Jun-2010	5,447,017	-137,079	-341,948	4,967,990	-6.4
Sep-2010	4,967,990	383,126	439,625	5,790,741	8.6
Dec-2010	5,790,741	-138,166	361,056	6,013,631	6.4
Mar-2011	6,013,631	-152,528	237,524	6,098,627	4.0
Jun-2011	6,098,627	-147,208	54,946	6,006,366	0.9
Sep-2011	6,006,366	450,579	-658,611	5,798,334	-10.3
Dec-2011	5,798,334	-144,369	396,030	6,049,996	6.9
Mar-2012	6,049,996	-141,160	502,103	6,410,939	8.4
Jun-2012	6,410,939	-145,381	-112,453	6,153,105	-1.8
Sep-2012	6,153,105	518,076	304,381	6,975,562	4.5
Dec-2012	6,975,562	-161,257	101,950	6,916,256	1.5
Mar-2013	6,916,256	-152,199	429,788	7,193,844	6.3
Jun-2013	7,193,844	-154,883	13,761	7,052,722	0.2
Sep-2013	7,052,722	-163,413	369,080	7,258,389	5.3
Dec-2013	7,258,389	546,074	459,564	8,264,027	5.9
Mar-2014	8,264,027	-161,243	123,395	8,226,179	1.5

## Amity Pension

### Market Value and Flows Summary

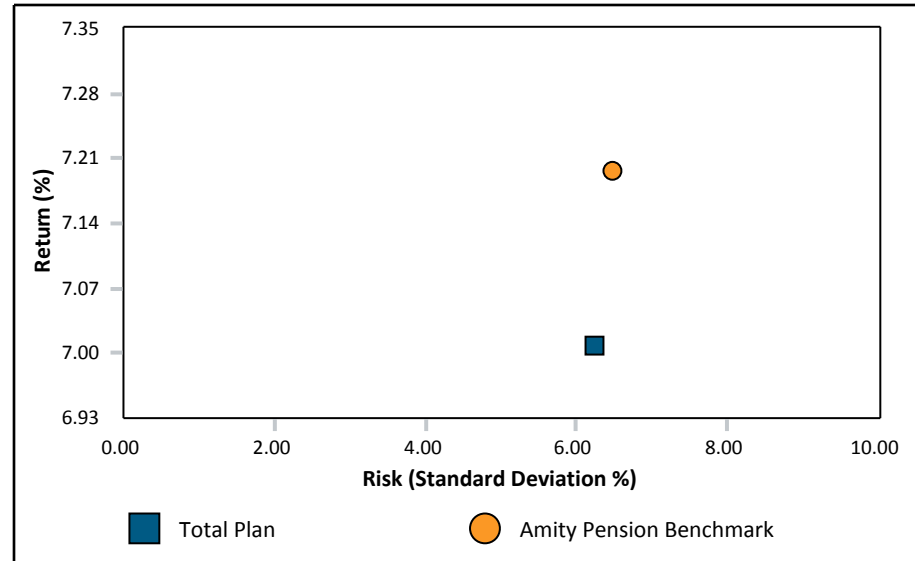
Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2014	8,226,179	-149,491	324,061	8,400,749	4.0
Sep-2014	8,400,749	207,706	-82,993	8,525,461	-1.0
Dec-2014	8,525,461	-148,704	216,237	8,592,994	2.6
Mar-2015	8,592,994	223,388	201,466	9,017,848	2.3
Jun-2015	9,017,848	-150,175	-45,017	8,822,656	-0.5
Sep-2015	8,822,656	243,709	-406,523	8,659,843	-4.6
Dec-2015	8,659,843	258,601	287,342	9,205,786	3.4
Mar-2016	9,205,786	-142,870	111,571	9,174,486	1.3
Jun-2016	9,174,486	-137,601	186,090	9,222,976	2.0
Sep-2016	9,222,976	275,806	301,355	9,800,136	3.2
Dec-2016	9,800,136	-147,075	49,163	9,702,225	0.5
Mar-2017	9,702,225	280,371	440,274	10,422,869	4.4
Jun-2017	10,422,869	-144,352	308,849	10,587,366	3.0
Sep-2017	10,587,366	287,670	354,957	11,229,993	3.3

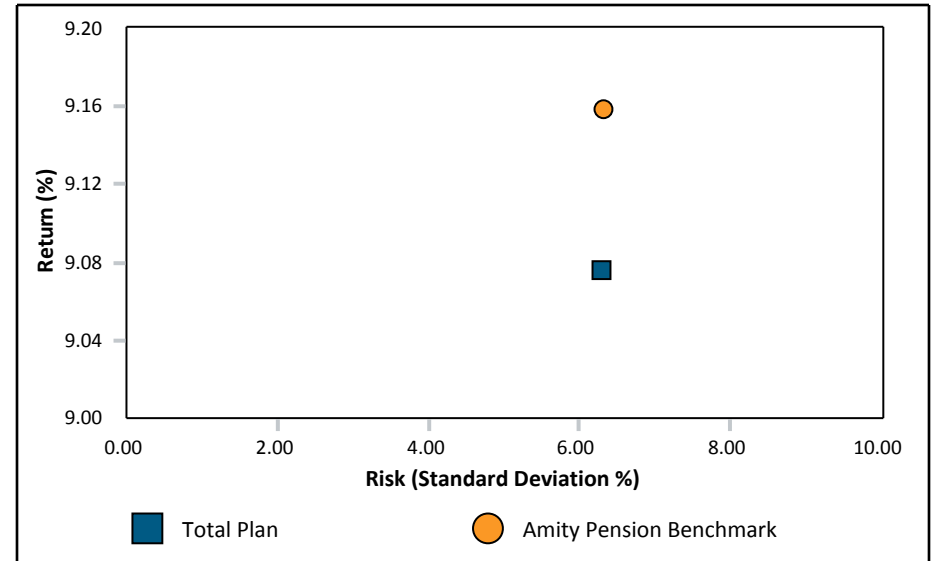
# Risk vs. Return

As of September 30, 2017

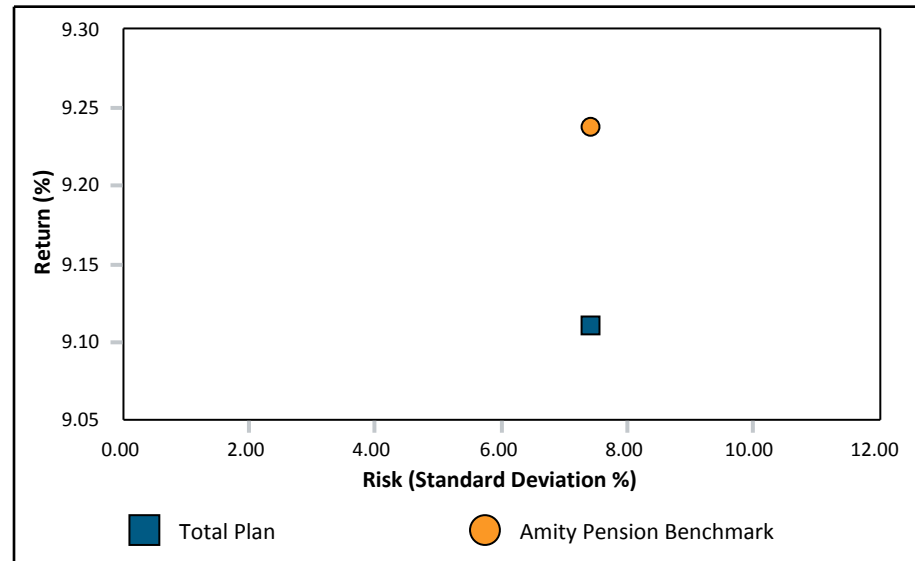
3 Year Risk and Return



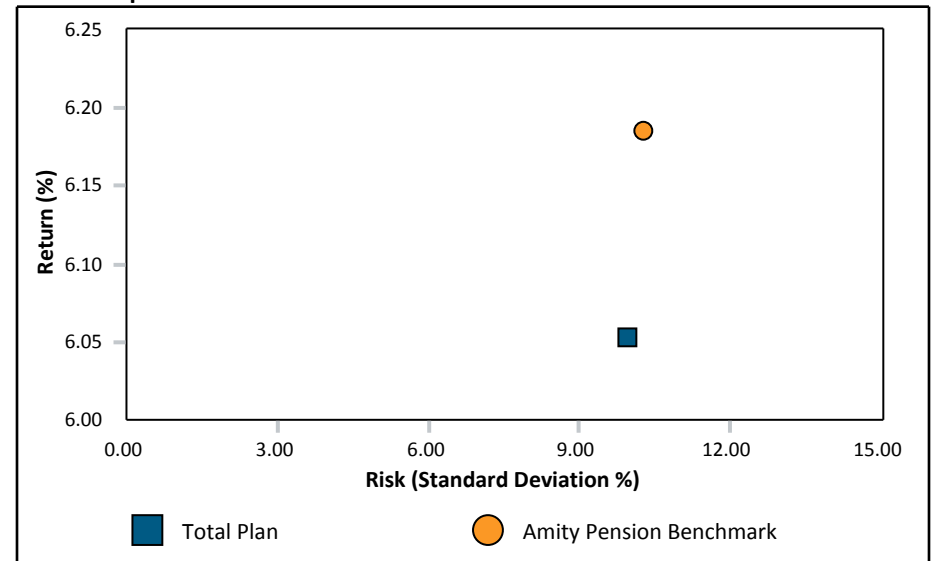
5 Year Risk and Return



7 Year Risk and Return



Since Inception Risk and Return



## MPT Statistics

As of September 30, 2017

### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	7.01	6.27	3.61	1.07	-0.40	0.47	1.00	0.96	0.07
Amity Pension Benchmark	7.20	6.48	3.66	1.07	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.28	0.10	0.02	N/A	-1.07	6.46	0.04	0.00	0.26

### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	9.08	6.31	3.34	1.38	-0.16	0.48	0.99	0.99	-0.01
Amity Pension Benchmark	9.16	6.34	3.33	1.39	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.20	0.09	0.01	N/A	-1.39	6.34	0.01	0.00	0.18

### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	9.11	7.44	4.22	1.19	-0.23	0.51	1.00	1.00	-0.10
Amity Pension Benchmark	9.24	7.44	4.16	1.21	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.16	0.08	0.01	N/A	-1.21	7.43	0.00	0.00	0.16

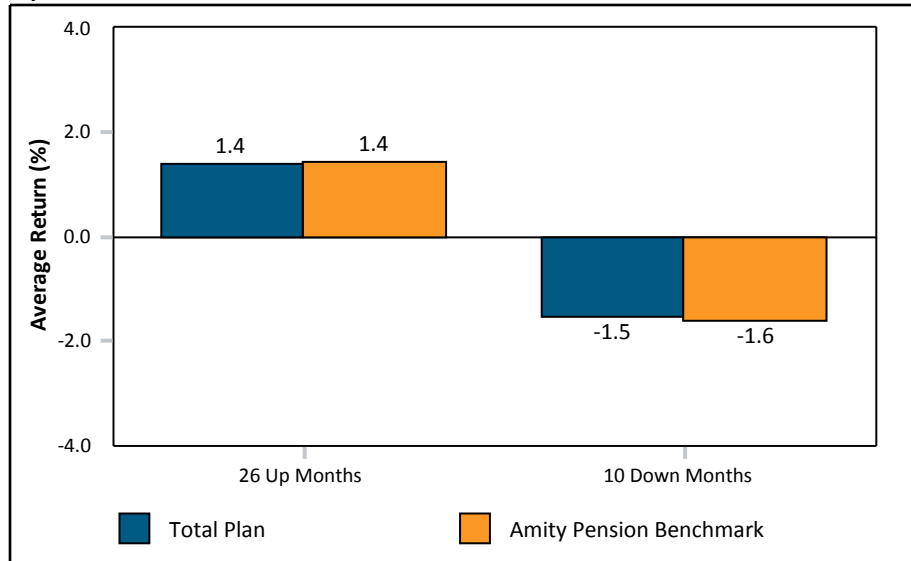
### Since Inception Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Total Plan	6.05	9.97	6.86	0.56	-0.16	0.99	0.99	0.96	0.07	01/01/2007
Amity Pension Benchmark	6.18	10.29	7.11	0.56	N/A	0.00	1.00	1.00	0.00	01/01/2007
90 Day U.S. Treasury Bill	0.77	0.44	0.01	N/A	-0.56	10.37	0.02	-0.01	0.82	01/01/2007

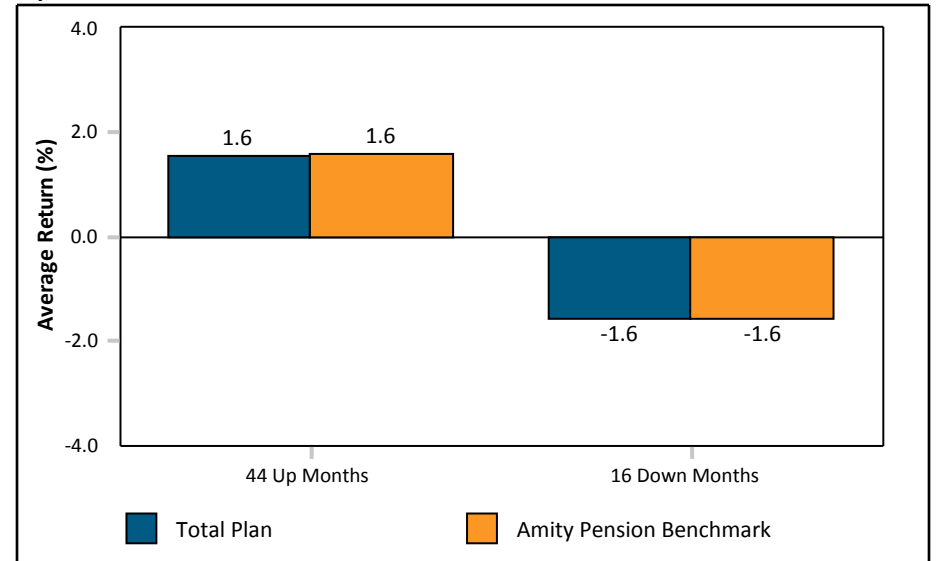
# Market Capture Report

As of September 30, 2017

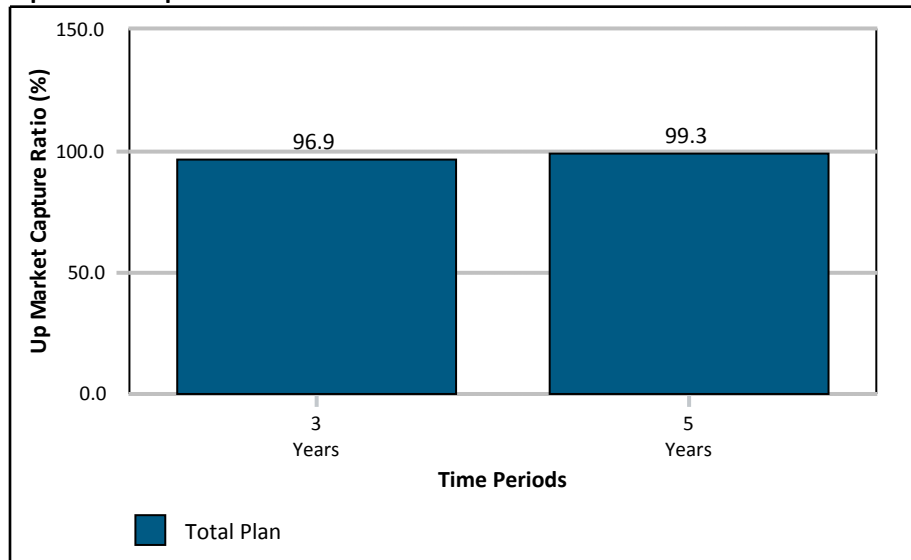
Up/Down Markets - 3 Years



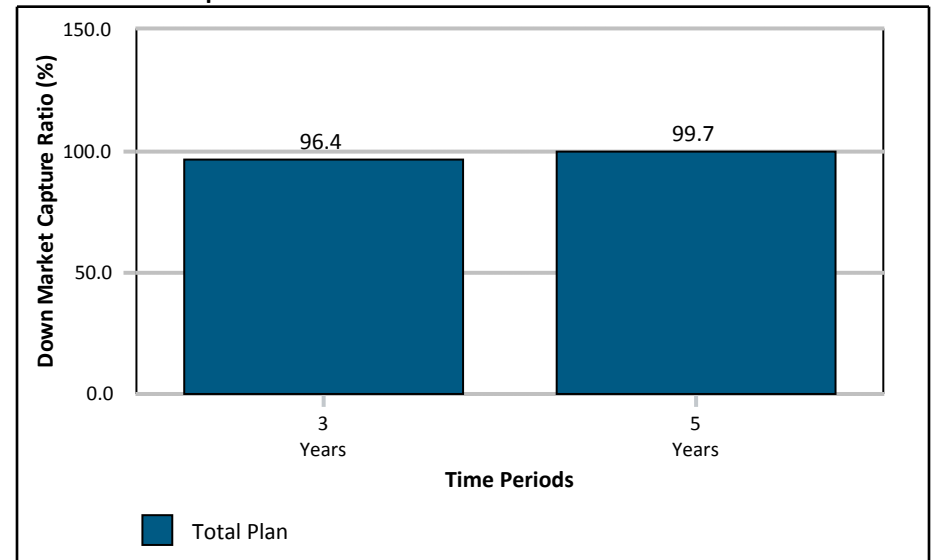
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio





## Estimated Fee Analysis

As of September 30, 2017

MANAGER	FEE SCHEDULE	TARGET ALLOCATION
Vanguard Total Bond Market Index Adm	0.05%	17.5%
BlackRock Strategic Income Opps K	0.57%	17.5%
Vanguard 500 Index Adm	0.04%	10.0%
Vanguard Value Index Adm	0.06%	15.0%
Vanguard Growth Index Adm	0.06%	15.0%
Vanguard Mid Cap Index Adm	0.06%	5.0%
Vanguard Small Cap Index Adm	0.06%	5.0%
Vanguard Developed Markets Adm	0.07%	15.0%
<b>AVERAGE WEIGHTED FEE</b>		<b>0.15%</b>

*DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable. FIA has not independently verified this information.*

# Sick & Severance Fund Results

## Amity Sick & Severance - Asset Allocation

As of September 30, 2017

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Total Plan</b>	<b>820,325</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>5,094</b>	<b>0.6</b>	<b>0.0</b>	<b>0.6</b>
Wells Fargo Government Money Market Fund I	5,094	0.6	0.0	0.6
<b>Fixed Income</b>	<b>369,626</b>	<b>45.1</b>	<b>50.0</b>	<b>-4.9</b>
Vanguard Short-Term Government Bond Index Adm	161,560	19.7	22.5	-2.8
Vanguard Short Term Inflation Protection Adm	35,979	4.4	5.0	-0.6
Vanguard Total Bond Market Index Adm	172,088	21.0	22.5	-1.5
<b>Domestic Equity</b>	<b>368,233</b>	<b>44.9</b>	<b>40.0</b>	<b>4.9</b>
Vanguard Total Stock Market Index Adm	368,233	44.9	40.0	4.9
<b>International Equity</b>	<b>77,372</b>	<b>9.4</b>	<b>10.0</b>	<b>-0.6</b>
Vanguard Developed Markets Adm	77,372	9.4	10.0	-0.6

Investments with a zero balance were held in the plan during the reporting period and will be removed once they no longer impact plan performance.  
Asset Allocation weightings may not add up to 100% due to rounding.

## Total Plan Performance Summary

As of September 30, 2017

### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Total Plan</b>				<b>01/01/2007</b>
Beginning Market Value	799,101	757,155	897,135	
Net Contributions	-565	-1,713	-493,217	
Total Gain/Loss	21,789	64,883	416,407	
Ending Market Value	820,325	820,325	820,325	

### Amity Sick & Severance Benchmark Composition

Allocation Mandate	Weight (%)
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Bloomberg Barclays U.S. Aggregate Index	22.5
CRSP U.S. Total Market TR Index	40.0
FTSE Global All Cap ex US Spliced Index^	10.0

### Trailing Performance Summary

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Total Plan</b>	<b>2.7</b>	<b>8.6</b>	<b>2.7</b>	<b>9.4</b>	<b>5.7</b>	<b>7.2</b>	<b>7.4</b>	<b>5.2</b>	<b>5.5</b>	<b>01/01/2007</b>
Amity Sick & Severance Benchmark	2.7	8.5	2.7	9.1	5.8	7.1	7.4	5.2	5.5	
Difference	0.0	0.1	0.0	0.3	-0.1	0.1	0.0	0.0	0.0	

### Calendar Year Performance Summary

	2016	2015	2014	2013	2012	2011	2010	2009
<b>Total Plan</b>	<b>6.1</b>	<b>0.3</b>	<b>6.0</b>	<b>14.5</b>	<b>9.2</b>	<b>2.4</b>	<b>9.5</b>	<b>11.3</b>
Amity Sick & Severance Benchmark	6.7	0.1	6.3	13.6	9.7	2.2	10.3	14.3
Difference	-0.6	0.2	-0.3	0.9	-0.5	0.2	-0.8	-3.0

## Benchmark Composition

Amity Sick & Severance Blended Benchmark

As of September 30, 2017

Allocation Mandate	Weight (%)
<b>Mar-2014</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Bloomberg Barclays U.S. Aggregate Index	22.5
CRSP U.S. Total Market TR Index	40.0
FTSE Global All Cap ex US Spliced Index^	10.0
<b>Jun-2013</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Bloomberg Barclays U.S. Aggregate Index	22.5
MSCI US Broad Market Index	40.0
FTSE Global All Cap ex US Spliced Index^	10.0
<b>Sep-2012</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Bloomberg Barclays U.S. Aggregate Index	22.5
MSCI US Broad Market Index	40.0
MSCI EAFE (Net) Index	10.0
<b>Nov-2009</b>	
Bloomberg Barclays U.S. TIPS Index	5.0
Bloomberg Barclays 1-3 Year Govt Index	22.5
Bloomberg Barclays U.S. Aggregate Index	22.5
Russell 3000 Index	40.0
MSCI EAFE (Net) Index	10.0
<b>Mar-1997</b>	
Bloomberg Barclays 1-3 Year Govt Index	22.5
Blmbg. Barc. U.S. Treasury: 7-10 Year	22.5
Bloomberg Barclays U.S. TIPS Index	5.0
Russell 3000 Index	40.0
MSCI EAFE (Net) Index	10.0

# Amity Sick & Severance

## Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
Short Term Liquidity								
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.2</b>	<b>0.5</b>	<b>0.2</b>	<b>0.6</b>	<b>0.2</b>	<b>0.1</b>	<b>0.8</b>	<b>01/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	<i>0.3</i>	<i>0.6</i>	<i>0.3</i>	<i>0.6</i>	<i>0.3</i>	<i>0.2</i>	<i>0.8</i>	
<b>Fixed Income</b>	<b>0.5</b>	<b>1.7</b>	<b>0.5</b>	<b>0.0</b>	<b>1.5</b>	<b>1.0</b>	<b>1.8</b>	<b>01/01/2009</b>
<i>Fixed Income Composite Benchmark</i>	<i>0.6</i>	<i>1.9</i>	<i>0.6</i>	<i>0.1</i>	<i>1.7</i>	<i>1.2</i>	<i>2.1</i>	
<b>Vanguard Short-Term Government Bond Index Adm</b>	<b>0.1 (79)</b>	<b>0.6 (73)</b>	<b>0.1 (79)</b>	<b>0.1 (54)</b>	<b>0.7 (50)</b>	<b>0.5 (40)</b>	<b>0.5 (41)</b>	<b>09/01/2012</b>
<i>Bloomberg Barclays 1-3 Year Govt Index</i>	<i>0.2</i>	<i>0.7</i>	<i>0.2</i>	<i>0.3</i>	<i>0.8</i>	<i>0.6</i>	<i>0.6</i>	
IM U.S. Short Term Treasury/Govt Bonds (MF) Median	0.2	0.7	0.2	0.1	0.7	0.4	0.4	
<b>Vanguard Short Term Inflation Protection Adm</b>	<b>0.4 (94)</b>	<b>0.6 (88)</b>	<b>0.4 (94)</b>	<b>0.4 (31)</b>	<b>0.6 (76)</b>	<b>N/A</b>	<b>0.4 (78)</b>	<b>10/01/2013</b>
<i>Bloomberg Barclays US TIPS 0-5 Year Index</i>	<i>0.5</i>	<i>0.7</i>	<i>0.5</i>	<i>0.5</i>	<i>0.6</i>	<i>0.2</i>	<i>0.5</i>	
IM U.S. TIPS (MF) Median	0.8	1.5	0.8	-0.4	1.0	-0.4	0.9	
<b>Vanguard Total Bond Market Index Adm</b>	<b>0.7 (71)</b>	<b>3.1 (57)</b>	<b>0.7 (71)</b>	<b>-0.1 (73)</b>	<b>2.6 (39)</b>	<b>2.0 (48)</b>	<b>2.1 (51)</b>	<b>08/01/2012</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	<i>0.8</i>	<i>3.1</i>	<i>0.8</i>	<i>0.1</i>	<i>2.7</i>	<i>2.1</i>	<i>2.0</i>	
IM U.S. Broad Market Core Fixed Income (MF) Median	0.8	3.2	0.8	0.5	2.5	2.0	2.1	
<b>Domestic Equity</b>	<b>4.5</b>	<b>13.9</b>	<b>4.5</b>	<b>18.6</b>	<b>10.7</b>	<b>14.2</b>	<b>15.0</b>	<b>01/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	<i>4.5</i>	<i>14.0</i>	<i>4.5</i>	<i>18.6</i>	<i>10.7</i>	<i>14.2</i>	<i>15.1</i>	
<b>Vanguard Total Stock Market Index Adm</b>	<b>4.5 (39)</b>	<b>13.9 (37)</b>	<b>4.5 (39)</b>	<b>18.6 (35)</b>	<b>10.7 (13)</b>	<b>14.2 (24)</b>	<b>14.5 (24)</b>	<b>09/01/2012</b>
<i>CRSP US Total Market Spliced Index^</i>	<i>4.5</i>	<i>14.0</i>	<i>4.5</i>	<i>18.6</i>	<i>10.7</i>	<i>14.2</i>	<i>14.5</i>	
IM U.S. Multi-Cap Core Equity (MF) Median	4.2	13.1	4.2	17.2	8.9	13.2	13.6	

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.

