

**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**  
*August 14, 2017*

A regular meeting of the Amity Regional Board of Education will be held on Monday, August 14, 2017, at 6:30 p.m. in the Presentation Room at the District Offices.

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Swearing in of new Board of Education members: Shannan Carlson, Paula Cofrancesco, and Jennifer Turner
5. Board of Education Member Recognition
6. Discussion and Possible Action on Suspension of Amity Board of Education Bylaw 9120 until the next regularly scheduled meeting in September to permit a greater portion of the Board to participate in the vote for open office positions. (Enclosure) *Page 3*
7. Possible Election of Board Chairman and Any Offices Vacated by the Election of Board Chairman
8. Approval of Minutes
  - a. Regular BOE Meeting June 12, 2017 (Enclosure) *Page 6*
  - b. Special BOE Meeting, July 18, 2017 (Enclosure) *Page 12*
9. Student Report – Ms. Ananya Kachru
10. Presentation of Research Proposal “*Creative Art Participation from Middle- to High-School Age: Impact on Identity Formation and Academic Achievement* ~ Baptiste Barbot
11. Discussion and Possible Action on Perkins Supplemental Enhancement Grant (Enclosure) *Page 13*
12. Correspondence (Enclosure) *Page 49*
13. Superintendent’s Report
  - a. Personnel Report (Enclosure) *Page 51*
  - b. Other

## 14. Chairman's Report

## a. Committee Reports

- i. ACES
- ii. CABE
- iii. Curriculum
- iv. Facilities

1. Facilities Dept. Monthly Report, June/July 2017 (Enclosure) *Page 53*

## v. Finance

- 1. Presentation and Discussion of 2018-2019 Budget Calendar (Enclosure) *Page 54*
- 2. Presentation of Annual Report on Reserve Fund for Capital and Non-Recurring Expenditures (Enclosure) *Page 59*
- 3. Discussion and Possible Action on Recommended Uses of 2016-2017 Year-End Available Funds (Enclosure) *Page 62*
- 4. Discussion of Monthly Financial Statements
  - a. Fiscal Year 2016-2017 (Enclosure) *Page 66*
  - b. Fiscal Year 2017-2018 (Enclosure) *Page 96*
- 5. Director of Finance and Administration Approved Transfers Under \$3,000
  - a. Fiscal Year 2016-2017 (Enclosure) *Page 107*

## vi. Policy

- 1. Draft Policy Meeting June 19, 2017 Minutes (Enclosure) *Page 112*
- 2. First Reading of the following:
  - a. 1100 – Communications with the Public, Communication (Enclosure) *Page 116*
  - b. 1111 – Use of Educational Television Channel (Enclosure) *Page 117*
  - c. 1112.1 – Coverage of Board of Education Meetings (Enclosure) *Page 118*
  - d. 1112.3 – School News Releases, Access to Information (Enclosure) *Page 119*

- vii. Personnel
- viii. District Technology
- ix. District Health and Safety

## 15. Items for the Next Agenda

## 16. Adjournment

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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**

<p>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.</p>
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**NOTICE of Bylaw 9120 suspension possibility.** Pursuant to requests by some board members the following notice is hereby given for a potential vote on the suspension of Bylaw 9120 at the August 14th regular meeting specifically:

“If there is a vacancy in any officer position during the course of the year, the Board membership shall act promptly, commencing no later than the next regularly scheduled meeting, to elect a new officer to fill the vacancy.”.

**Proposed Motion:** The election for the Position of Chair shall be delayed to the September regularly scheduled meeting [specified purpose and limited time] and the provisions of Bylaw 9120 requiring an election no later than the August 14th meeting be waived pursuant to the provisions of Bylaw 9314.

**Bylaw 9314 provision:**

Suspension of Policies, Bylaws and Regulations

*Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing,* or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

**Explanation of process:** Therefore, by this notice, assuming a Board Member makes this motion and it is seconded prior to the election, discussion followed by a vote would occur. A majority “yes” vote will delay the election until the next regularly scheduled Board meeting in September. A “no vote” or “tie” will mean the Board shall proceed to the nomination and election process for the Chair position.

## **Bylaws of the Board**

### **Officers**

The officers of the Board of Education shall consist of Chairman, Vice-Chairman, Secretary and a Treasurer.

Such Officers shall be elected from the Board membership at its organizational meeting in December, following biennial elections and shall remain in office until new officers are elected at the next organizational meetings, unless such officers cease to be members of the Board of Education or otherwise resign or are removed from office.

If there is a vacancy in any officer position during the course of the year, the Board membership shall act promptly, commencing no later than the next regularly scheduled meeting, to elect a new officer to fill the vacancy. The new officer will take office immediately upon completion of the election.