# Amity Sick & Severance

## Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>International Equity</b>	<b>5.5</b>	<b>21.0</b>	<b>5.5</b>	<b>19.3</b>	<b>5.9</b>	<b>8.9</b>	<b>8.4</b>	<b>01/01/2009</b>
<i>International Equity Composite Benchmark</i>	<i>6.0</i>	<i>20.9</i>	<i>6.0</i>	<i>19.4</i>	<i>5.3</i>	<i>8.3</i>	<i>8.5</i>	
<b>Vanguard Developed Markets Adm</b>	<b>5.5 (56)</b>	<b>21.0 (46)</b>	<b>5.5 (56)</b>	<b>19.3 (43)</b>	<b>5.9 (28)</b>	<b>8.9 (26)</b>	<b>9.3 (27)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index^</i>	<i>5.7</i>	<i>20.6</i>	<i>5.7</i>	<i>19.7</i>	<i>5.8</i>	<i>8.8</i>	<i>9.3</i>	
IM International Multi-Cap Core Equity (MF) Median	5.7	20.8	5.7	19.0	5.1	8.1	8.5	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods less than one year are not annualized. Returns are net of fees unless otherwise noted.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.

## Amity Sick & Severance

### Manager Investment Gain/Loss Summary

	Market Value As of 07/01/2017	Net Flows	Return On Investment	Market Value As of 09/30/2017
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	5,648	-565	11	5,094
<b>Total Short Term Liquidity</b>	<b>5,648</b>	<b>-565</b>	<b>11</b>	<b>5,094</b>
<u>Fixed Income</u>				
Vanguard Short-Term Government Bond Index Adm	161,210	-	350	161,560
Vanguard Short Term Inflation Protection Adm	35,819	-	160	35,979
Vanguard Total Bond Market Index Adm	170,849	-	1,239	172,088
<b>Total Fixed Income</b>	<b>367,878</b>	<b>-</b>	<b>1,749</b>	<b>369,626</b>
<u>Domestic Equity</u>				
Vanguard Total Stock Market Index Adm	352,231	-	16,002	368,233
<b>Total Domestic Equity</b>	<b>352,231</b>	<b>-</b>	<b>16,002</b>	<b>368,233</b>
<u>International Equity</u>				
Vanguard Developed Markets Adm	73,345	-	4,027	77,372
<b>Total International Equity</b>	<b>73,345</b>	<b>-</b>	<b>4,027</b>	<b>77,372</b>
<b>Total Plan</b>	<b>799,101</b>	<b>-565</b>	<b>21,789</b>	<b>820,325</b>



## Amity Sick & Severance

### Market Value and Flows Summary

Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2006	-	-	-	897,135	N/A
Mar-2007	897,135	-85,176	16,277	828,236	1.8
Jun-2007	828,236	85,103	22,664	936,003	2.7
Sep-2007	936,003	-1,250	25,016	959,769	2.7
Dec-2007	959,769	-1,250	1,696	960,215	0.2
Mar-2008	960,215	-1,250	-21,379	937,586	-2.2
Jun-2008	937,586	-24,586	-17,358	895,642	-1.9
Sep-2008	895,642	-1,260	-33,357	861,025	-3.7
Dec-2008	861,025	-1,250	-55,768	804,007	-6.5
Mar-2009	804,007	-1,250	-36,625	766,132	-4.6
Jun-2009	766,132	-190,578	33,279	608,833	4.5
Sep-2009	608,833	3,629	55,104	667,566	9.0
Dec-2009	667,566	-1,250	15,810	682,125	2.4
Mar-2010	682,125	-1,250	20,801	701,676	3.1
Jun-2010	701,676	-1,250	-36,542	663,884	-5.2
Sep-2010	663,884	41,888	46,933	752,706	6.9
Dec-2010	752,706	-1,250	37,200	788,655	4.9
Mar-2011	788,655	-1,156	24,415	811,914	3.1
Jun-2011	811,914	-225,111	394	587,197	1.1
Sep-2011	587,197	-4,138	-36,623	546,437	-6.3
Dec-2011	546,437	-1,250	26,614	571,801	4.9
Mar-2012	571,801	-584	31,420	602,636	5.5
Jun-2012	602,636	-584	-6,460	595,592	-1.1
Sep-2012	595,592	129,342	27,908	752,842	3.8
Dec-2012	752,842	-587	6,519	758,775	0.9
Mar-2013	758,775	-585	37,075	795,264	4.9
Jun-2013	795,264	-584	1,787	796,467	0.2
Sep-2013	796,467	-1,939	32,608	827,136	4.1
Dec-2013	827,136	-665	38,196	864,667	4.6
Mar-2014	864,667	-600	11,711	875,778	1.4

## Amity Sick & Severance

### Market Value and Flows Summary

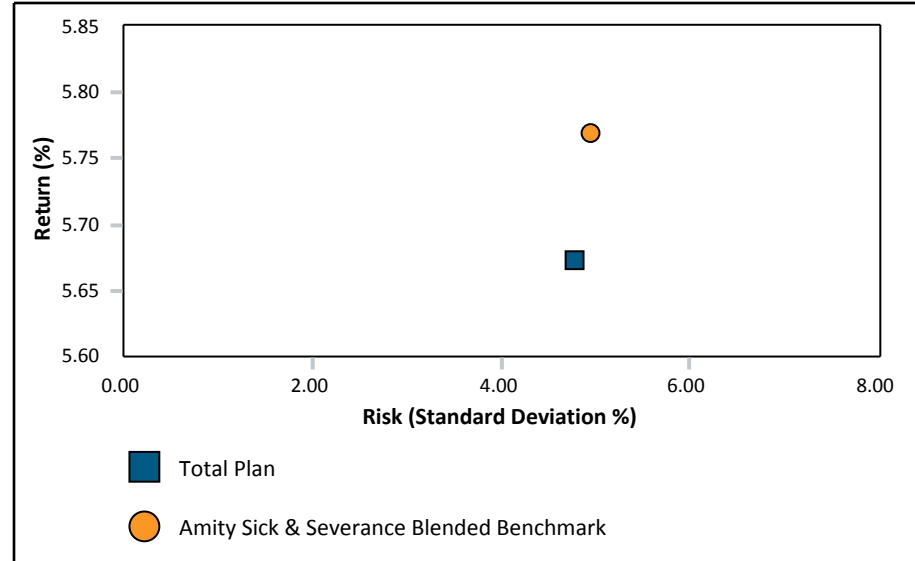
Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2014	875,778	-194,883	26,184	707,080	3.1
Sep-2014	707,080	-654	-4,645	701,781	-0.7
Dec-2014	701,781	-593	14,622	715,810	2.1
Mar-2015	715,810	-593	12,324	727,541	1.7
Jun-2015	727,541	-592	-1,599	725,350	-0.2
Sep-2015	725,350	-603	-26,050	698,697	-3.6
Dec-2015	698,697	-585	17,450	715,562	2.5
Mar-2016	715,562	-586	8,114	723,090	1.1
Jun-2016	723,090	-584	12,663	735,169	1.8
Sep-2016	735,169	-583	17,552	752,138	2.4
Dec-2016	752,138	-576	5,593	757,155	0.7
Mar-2017	757,155	-575	25,898	782,478	3.4
Jun-2017	782,478	-573	17,197	799,101	2.2
Sep-2017	799,101	-565	21,789	820,325	2.7

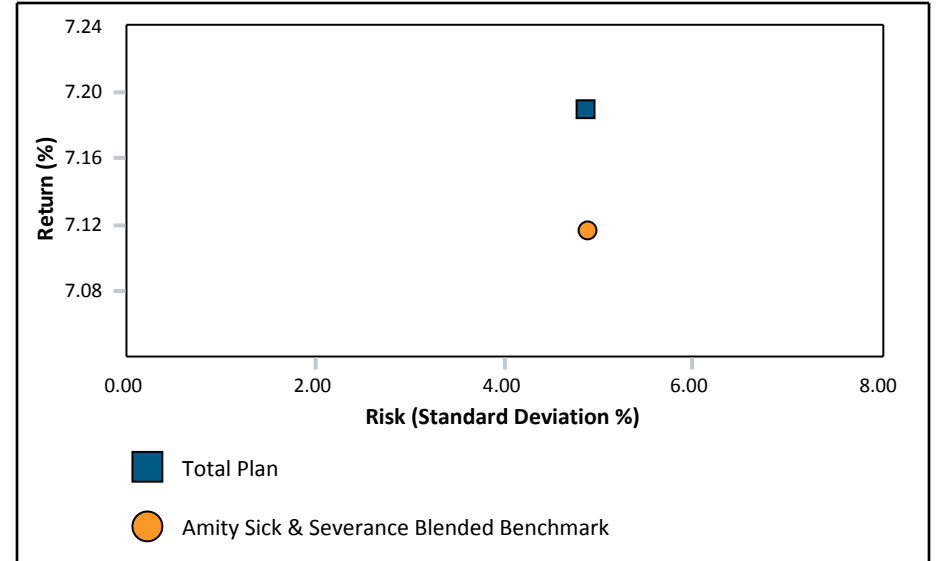
# Risk vs. Return

As of September 30, 2017

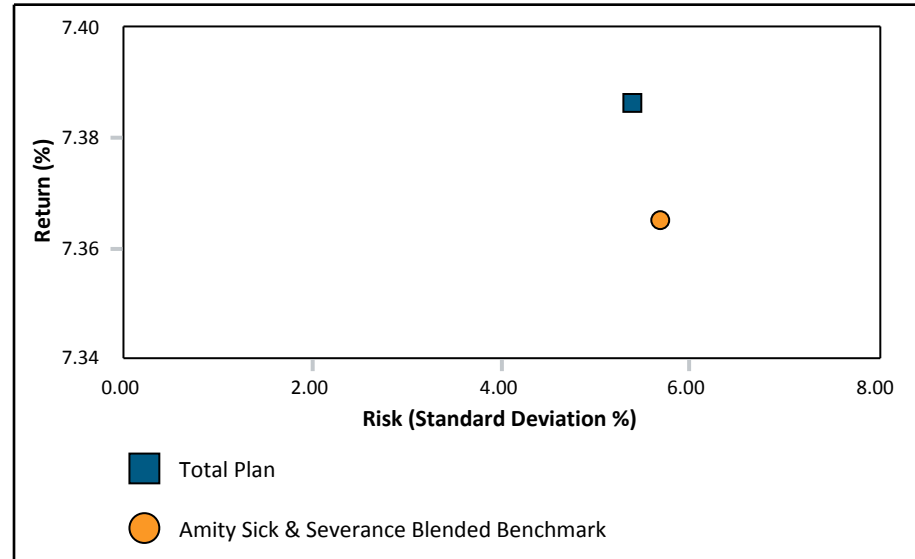
3 Year Risk and Return



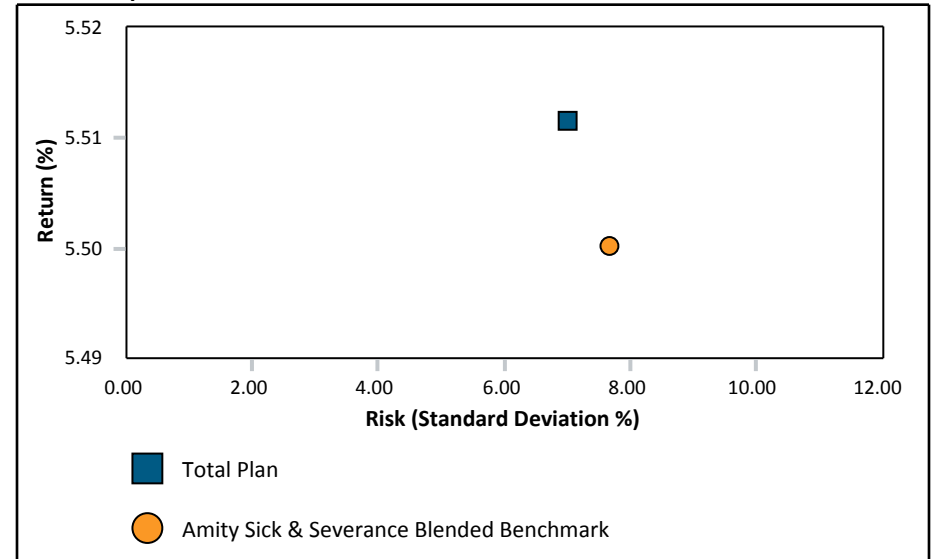
5 Year Risk and Return



7 Year Risk and Return



Since Inception Risk and Return



## MPT Statistics

As of September 30, 2017

### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	5.67	4.80	2.75	1.12	-0.24	0.40	0.99	0.96	0.10
Amity Sick & Severance Blended Benchmark	5.77	4.96	2.77	1.10	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.28	0.10	0.02	N/A	-1.10	4.94	0.04	0.00	0.26

### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	7.19	4.87	2.56	1.41	0.16	0.41	0.99	0.99	0.13
Amity Sick & Severance Blended Benchmark	7.12	4.90	2.56	1.39	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.20	0.09	0.01	N/A	-1.39	4.89	0.01	0.00	0.18

### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	7.39	5.41	2.94	1.32	0.01	0.67	0.99	0.94	0.41
Amity Sick & Severance Blended Benchmark	7.36	5.70	3.14	1.25	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.16	0.08	0.01	N/A	-1.25	5.69	0.00	0.00	0.16

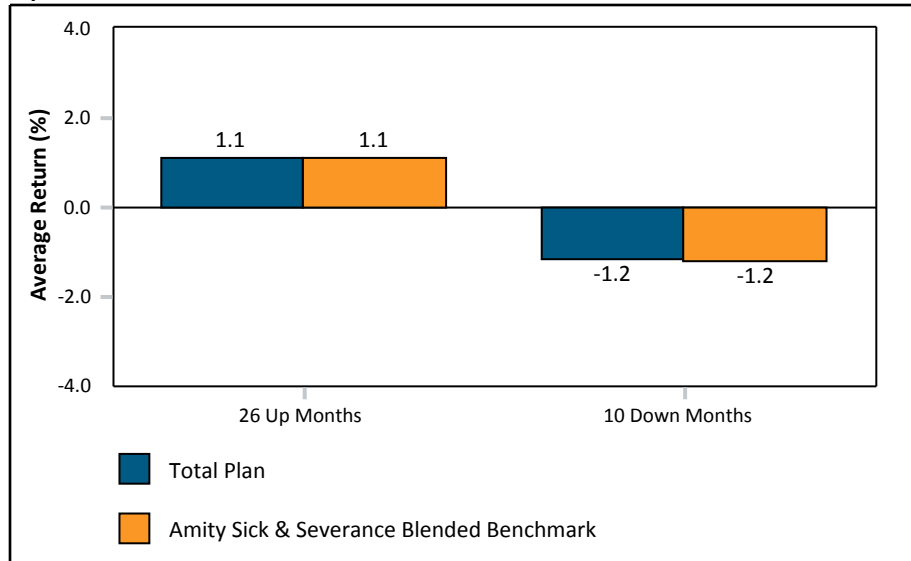
### Since Inception Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Total Plan	5.51	7.02	4.69	0.69	-0.03	1.26	0.98	0.90	0.52	01/01/2007
Amity Sick & Severance Blended Benchmark	5.50	7.70	5.25	0.63	N/A	0.00	1.00	1.00	0.00	01/01/2007
90 Day U.S. Treasury Bill	0.77	0.44	0.01	N/A	-0.63	7.76	0.01	-0.01	0.81	01/01/2007

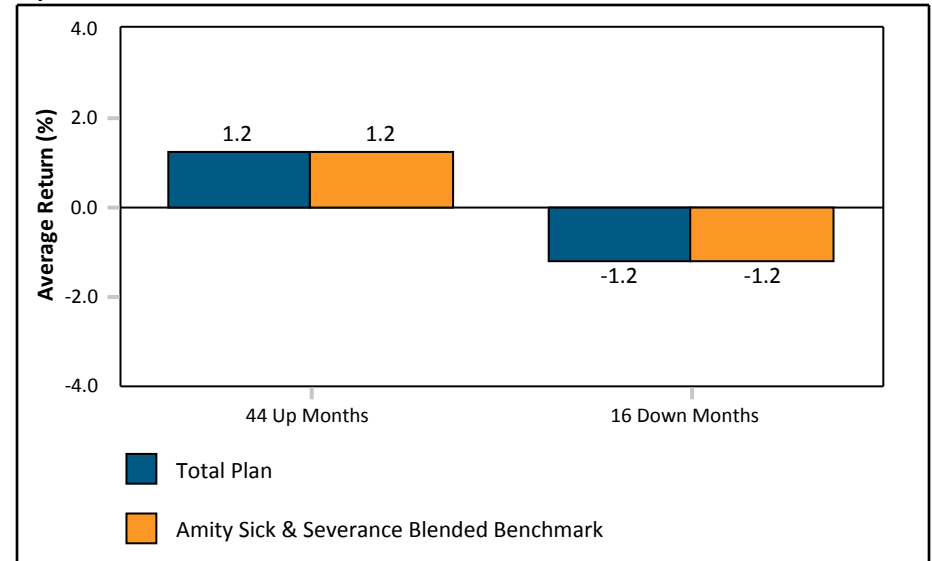
# Market Capture Report

As of September 30, 2017

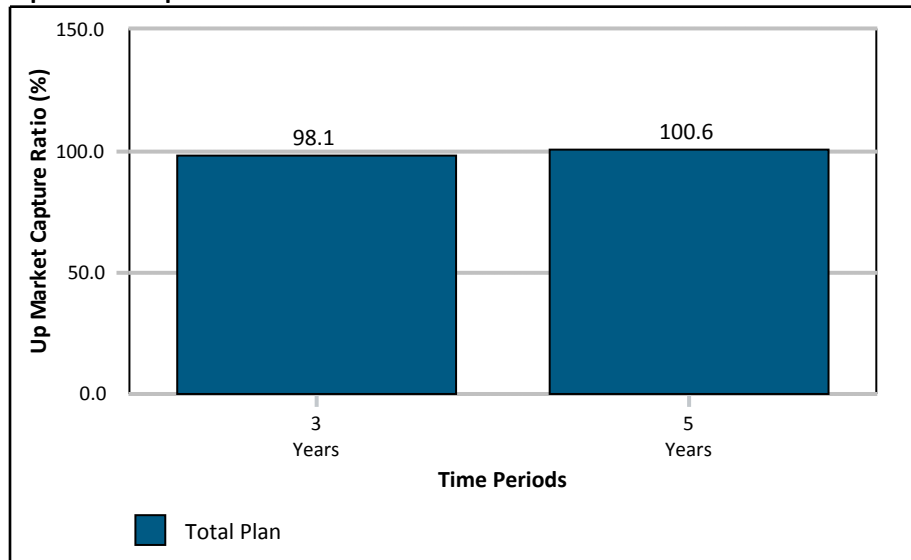
Up/Down Markets - 3 Years



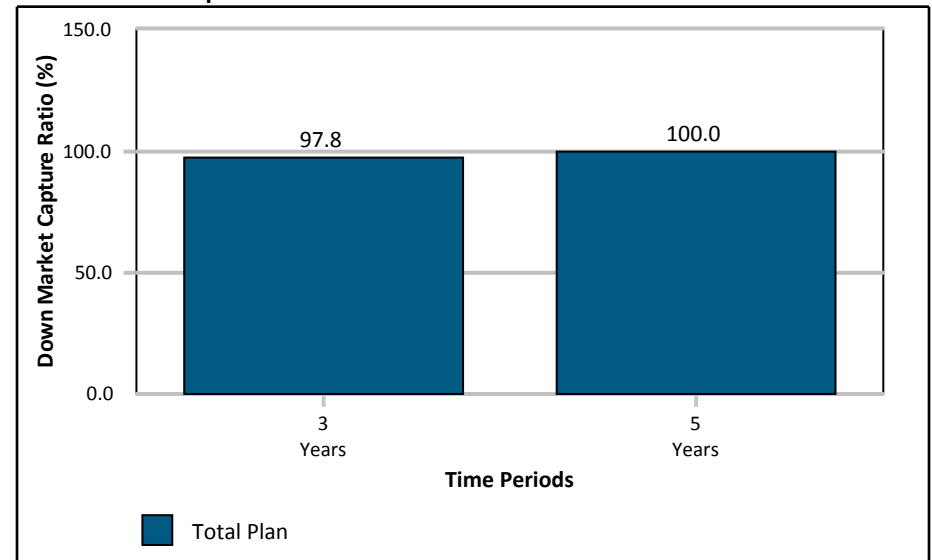
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio



## Estimated Fee Analysis

As of September 30, 2017

MANAGER	FEE SCHEDULE	TARGET ALLOCATION
Vanguard Short-Term Govt Bd Adm	0.07%	22.5%
Vanguard Short Term Inflation Protection Adm	0.07%	5.0%
Vanguard Total Bond Market Index Adm	0.05%	22.5%
Vanguard Total Stock Mkt Idx Adm	0.04%	40.0%
Vanguard Developed Markets Adm	0.07%	10.0%
<b>AVERAGE WEIGHTED FEE</b>		<b>0.05%</b>

*DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable. FIA has not independently verified this information.*

# OPEB Trust Results

## Amity OPEB - Asset Allocation

As of September 30, 2017

	Asset Allocation (\$)	Asset Allocation (%)	Target Allocation (%)	Differences (%)
<b>Total Plan</b>	<b>2,075,839</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Short Term Liquidity</b>	<b>16,771</b>	<b>0.8</b>	<b>0.0</b>	<b>0.8</b>
Wells Fargo Government Money Market Fund I	16,771	0.8	0.0	0.8
<b>Fixed Income</b>	<b>800,865</b>	<b>38.6</b>	<b>40.0</b>	<b>-1.4</b>
Vanguard Short Term Inflation Protection Adm	193,636	9.3	10.0	-0.7
Vanguard Total Bond Market Index Adm	194,315	9.4	10.0	-0.6
BlackRock Strategic Income Opps K	412,914	19.9	20.0	-0.1
<b>Domestic Equity</b>	<b>831,000</b>	<b>40.0</b>	<b>40.0</b>	<b>0.0</b>
Vanguard 500 Index Adm	621,489	29.9	30.0	-0.1
Vanguard Small Cap Index Adm	209,511	10.1	10.0	0.1
<b>International Equity</b>	<b>427,203</b>	<b>20.6</b>	<b>20.0</b>	<b>0.6</b>
Vanguard Developed Markets Index Fund Adm	427,203	20.6	20.0	0.6

Investments with a zero balance were held in the plan during the reporting period and will be removed once they no longer impact plan performance.  
Asset Allocation weightings may not add up to 100% due to rounding.



## Total Plan Performance Summary

As of September 30, 2017

### Account Reconciliation

	QTR	YTD	Since Inception	Inception Date
<b>Total Plan</b>				<b>12/01/2007</b>
Beginning Market Value	2,012,998	1,746,686	507,703	
Net Contributions	-685	146,930	701,708	
Total Gain/Loss	63,526	182,224	866,428	
Ending Market Value	2,075,839	2,075,839	2,075,839	

### Amity OPEB Benchmark Composition

Allocation Mandate	Weight (%)
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays US TIPS 0-5 Year Index	20.0
S&P 500 Index	30.0
CRSP U.S. Small Cap TR Index	10.0
FTSE Global All Cap ex US Spliced Index^	20.0

### Trailing Performance Summary

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	7 Years	10 Years	Since Inception	Inception Date
<b>Total Plan</b>	<b>3.2</b>	<b>10.1</b>	<b>3.2</b>	<b>11.0</b>	<b>6.1</b>	<b>7.7</b>	<b>7.7</b>	<b>N/A</b>	<b>6.5</b>	<b>12/01/2007</b>
Amity OPEB Benchmark	3.3	10.1	3.3	11.1	6.1	7.6	8.0	5.2	5.2	
Difference	-0.1	0.0	-0.1	-0.1	0.0	0.1	-0.3	N/A	1.3	

### Calendar Year Performance Summary

	2016	2015	2014	2013	2012	2011	2010	2009
<b>Total Plan</b>	<b>6.8</b>	<b>0.2</b>	<b>4.5</b>	<b>15.5</b>	<b>12.1</b>	<b>1.7</b>	<b>7.4</b>	<b>14.7</b>
Amity OPEB Benchmark	7.6	-0.5	5.1	14.3	12.4	2.1	11.9	20.9
Difference	-0.8	0.7	-0.6	1.2	-0.3	-0.4	-4.5	-6.2

## Benchmark Composition

Amity OPEB Benchmark

As of September 30, 2017

Allocation Mandate	Weight (%)
<b>Jan-2014</b>	
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays US TIPS 0-5 Year Index	20.0
S&P 500 Index	30.0
CRSP U.S. Small Cap TR Index	10.0
FTSE Global All Cap ex US Spliced Index^	20.0
<b>Sep-2013</b>	
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays US TIPS 0-5 Year Index	20.0
S&P 500 Index	30.0
MSCI US Small Cap 1750	10.0
FTSE Global All Cap ex US Spliced Index^	20.0
<b>Jun-2013</b>	
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays U.S. TIPS Index	20.0
S&P 500 Index	30.0
MSCI US Small Cap 1750	10.0
FTSE Global All Cap ex US Spliced Index^	20.0
<b>Sep-2012</b>	
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays U.S. TIPS Index	20.0
S&P 500 Index	30.0
MSCI US Small Cap 1750	10.0
MSCI EAFE (Net) Index	20.0
<b>Mar-1997</b>	
Bloomberg Barclays U.S. Aggregate Index	20.0
Bloomberg Barclays U.S. TIPS Index	20.0
S&P 500 Index	30.0
Russell 2000 Index	10.0
MSCI EAFE (Net) Index	20.0

# Amity OPEB

## Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
Short Term Liquidity								
<b>Wells Fargo Government Money Market Fund I</b>	<b>0.2</b>	<b>0.5</b>	<b>0.2</b>	<b>0.6</b>	<b>0.2</b>	<b>0.1</b>	<b>0.4</b>	<b>12/01/2007</b>
<i>90 Day U.S. Treasury Bill</i>	0.3	0.6	0.3	0.6	0.3	0.2	0.4	
<b>Fixed Income</b>	<b>0.7</b>	<b>2.0</b>	<b>0.7</b>	<b>0.2</b>	<b>1.6</b>	<b>0.4</b>	<b>3.3</b>	<b>01/01/2009</b>
<i>Fixed Income Composite Benchmark</i>	0.7	1.9	0.7	0.3	1.7	0.5	3.8	
<b>Vanguard Short Term Inflation Protection Adm</b>	<b>0.4 (94)</b>	<b>0.6 (88)</b>	<b>0.4 (94)</b>	<b>0.4 (31)</b>	<b>0.6 (76)</b>	<b>N/A</b>	<b>0.4 (78)</b>	<b>10/01/2013</b>
<i>Bloomberg Barclays US TIPS 0-5 Year Index</i>	0.5	0.7	0.5	0.5	0.6	N/A	0.5	
IM U.S. TIPS (MF) Median	0.8	1.5	0.8	-0.4	1.0	-0.4	0.9	
<b>Vanguard Total Bond Market Index Adm</b>	<b>0.7 (71)</b>	<b>3.1 (57)</b>	<b>0.7 (71)</b>	<b>-0.1 (73)</b>	<b>2.6 (39)</b>	<b>2.0 (48)</b>	<b>2.0 (54)</b>	<b>09/01/2012</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	0.8	3.1	0.8	0.1	2.7	2.1	2.1	
IM U.S. Broad Market Core Fixed Income (MF) Median	0.8	3.2	0.8	0.5	2.5	2.0	2.0	
<b>BlackRock Strategic Income Opps K</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>10/01/2017</b>
<i>Bloomberg Barclays U.S. Aggregate Index</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
<i>Libor (3 month)</i>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
IM Alternative Credit Focus (MF) Median	1.0	3.9	1.0	4.5	2.2	2.3	N/A	
<b>Domestic Equity</b>	<b>4.5</b>	<b>13.3</b>	<b>4.5</b>	<b>18.3</b>	<b>10.7</b>	<b>14.1</b>	<b>14.7</b>	<b>01/01/2009</b>
<i>Domestic Equity Composite Benchmark</i>	4.5	13.3	4.5	18.3	10.8	14.2	15.0	
<b>Vanguard 500 Index Adm</b>	<b>4.5 (46)</b>	<b>14.2 (37)</b>	<b>4.5 (46)</b>	<b>18.6 (44)</b>	<b>10.8 (17)</b>	<b>14.2 (18)</b>	<b>14.5 (17)</b>	<b>09/01/2012</b>
<i>S&amp;P 500 Index</i>	4.5	14.2	4.5	18.6	10.8	14.2	14.5	
IM U.S. Large Cap Core Equity (MF) Median	4.4	13.5	4.4	18.3	9.4	13.1	13.5	
<b>Vanguard Small Cap Index Adm</b>	<b>4.6 (67)</b>	<b>10.6 (29)</b>	<b>4.6 (67)</b>	<b>17.4 (79)</b>	<b>10.4 (62)</b>	<b>13.9 (41)</b>	<b>14.3 (43)</b>	<b>09/01/2012</b>
<i>CRSP US Small Cap Spliced Index^</i>	4.6	10.6	4.6	17.3	10.4	13.9	14.3	
IM U.S. Small Cap Core Equity (MF) Median	5.7	8.6	5.7	20.0	11.3	13.7	14.1	

Returns for periods greater than one year are annualized.

Returns are expressed as percentages.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.

## Amity OPEB

### Manager Performance Overview

As of September 30, 2017

	QTR	YTD	Jul-2017 To Sep-2017	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>International Equity</b>	<b>5.5</b>	<b>21.0</b>	<b>5.5</b>	<b>19.3</b>	<b>5.9</b>	<b>8.9</b>	<b>8.5</b>	<b>01/01/2009</b>
<i>International Equity Composite Benchmark</i>	<i>6.0</i>	<i>20.9</i>	<i>6.0</i>	<i>19.4</i>	<i>5.3</i>	<i>8.3</i>	<i>8.5</i>	
<b>Vanguard Developed Markets Index Fund Adm</b>	<b>5.5 (56)</b>	<b>21.0 (45)</b>	<b>5.5 (56)</b>	<b>19.3 (43)</b>	<b>5.9 (29)</b>	<b>8.9 (25)</b>	<b>9.4 (27)</b>	<b>09/01/2012</b>
<i>FTSE Developed ex US Spliced Index^</i>	<i>5.7</i>	<i>20.6</i>	<i>5.7</i>	<i>19.7</i>	<i>5.8</i>	<i>8.8</i>	<i>9.3</i>	
IM International Multi-Cap Core Equity (MF) Median	5.7	20.8	5.7	19.0	5.1	8.1	8.5	

The inception date expressed on the Manager Performance Overview page(s) represents the first day of the first full month following the purchase of the investment. Performance figures shown at the fund level begin on this inception date. Inception dates for asset class composites reflect the start date at which these returns could be calculated using historical and existing system capabilities and may vary from the inception dates of underlying component strategies. Composite performance includes all funds held in the composite since inception.

Returns are net of fees unless otherwise stated. Mutual fund performance stated above may differ slightly from the current share class's historical performance due to share class exchanges.

Returns for periods greater than one year are annualized.

Returns are expressed as percentages.

^More information on custom indexes, which may be used in this report, can be found on the Custom Index Description page in the back of your report.

## Amity OPEB

### Manager Investment Gain/Loss Summary

	Market Value As of 07/01/2017	Net Flows	Return On Investment	Market Value As of 09/30/2017
<u>Short Term Liquidity</u>				
Wells Fargo Government Money Market Fund I	17,420	-685	36	16,771
<b>Total Short Term Liquidity</b>	<b>17,420</b>	<b>-685</b>	<b>36</b>	<b>16,771</b>
<u>Fixed Income</u>				
Vanguard Short Term Inflation Protection Adm	399,189	-207,500	1,946	193,636
Vanguard Total Bond Market Index Adm	396,204	-205,000	3,111	194,315
BlackRock Strategic Income Opps K	-	412,500	414	412,914
<b>Total Fixed Income</b>	<b>795,393</b>	<b>-</b>	<b>5,471</b>	<b>800,865</b>
<u>Domestic Equity</u>				
Vanguard 500 Index Adm	594,867	-	26,622	621,489
Vanguard Small Cap Index Adm	200,348	-	9,163	209,511
<b>Total Domestic Equity</b>	<b>795,215</b>	<b>-</b>	<b>35,785</b>	<b>831,000</b>
<u>International Equity</u>				
Vanguard Developed Markets Index Fund Adm	404,970	-	22,234	427,203
<b>Total International Equity</b>	<b>404,970</b>	<b>-</b>	<b>22,234</b>	<b>427,203</b>
<b>Total Plan</b>	<b>2,012,998</b>	<b>-685</b>	<b>63,526</b>	<b>2,075,839</b>

## Amity OPEB

### Market Value and Flows Summary

Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Dec-2007	-	-	-	503,165	N/A
Mar-2008	503,165	-	-20,366	482,800	-4.0
Jun-2008	482,800	-	-3,927	478,872	-0.9
Sep-2008	478,872	300,763	-10,630	769,006	-1.3
Dec-2008	769,006	-	-3,356	765,650	-0.4
Mar-2009	765,650	-	-56,724	708,926	-7.4
Jun-2009	708,926	-306,395	79,763	482,294	11.1
Sep-2009	482,294	419,352	53,677	955,323	9.7
Dec-2009	955,323	-	16,221	971,544	1.7
Mar-2010	971,544	-	17,233	988,777	1.8
Jun-2010	988,777	-137,439	-35,065	816,273	-3.5
Sep-2010	816,273	61,250	46,295	923,818	5.5
Dec-2010	923,818	183,750	38,153	1,145,721	3.7
Mar-2011	1,145,721	122,557	32,965	1,301,243	2.7
Jun-2011	1,301,243	-367,549	12,585	946,279	1.1
Sep-2011	946,279	376,753	-85,614	1,237,419	-8.1
Dec-2011	1,237,419	-	80,550	1,317,969	6.5
Mar-2012	1,317,969	-165	96,522	1,414,326	7.3
Jun-2012	1,414,326	-326,337	-31,383	1,056,606	-1.7
Sep-2012	1,056,606	393,700	53,993	1,504,298	4.4
Dec-2012	1,504,298	-663	26,940	1,530,575	1.8
Mar-2013	1,530,575	-665	80,911	1,610,821	5.3
Jun-2013	1,610,821	-666	-12,641	1,597,514	-0.8
Sep-2013	1,597,514	-395,012	83,008	1,285,510	5.3
Dec-2013	1,285,510	-615	64,184	1,349,079	5.0
Mar-2014	1,349,079	-650	17,817	1,366,246	1.3
Jun-2014	1,366,246	-128,041	44,117	1,282,323	3.4
Sep-2014	1,282,323	54,654	-22,090	1,314,887	-1.7
Dec-2014	1,314,887	-657	18,598	1,332,827	1.4
Mar-2015	1,332,827	-657	29,530	1,361,700	2.2

## Amity OPEB

### Market Value and Flows Summary

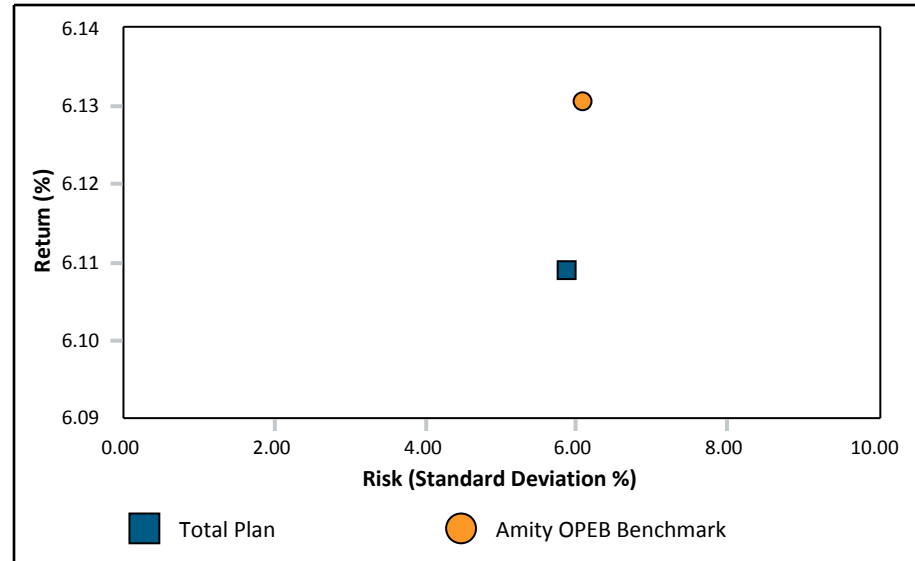
Since Inception Ending September 30, 2017

Periods Ending	Beginning Market Value (\$)	Net Cash Flow (\$)	Gain/Loss (\$)	Ending Market Value (\$)	% Return
Jun-2015	1,361,700	-9,018	-150	1,352,531	0.0
Sep-2015	1,352,531	174,338	-67,962	1,458,908	-4.8
Dec-2015	1,458,908	-665	42,569	1,500,812	2.9
Mar-2016	1,500,812	-664	15,299	1,515,446	1.0
Jun-2016	1,515,446	-666	25,883	1,540,664	1.7
Sep-2016	1,540,664	144,858	48,079	1,733,601	3.1
Dec-2016	1,733,601	-674	13,759	1,746,686	0.8
Mar-2017	1,746,686	-675	71,156	1,817,166	4.1
Jun-2017	1,817,166	148,290	47,542	2,012,998	2.6
Sep-2017	2,012,998	-685	63,526	2,075,839	3.2

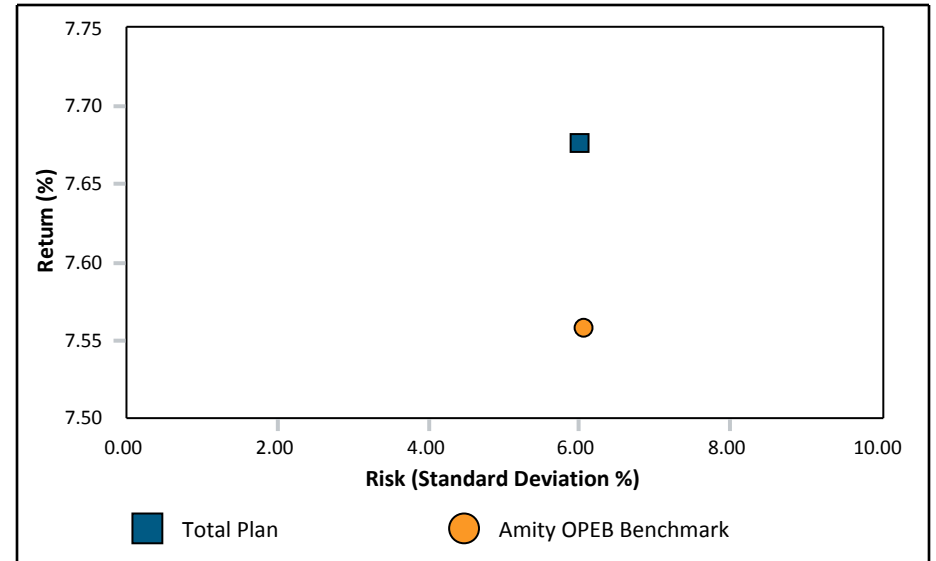
## Risk vs. Return

As of September 30, 2017

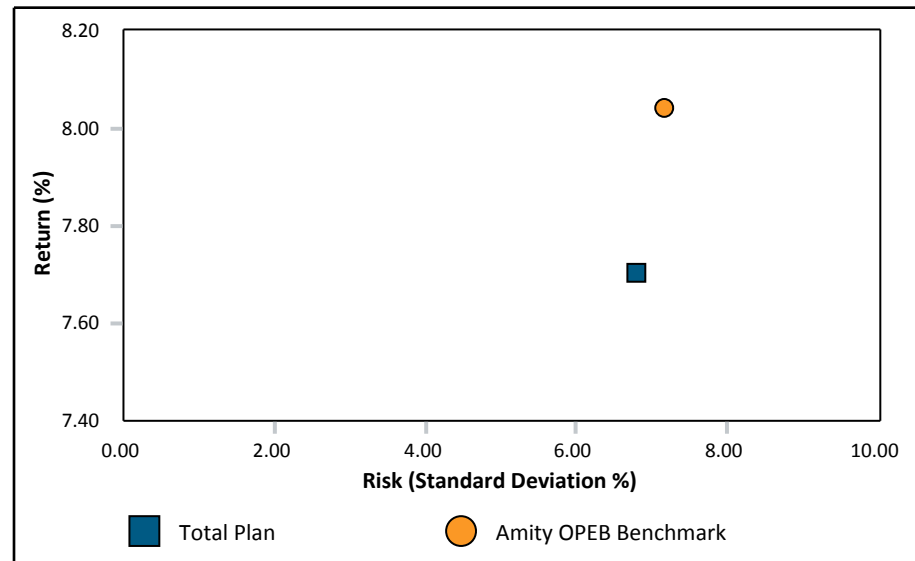
3 Year Risk and Return



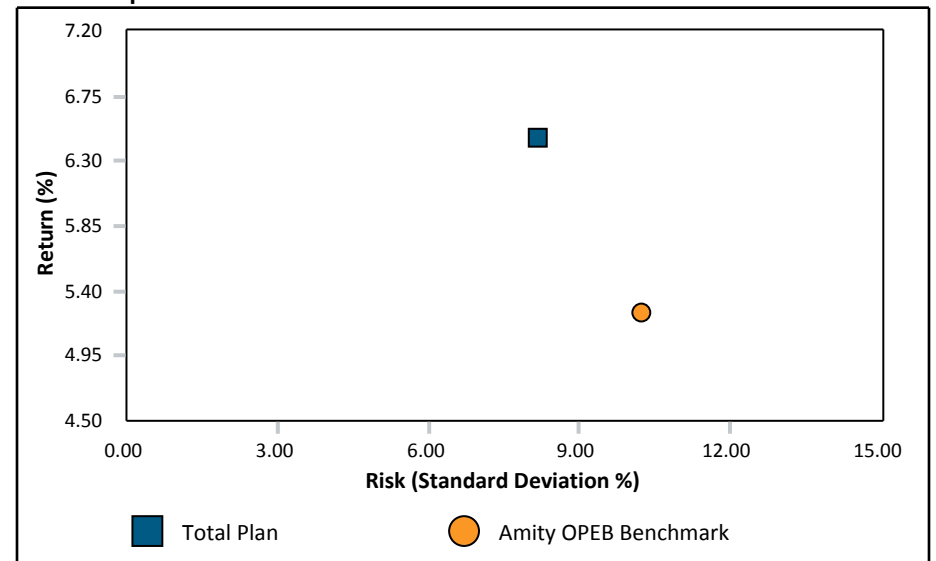
5 Year Risk and Return



7 Year Risk and Return



Since Inception Risk and Return





## MPT Statistics

As of September 30, 2017

### 3 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	6.11	5.88	3.44	1.00	-0.06	0.57	0.99	0.96	0.21
Amity OPEB Benchmark	6.13	6.10	3.52	0.96	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.28	0.10	0.02	N/A	-0.96	6.08	0.05	0.00	0.26

### 5 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	7.68	6.02	3.30	1.23	0.18	0.60	0.99	0.99	0.20
Amity OPEB Benchmark	7.56	6.06	3.35	1.20	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.20	0.09	0.01	N/A	-1.20	6.05	0.01	0.00	0.18

### 7 Year Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha
Total Plan	7.70	6.81	3.91	1.10	-0.34	1.02	0.98	0.94	0.14
Amity OPEB Benchmark	8.04	7.17	4.10	1.10	N/A	0.00	1.00	1.00	0.00
90 Day U.S. Treasury Bill	0.16	0.08	0.01	N/A	-1.10	7.17	0.01	0.00	0.16

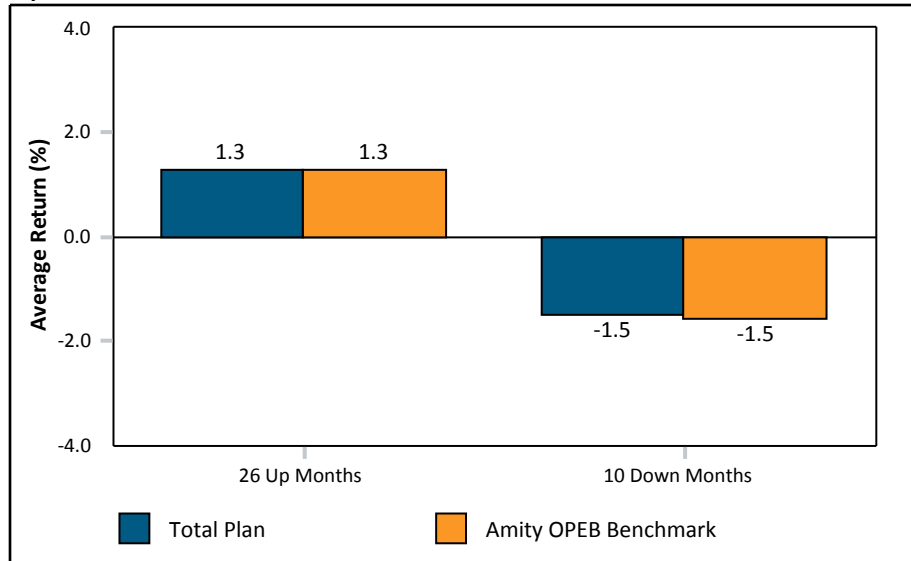
### Since Inception Historical MPT Statistics

	Return	Standard Deviation	Downside Risk	Sharpe Ratio	Information Ratio	Tracking Error	R-Squared	Beta	Alpha	Inception Date
Total Plan	6.45	8.21	5.06	0.75	0.20	4.67	0.80	0.72	2.58	12/01/2007
Amity OPEB Benchmark	5.25	10.27	7.24	0.51	N/A	0.00	1.00	1.00	0.00	12/01/2007
90 Day U.S. Treasury Bill	0.38	0.24	0.01	N/A	-0.51	10.34	0.09	-0.01	0.42	12/01/2007

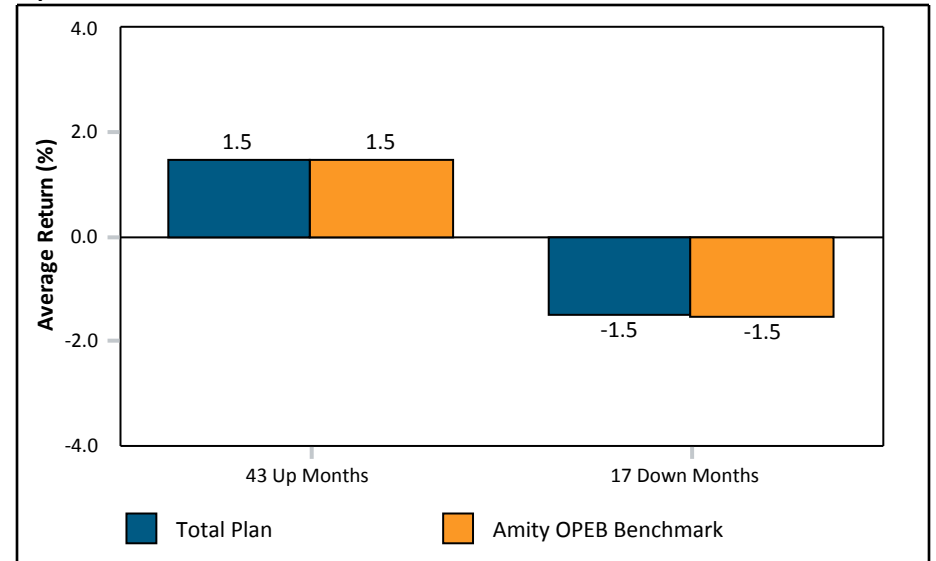
# Market Capture Report

As of September 30, 2017

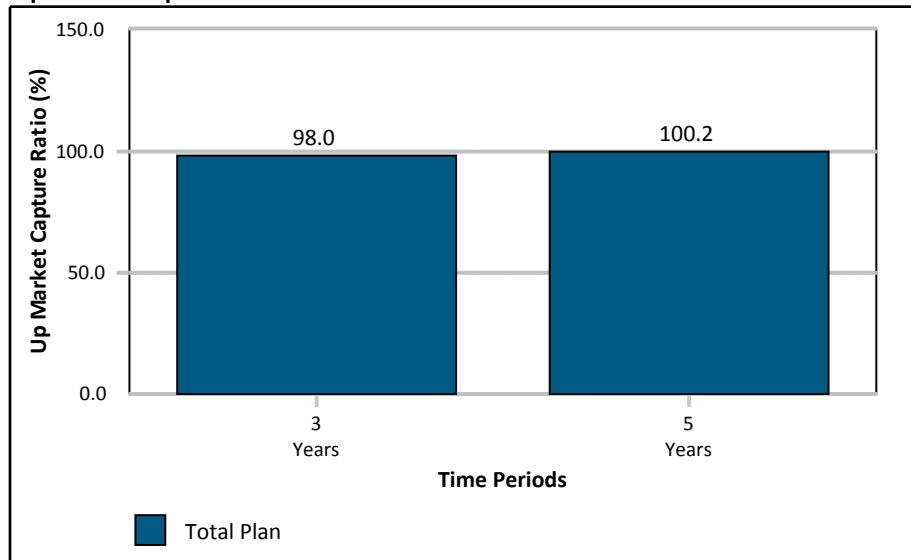
Up/Down Markets - 3 Years



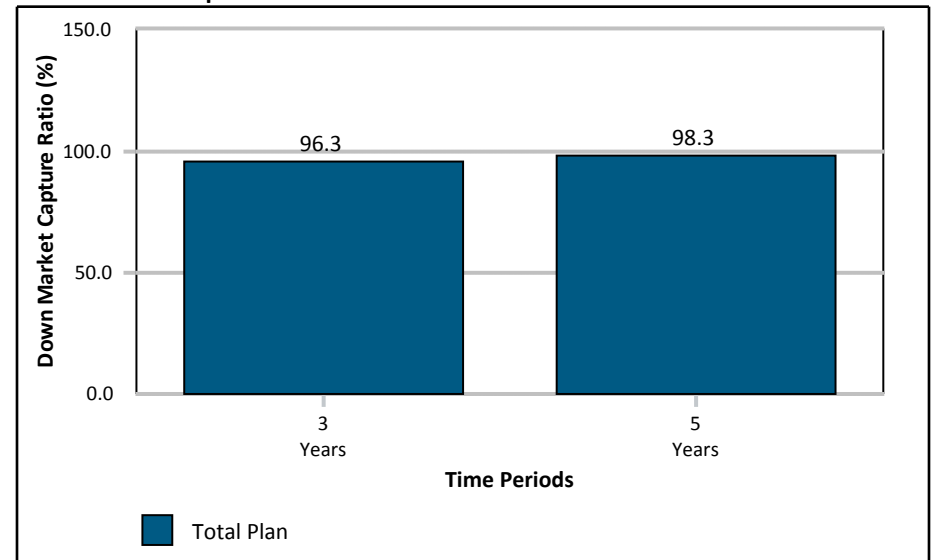
Up/Down Markets - 5 Years



Up Market Capture Ratio



Down Market Capture Ratio



## Estimated Fee Analysis

As of September 30, 2017

MANAGER	FEE SCHEDULE	TARGET ALLOCATION
Vanguard Short Term Inflation Protection Adm	0.07%	10.0%
Vanguard Total Bond Market Index Adm	0.05%	10.0%
BlackRock Strategic Income Opps K	0.57%	20.0%
Vanguard 500 Index Adm	0.04%	30.0%
Vanguard Small Cap Index Adm	0.06%	10.0%
Vanguard Developed Markets Adm	0.07%	20.0%
<b>AVERAGE WEIGHTED FEE</b>	<b>0.16%</b>	

*DISCLOSURE: The figures on this page have been obtained from sources we deem to be reliable. FIA has not independently verified this information.*

## Prospectus Links

As of September 30, 2017

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<b>FUND FAMILY</b>		<b>WEB SITE</b>
Vanguard		<a href="http://www.vanguard.com">www.vanguard.com</a>
BlackRock		<a href="http://www.blackrock.com">www.blackrock.com</a>

## Custom Index Descriptions

**CRSP U.S. Large Cap Growth Spliced Index** – Following May 1, 2013: CRSP U.S. Large Cap Growth TR. Periods prior to May 1, 2013: MSCI U.S. Prime Market Growth.

**CRSP U.S. Large Cap Spliced Index** – Following February 1, 2013: CRSP U.S. Large Cap TR. Periods prior to February 1, 2013: MSCI U.S. Prime Market 750.

**CRSP U.S. Large Cap Value Spliced Index** – Following May 1, 2013: CRSP U.S. Large Cap Value TR. Periods prior to May 1, 2013: MSCI U.S. Prime Market Value.

**CRSP U.S. Mid Cap Growth Spliced Index** – Following May 1, 2013: CRSP U.S. Mid Cap Growth TR. Periods prior to May 1, 2013: MSCI U.S. Mid Cap Growth.

**CRSP U.S. Mid Cap Spliced Index** – Following February 1, 2013: CRSP U.S. Mid Cap TR. Periods prior to February 1, 2013: MSCI U.S. Mid Cap 450.

**CRSP U.S. Small Cap Growth Spliced Index** – Following May 1, 2013: CRSP U.S. Small Cap Growth TR. Periods prior to May 1, 2013: MSCI U.S. Small Cap Growth.

**CRSP U.S. Small Cap Spliced Index** – Following February 1, 2013: CRSP U.S. Small Cap TR. Periods prior to February 1, 2013: MSCI U.S. Small Cap 1750.

**CRSP U.S. Small Cap Value Spliced Index** – Following May 1, 2013: CRSP U.S. Small Cap Value TR. Periods prior to May 1, 2013: MSCI U.S. Small Cap Value.

**CRSP U.S. Total Market Spliced Index** – Following June 1, 2013: CRSP U.S. Total Market TR. Periods prior to June 1, 2013: MSCI U.S. Broad Market.

**FTSE Developed Asia Pacific Spliced Index** – Following April 1, 2013: FTSE Developed Asia Pacific. Periods prior to April 1, 2013: MSCI Pacific.

**FTSE Developed Europe Spliced Index** – Following April 1, 2013: FTSE Developed Europe. Periods prior to April 1, 2013: MSCI Europe.

**FTSE Developed ex US Spliced Index** – Following December 1, 2015: FTSE Developed All Cap Ex US Transition Index. Periods between May 1, 2013 and December 1, 2015: FTSE Developed ex NA Index. Periods before May 1, 2013: MSCI EAFE (net).

**FTSE Emerging Markets All Cap China A Inclusion Spliced Index** – Following November 1, 2015: FTSE Emerging Markets All Cap China A Inclusion Transition Index. Periods between July 1, 2013 and November 1, 2015: FTSE Emerging Markets (net). Periods between February 1, 2013 and July 1, 2013: FTSE Emerging Markets Transition. Periods Prior to February 1, 2013: MSCI Emerging Markets.

**FTSE Global All Cap ex U.S. Spliced Index** – Following June 1, 2013: FTSE Global ex USA All Cap. Periods between January 1, 2011 and June 1, 2013: MSCI ACWI ex USA IMI ND. Periods prior to January 1, 2011: MSCI EAFE + EM ND USD.

**JP Morgan Global Diversified Hybrid Benchmark** – 50% JPM EMBI Global Diversified, 25% JPM ELMI+, 25% JPM BGI-EM Global Diversified

**MSCI AC World ex USA (net) Spliced Index** – Following January 1, 2001: MSCI AC World ex USA (net). Prior to January 1, 2001: MSCI AC World ex USA.

**MSCI AC World ex USA Growth (net) Spliced Index** – Following January 1, 2001: MSCI AC World ex USA Growth (net). Periods between January 1, 1997 and January 1, 2001: MSCI AC World ex USA Growth. Periods prior to January 1, 1997: MSCI AC World ex USA.

**MSCI AC World ex USA Value (net) Spliced Index** – Following January 1, 2001: MSCI AC World ex USA Value (net). Periods between January 1, 1997 and January 1, 2001: MSCI AC World ex USA Value. Periods prior to January 1, 1997: MSCI AC World ex USA.

## Statistics Definitions

Statistics	Description
Sharpe Ratio	-- Represents the excess rate of return over the risk free return divided by the standard deviation of the excess return. The result is the absolute rate of return per unit of risk. The higher the value, the better the product's historical risk-adjusted performance.
Alpha	-- A measure of the difference between a portfolio's actual returns and its expected performance, given its level of risk as measured by beta. It is a measure of the portfolio's historical performance not explained by movements of the market, or a portfolio's non-systematic return.
Beta	-- A measure of the sensitivity of a portfolio to the movements in the market. It is a measure of a portfolio's non-diversifiable or systematic risk.
R-Squared	-- The percentage of a portfolio's performance explained by the behavior of the appropriate benchmark. High R-Square means a higher correlation of the portfolio's performance to the appropriate benchmark.
Treynor Ratio	-- Similar to Sharpe ratio, but focuses on beta rather than excess risk (standard deviation). Represents the excess rate of return over the risk free rate divided by the beta. The result is the absolute rate of return per unit of risk. The higher the value, the better the product's historical risk-adjusted performance.
Tracking Error	-- A measure of the standard deviation of a portfolio's performance relative to the performance of an appropriate market benchmark.
Information Ratio	-- Measured by dividing the active rate of return by the tracking error. The higher the Information Ratio, the more value-added contribution by the manager.
Consistency	-- The percentage of quarters that a product achieved a rate of return higher than that of its benchmark. The higher the consistency figure, the more value a manager has contributed to the product's performance.
Excess Return	-- Arithmetic difference between the manager's return and the risk-free return over a specified time period.
Active Return	-- Arithmetic difference between the manager's return and the benchmark return over a specified time period.
Excess Risk	-- A measure of the standard deviation of a portfolio's performance relative to the risk free return.
Up Market Capture	-- The ratio of average portfolio return over the benchmark during periods of positive benchmark return. Higher values indicate better product performance.
Down Market Capture	-- The ratio of average portfolio return over the benchmark during periods of negative benchmark return. Lower values indicate better product performance.
Internal Rate of Return (IRR)	-- The IRR is the discount rate (effective compound rate) that makes the present value of the since inception paid-in capital associated with an investment equal to zero.
Investment Multiple (TVPI)	-- Also known as the total value paid-in. Calculated by dividing the fund's cumulative distributions and residual value by the paid-in capital. Gives an investor the ability to see the fund's total value as a multiple of its cost basis.
Realization Multiple (DPI)	-- Also known as the distributions to paid-in multiple. This is calculated by dividing the total accumulation of distributions by paid-in capital. This gives investors insight into how much of the fund's return has been paid out to investors.
RVPI Multiple	-- Calculated by dividing residual value by paid-in capital, it allows the investor to see how much of the fund's return is unrealized and dependent on the market value of its investments.
PIC Multiple	-- Calculated by dividing paid-in capital by committed capital. This ratio allows a potential investor to see the percentage of a fund's committed capital that has actually been drawn down.

# **AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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**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: Dr. Charles Dumais, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Award of Contracts of \$35,000 or More

Date: November 3, 2017

I recommend the following contract over \$35,000 be awarded by the Amity Board of Education and waive the bid process in the Board's Policy on purchasing procedures:

## **Workers' Compensation Insurance and Liability, Automobile, Property Insurance:**

Our current contract for workers' compensation and liability, automobile, property (LAP) insurance expires June 30, 2018. CIRMA (Connecticut Interlocal Risk Management Agency) has provided this coverage. I recently met with CIRMA representatives and our insurance consultant to discuss our claim history.

CIRMA has offered a 0.00% increase on Workers' Compensation for year 1. Years 2 and 3 would be adjusted for payroll increases and claims experience. LAP insurance is a 3.00% maximum increase in each of the three years. Positive claim experience going forward could lower the actual LAP increase. Negative claim experience would be capped at the 3.00% increase. The Workers' Compensation and the LAP insurance is a total package offer and cannot be split. It is a three-year contract.

Our insurance consultant reviewed the offer and commented "Based upon my conversations with CIRMA regarding the need to provide a 'very good offer' that you and the Board may consider favorably. A zero percent increase in WC is excellent and a 3% LAP increase is what we are seeing the market right now." CIRMA also provides pollution coverage, a cyber-policy, and international travel coverage which are all included in the quoted price. This is a \$10,000 to \$15,000 value if we needed to obtain separately.

We currently use CIRMA and we have had excellent service. There has been a member equity distribution in each of the last three years. Member Equity Distributions are not guaranteed, but has saved the District \$41,000 over the past three years. The price quote is \$239,400 for Workers' Compensation insurance and \$174,109 for the LAP insurance for the 2018-2019 fiscal year.

***Recommended Motions:***

***Amity Finance Committee***

***Recommend the Amity Board of Education award the workers' compensation insurance for July 1, 2018 to June 30, 2021, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut at the price of \$239,400 plus the audit premium to be determined. Price increases for years two and three will be based on payroll increases and claims; and award the liability, automobile, property insurance to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut for the price of \$174,109 for July 1, 2018 to June 30, 2021, with a maximum of a three-percent increase in the second and third years of the contract. This will be a three-year contract for workers' compensation and liability, automobile and property insurance. Recommend the Amity Board of Education waive the bid requirement.***

***Amity Board of Education***

***Award the workers' compensation insurance for July 1, 2018 to June 30, 2021, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut at the price of \$239,400 plus the audit premium to be determined. Price increases for years two and three will be based on payroll increases and claims; and award the liability, automobile, property insurance to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut for the price of \$174,109 for July 1, 2018 to June 30, 2021, with a maximum of a three-percent increase in the second and third years of the contract. This will be a three-year contract for workers' compensation and liability, automobile and property insurance. Further, the Amity Board of Education waives the bid requirement.***



# **AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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**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: Dr. Charles Dumais, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Award of Contracts of \$35,000 or More

Date: November 2, 2017

I recommend the following contract over \$35,000 be awarded by the Amity Board of Education and waive the bid process in the Board's Policy on purchasing procedures:

## **Financial Accounting Systems:**

We have been successfully using the Tyler Technologies (MUNIS) Financial Accounting Systems. The current support contract ends on June 30, 2018. We can send out a Request for Proposals or extend the contract for an additional three years. Tyler Technologies has provided me with a quote of \$215,013; \$68,879 in year 1, \$71,635 in year 2 and \$74,499 in year 3. This is a 4% increase per year. We are currently paying \$66,231 for this fiscal year. The prior 3-year contract was extended for one year with no increase. It is a strong financial system and we have had it in place since 2001. There are regular updates and enhancements.

I recommend we extend the contract with Tyler Technologies MUNIS for a three year period. The Amity Board of Education would need to waive the bid requirement, which was done for the prior three-year term.

Recommended Motions:

## **Amity Finance Committee:**

***Recommend to the Amity Board of Education that the Superintendent of Schools be authorized to sign a three-year extension of the current support contract with Tyler Technologies for the MUNIS Financial Accounting Systems for a total cost of \$215,013; \$68,879 in year 1, \$71,635 in year 2 and \$74,499 in year 3. Also recommend, the Amity Board of Education waives the bid requirement.***

**Amity Board of Education:**

***Move that the Superintendent of Schools be authorized to sign a three-year extension of the current support contract with Tyler Technologies for the MUNIS Financial Accounting Systems for a total cost of \$215,013; \$68,879 in year 1, \$71,635 in year 2 and \$74,499 in year 3. The Amity Board of Education waives the bid requirement.***

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>OCT '17</b>	<b>CHANGE</b>	<b>NOV '17</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	46,289,573	48,250,162	48,250,162	0	48,250,162	0	FAV
2	OTHER REVENUE	179,151	136,510	199,294	1,300	200,594	64,084	FAV
3	OTHER STATE GRANTS	1,012,502	0	0	0	0	0	FAV
4	MISCELLANEOUS INCOME	55,402	46,000	46,000	0	46,000	0	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>47,543,119</b>	<b>48,439,163</b>	<b>48,501,947</b>	<b>1,300</b>	<b>48,503,247</b>	<b>64,084</b>	<b>FAV</b>
7	SALARIES	24,458,191	25,474,101	25,415,311	(1,718)	25,413,593	(60,508)	FAV
8	BENEFITS	6,002,563	6,418,372	6,418,732	(8,236)	6,410,496	(7,876)	FAV
9	PURCHASED SERVICES	7,498,587	8,394,700	7,749,188	(77,284)	7,671,904	(722,796)	FAV
10	DEBT SERVICE	4,709,213	4,406,650	4,406,650	0	4,406,650	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,701,384	2,897,963	2,888,115	(2,181)	2,885,934	(12,029)	FAV
12	EQUIPMENT	180,929	322,392	322,392	0	322,392	0	FAV
13	IMPROVEMENTS / CONTINGENCY	62,460	367,000	367,000	0	367,000	0	FAV
14	DUES AND FEES	136,290	157,985	157,985	0	157,985	0	FAV
15	TRANSFER ACCOUNT	0	0	0	0	0	0	FAV
16	<b>TOTAL EXPENDITURES</b>	<b>45,749,617</b>	<b>48,439,163</b>	<b>47,725,373</b>	<b>(89,419)</b>	<b>47,635,954</b>	<b>(803,209)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,793,502</b>	<b>0</b>	<b>776,574</b>	<b>90,719</b>	<b>867,293</b>	<b>867,293</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	0	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>1,793,502</b>	<b>0</b>	<b>776,574</b>	<b>90,719</b>	<b>867,293</b>	<b>867,293</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>OCT '17</b>	<b>CHANGE</b>	<b>NOV '17</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	9,437,981	9,495,632	9,495,632	0	9,495,632	0	FAV
2	ORANGE ALLOCATION	22,561,538	24,017,483	24,017,483	0	24,017,483	0	FAV
3	WOODBIDGE ALLOCATION	14,290,054	14,737,047	14,737,047	0	14,737,047	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>46,289,573</b>	<b>48,250,162</b>	<b>48,250,162</b>	<b>0</b>	<b>48,250,162</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	3,177	3,042	3,042	0	3,042	0	FAV
6	PARKING INCOME	30,109	29,000	29,000	0	29,000	0	FAV
7	INVESTMENT INCOME	16,565	10,000	16,000	0	16,000	6,000	FAV
8	ATHLETICS	23,230	23,000	23,000	0	23,000	0	FAV
9	TUITION REVENUE	86,570	49,368	106,152	0	106,152	56,784	FAV
10	TRANSPORTATION INCOME	19,500	22,100	22,100	1,300	23,400	1,300	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>179,151</b>	<b>136,510</b>	<b>199,294</b>	<b>1,300</b>	<b>200,594</b>	<b>64,084</b>	<b>FAV</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,012,502	0	0	0	0	0	FAV
15	<b>OTHER STATE GRANTS</b>	<b>1,012,502</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
16	RENTAL INCOME	19,988	21,000	21,000	0	21,000	0	FAV
17	DESIGNATED FROM PRIOR YEAR	0	0	0	0	0	0	FAV
18	OTHER REVENUE	35,414	25,000	25,000	0	25,000	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>55,402</b>	<b>46,000</b>	<b>46,000</b>	<b>0</b>	<b>46,000</b>	<b>0</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>0</b>	<b>6,491</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>47,543,119</b>	<b>48,439,163</b>	<b>48,501,947</b>	<b>1,300</b>	<b>48,503,247</b>	<b>64,084</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>OCT '17</b>	<b>CHANGE</b>	<b>NOV '17</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	20,160,267	20,975,448	20,941,091	(9,150)	20,931,941	(43,507)	FAV
2	5112-CLASSIFIED SALARIES	4,297,924	4,498,653	4,474,220	7,432	4,481,652	(17,001)	FAV
3	<b>SALARIES</b>	<b>24,458,191</b>	<b>25,474,101</b>	<b>25,415,311</b>	<b>(1,718)</b>	<b>25,413,593</b>	<b>(60,508)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	333,749	353,376	353,376	3,516	356,892	3,516	UNF
5	5210-FICA - ER	272,102	277,127	277,127	3,234	280,361	3,234	UNF
6	5220-WORKERS' COMPENSATION	232,488	251,584	251,584	(19,598)	231,986	(19,598)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,820,370	4,369,049	4,369,049	0	4,369,049	0	FAV
8	5860-OPEB TRUST	157,272	105,537	105,537	0	105,537	0	FAV
9	5260-LIFE INSURANCE	42,163	44,211	44,211	0	44,211	0	FAV
10	5275-DISABILITY INSURANCE	9,276	9,373	9,733	(98)	9,635	262	UNF
11	5280-PENSION PLAN - CLASSIFIED	862,404	886,831	886,831	0	886,831	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	48,776	54,384	54,384	4,709	59,093	4,709	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	77,835	19,936	19,936	0	19,936	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	1,137	1,587	1,587	0	1,587	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	118,398	25,477	25,477	0	25,477	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	25,360	17,900	17,900	0	17,900	0	FAV
16	5291-CLOTHING ALLOWANCE	1,233	2,000	2,000	0	2,000	0	FAV
17	<b>BENEFITS</b>	<b>6,002,563</b>	<b>6,418,372</b>	<b>6,418,732</b>	<b>(8,236)</b>	<b>6,410,496</b>	<b>(7,876)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	19,287	15,500	15,500	0	15,500	0	FAV
19	5327-DATA PROCESSING	74,490	94,178	94,178	0	94,178	0	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	959,298	1,277,466	1,277,466	0	1,277,466	0	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	88,456	97,947	97,947	0	97,947	0	FAV
22	5510-PUPIL TRANSPORTATION	2,684,145	2,928,073	2,643,040	21,975	2,665,015	(263,058)	FAV
23	5521-GENERAL LIABILITY INSURANCE	217,543	234,767	234,767	0	234,767	0	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	134,313	172,374	172,374	(27,440)	144,934	(27,440)	FAV
25	5560-TUITION EXPENSE	3,235,655	3,486,509	3,126,030	(71,819)	3,054,211	(432,298)	FAV
26	5590-OTHER PURCHASED SERVICES	85,400	87,886	87,886	0	87,886	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,498,587</b>	<b>8,394,700</b>	<b>7,749,188</b>	<b>(77,284)</b>	<b>7,671,904</b>	<b>(722,796)</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 2017-2018**

		<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>2016-2017</b>	<b>2017-2018</b>	<b>OCT '17</b>	<b>CHANGE</b>	<b>NOV '17</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	1,249,213	821,650	821,650	0	821,650	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,460,000	3,585,000	3,585,000	0	3,585,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,709,213</b>	<b>4,406,650</b>	<b>4,406,650</b>	<b>0</b>	<b>4,406,650</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	669,181	681,950	672,102	(2,181)	669,921	(12,029)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	703,831	720,055	720,055	0	720,055	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	361,671	385,274	385,274	0	385,274	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,900	219,965	219,965	0	219,965	0	FAV
35	5620-OIL USED FOR HEATING	36,763	37,870	37,870	0	37,870	0	FAV
36	5621-NATURAL GAS	63,982	53,845	53,845	0	53,845	0	FAV
37	5627-TRANSPORTATION SUPPLIES	87,411	117,341	117,341	0	117,341	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	70,197	111,221	111,221	0	111,221	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	18,970	21,615	21,615	0	21,615	0	FAV
40	5690-OTHER SUPPLIES	487,478	548,827	548,827	0	548,827	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,701,384</b>	<b>2,897,963</b>	<b>2,888,115</b>	<b>(2,181)</b>	<b>2,885,934</b>	<b>(12,029)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	47,837	72,200	72,200	0	72,200	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	133,092	250,192	250,192	0	250,192	0	FAV
44	<b>EQUIPMENT</b>	<b>180,929</b>	<b>322,392</b>	<b>322,392</b>	<b>0</b>	<b>322,392</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	32,160	51,000	51,000	0	51,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	9,775	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(9,775)	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	30,300	66,000	66,000	0	66,000	0	FAV
47	5850-DISTRICT CONTINGENCY	48,574	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(48,574)	0	0	0	0	0	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>62,460</b>	<b>367,000</b>	<b>367,000</b>	<b>0</b>	<b>367,000</b>	<b>0</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	19,264	22,432	22,432	0	22,432	0	FAV
50	5581-TRAVEL - CONFERENCES	28,433	36,520	36,520	0	36,520	0	FAV
51	5810-DUES & FEES	88,593	99,033	99,033	0	99,033	0	FAV
52	<b>DUES AND FEES</b>	<b>136,290</b>	<b>157,985</b>	<b>157,985</b>	<b>0</b>	<b>157,985</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>45,749,617</b>	<b>48,439,163</b>	<b>47,725,373</b>	<b>(89,419)</b>	<b>47,635,954</b>	<b>(803,209)</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 2017-2018**



**NOVEMBER 2017**

**2017-2018 FORECAST**

**Potential Use of Unspent Fund Balance:**

*The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to set a District Meeting to propose a supplemental appropriation, up to 1%, \$484,391, of the operating budget, from the estimated fiscal year 2018 fund balance into the Reserve for Capital Nonrecurring Expenditures. The Amity Finance Committee and Amity Board of Education will be asked to consider this request at their September 2018 meeting.*

**OVERVIEW**

The projected unspent fund balance for this fiscal year is **\$867,293 FAV** (previously **\$776,574 FAV**), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$64,084 FAV** previously **\$62,784 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 be at budget. *Forecast projects investment income will be \$6,000 FAV more than anticipated.*

<b><u>Month</u></b>	<b><u>Peoples United</u></b>	<b><u>State Treasurer's Investment Fund</u></b>
July 2017	0.395 %	0.930 %
August 2017	0.397%	1.050%
September 2017	0.397%	1.070%
October 2017	0.397%	1.150%

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

The forecast is based on a historical analysis.

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

The budget is based on three tuition students. The actual tuition charged is higher than budgeted. Three new tuition students enrolled in the District. The projected variance is \$56,784 FAV previously \$56,784 FAV.

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

The forecast is based on projected State payments for magnet school transportation only.

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

There were no funds budgeted on this line. The State budget proposed eliminating this grant and creating a new special education grant. The new special education grant is proposed as a direct payment to the member towns.

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

The forecast is based on a historical analysis.

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

The forecast assumes the account will be on target.

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is *\$803,209 FAV previously \$713,790 FAV*, which appears on page 4, column 6, line 55.

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

*The current forecast projects \$43,507 FAV variance, previously \$34,357 FAV variance. Unpaid leaves of absences account for \$19,877 FAV and approximately \$15,000 FAV in staff changes. Adjustments to tutoring needs and additional consumer science lab time offered account for the month-to-month change.*

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

*The current forecast projects \$17,001 FAV variance, previously \$24,433 FAV variance due to staff changes. Overtime adjustments and staff insurance buyout payments account for the \$7,432 change.*

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

The forecast is based on the 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. **Payroll audit is pending; field work has been completed. Member equity distribution received for \$19,598 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 budget except for months with *actual claims (highlighted in bold, italics)*. *The current*



*projection for claims and fees is neutral, currently claims and fees are \$285,984 FAV previously \$205,895 FAV.* Other projections such as employee contribution and employer HSA deposits are not yet finalized.

#### CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2017-2018 ACTUAL	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015-2016 ACTUAL
<i>JUL</i>	\$ 254,849	\$ 376,127	\$ (121,278)	\$ 309,902	\$ 424,798
<i>AUG</i>	\$ 374,433	\$ 376,127	\$ (1,695)	\$ 466,996	\$ 298,314
<i>SEP</i>	\$ 219,176	\$ 376,127	\$ (156,951)	\$ 250,040	\$ 311,187
<i>OCT</i>	\$ 271,340	\$ 376,127	\$ (104,787)	\$ 250,625	\$ 316,592
<i>NOV</i>	\$ 376,127	\$ 376,127	\$ -	\$ 307,308	\$ 382,903
<i>DEC</i>	\$ 376,127	\$ 376,127	\$ -	\$ 482,363	\$ 416,646
<i>JAN</i>	\$ 376,127	\$ 376,127	\$ -	\$ 178,047	\$ 382,654
<i>FEB</i>	\$ 376,127	\$ 376,127	\$ -	\$ 308,703	\$ 253,140
<i>MAR</i>	\$ 376,127	\$ 376,127	\$ -	\$ 282,399	\$ 360,554
<i>APR</i>	\$ 376,127	\$ 376,127	\$ -	\$ 219,690	\$ 479,532
<i>MAY</i>	\$ 376,127	\$ 376,127	\$ -	\$ 449,993	\$ 370,820
<i>JUN</i>	\$ 376,127	\$ 376,127	\$ -	\$ 301,248	\$ 320,630
<b>TOTALS</b>	<b>\$ 4,128,813</b>	<b>\$4,513,524</b>	<b>\$ (384,711)</b>	<b>\$3,807,314</b>	<b>\$4,317,770</b>

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

2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 FORECAST
87.3%	99.9%	85.2%	100.0%	<i>91.5%</i>

**Note:** 2017-2018 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.

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

<b>MONTH</b>	<b>2017-2018 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>VARIANCE</b>	<b>2016-2017 ACTUAL</b>	<b>2015- 2016 ACTUAL</b>
<b>JUL</b>	\$ 84,939	\$ 60,539	\$ 24,400	\$ 79,407	\$ 95,297
<b>AUG</b>	\$ 96,820	\$ 60,539	\$ 36,281	\$ 101,465	\$ 87,514
<b>SEP</b>	\$ 73,886	\$ 60,539	\$ 13,347	\$ 75,692	\$ 73,583
<b>OCT</b>	\$ 85,237	\$ 60,539	\$ 24,698	\$ 80,902	\$ 76,154
<b>NOV</b>	\$ 60,539	\$ 60,539	\$ -	\$ 46,802	\$ 41,351
<b>DEC</b>	\$ 60,539	\$ 60,539	\$ -	\$ 42,983	\$ 40,224
<b>JAN</b>	\$ 60,539	\$ 60,539	\$ -	\$ 41,762	\$ 29,552
<b>FEB</b>	\$ 60,539	\$ 60,539	\$ -	\$ 42,203	\$ 38,454
<b>MAR</b>	\$ 60,539	\$ 60,539	\$ -	\$ 42,080	\$ 39,472
<b>APR</b>	\$ 60,539	\$ 60,539	\$ -	\$ 42,032	\$ 39,177
<b>MAY</b>	\$ 60,539	\$ 60,539	\$ -	\$ 42,101	\$ 28,560
<b>JUN</b>	\$ 60,539	\$ 60,539	\$ -	\$ 41,807	\$ 28,670
<b>TOTALS</b>	\$ 825,195	\$ 726,468	\$ 98,727	\$ 679,235	\$ 618,008

**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. *The forecast projects \$360 UNF after the policy was updated with current staffing and coverages.*

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

The District negotiated into most of the classified contracts the establishment of a defined contribution pension plan. Fiduciary Investment Advisors was contracted to bid the services. International City Management Association (ICMA-RC) was selected to administer the plan. *The current forecast projects the District's contribution will be on budget.*

**LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:**

*Legal costs are projected to be on budget at this point. Administrative legal services are \$4,998 YTD, Board directed legal services are \$1,372 YTD, Negotiation legal services are \$6,505 YTD, Personnel legal services are \$ 0 YTD and Special Education legal services are \$6,135 YTD.*

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

Special Education Transportation is a projected variance of \$285,033 FAV (previously \$183,204 FAV). The forecast is based on the current transportation needs of the students. The actual runs needed in September were less than anticipated with one less special run, and one shorter run is shared with one of the member towns. The forecast includes combining two runs mid-October as well. There continue to be changes throughout the year.

**LINE 24 on Page 3: 5550-COMMUNICATIONS, TEL, POSTAGE:**

The State of CT is not billing the District separately for Bethany Middle School as we were told last year. Bethany Middle School and Amity High School are billed as one entity. *Our e-rate application for the current budget year was approved and we began receiving discounted invoices. \$27,440 FAV.*

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

Tuition has a projected variance of **\$432,298 FAV (previously \$360,479)**. 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 **\$6,368 UNF previously \$6,368 FAV**. Vo-Ag Enrollment is up by two students. Magnet/Charter school enrollment is up by 1 student.

	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 BUDGET</b>	<b>FY17-18 FORECAST</b>
Sound	7	5	4	3	5	<i>4</i>
Trumbull	2	2	3	3	4	<i>6</i>
Nonnewaug	2	1	<i>3(5) <sup>a</sup></i>	3	3	<i>4</i>
Common Ground Charter HS	0	1	1	1	0	<i>0</i>
ACES Wintergreen Magnet	1	0	0	0	0	<i>0</i>
King Robinson Magnet	0	0	1	1	0	<i>0</i>
Engineering Science Magnet	0	0	0	0	1	<i>1</i>
Highville Charter School	0	0	0	0	0	<i>1</i>
<b>Totals</b>	<b>12</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>13</b>	<b><i>16 (16)</i></b>

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

ECA has a projected variance of **\$11,500 FAV previously \$16,200 FAV due to lower enrollment. One additional student was enrolled from the wait list.**

	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 BUDGET</b>	<b>FY17-18 FORECAST</b>
<b>ECA</b>	<b>26</b>	<b>26</b>	<b>22</b>	<b>15</b>	<b>21</b>	<b>19(18)</b>

Public (ACES) and private out-of-district placements has a projected variance of ***\$427,166 FAV previously \$350,647 FAV. An outplaced student moved out of the District and another outplaced student returned to the District.***

	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 ACTUAL</b>	<b>FY17-18 BUDGET</b>	<b>FY17-18 FORECAST</b>
Public SPED	6	10	6	8	8	<b><i>10</i></b>
Private SPED	25	24	26	27	26	<b><i>22(24)</i></b>
Totals	31	34	33	35	34	<b><i>32(34)</i></b>

**LINE 30 on Page 4: 5410-UTILITIES, EXCLUDING HEAT:**

The 2017-2018 budget for electricity assumes the use of 3,683,126 kilowatt hours at an average price of \$0.16262 per kilowatt hour, or a cost of \$598,950. Only one invoice has been received to date, no variance is projected.

**ELECTRICITY (KILOWATT HOURS)**

<b>MONTH</b>	<b>2017-2018 FORECAST</b>	<b>2017-2018 BUDGET</b>	<b>VARIANCE</b>	<b>2016-2017 ACTUAL</b>	<b>2015-2016 ACTUAL</b>
<b><i>JUL</i></b>	<b><i>259,046</i></b>	341,940	<b><i>(82,894)</i></b>	308,892	339,296
<b><i>AUG</i></b>	<b><i>286,777</i></b>	361,857	<b><i>(75,080)</i></b>	363,040	374,855
<b><i>SEP</i></b>	<b><i>285,740</i></b>	356,339	<b><i>(70,599)</i></b>	336,638	361,951
OCT	298,918	298,918	-	280,809	293,904
NOV	289,527	289,527	-	283,913	276,758
DEC	290,763	290,763	-	271,495	269,037
JAN	300,469	300,469	-	271,495	273,192
FEB	306,991	306,991	-	281,139	291,283
MAR	304,483	304,483	-	274,324	297,274
APR	301,956	301,956	-	271,093	276,797
MAY	326,836	326,836	-	290,167	300,487
JUN	333,901	333,901	-	270,748	296,170
Totals	<b><i>3,585,407</i></b>	<b><i>3,813,980</i></b>	<b><i>(228,573)</i></b>	<b><i>3,503,753</i></b>	<b><i>3,651,004</i></b>

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

The budget assumes there will not be a Load Shed credit. There has been one load shed event so far this summer. ***A check for \$2,181 was received for the load shed event. To date we have used 831,563 KWH at an average cost of \$0.1851/kwh. The forecast projects a surplus of \$12,181 FAV previously, \$12,181 FAV.***

The budget for propane is \$3,000. The forecast is \$2,100 or \$900 FAV under budget.

Sewer costs are budgeted at \$36,000, our estimated total payments will be ***\$37,052 or \$1,052 UNF.***

**DEGREE DAYS**

***There are 78 degree days through October, 2017 as opposed to 181 last year***

**LINE 45 on Page 4: 5715-IMPROVEMENTS TO BUILDING:**

The facilities contingency has a budget of \$100,000. The projection is that these funds will be entirely used or appropriated to the Capital Reserve Account. The current balance is \$100,000.

**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. The current balance is \$150,000.

## APPENDIX A

### COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2017-2018

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$21,413**

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**\$13,930 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.

**\$7,483 Library Media Center – Amity Regional High School:** The Library Media Specialist, Robert Musco has develop several procedures to keep the library media center current while maximizing the budget dollars and generating additional funds to support the library media center. Unused assets, such as card catalog cabinets, microfiche machines, and music CDs are offered for sale (\$450). Inexpensive electronic devices that fail within in a 3-year period are credited by to our account by Amazon. Periodicals that are not utilized or available online are not purchased, reducing subscriptions from over 40 down to 21 and saving over \$1,000. The staff monitors and develops procedures to control losses which increased the recovery rate of library media materials (\$5,833). Purchased used books whenever possible.

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/common/pages/DisplayFile.aspx?itemId=30983906>
- **District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies**  
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984932>
- **Fiscal Year 2016-2017 – \$595,302**  
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=50880359>
- **Fiscal Year 2015-2016 – \$125,911**  
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984930>
- **Fiscal Year 2014-2015 – \$139,721**  
<http://www.amityregion5.org/common/pages/DisplayFile.aspx?itemId=27984928>

## 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).

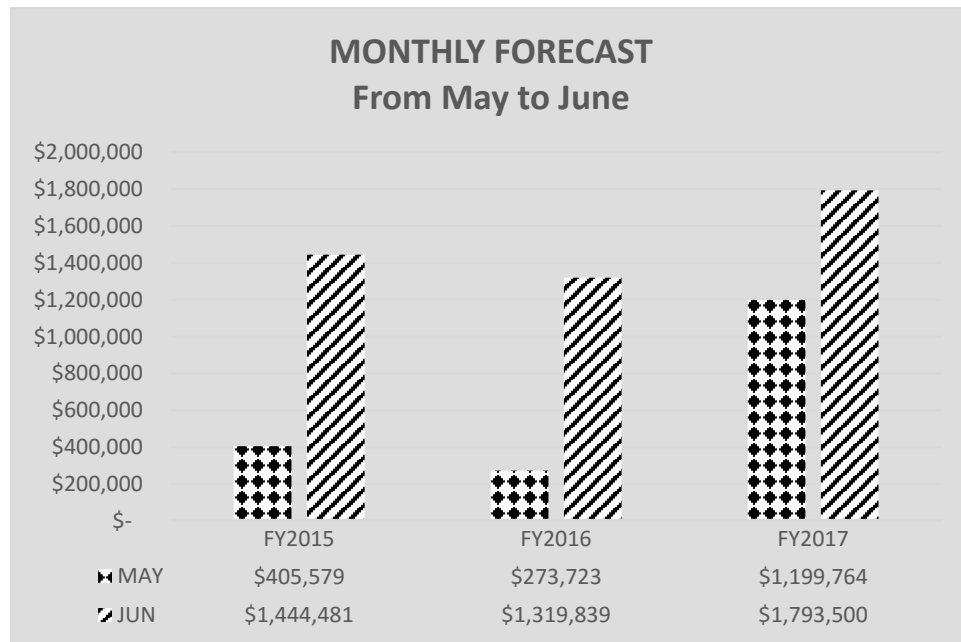
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 *preliminary, unaudited* fund balance for 2016-2017 is \$1,793,500. 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 2014-2015

The fund balance of **\$1,448,929 FAV** is derived from cost savings initiatives, special education, and uncontrollable and/or unforeseen circumstances. The primary sources of the fund balance are, as follows:

#### FINANCIAL MANAGEMENT:

**\$ 139,721**

Our efforts to foster a District culture of finding cost savings and efficiencies has been successful.

#### SPECIAL EDUCATION (NET):

**\$ 312,263**

The primary reasons for the favorable variance were changes in the expected placements of some students; two previously outplaced students returned to the District; two fewer students than budgeted were in the Step Forward Program at Gateway; the average tuition costs increased 3 percent rather than the budgeted increase of 5 percent; and transportation costs were shared with an Elementary School District.

#### OTHER:

**\$ 996,945**

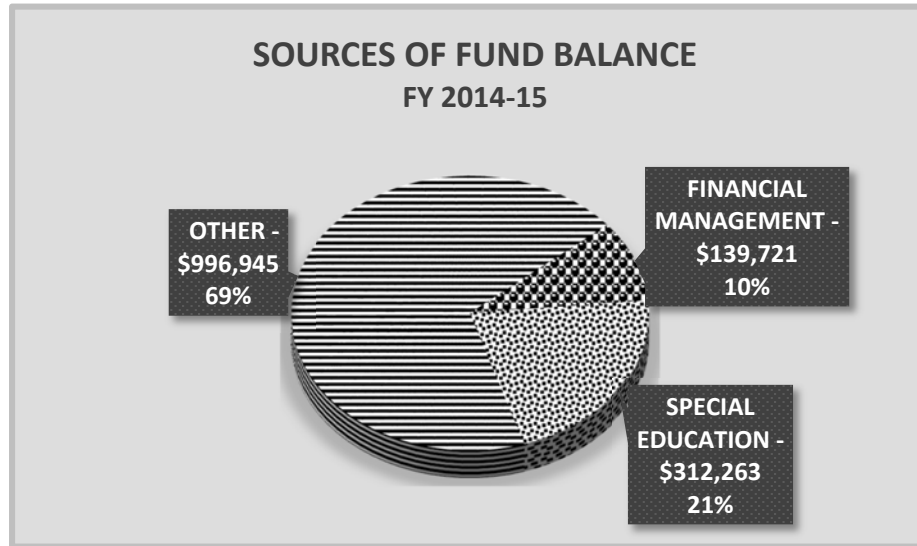
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned on August 28, 2014 and was replaced on November 11, 2014, resulted in a savings of **\$29,270**.

Other personnel savings came from unpaid leaves-of-absences for savings of approximately **\$135,000**; Bench Subs, long-term and short-term subs and Kelly Services substitutes were **\$60,911** below budget; Homebound expenses were under budget by **\$27,311**; and staff changes, vacancies and lower overtime accounted for most of the remaining favorable variance of **\$125,563** in the salary accounts.

Medical and dental insurance budget did not need to be fully used. This resulted in a favorable variance of **\$328,754** with the budget transfer of \$175,000 into the OPEB Trust.

Other professional services for special education students were not needed for a savings of **\$71,507**.

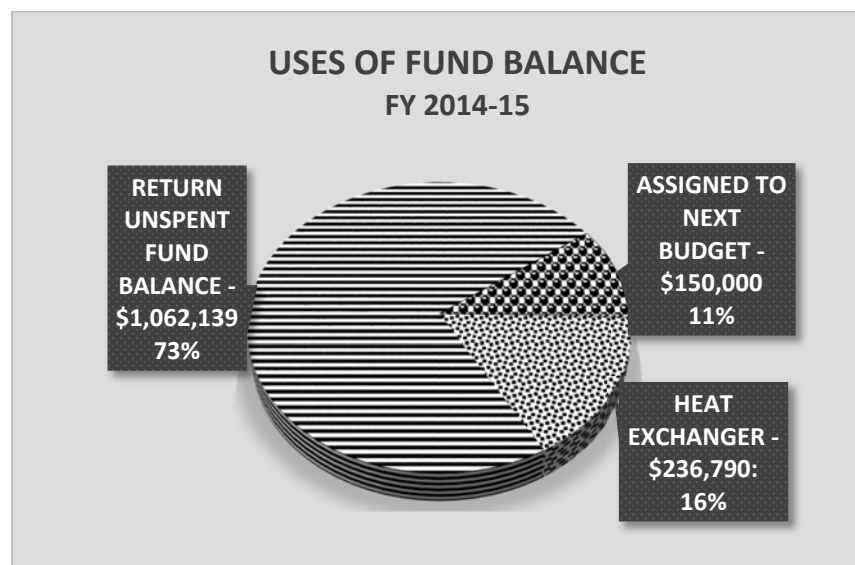
The primary sources of the fund balance are shown graphically below:



The recommended uses of the fund balance are, as follows:

1. **\$1,062,139** – Return unspent fund balance
2. **\$150,000** - Designated for the 2015-2016 budget
3. **\$236,790** - Put into the Reserve Fund for Capital and Nonrecurring Expenses for the purpose of purchasing and installing a heat exchanger at Amity Regional High School

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

The unspent fund balance has been returned to the Member Towns, as follows:

Bethany	\$ 221,148
Orange	\$ 522,754
Woodbridge	<u>\$ 318,237</u>
<b>Total</b>	<b>\$1,062,139</b>

## APPENDIX D

### 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.

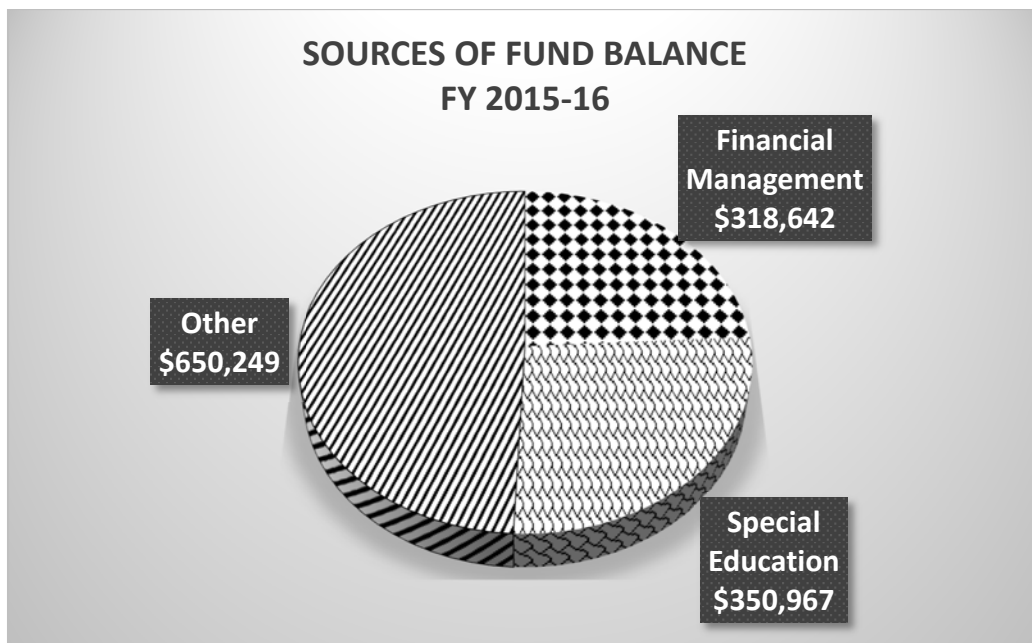
**\$30,315:** The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

**\$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.

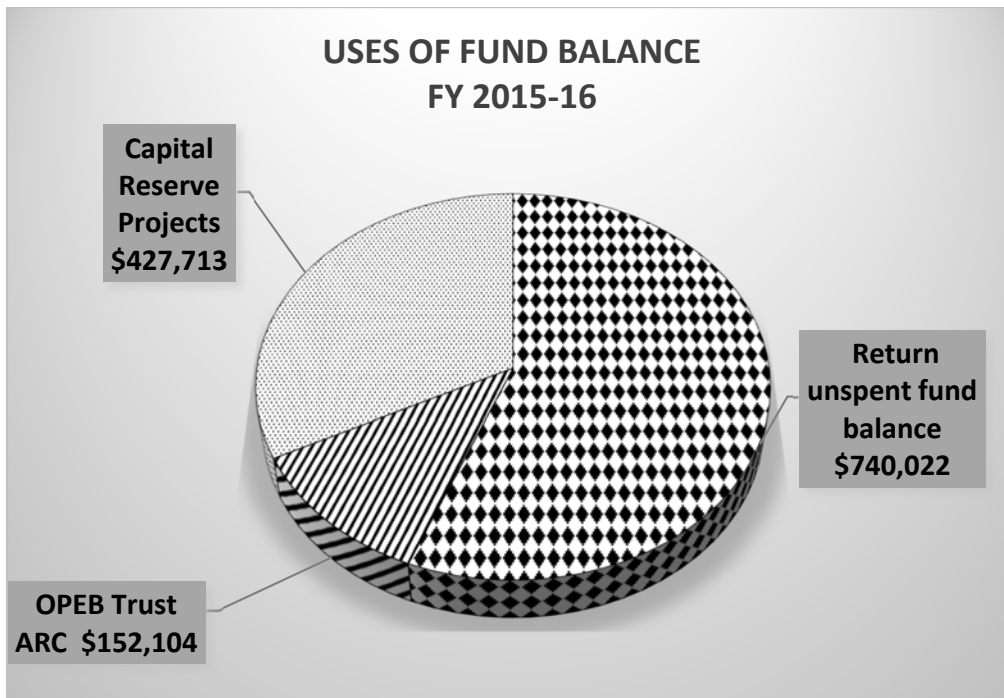
**\$42,438:** Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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	<u>\$ 220,408</u>
<b>Total</b>	<b>\$ 740,022</b>



## APPENDIX E

### 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><u>\$ 7,486</u></i>
<i>Total</i>	<i><u>\$ 25,133</u></i>

The preliminary, unaudited fund balance for 2016-2017 is \$1,793,500. 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):**

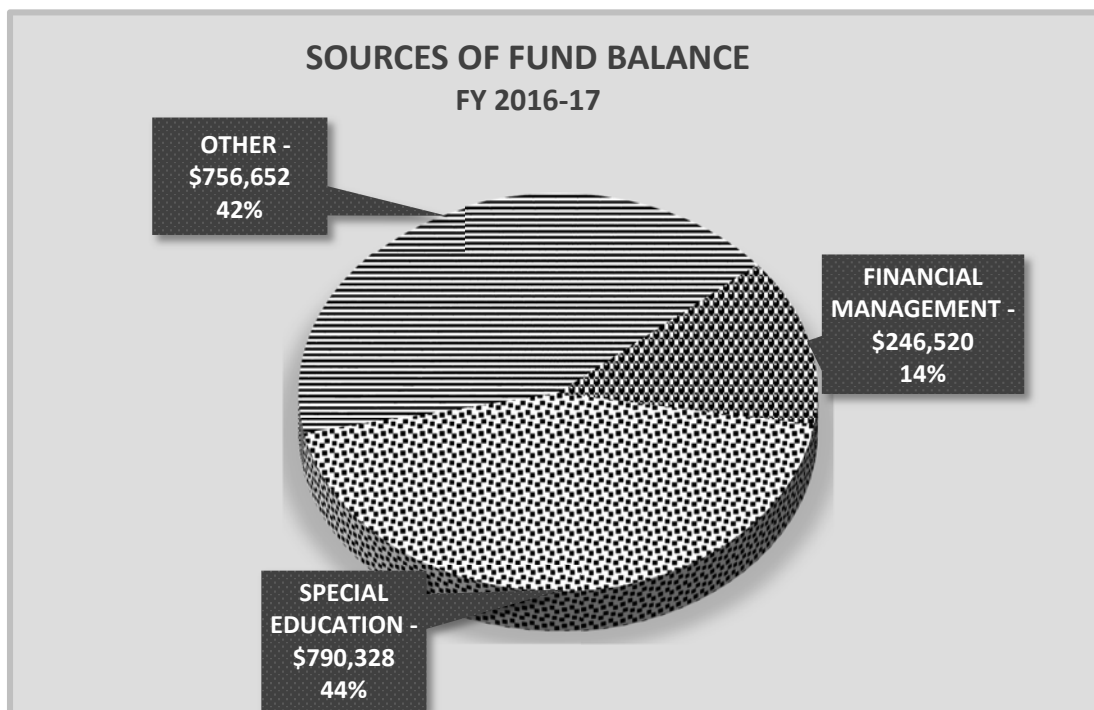
**\$ 756,654**

**\$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.

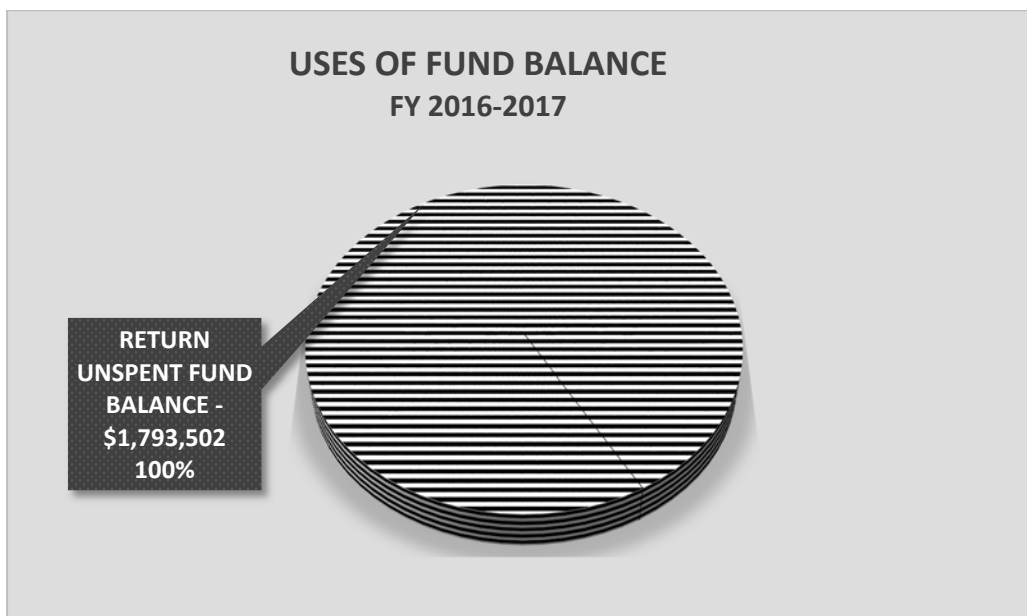
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,793,500** - Estimated return of unspent fund balance pending audit and approval of funding requests

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	\$ 365,677
Orange	\$ 874,152
Woodbridge	\$ 553,671
<b>Total</b>	<b>\$1,793,500</b>

Amity Regional School District No. 5 - Budget Transfers 2017-2018

<b>MONTH/YR</b>	<b>JNL#</b>	<b>ACCOUNT NUMBER &amp; DESCRIPTION</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
August 2017	137	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -2,483.74	REVISED AP ART NEEDS NEW TXTBK
August 2017	137	03111001	5641	TEXTBOOKS	\$ 2,483.74	REVISED AP ART NEEDS NEW TXTBK
September 2017	3	03113202	5731	EQUIPMENT - REPLACEMENT	\$ 2,100.00	Steel Volleyball Upright
September 2017	3	03113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -2,100.00	Steel Volleyball Upright
September 2017	94	05142700	5512	VO-AG/VO-TECH REG ED	\$ -77.00	TRANSPORTATION ECA
September 2017	94	05142700	5515	OUT DISTRICT - PUBLIC REG ED	\$ 77.00	TRANSPORTATION ECA
September 2017	109	05142350	5690	OTHER SUPPLIES	\$ 1,020.00	COMPUTER COST INCREASE-CDW
September 2017	109	03111009	5641	TEXTBOOKS	\$ -1,020.00	COMPUTER COST INCREASE-CDW
September 2017	121	04132190	5590	OTHER PURCHASED SERVICES	\$ -275.00	TESTING MATERIALS
September 2017	121	04132140	5690	OTHER SUPPLIES	\$ 275.00	TESTING MATERIALS
September 2017	304	03113202	5690	OTHER SUPPLIES	\$ -296.00	wires for field speakers
September 2017	304	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ 296.00	wires for field speakers
October 2017	41	05142600	5690	OTHER SUPPLIES	\$ 354.00	SCHOOLDUDE
October 2017	41	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -354.00	SCHOOLDUDE
October 2017	228	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -138.00	CHROME APPS
October 2017	228	04121200	5690	OTHER SUPPLIES	\$ 138.00	CHROME APPS

# AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge  
25 Newton Road, Woodbridge Connecticut 06525



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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: Dr. Charles S. Dumais, Superintendent of Schools  
From: Theresa Lumas, Director of Finance and Administration  
Re: Budget Transfers over \$3,000 - **Fiscal Year 2017-2018**  
Date: October 20, 2017

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

## **Special Education:**

Costs for tuition and services at outplacement at public facilities are higher than anticipated. Changes in student population and student needs are driving the costs. I am requesting funds be transferred from tuition line for private outplacements.

***Move to make the following budget transfer to cover tuition and services for outplaced students at public facilities.***

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5560	Tuition - Private	\$27,300	
04-12-6110-5560	Tuition - Public		\$27,300

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



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TO: Dr. Charles Dumais, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: November 3, 2017

RE: Excess Cost Grant

The State budget proposed by the governor in February 2017 included creating a new Special Education Grant. The proposed budget eliminated the Excess Cost Grant and replaced it with a new Special Education Grant payable to municipalities only, not regional school districts. This proposed funding mechanism did not survive the budget process. Dave Lenihan, Director of Government Affairs at Connecticut Association of School Business Officials (CASBO) reported the "Excess Cost Grant is increased by \$7M compared to FY16-17 for a total of \$142.5 (*million*) for both FY17-18 and FY18-19. Please note the statutory language remains essentially unchanged for the next two years other than changing dates."

Based on this information we can expect the State to continue making Excess Cost Grant payments to towns *and* regional school districts. The payment schedule historically has provided 75% of the payment at the end of February and the remaining 25% in late May or early June. The February payment is based on the expenditure data collected statewide from districts in December. The May payment is based on the expenditure data collected statewide from districts in March.

Our initial budget projections had included \$1,035,000 in revenue from the Excess Cost Grant, but were reduced to zero. The actual grant payment will vary from this projection.

I discussed with the auditors last week on how to handle the large revenue surplus we will have when the State grant payments are received. Two options were discussed. The option I recommend is to reduce the March and June member town monthly allocations. Once the District receives the 75% payment at the end of February, we can reduce the March allocation for each town accordingly. Then repeat the same process in June when the final grant payment comes in at the end of May-early June. The other option is to continue collecting the member town allocations according to schedule and return all surplus funds during the next audit cycle.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**AUDIT STATUS REPORT**  
**JUNE 30, 2017**

Status Report as of November 6, 2017

	TESTWORK % COMPLETE	REVIEW % COMPLETE	STATUS/ISSUES
<b>Planning Procedures</b>	100%	100%	No issues noted. Partner review complete.
<b>Documentation and Testing of Internal Control</b>			
Documentation of internal control and system walk throughs	100%	100%	No issues noted. Partner review complete.
Non-Payroll Expenditure Testing	100%	100%	No issues noted. Partner review complete.
Payroll Expenditure Testing	100%	100%	No issues noted. Partner review complete.
<b>Major Federal Program Compliance Testing</b>			
N/A	N/A	N/A	Federal Single Audit not required. Federal funding received by the District did not meet or exceed the threshold of \$750,000.
<b>Major State Program Compliance Testing</b>			
Open Choice	100%	100%	No issues noted. Partner review in process.
Interdistrict Cooperative Grant - LUCID	100%	100%	No issues noted. Partner review in process.
<b>Opinion Unit Substantive Testing</b>			
Government-wide	75%	0%	Awaiting Other Post Employment Benefit disclosure report.
General Fund	100%	90%	No issues noted. Partner review in process.
Internal Service Fund	100%	90%	No issues noted. Partner review in process.
Aggregate Remaining Fund Information	100%	90%	No issues noted. Partner review in process.
<b>Financial Reporting</b>			
Financial Statements	65%	0%	Financial Statement preparation is process and will be completed once Government-Wide testing is complete.
Single Audit Reports	100%	50%	State Single Audit Report is under review.
<b>ED001</b>	90%	0%	Awaiting the release of desk audit findings.

**Items Needed for Completion of Audit**

- 1.) ED001 - State of CT Desk Audit Finding Reports have not been released. Testing to be finalized upon release of this information.
- 2.) Valuations and disclosures related to the District's Other Post Employment Benefits Plan.  
Valuation as of July 1, 2016 related to the District's Pension Plan.

**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. 74, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans*, GASB Statement No. 77, *Tax Abatement Disclosures*, GASB Statement No. 78, *Pensions Provided through Certain Multiple Employer Defined Benefit Pension Plans*, GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, GASB Statement No. 80, *Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14*, and GASB Statement No. 82, *Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73*.

The adoption of GASB Statements No. 77, 78, 79, 80 and 82 will not have a material effect on the District's financial statements.

GASB Statement No. 74 establishes new accounting and financial reporting requirements for OPEB plans and replaces the requirements of GASB Statements No. 43, *Financial Reporting for Postemployment Benefit Plans other than Pension Plans, as amended*, and GASB Statement No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. The District will be required to obtain an updated actuarial valuation and a disclosure report that complies with the requirements of GASB Statement No. 74. We have not identified any potential delays as a result of implementing this statement.

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES**

Page 1 of 6

*A meeting of the Policy Committee of the Amity Regional Board of Education  
was held on October 23, 2017 at 5:30 p.m. in the District Office Conference Room.*

**COMMITTEE MEMBERS PRESENT:** Chairperson Diane Urbano, Ms. Paula Cofrancesco, Ms. Sue Cohen, and Mr. Thomas Hurley

**COMMITTEE MEMBERS ABSENT:** Ms. Sheila McCreven

**STAFF MEMBERS PRESENT:** Dr. Charles Dumais

**1. CALL TO ORDER**

Chairperson Urbano called the meeting to order at 5:35 p.m.

**2. APPROVAL OF POLICY COMMITTEE MEETING MINUTES -- September 18, 2017 (Enclosure)**

*Motion by Ms. Cohen to approve the minutes as submitted.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**3. PUBLIC COMMENT**

None

**4. DISCUSSION AND POSSIBLE ACTION ON MODIFICATIONS FROM OCTOBER 16, 2017 BOARD OF EDUCATION MEETING**

**Policy 1170**

*Motion by Mr. Hurley to change "recognize and to honor" to "recognizing and honoring" in the first sentence and add legal references for Policy 1170*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

*Motion by Mr. Hurley to change "shall include" to "shall also include" in the second sentence for Policy 1170*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried



**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES**

Page 2 of 6

*Motion by Ms. Cohen to remove the last sentence and replace with the following for Policy 1170, "Such persons may be honored by personal letters, by recognition at Board meetings, or by similar methods appropriate to the honorees' contribution."*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

*Motion by Mr. Hurley to accept Policy 1170 with edits and move to the next regular Board of Education meeting for a second read.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1210**

*Motion by Mr. Hurley to accept Policy 1210 as amended.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**5. DISCUSSION AND POSSIBLE ACTION ON RECONSIDERED ITEMS FROM SEPTEMBER 18, 2017 POLICY COMMITTEE MEETING**

**Policy 1150**

*Motion by Ms. Cohen to reconsider Policy 1150 with a cross-reference to Bylaw 9020 and move to the next regular Board of Education meeting for a first read as is.*

Vote in favor, 2 (Ms. Cofrancesco and Ms. Cohen, and Mr. Hurley)

Abstain, 1 (Mr. Hurley)

Motion carried

**Policy 1200**

*Motion by Ms. Cohen to add "With this relationship established" to the beginning of the first sentence in the second paragraph, accept as edited, and move Policy 1200 to the next regular Board of Education meeting for a first read.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES**

Page 3 of 6

**6. DISCUSSION AND POSSIBLE ACTION ON SELECT POLICIES IN 1000 SERIES**

**Policy 1411**

*Motion by Mr. Hurley to table discussion on Policy 1411 until the next Policy Committee Meeting.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1212**

*Motion by Ms. Cohen to accept Policy 1212 with the following edits and move to the next regular Board of Education meeting for a first read as amended:*

- *First sentence of third paragraph change "Volunteers may be" to "Volunteers who may be in an unsupervised situation with students are"*
- *First sentence of fourth paragraph change "submit" to "maintain"*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1220**

*Motion by Mr. Hurley to not add Policy 1220 due to the fact that there is already a bylaw for citizens' advisory committee, which is not active.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1221**

*Motion by Ms. Cohen to not add Policy 1221 due to the fact that there is already a bylaw for citizens' advisory committee, which is not active.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1230**

*Motion by Mr. Hurley to not add Policy 1230.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES**

Page 4 of 6

**Policy 1240**

*Motion by Mr. Hurley to not add Policy 1240.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1250**

*Motion by Mr. Hurley to accept Policy 1250 with the following edits and move to the next regular Board of Education meeting for a first read as amended:*

- *First sentence of first paragraph add “or security desk” to the end of the sentence*
- *Third sentence of first paragraph change “office” to “security kiosk or authorized school personnel”*
- *Add legal references*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1251**

*Motion by Mr. Hurley to move Policy 1251 to the next regular Board of Education meeting for a first read as is.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1300**

*Motion by Ms. Cohen to not add Policy 1300.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1311**

*Motion by Ms. Cohen to not add Policy 1311.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1311.1**

*Motion by Ms. Cohen to not add Policy 1311.1.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES**

Page 5 of 6

**Policy 1311.2**

*Motion by Mr. Hurley to move Policy 1311.2 to the next regular Board of Education meeting for a first read with the following edits:*

- *Policy 1311.2(a) remove last paragraph*
- *Policy 1311.2(b) remove section a. "Personal leave may be taken for thirty (30) days prior to the election as provided herein."*

Vote opposed, 2 (Ms. Cofrancesco and Ms. Cohen)

Abstain, 1 (Mr. Hurley)

Motion defeated

**Policy 1312**

*Motion by Mr. Hurley to move Policy 1312 to the next regular Board of Education meeting for a first read with the following edits:*

- *Third sentence of first paragraph of "Challenges to Curriculum or Instructional Materials" section remove "appoint a committee of the Board" and replace it with "refer the written complaint to the Curriculum Committee"*
- *First sentence of second paragraph of "Challenges to Curriculum or Instructional Materials" section remove "given material" and replace it with "any such curriculum"*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**Policy 1313**

*Motion by Ms. Cofrancesco to consider and move Policy 1313 to the next regular Board of Education meeting for a first read as is.*

Vote opposed, 2 (Ms. Cohen and Mr. Hurley)

Abstain, 1 (Ms. Cofrancesco)

Motion defeated

*Motion by Mr. Hurley to defer Policy 1313 to the next Policy Committee meeting.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

**7. OTHER**

None

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION  
OCTOBER 23, 2017 POLICY COMMITTEE MEETING MINUTES

Page 6 of 6

8. **ADJOURN**

*Motion by Ms. Cofrancesco to adjourn at 6:53 pm.*

Vote in favor, 3-0 (Ms. Cofrancesco, Ms. Cohen, and Mr. Hurley)

Motion carried

Respectfully submitted,

Pamela Pero  
Recording Secretary

DRAFT

*Sample policy to consider.*

## **Community Relations**

### **Citizens' Advisory Committees**

The Board of Education endorses appropriate advisory committees for various district programs and activities. When it establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities and authority. At the October Board meeting each year, the Board shall review existing advisory committees, membership, and committee goals for the year.

(cf. 1312 - Public Complaints)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference:      Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted:

## **Community Relations**

### **Citizen's Advisory Committee for Adult Education**

#### **Article I: Name**

The name of this organization shall be the Citizens' Advisory Committee for Adult Education.

#### **Article II: Object**

This organization shall be an advisory body, assisting the Board of Education through the Superintendent and Director of Community Education in the formulation, promotion and evaluation of the overall program.

#### **Article III: Policies**

1. This Committee shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the Committee nor the names of its officers in their official capacities shall be used in connection with any commercial concern.
2. This Committee shall not assume administrative authority or direct the administrative activities of the Program. However, it may develop and submit recommendations relative to program, policies, or practices to the Director.
3. This Committee may cooperate with other organizations and agencies engaged in continuing education.

#### **Article IV: Membership**

1. Nomination for membership to the Committee shall be made by the Director of Community Education and the Superintendent of Schools. The Director shall solicit candidates from civic and industrial organizations of the community, interested adults, and present and past students of the Adult Education Program.
2. The Board of Education shall appoint the members of the Committee as vacancies occur, upon nomination by the Superintendent of Schools.
3. The Committee shall consist of twelve members, four each from Bethany, Orange, and Woodbridge, who shall serve for a period of three years. Four of the members shall be appointed on succeeding years.

## **Community Relations**

### **Citizen's Advisory Committee for Adult Education**

#### **Article IV: Membership (continued)**

4. The Director of the Program shall be an ex-officio member of the Committee, the Executive Board, and all standing committees.
5. Resignation of membership shall be submitted to the Secretary in writing whereupon the resignation shall become effective immediately.

#### **Article V: Officers and Their Election**

1. The officers of this Committee shall be a Chairperson, a Vice-Chairperson, and a Secretary. The officers shall be elected by ballot or by voice at the annual meeting to be held not later than July 1. Officers shall serve for a term of one year, July 1 to June 30, and shall assume their official capacities on July 1. No officer shall serve in more than one office at the same time.
2. The Executive Board shall appoint a successor pro-tem for any vacancy in an elected office. Such appointment must be considered for confirmation at the next Committee meeting and only ratified by a majority vote of the Committee. If the Executive Board is unable to appoint a successor, a majority of the Committee shall do so. This appointment shall be voted on by Committee members at the next regular meeting. In case a vacancy occurs in the Office of the Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson for the balance of the term of office.

#### **Article VI: Duties of Officers**

1. The Chairperson shall preside at all meetings of the Committee and of the Executive Board, shall be a member ex-officio of all committees, and shall perform all other duties usually pertaining to his/her office.
2. The Vice-Chairperson shall act as aide to the Chairperson and shall perform all other duties usually pertaining to his/her office.
3. The Secretary shall keep a correct record of all meetings of the Committee, and of the Executive Board, and shall be in charge of all communications from the Committee, and the Executive Board. The Secretary shall be responsible for each meeting.



## **Community Relations**

### **Citizen's Advisory Committee for Adult Education (continued)**

#### **Article VII: Meetings**

1. A minimum of two Committee meetings shall be held each school year, November and May. Notices of all meetings shall be sent out one week in advance. Special meetings may be called by the Executive Board.
2. A majority shall constitute a quorum.

#### **Article VIII: Executive Board**

The Executive Board shall consist of the elected officers.

#### **Article IX: Standing Committees**

1. Standing Committees shall be created by the Chairperson with the approval of the Committee as may be required to promote its purposes. Standing committees will be dissolved upon completion of their assignments.
2. The Chairperson of all standing committees shall present plans of work to the Citizens' Advisory Committee.

#### **Article X: Amendments**

The constitution or the bylaws of the Committee may be amended at any meeting of the Committee by a two-thirds vote of the entire membership, and by approval of the Board of Education. Any member may offer an amendment, but first it must be presented in writing to the Secretary.

*A sample policy to consider.*

## **Community Relations**

### **Other School-Connected Organizations**

#### **Parent Organizations and Booster Clubs**

Parent organizations and booster clubs are invaluable resources to the District's schools. The Board of Education recognizes that parent organizations and extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and provide resources for a particular sport or activity in the school or school system; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the Board of Education and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has bylaws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, district staff, and community members or an agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances. The group must maintain bank, financial, and tax exempt status separate from the school or District. The organization will provide to the Board annually or upon request a complete set of financial records or detailed treasurer's report.

## **Community Relations**

### **Other School-Connected Organizations**

#### **Parent Organizations and Booster Clubs** (continued)

7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Parents and other interested community members who wish to organize a parent organization or booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, parent organizations/booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment and such use will comply with all policies and regulations established by the Board;
4. avoid interference with any previously approved student activity;
5. seek approval in advance of all fundraising activities by the Superintendent or building Principal;
6. understand and respect the authority of District employees in the administration of their duties; and
7. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

## Community Relations

### Other School-Connected Organizations

#### Parent Organizations and Booster Clubs (continued)

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

#### Alternative/Additional Language:

*The Board of Education is responsible for providing funding for the safe and effective operation of the interscholastic sports program. There may be occasions when Board funding is unavailable to provide everything requested by a coach. All booster club donations must be approved by the Superintendent of Schools or his/her designee (Board of Education) in advance to ensure equity in all sports. "Necessary" expenditures must be provided by the Board of Education through its approved budget. Items that would be "nice" or "beneficial" to have are viewed as appropriate for booster club financial support. Any booster club purchase or expenditure must receive the approval of the team's head coach and the Athletic Director following the aforementioned approval by the Superintendent of Schools or his/her designee (Board of Education).*

*The Board reserves the right to revoke approval of any booster group if it is found that the group's operations and purposes are inconsistent with Board policies.*

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Policy adopted:

cps 1/01

rev 11/08

*A detailed sample regulation to consider/modify.*

## **Community Relations**

### **Other School-Connected Organizations**

#### **Booster Clubs/Organizations**

Booster organizations are important to the extracurricular activities provided for District students. Such organizations provide positive support to the students, the program, and the personnel in a particular program. Booster organizations shall comply with established guidelines in cooperation with the Superintendent or his/her designee. The following guidelines regulate booster organization within this District.

##### **1. Constitution/Bylaws/Officers**

Each booster organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Each booster organization shall submit a list of officers annually to the Superintendent or his/her designee.

##### **2. Fund Raising Activities**

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or his/her designee and conform to District guidelines. Two (2) major fund-raising activities involving students shall be permitted each year; exceptions may be granted by the Superintendent. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or his/her designee. No student time during the regular school day shall be allowed for fund-raising activities for any booster organization. Student solicitation within the community for any booster organization shall be minimal.

##### **3. Permissible Awards**

An approved booster organization may purchase a sweater, jacket, blazer, blanket, shorts, jersey, cap, watch, ring, photograph, medal, plaque, or similar trophy with appropriate insignia of comparable identification, for an athlete, in recognition of his/her athletic performance, and present such awards at a time appropriate to such recognition.

##### **4. Insurance**

Each booster organization shall maintain insurance coverage recommended by the District for bodily injury and property damage. Proof of such coverage shall be submitted to the District's Business Office.

## **Community Relations**

### **Other School-Connected Organizations**

#### **Booster Clubs/Organizations (continued)**

##### **5. Audit/Treasurer's Report**

Each booster organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or his/her designee and forwarded to the Board of Education upon request.

##### **6. Use of Facilities**

Booster organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the District's policy on facility usage. No activity shall be permitted without such approval.

##### **7. Recognition Functions**

A booster club may sponsor athletic banquets to which student athletes may be invited without charging admission to such athlete.

A booster club planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

##### **8. Concessions**

Booster organizations involved in concessions at school events shall follow District guidelines.

##### **9. Expenditures for Equipment, Supplies, etc.**

All game uniforms shall be purchased by the District. The "game uniform" shall include any clothing, headgear or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the District, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. Items purchased or donated other than by the District must meet the criteria as defined below:

## **Community Relations**

### **Other School-Connected Organizations**

#### **Booster Clubs/Organizations**

#### **9. Expenditures for Equipment, Supplies, etc. (continued)**

- The donation/purchase of goods shall meet all policies and procedures of the District;
- The donation/purchase of goods shall adhere to all Board policies and guidelines;
- The donation/purchase of goods shall have the written approval of the Building Principal and Athletic Director prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;
- Any agreement or contract proposed shall be reviewed by the District's attorney and the Superintendent or his/her designee;
- Consideration must be given to the impact of booster organization purchases, donations or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.

#### **10. Compliance**

Should any situation emerge between a booster organization and the administration regarding the management of any school-related activity, the Superintendent or his/her designee shall resolve the issue within these established guidelines or Board policy. No booster organization shall engage in any activity outside these guidelines. Further, in conducting its activities, booster organizations shall comply with all state and federal laws, as applicable.

#### **Other language to consider:**

- *The organization may not use school materials in advertising its activities.*
- *All funds raised by the booster organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.*
- *The booster organization must maintain bank, financial, and tax exempt status separate from the District.*

## **Community Relations**

### **Other School-Connected Organizations**

#### **Booster Clubs/Organizations** (continued)

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference:      Title IX of the Educational Amendments of 1972

Regulation approved:

cps 1/01

rev 11/08



*An optional policy to consider.*

## **Community Relations**

### **Citizen Assistance to School Personnel**

One of the greatest resources for a school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. Therefore, it is most important to build up the idea in the community that many adults in it have something in their experiences, understandings or philosophies that may make contributions to the program of the schools.

The Board of Education encourages the use of community resources and citizens to assist in furthering the educational program. Use of outside personnel and resources will be under regulations approved by the Superintendent of Schools.

Each principal will study the needs of his/her individual school, survey the resources available in his/her school community, weigh their probable usefulness, and then present to the Superintendent any plans the Principal may develop for using those community resources. The Superintendent should consider all such plans both on their merits and on their implications if they were to be carried out by other schools in the district.

Periodic reports will be made to the Board about such citizen assistance.

Policy adopted:

cps 4/09

*An optional policy to consider.*

## **Community Relations**

### **Public Activities Involving Staff, Students or School Facilities**

The Board of Education recognizes and approves the concept that the public schools should be community schools. The public, staff and students should all cooperate in the production of the best possible education for both youth and adult citizens. Although the education of our children must take precedence, adult activities also deserve the utmost consideration. Whenever possible and desirable, community use of school facilities will be encouraged and supported.

Regulations and rules have been developed to ensure that school facilities will accommodate community usage.

(cf. 1330 – Use of School Facilities)

Policy adopted:  
cps 7/07

*Sample policy to consider.*

## **Community Relations**

### **Staff Participation in Community Activities**

The Board of Education encourages staff members to become active participants in the activities of the community in which they live so long as these activities do not interfere with their responsibilities as school district employees. This involvement provides a community with better understanding of educational programs and gains support of better education for every student. Such activity, however, is not required for initial or continued employment or advancement.

Policy adopted:

## **Community Relations**

### **Political Activities of School Employees**

The \_\_\_\_\_ Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the District, and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or questions of public property. Teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

- (cf. 1140 – Distribution of Materials by Students)
- (cf. 1311.2 – Political Activities in the Schools/On School Board Property)
- (cf. 1330/3515 – Community Use of School Facilities)
- (cf. 3543.13 – Mail and Delivery)
- (cf. 4118.21 – Academic Freedom)
- (cf. 6144 – Controversial Issues)
- (cf. 6153.2 – Student Participation in Election Process)

Legal Reference:      Connecticut General Statutes  
                                  7-421 Political activities of classified municipal employees.  
                                  7-421b Limitation on restriction of political rights of municipal employees.  
                                  9-369b Explanatory text relating to local questions.  
                                  10-156e Employees of boards of education permitted to serve as elected officials; exception.  
                                  10-239 Use of school facilities for other purposes  
                                  31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.  
                                  *Keyishian v. Board of Regents* 395 U.S. 589, 603 (1967)  
                                  Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)  
                                  Equal Access Act, 20 U.S.C. ss 4071-4074

Policy adopted:

cps 1/06

*Existing policy, number 1150 adopted 6/13/05, appropriate as written except for addition of legal reference.*

## **Community Relations**

### **Communications with the Public**

#### **Responsibilities of Board Members and School Personnel**

It is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Board of Education policy and school policies and programs in order that they may better advance public understanding of the schools.

(cf. 9020 – Public Statements)

Legal Reference: Connecticut General Statutes

10-13 Making of reproductions

1-14 “Certified copy” defined. Evidence

1-16 Reproductions

1-17 Reproductions to serve purposes of originals

1-18 Disposition of original documents

1-200-1-241 Freedom of Information Act

10-220 Duties of boards of education.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*A version applicable to regional school boards, developed by Region No. 12.*

## **Community Relations**

### **Relations with the Board**

The Board of Education recognizes that as officials of the Regional Board, individual members are elected by the voters of a particular town. However, the Board is committed to conducting the District's business and fulfilling its responsibilities as a regional Board of Education. Therefore, a board member's primary responsibility is to serve the entire District. In addition to many other responsibilities, Board members should be responsive to the concerns expressed by the citizens of the community who elected them.

With this relationship established, it is the Board's position that the District and its citizens can best be served when problems that arise are resolved at the most immediate level of responsibility, or at an administrative level closest to the level of immediate responsibility.

The immediate responsibility concerning an individual student regarding educational matters is with the classroom teacher or subject teacher. Until such time a problem has been resolved, individuals should proceed through the next levels of responsibility until an understanding is reached. In most instances levels for responsibility proceed starting with the teacher to the school administrator, to the Superintendent of Schools, and to the Board of Education.

The immediate level for responsibilities regarding administrative matters is generally with the administrator of each school.

The immediate level for responsibility regarding the implementation of Board policies and District wide administrative matters is with the Superintendent of Schools.

The immediate level for responsibility regarding the formulation of Board policies and the establishment of rules and regulations as required by State law is with the Board of Education.

Finally, it is the Board's position that concerns expressed by individuals to individual Board members will be entertained by the Board after it has received sufficient evidence through its Superintendent of Schools that all means for resolving concerns at lower levels of responsibility have been exhausted, and that the parent(s) or citizen(s) involved have stated their concern in writing to the Chairperson of the Board of Education.

Policy adopted:  
cps 2/14

REGIONAL SCHOOL DISTRICT NO. 12  
Bridgewater - Roxbury - Washington

*Existing policy, number 1212 adopted 4/11/16, appropriate as written.*

## **Community Relations**

### **School Volunteers**

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a “sex offender,” as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Volunteers ~~may be~~ who may be in an unsupervised situation with students are required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Principals shall ~~submit~~ maintain a quarterly list of all regular and/or occasional volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference:       Connecticut General Statutes

10-4g Programs to encourage participation in the educational process

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

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

P.A. 98-111 An Act Concerning The Registration of Sexual Offenders

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing regulation, number 1212 approved 4/11/16, appropriate as written.*

## **Community Relations**

### **School Volunteers**

#### **Securing and Screening Volunteers**

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who is a “registered sex offender,” or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent. No person convicted of a felony involving a minor or convicted of any felony within the past five years will be allowed to serve as a volunteer.
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence.



## Community Relations

### School Volunteers

#### Securing and Screening Volunteers (continued)

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include but are limited to: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Regulation approved:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

**AMITY REGIONAL SCHOOL DISTRICT #5 PUBLIC SCHOOLS**  
**Woodbridge, Connecticut**

**Volunteer Information Form and Waiver of Liability**

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink.*

**Information Form**

Name: \_\_\_\_\_  
*Last First Middle Telephone*

Address: \_\_\_\_\_  
*Street City Zip Code*

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer? ☐ Yes ☐ No

At which school(s)? \_\_\_\_\_ Year(s)? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

**Information Regarding Criminal Conviction, Placement on DCF Child Abuse and Neglect Registry or Sex Offender Registry**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (a) Are you a sex offender listed on a state or federal sex offender registry? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Are you listed on any DCF Child Abuse and Neglect registry?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Have you been convicted of any felony involving a minor?                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Have you ever been convicted of a felony within the past five years?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Have you ever been convicted of a felony?                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*If you answered YES to (a), (b), (c), or (d) above, you are **not** eligible to volunteer in our District schools in accordance with our school volunteer policy and regulations.*

If requested, are you willing to consent to a criminal background investigation? ☐ Yes ☐ No

*(The Superintendent or designee may request that a volunteer who works directly with a student(s) for extended periods of time without constant supervision of staff submit to a criminal background check or may similarly make such a request in other situations where a check would be prudent.)*

**Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore, the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

**Volunteer Information Form and Waiver of Liability**

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer \_\_\_\_\_

\*\*\*\*\*

**For School Use Only**

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_

"Sex offender list" checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent such as chaperoning on overnight field trip)? ☐ Yes ☐ No

*(to be answered by Principal)*

If "yes," and provided the individual authorized the check,

- the date on which the check was requested? \_\_\_\_\_
- the date on which it was received and reviewed. \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Signature

Date

*Existing policy, number 1250 adopted 6/13/05, appropriate as written  
except for addition of legal reference.*

## **Community Relations**

### **Visits to the Schools**

Any visitor to the schools should be directed to proceed to the main office or security desk. Permission may be granted to visit classrooms upon requests. Visitor passes will be issued by the office. Any person found in the building without a proper pass should be reported to the ~~office~~ security desk or authorized school personnel immediately.

Parents who come to school to discuss matters with teachers should be advised to make appointments. A teacher may properly refer to the office any parent who is without an appointment and who interferes in any way with a class or other scheduled activity.

The Board of Education and staff of the school system welcome and strongly encourage members of the community and other interested persons to visit the schools. School improvements often come from suggestions originating in such visits.

The Superintendent of Schools is authorized to establish such regulations as will:

1. Encourage visitors to observe our schools;
2. Require all visitors to register in the office of the Principal upon their arrival at the school;
3. Channel expressions of approval as well as constructive criticism to the Board;
4. Ensure that such visits will enhance the effect of the educational program rather than hinder it;  
and
5. Provide for appropriate hospitality for visitors.

### **Board Member Visits**

Board of Education members who visit schools of their own volition do so only as any other citizen. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action, which may take them into the schools.

### **Principal Authority to Ensure a Safe and Orderly Environment**

The Principal or her/his designee shall have complete authority to exclude from the school premises any persons whom s/he has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purpose of committing an illegal act.

(cf. 9030 - Limits of Authority)

Legal Reference: Connecticut General Statutes  
53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing policy, number 1251 adopted 6/13/05, appropriate as written.*

## **Community Relations**

### **Loitering or Causing Disturbance**

Any person is guilty of loitering on school grounds when he/she remains in or about a school building or grounds without license or privilege to be there. It is required all visitors register in the office of the Building Administrator. Staff members should be alert to the presence of unauthorized visitors and promptly report their presence to the Building Administrator.

(cf. 1250 - Visits to the Schools)

Legal Reference:       Connecticut General Statutes

53a-185 Loitering in or about school grounds; Class C misdemeanor.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing policy, number 1312 adopted 6/11/07, appropriate as written.*

## **Community Relations**

### **Public Complaints**

Board of Education members shall refer persons making complaints about the schools to the most immediate level at which the problem can be resolved. Complainants shall be informed that if a problem is not resolved at this level, they are to follow the prescribed lines of organization to the Superintendent of Schools. Board of Education members shall inform the Superintendent of all such complaints.

Most complaints, e.g., those pertaining to discipline, instructional technique, grade placement, teacher assignment, scheduling, grading, etc., are handled by means of the prescribed means of organization as follows:

1. Faculty/Staff Member
2. Department Chairperson/Department Coordinator
3. Principal
4. Superintendent

### **Challenges to Curriculum or Instructional Materials**

When the public files a complaint about the curriculum or instructional materials, complainants are to follow the prescribed lines of organization. If the complaint is not resolved at the level of the Superintendent, the complainant may file a written complaint with the Chairman of the Board of Education. The Chairman shall ~~appoint a committee of the Board~~ refer the written complaint to the Curriculum Committee to evaluate the curriculum or instructional material. The committee shall issue its finding to the complainant.

A parent or legal guardian has the right to request that his/her child not read, view or hear ~~given material~~ any such curriculum provided a written request is made to the appropriate building principal. No parent or legal guardian has a right to deny access to instructional materials for students other than his/her own children.

### **Board of Education Hearings**

There are four circumstances involving students when the Board of Education conducts a hearing:

1. When residency is challenged by the district
2. Transportation disputes not resolved by the Superintendent
3. Expulsion
4. When the district does not allow a student to enroll (School accommodations)

(cf. 4118.21 - Academic Freedom)

(cf. 5145 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

(cf. 6161 - Equipment, Books, Materials: Provisions/Selection)

## Community Relations

### Public Complaints (continued)

Legal Reference:     *Keyishian v. Board of Regents* 385 U.S. 589 603 (1967)

President's Council, District 25 v. Community School Board No. 25 457 P.  
2d 289 (1972). cert denied 409 U.S. 998 (1976)

*Minarcini v. Strongsville City School District*, 541 P. 2d 577 ( Cir. 1976).

*Board of Education, Island Trees Union Free School District No. 26 v. Pico*  
457 U.S. 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of  
Education, 9/9/81).

Connecticut General Statutes

10-238 Petition for hearing by board of education.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

*Existing policy, number 1170 adopted 6/13/05, appropriate as written.*

## **Community Relations**

### **Recognition of Students, Citizens, Staff Members, and Members of the Board of Education**

The Board of Education is committed to recognizeing and ~~to~~ honoring citizens, students, staff, and groups whose distinguished or exceptional achievements benefit the school system. Persons so honored shall also include retiring staff and Board members who have contributed to the school system over an extended period of time. ~~The Board may extend recognition at Board meetings through letters of recognition, or other methods.~~ Such persons may be honored by personal letters, by recognition at Board meetings, or by similar methods appropriate to the honorees' contribution.

(cf. 7551 - Naming of Amity Regional School District No. 5 Facilities)

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



## **Community Relations**

### **Memorials for Deceased Students or Staff**

From time to time requests are made to honor a deceased student or employee of the Amity Regional School District. Recognizing that the loss of a member of the school community is deeply felt, our schools provide support for staff, students and families who feel the loss, and assist with connections to appropriate community resources.

The preferred method for memorializing a deceased member of the school community is by means of a memorial scholarship. Criteria for the memorial scholarship may be developed by the individual or group wishing to honor the deceased member of the community. Criteria shall be finalized in consultation with the high school principal and the director of counseling services. Memorial scholarship awardees shall be selected solely by the high school scholarship committee following the criteria established. Individuals or groups conveying the scholarship shall be invited to present the scholarship to the selected student(s) at the appropriate awards event.

Physical memorials are not encouraged

Policy approved: 12/8/08

**Amity Regional School District No. 5  
Woodbridge, Connecticut 06525**

*Existing policy, number 1210 adopted 6/13/05, appropriate as written.*

## **Community Relations**

### **School-Community Associations**

The purpose of Parent-Teacher ~~Associations~~ Student Organizations is to promote the educational welfare of the students, families, and teachers of the school district without seeking to control the policies of the schools or to direct their administration. The Board recognizes Parent-Teacher ~~Associations~~ Student Organizations as important channels for the sharing of viewpoints between parents, faculty, administration, and the Board of Education. The Board welcomes the assistance of the Parent-Teacher ~~Associations~~ Student Organizations in the on-going improvement of schools.

INDEPENDENT COMMUNITY ORGANIZATION  
ACTIVITY APPROVAL APPLICATION

Name of Organization: \_\_\_\_\_

Organization Representative filing this request: \_\_\_\_\_  
*Name Title*

Address of Representative: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature of Planned Activity: \_\_\_\_\_

Please give a brief description of the activity and the specific role of students or school district personnel: \_\_\_\_\_

Goal or Purpose of Activity: \_\_\_\_\_

Proposed use of any funds to be raised: \_\_\_\_\_

Date(s) activity is to take place: \_\_\_\_\_

Location where activity will take place: \_\_\_\_\_

**Student Permission Slips** - Please attach a copy of the permission slip which participating students' parents will have to sign.

Note: The proposed activity may not take place until a list of those students' names whose parental permission slips have been signed has been filed with the Superintendent of Schools. The principal's signature indicates a review and approval of the activity.

\_\_\_\_\_  
*Applicant's Signature Date*

\_\_\_\_\_  
*Principal's Signature Date*

\_\_\_\_\_  
*Superintendent of Schools Date*

\_\_\_\_\_**Approved** \_\_\_\_\_**Disapproved** (Superintendent's letter explaining the basis of disapproval is attached.)

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL  
EFFECTIVENESS**



**Application for Funds**

Every Student Succeeds Act (ESSA): Title IV, Part A:

**Student Support and Academic Enrichment (SSAE) Grant  
2017-18**

**PURPOSE:**

To assist state and local educational agencies, schools, and local communities to:  
1) provide all students with access to a well-rounded education; 2) improve school conditions for student learning; and 3) improve the use of technology in order to improve the academic achievement and digital literacy of all students.

**Submission Due:** November 22, 2017

**Published:** October 2017



# CONNECTICUT STATE DEPARTMENT OF EDUCATION

Dr. Dianna R. Wentzell  
Commissioner of Education

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to:

Levy Gillespie  
Equal Employment Opportunity Director/American with Disabilities Act Coordinator  
Connecticut State Department of Education  
450 Columbus Blvd., Suite 607  
Hartford, CT 06103-1841  
860-807-2171  
Levy.Gillespie@ct.gov

**The Connecticut State Department of Education is an affirmative action/equal opportunity employer.**

## **TABLE OF CONTENTS**

		<b>Page</b>
<b>I.</b>	Overview of State and Federal Requirements	1
<b>II.</b>	Proposal Objectives	3
<b>III.</b>	Applicant Information	5
<b>IV.</b>	Application Directions	6
	<b>APPENDICES</b>	
	Appendix A – Grant Application	7
	Appendix B – Form ED114	11
	Appendix C – Budget and Budget Justifications	12
	Appendix D – Budget Form Object Code Definitions	13
	Appendix E – Statement of Assurances	15
	Appendix F – Certification That Affirmative Action Packet is on File	21
	Appendix G – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions	22
	Appendix H – Basic Needs Assessment	23
	Appendix I – Examples of Needs Assessments	24

## **I. OVERVIEW OF STATE AND FEDERAL REQUIREMENTS**

With reauthorization in December 2015 of the *Elementary and Secondary Education Act of 1965 (ESEA)*, the *Every Student Succeeds Act (ESSA)* provides funding under the newly authorized subpart 1 of Title IV, Part A with the intention of increasing state and local capacity to address three priority areas: 1) provide all students with access to a well-rounded education, as defined in *ESSA* section 8101(52); 2) improve school conditions for student learning; and 3) improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Where possible, the Connecticut State Department of Education (CSDE) encourages local education agencies (LEAs) to coordinate Student Support and Academic Enrichment (SSAE) programs and activities with those authorized under other sections of the law. Priority must be given to: 1) those schools with students having the greatest needs, as determined by the LEA; 2) have the highest number of students from low-income families who are counted for the purpose of Title I, Part A funding; 3) are identified for support under Title I, Part A of the ESSA; and 4) are implementing support and improvement plans under Title I, Part A of the ESSA, or are identified as persistently dangerous schools under ESSA 4106(e)(2)(A).

### **ELIGIBLE APPLICANTS**

LEAs or consortiums of LEAs that receive Title I, Part A funds are eligible to receive and may apply for SSAE program funds.

### **FUNDING**

The CSDE will distribute SSAE grant funds to LEAs by formula, as an entitlement, based on the prior year's Title I, Part A allocations (ESSA section 4105(a)(1)). The minimum grant amount to LEAs will be \$10,000. LEAs receiving \$30,000 or more must spend a portion of their allocations in each of the priority areas as described in the Use of Funds section below.

### **FOCUS OF FUNDS**

LEAs or consortiums of LEAs can apply for the funds and must prioritize the distribution of funds to schools that:

- are among those with the greatest needs;
- have the highest number of students from low-income families who are counted for the purpose of Title I, Part A funding; or
- are identified as level 4 or 5 schools needing targeted or comprehensive support.

### **ADMINISTRATIVE AND INDIRECT COSTS**

Only school districts and regional educational service centers (RESCs) that have approved indirect cost rates for fiscal year 2017-18 may apply for indirect costs.

LEAs can reserve up to two (2) percent of its allocation for direct administrative costs associated with implementing the grant.

## **STAKEHOLDER CONSULTATION**

During the design and development of the SSAE grant application, an LEA or consortium of LEAs must engage in consultation with stakeholders in the area served by the LEA or the area served by all districts included in a consortium. Such stakeholders must include, but are not limited to:

- |                  |                             |                            |
|------------------|-----------------------------|----------------------------|
| • Parents        | • Charter school teachers,  | • Others with relevant and |
| • Teachers       | principals and other school | demonstrated expertise     |
| • Principals     | leaders, when applicable    | • Community-based          |
| • Students       | • Specialized instructional | organizations              |
| • School leaders | support personnel           | • Indian tribes or tribal  |
|                  |                             | organizations              |

Stakeholders can be engaged in a variety of ways including through surveys, meetings and focus groups. Additional information on stakeholder engagement is available in the U.S. Department of Education [Dear Colleague Letter on Stakeholder Engagement](#), which highlights the importance and value of stakeholder engagement as states and local school districts transition to and, eventually, implement the ESSA, and to provide guidance, resources, and examples of stakeholder engagement for states and districts to consider.

## **NEEDS ASSESSMENT**

ESSA section 4106(d) requires that an LEA receiving an SSAE program allocation of at least \$30,000 must conduct a comprehensive needs assessment prior to receiving its allocation, and must update the needs assessment at least once every three years to examine its need for improvement in the three target areas of the grant. Planning for expenditures and programs should be based on a comprehensive needs assessment of the entire school/district that takes into account information on the academic achievement of children in relation to the challenging state academic standards, particularly the needs of those children who are failing, or are at-risk of failing, and any other factors as determined by the LEA. An assessment conducted by the district during the past three years meets the requirements of this grant application. Stakeholder feedback should be included in any needs assessment. Examples of needs assessments are listed in Appendix I.

LEAs that receive less than \$30,000 are required to conduct a basic needs assessment (see Appendix H). It is important for all LEAs, school leaders, and other stakeholders to consider the needs of the schools that may receive SSAE in the three priority areas. There are many questions to consider including:

- What data are needed to best understand local needs?
- Do our current systems fully capture the needs of our hardest-to-serve students, including those who might experience adversity that might not emerge in a survey or other data collection?
- Are there inequities inherent in the system that is driving some of the local needs?
- How should identified needs be prioritized when several significant needs are identified?



## **PARTNERSHIPS**

LEAs may partner with an institute of higher learning, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing allowable activities under the SSAE.

## **REPORTING**

LEAs receiving SSAE funding must complete an annual CSDE report regarding how SSAE program funds are being used.

## **SUPPLEMENT NOT SUPPLANT REQUIREMENT**

In considering how to use SSAE programs funds, LEAs should be mindful that SSAE program funds may be used only to supplement, and not supplant, non-federal funds that would otherwise be available for activities under the SSAE program. This means, in general, that LEAs may not use SSAE program funds for the cost of activities if the cost of those activities would have otherwise been paid with state or local funds in the absence of SSAE program funds.

## **EQUITABLE PARTICIPATION OF PRIVATE SCHOOLS**

LEAs and consortia must consult with officials of private schools located within their service area to identify the needs of eligible private school students and teachers consistent with the requirements in section 8015 of ESSA.

# **II. PROPOSAL OBJECTIVES**

## **USE OF FUNDS**

The SSAE grant is specifically directed toward improving the lowest-performing schools and providing each and every student with:

- a well-rounded education;
- school conditions that ensure learning in safe and healthy school environments; and
- technology that improve academic achievement and digital literacy.

For LEAs or consortia that receive \$30,000 or more:

- at least 20 percent of the funds must be used to support activities pertaining to well-rounded educational opportunities;
- at least 20 percent of the funds must be used to support activities pertaining to safe and healthy students; and
- a portion of the funds must be used to support activities pertaining to the effective use of technology, but not more than 15 percent of funds designated for effective use of technology can be used for purchasing technology infrastructure. At least 85 percent of the technology funds must be used to support professional learning to enable the effective use of educational technology.

LEAs that receive less than \$30,000 are not required to use funds in each priority area.

Once needs have been identified, and evidence is available, LEAs should select relevant evidence-based activities that will have the likelihood of working in the local context.

All LEAs are encouraged to use SSAE funding to support activities related to trauma-informed practices, reducing chronic absenteeism, reducing exclusionary discipline, and improving family engagement that support the goals of *The Connecticut State Board of Education's Five-year Comprehensive Plan 2016-21*.

The chart below provides examples of allowable program activities.

Overview of Allowable SSAE Program Activities/Uses of Funds		
Well-Rounded Educational Opportunities (ESSA section 4107)	Safe and Healthy Students (ESSA section 4108)	Effective Use of Technology (ESSA section 4109)
<ul style="list-style-type: none"> <li>Improving access to world language instruction, arts and music education</li> <li>Supporting college and career counseling, including providing information on opportunities for financial aid through the Free Application for Student Aid (FAFSA)</li> <li>Providing programming to improve instruction and student engagement in science, technology, engineering and mathematics (STEM), including computer science and increasing access to these subjects for underrepresented groups</li> <li>Promoting access to accelerated learning opportunities, including Advanced Placement (AP) and International Baccalaureate (IB) programs, dual or concurrent enrollment programs and early college high schools</li> <li>Strengthening instruction in American history, civics, economics, geography, government education and environmental education</li> </ul>	<ul style="list-style-type: none"> <li>Promoting community and parent involvement in schools</li> <li>Providing school-based mental health services and counseling</li> <li>Promoting supportive school climates to reduce the use of exclusionary discipline, engaging in restorative practices and promoting supportive school discipline</li> <li>Establishing or improving dropout prevention</li> <li>Supporting diversion and re-entry programs and transition services for justice-involved youth</li> <li>Implementing programs that support a healthy, active lifestyle (nutritional and physical education)</li> <li>Implementing systems and practices to prevent bullying and harassment</li> <li>Developing relationship building skills to help improve safety through the recognition and prevention of coercion, violence or abuse</li> <li>Establishing community partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Supporting high-quality professional development for educators, school leaders and administrators to personalize learning and improve academic achievement</li> <li>Building technological capacity and infrastructure</li> <li>Carrying out innovative blended learning projects</li> <li>Providing students in rural, remote and underserved areas with the resources to benefit from high-quality digital learning opportunities</li> <li>Delivering specialized or rigorous academic courses and curricula using technology, including digital learning technologies and assistive technology</li> </ul>
<p>*Note: This table provides examples of allowable activities and is not an exclusive list. More information can be found in sections 4107-4109 of the ESSA statute. The text of the Non-Regulatory Guidance for the Student Support and Enrichment Grants can be found at: <a href="http://www2.ed.gov/policy.pdf">www2.ed.gov/policy.pdf</a>.</p>		

### **III. APPLICANT INFORMATION**

#### **AFFIRMATIVE ACTION**

All fiscal agents must complete the affirmative action packet, or attest that one is on file, to be considered for a contract award.

#### **OBLIGATIONS OF GRANTEES**

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Sections 4a-60 and 4a-60a of the Connecticut General Statutes (C.G.S.) and Sections 4a-68j-1 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner and in such time, as may be prescribed by the Commission on Human Rights and Opportunities.

#### **UTILIZATION OF MINORITY BUSINESS ENTERPRISE**

All grantees shall make “good faith efforts” to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract requirements.

Grantees shall certify under oath to the Commission on Human Rights and Opportunities and the state agency that the minority businesses selected as subcontractors and suppliers of materials comply with the criteria of Section 4a-60 of the C.G.S., if such businesses are not currently registered with the Department of Economic and Community Development.

#### **FREEDOM OF INFORMATION ACT (FOIA)**

All of the information contained in a proposal submitted in response to this Application for Funding is subject to the provisions of the FOIA, Sections 1-200 et seq. The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

#### **MANAGEMENT CONTROL OF THE PROGRAM AND GRANT CONSULTATION ROLE OF CONNECTICUT STATE DEPARTMENT OF EDUCATION PERSONNEL**

The grantee has overall management control of the grant. While CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of subgrantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or subgrantee.

#### **IV. APPLICATION DIRECTIONS**

1. The following grant application sections must be submitted:
  - i. Appendix A – Grant Application
  - ii. Appendix B – Form ED114
  - iii. Appendix C – Budget and Budget Justifications
  - iv. Appendix D – Budget Code Object Form Definitions
  - v. Appendix E – Statement of Assurances\*
  - vi. Appendix F – Certification that an Affirmative Action Plan is on File\*
  - vii. Appendix G – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions\*
  - viii. Appendix H – Basic Needs Assessment (a separate, comprehensive needs assessment must be completed by districts receiving \$30,000 or more)
  - ix. Appendix I – Examples of Needs Assessments
2. To be considered for funding, all applications submitted must adhere to the following requirements:
  - The selection of specific services by the grantee must be the result of an open and competitive process.
  - Applications must follow the format described in this document.
  - Applications must be typewritten, double-spaced on one side of standard (8-1/2 x 11), unruled white paper.
  - **One** (1) set of documents, bearing the signatures of the legally authorized agent for the applicant, and other signatures requested, must be e-mailed to Scott Newgass at the address below.
3. All applications must be submitted by e-mail to Scott Newgass at [scott.newgass@ct.gov](mailto:scott.newgass@ct.gov) no later than 4 p.m. on November 22, 2017. No additions or changes to any application will be allowed after the application due date, unless such modification is specifically requested by the CSDE. For questions or for additional information, contact Scott Newgass at the e-mail address list above or at 860-807-2044.

\*signature required

**APPENDIX A**

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Student Support and Academic Enrichment Grant (SSAE)  
Grant Application for 2017-18**

**INSTRUCTIONS**

E-mail one copy of the grant application to Scott Newgass at [scott.newgass@ct.gov](mailto:scott.newgass@ct.gov) by November 22, 2017.

**PART I. DISTRICT/LEA INFORMATION**

**Name of School District/LEA:**      **AMITY REGIONAL SCHOOL DISTRICT No.5**  
**Town/District Code:** **205**

**Contact Person's Name and Title:** E. Marie McPadden, Ed.D.

**Address:** 25 Newton Road, Woodbridge, CT 06525

**Phone:** 203-397-4812 **Fax:** 203-397-4864 **E-mail:** marie.mcpadden@reg5.k12.ct.us

**Date of Local Board Acceptance:** \_\_\_\_\_

**I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.**

\_\_\_\_\_  
**Signature of Superintendent of Schools**

\_\_\_\_\_  
**Date**

Is your LEA participating in a consortium? Yes \_\_\_\_\_ No   X  

If your LEA is part of a consortium, the lead LEA should complete Part I above. Other LEAs that are members of the consortium should complete Part IA on the next page.

**PART IA. CONSORTIUM PARTICIPANT INFORMATION**

(Consortia Participants that are not the Lead LEA)

Name of School District/LEA: \_\_\_\_\_ Town/District Code: \_\_\_\_\_

Contact Person's Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Local Board Acceptance: \_\_\_\_\_

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Superintendent of Schools

\_\_\_\_\_  
Date

**Student Support and Academic Enrichment Grant (SSAE)  
Grant Application for 2017-18**

**PART II. PROJECT DESCRIPTION**

Use as much space as necessary to fully answer the following questions.

If your district will be receiving less than \$30,000, please skip to Question #2.

1. Have you performed a districtwide comprehensive needs assessment within the last three years? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ Currently being administered
  - a. If yes, please attach your district's most recent needs assessment and any resource mapping results that your district might have collected.
  - b. If no needs assessment has been performed or is currently being administered, what are the anticipated beginning and ending dates of your planned needs assessment? \_\_\_\_\_
2. Identify the mechanism for developing your stakeholder group and how they contributed to the process of identifying needs and intended supports. Attach a list of the stakeholder group membership and their representations as an appendix.

The Amity Regional School District No.5 District Technology Committee met to discuss the forthcoming 1:1 initiative. It was determined that high quality professional learning is required for educators and administrators for this initiative to successfully improve academic achievement and personalized learning.

3. Identify the schools selected for targeted intervention. Please provide the means used to select these schools related to the funding criteria on page 1 and provide local data used to support the selection of these schools.

All three schools listed below receive Title I, Part A funds as a Targeted Assistance School District:  
Amity Regional High School  
Amity Middle School Orange Campus  
Amity Middle School Bethany Campus

4. Describe any proposed use of funds for direct administrative costs of implementing SSAE activities consistent with the LEA's authority to reserve up to 2 percent of its allocation for such costs.

N/A

5. For each proposed SSAE activity, please describe the objectives, activities, intended outcomes, and the method that will be used to evaluate the effectiveness of the activity. For LEAs receiving \$30,000 or more, describe how funds will be used for activities in the following three priority areas (refer to the “Use of Funds” guidelines on pages 3 and 4).

Well-Rounded Education:

Activity	Objective	Outcomes	Evaluation

Safe and Healthy Students:

Activity	Objective	Outcomes	Evaluation

Effective Use of Technology:

Activity	Objectives	Outcomes	Evaluation
High Quality Professional Learning for 1:1	All educators and administrators will be able to successfully implement blended learning and digital citizenship lessons to improve academic achievement and personalized learning.	All educators and administrators will have a deeper understanding student privacy and digital citizenship; teachers will create blended learning lessons for use across grades 7-12.	Professional Learning Feedback Forms  Informal Observations as part of educator and administrator evaluation process.



**APPENDIX B**

ED114      Fiscal Year 2017-2018

BUDGET FORM

GRANTEE NAME: Amity Regional School District No.5					TOWN CODE: 205						
GRANT TITLE: Student Support and Academic Enrichment											
PROJECT TITLE: PROFESSIONAL LEARNING FOR A 1:1 LEARNING ENVIRONMENT											
CORE-CT CLASSIFICATION: FUND: 12060 SPID: 22854 PROGRAM: 82079											
BUDGET REFERENCE: 2018 CHARTFIELD1: 170002 CHARTFIELD2:											
GRANT PERIOD: 7/1/2017 - 6/30/2018 AUTHORIZED AMOUNT: \$ 10,000											
CODES		DESCRIPTIONS				PUBLIC		NON-PUBLIC		TOTAL	
111A		NON-INSTRUCTIONAL SALARIES									
111B		INSTRUCTIONAL SALARIES				\$6,400				\$6,400	
200		PERSONAL SERVICES-EMPLOYEE BENEFITS									
320		PROFESSIONAL EDUCATIONAL SERVICES									
321		TUTORS									
322		IN SERVICE				\$3,600				\$3,600	
323		PUPIL SERVICES									
324		FIELD TRIPS									
325		PARENT ACTIVITIES									
510		STUDENT TRANSPORTATION SERVICES									
560		TUITION									
640		BOOKS AND PERIODICALS									
650		SUPPLIES—TECHNOLOGY RELATED									
		<b>TOTAL</b>				\$10,000				\$10,000	

\_\_\_\_\_ ORIGINAL REQUEST DATE

\_\_\_\_\_  
STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

\_\_\_\_\_  
DATE OF  
APPROVAL

\_\_\_\_\_ REVISED REQUEST DATE

## APPENDIX C

### Budget and Budget Justifications

CODES	DESCRIPTIONS	BUDGET	NARRATIVE/JUSTIFICATION
111A	NON- INSTRUCTIONAL SALARIES		
111B	INSTRUCTIONAL SALARIES	\$6,400	Train-the-Trainer Model 53 Hours of Curriculum Writing @ \$50.00 per hour 25 Presenters to facilitate a professional learning workshops @ \$150 per each workshop
200	PERSONAL SERVICES- EMPLOYEE BENEFITS		
320	PROFESSIONAL EDUCATIONAL SERVICES		
321	TUTORS		
322	IN SERVICE	\$3,600	Outside consultant fees
323	PUPIL SERVICES		
324	FIELD TRIPS		
325	PARENT ACTIVITIES		
510	STUDENT TRANSPORTATION SERVICES		
560	TUITION		
640	BOOKS AND PERIODICALS		
650	SUPPLIES- TECHNOLOGY RELATED		
	<b>TOTAL BUDGET</b>	<b>\$10,000</b>	

## **APPENDIX D**

### **Budget Form Object Code Definitions**

- 111A **Non-Instructional:** Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.
- 111B **Instructional:** Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Also reported here are substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 200 **Personal Services-Employee Benefits:** Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.
- 320 **Professional Educational Services:** Services supporting the instructional programs and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.
- 321 **Tutors (Instructional Non-Payroll Services):** Payments for services performed by persons qualified to assist students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.
- 322 **In-service (Instructional Program Improvement Services):** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 323 **Pupil Services (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologist, psychologists, psychiatrists, contracted guidance counselors, etc.
- 324 **Field Trips:** Costs incurred for conducting educational activities off site. Include admission costs to educational centers, fees for tour guides, etc.

- 325 **Parental Activities:** Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services and overall seminar/workshop costs.
- 510 **Student Transportation Services:** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.
- 560 **Tuition:** Expenditures to reimburse other educational agencies for instructional services to pupils.
- 640 **Books and Periodicals:** Expenditures for books, textbooks and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs and textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books.
- 650 **Supplies: Technology Related:** Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables and monitor stands. Software costs below the capitalization threshold should be reported here.

## **APPENDIX E**

CONNECTICUT STATE DEPARTMENT OF EDUCATION

## STATEMENT OF ASSURANCES

## Title IV, Part A: Student Support and Academic Enrichment (SSAE) Grant

<b>PROJECT TITLE:</b>	PROFESSIONAL LEARNING FOR A 1:1 LEARNING ENVIRONMENT
-----------------------	--

**THE APPLICANT:** E. Marie McPadden HEREBY ASSURES THAT:  
Amity Regional School District No.5  
 (insert Agency/School/CBO Name)

- A.** The applicant has the necessary legal authority to apply for and receive the proposed grant.
- B.** The filing of this application has been authorized by the applicant’s governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
- C.** The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.
- D.** The applicant will prioritize the distribution of SSAE grant funds to schools based on one or more of the following criteria:

  - are among those with the greatest needs;
  - have the highest number of students from low-income families who are counted for the purpose of Title I, Part A funding;
  - are identified as level 4 or 5 schools needing targeted or comprehensive support; or
  - are identified as a persistently dangerous public elementary school or secondary school. (ESSA section 4106(e)(2)(A)).
- E.** For an LEA or consortium that receives \$30,000 or more:

  - not less than 20 percent of the funds must be used to support activities pertaining to well-rounded educational opportunities;
  - not less than 20 percent of the funds must be used to support activities pertaining to safe and healthy students; and
  - a portion of the funds must be used to support activities pertaining to the effective use of technology, but not more than 15 percent of funds designated for effective use of technology can be used for purchasing technology infrastructure. (ESSA section 4109(b)).

- F.** Any local educational agency receiving an allocation under section 4105(a)(1) in an amount less than \$30,000 shall be required to provide only one of the assurances described in subparagraphs (C), (D), and (E) of subsection (e)(2). Under this subpart the district agrees to support one or more of the activities authorized: (C) use not less than 20 percent of funds received under this subpart to support one or more of the activities authorized under section 4107; “(D) use not less than 20 percent of funds received under this subpart to support one or more activities authorized under section 4108; “(E) use a portion of funds received under this subpart to support one or more activities authorized under section 4109(a), including an assurance that the local educational agency, or consortium of local educational agencies, will comply with section 4109(b).
- G.** The applicant complies with regulations regarding the equitable participation of private school children and teachers.
- H.** The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education.
- I.** Grant funds shall not be used to supplant funds normally budgeted by the agency.
- J.** Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.
- K.** The applicant will complete and submit an annual report to the Connecticut State Department of Education regarding how funds for the SSAE program are being used.
- L.** The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.
- M.** If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.
- N.** The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.
- O.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit.
- P. REQUIRED LANGUAGE (NON-DISCRIMINATION)**
  - (a) For purposes of this Section, the following terms are defined as follows:

- (1) “Commission” means the Commission on Human Rights and Opportunities;
- (2) “Contract” and “contract” include any extension or modification of the Contract or contract;
- (3) “Contractor” and “contractor” include any successors or assigns of the Contractor or contractor;
- (4) “Gender identity or expression” means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
- (5) “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- (6) “good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- (7) “marital status” means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- (8) “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders.
- (9) “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- (10) “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.



- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- Q.** The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- R.** The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent Signature: \_\_\_\_\_

Name: (typed) Dr. Charles Dumais

Title: (typed) Superintendent of Schools

Date: \_\_\_\_\_

## APPENDIX F

### AFFIRMATIVE ACTION CERTIFICATE

#### CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

*According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.***

I, the undersigned authorized official, hereby certify that the applying organization/agency:  
Amity Regional School District No.5, has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: Dr. Charles Dumais, Superintendent of Schools

## APPENDIX G

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

#### **Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted, if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary takeover~ transaction,” “principal,” “proposal” and “voluntarily excluded” as used in this clause, have the meanings set out in the Definitions and Coverage sections of roles implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement list.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by *this* clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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#### **Certification**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.  
Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**Name of Applicant**

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**PR/AWARD Number and/or Project Name**

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**Printed Name and Title of Authorized Representative**

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**Signature**

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**Date**

ED 80-0014 9/90 (replaces GCS-009 (REV 12/88) which is obsolete)

## **APPENDIX H**

### **BASIC NEEDS ASSESSMENT**

(for LEAs or consortia of LEAs receiving less than \$30,000)

For each of the priority areas below please answer the following questions:

- What is the greatest need at the identified school/schools related to the priority area?
- How did you identify this need? What data was used?
- How are you currently addressing this need?
- Based on the information above, which priority areas(s) will you fund? How did you reach this decision?

Well-Rounded Education:

NA

Safe and Healthy Students:

NA

Effective Use of Technology:

The Amity Regional School District No.5 District Technology Committee met to discuss the forthcoming 1:1 initiative. Each school is eligible for Title I, Part A as a TAS. It was determined that high quality professional learning is required for educators and administrators for this initiative to successfully improve academic achievement and personalized learning. A previous year's district created technology needs assessment results were used to determine the staff's need for high quality professional learning, specifically blended learning lesson creation. Currently, we offer optional professional learning experiences.

Based on the information above, which priority area(s) will you fund? How did you reach that decision?

Effective Use of Technology was the only priority area which we needed funding. This was determined through the District Committees for Health and Safety, Wellness, Steering, and Technology.

## **APPENDIX I**

### **EXAMPLES OF NEEDS ASSESSMENTS**

1. *PBIS Tiered Fidelity Inventory (for PBIS schools, only)*  
The TFI (PDF) is based on earlier PBIS fidelity surveys. First-year implementers may conduct the TFI as an initial assessment – moving to administering the survey every third or fourth meeting. Schools reaching 70 percent fidelity three consecutive times may choose to take the TFI as an annual assessment.
2. *PBIS Self-Assessment Survey (SAS)*  
The SAS (RTF) is an annual assessment used by schools to identify the staff perception of the implementation status and improvement priority for schoolwide, classroom, non-classroom and individual student systems. Results of the SAS are effective in identifying the staff priorities for action planning.
3. *School Health Assessment and Performance Evaluation System (SHAPE)*  
The SHAPE System serves as the portal by which comprehensive school mental health systems can access the census and performance measures, as well as obtain customized school and district level progress reports and useful resources to improve system quality and sustainability.
4. *Future Ready Schools (FRS)*  
Future Ready District Assessment is an effective tool that gauges your district's readiness to begin implementing digital learning. It includes a series of questions designed to help you frame a vision for digital learning, recognize the elements of the Future Ready Framework, specify how technology can help align these efforts to achieve higher college- and career-ready standards, and understand the type of digital leadership required to stage your district for success.
5. *School Health Index (SHI)*  
The SHI has two activities that are to be completed by teams from your school: a self-assessment process and a planning for improvement process. The self-assessment process involves members of your school community coming together to discuss what your school is already doing to promote good health and to identify your strengths and weaknesses. The planning for improvement process enables you to identify recommended actions your school can take to improve its performance in areas that received low scores and guides you through a simple process for prioritizing the various recommendations. This step will help you decide on a handful of actions to implement this year. Finally, you will complete a School Health Improvement Plan to list the steps you will take to implement your actions.