Board members shall vote by a show of hands, and a majority of the full Board membership shall be required in order to elect an office. If there are more than two nominees and no nominee receives a majority vote of the full board membership, the nominee receiving the lowest number of votes shall be removed from the list of candidates before balloting again. The vote of each members shall be reduced to writing and shall be made available for public inspection within forty-eight hours, excluding Saturday, Sunday and legal holidays.

The results of the election shall also be recorded in the minutes of the meeting, and the minutes shall be available for public inspection at all reasonable times.

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

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

Bylaw adopted by the Board: March 10, 2008

Revised & Retyped: 1-20-2010; 2-9-2010

APPROVED: 3-8-2010

## **Bylaws of the Board**

### **Suspension of Policies, Bylaws and Regulations**

Policies, bylaws and Board of Education adopted regulations shall be subject to suspension for a specified purpose and limited time by majority vote of all members of the Board of Education at a meeting in the call for which the proposed suspension has been described in writing, or upon a two-thirds vote of all members of the Board of Education when no such written notice has been given.

Reference: Robert's Rules of Order, Newly Revised

AMITY REGIONAL SCHOOL DISTRICT NO. 5

BOARD OF EDUCATION

REGULAR MEETING

JUNE 12, 2017

MINUTES

**BOARD MEMBERS PRESENT:** Chairman William Blake, Mr. John Belfonti, Ms. Robyn Berke (arrived 6:40 pm), Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio (arrived 6:35 pm), Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano (departed 9:00 pm).

**BOARD MEMBERS ABSENT:** None

**Staff members present:** : Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Dr. Richard Dellinger, Mr. Shaun DeRosa, Mr. Peter Downhour, Ms. Kathleen Fuller-Cutler, Mr. Ernie Goodwin, Ms. Anna Mahon, Dr. E. Marie McPadden and Ms. Mary Raiola.

**Also present:** Other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, June 12, 2017 at 6:30 pm in the presentation room at the District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:30 pm.

2. **Pledge of Allegiance** was recited by those present.

**3. Presentation of Jack B. Levine Efficiency Awards of Excellence**

Dr. Dumais introduced Ms. Lumas to present the awards given annually to students with the best ideas for cost savings for the district. Students receiving the awards this year are Alessandro Rivera and William LIVESAY (Amity Middle School, Bethany), Macaelan Rahn and Corey Richards (Amity Middle School, Orange) and Ben Sauberman (Amity High School).

Mr. Blake congratulated the recipients on their award and thanked them for their ideas.

**4. Recognition of Award of Excellence Recipients (enclosure)**

Dr. Dumais recognized two staff members, Mr. Kevin Berean and Ms. Karen Tierny, for their contributions to Amity Middle School Bethany and Amity Middle School Orange (respectively). Mr. Berean was not able to be present to accept his award; Principal Kathleen Fuller-Cutler presented the award to Ms. Tierny.

Mr. Blake congratulated both awardees and thanked them for their service to Amity Regional Schools.

**5. One Book, One Amity Presentation**

Dr. Dumais gave some background regarding this literacy project. Ms. Mahon introduced the students (Justine Liu and Bridget Farnsley) who were part of the book selection team and who also created an abridged, illustrated children's version of the book chosen, called "Every Day". Board members were presented with a copy of the book to read and viewed a copy of the abridged, illustrated version. Mr. Blake commended and thanked the students for their efforts.

**6. Board Member Recognition**

Mr. Blake recognized Mr. James (Jamie) Stirling for his 8 years of service on the Board of Education and also as Chairman of the Finance Committee, stating he is the most prepared and most idealistic member he has served with and that Mr. Stirling has been very helpful to him as a sounding board and as a good friend. He thanked Mr. Stirling for his service on behalf of the Board.

The Board took a break for coffee and cake at this point, 6:50 pm; reconvened at 7:08 pm

## 7. Approval of minutes.

### A. Regular BOE meeting, May 08, 2017 (enclosure)

***Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Hurley to approved the minutes as submitted.***

Two corrections were made to the vote on page 8 of the minutes (Mr. Belfonti absent and Mr. Blake opposed to table)

**Vote in favor 11-0**

**Motion carried**

*Minutes of May 08, 2017 were corrected and resubmitted*

### B. Special BOE Meeting, Board self-evaluation, May 16, 2017 (enclosure)

***Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Esposito to approve the minutes as submitted.***

**Vote in favor, 7-0; 4 abstentions (Mr. Belfonti, Mr. Browe, Ms. Cardozo and Ms. Cohen)**

**Motion carried**

Mr. Blake asked Mr. Hurley for his report on Robert's Rules regarding voting to approve minutes if a person was not present at the meeting. Mr. Hurley stated that there is no restriction in Robert's Rules, nor is there a meeting attendance in order to vote to approve minutes.

### C. Superintendent Evaluation, June 06, 2017 (enclosure)

***Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Belfonti to approve the minutes as submitted***

**Vote in favor, 9-0; 2 abstentions (Mr. Browe and Ms. Esposito)**

**Motion carried**

## 8. Public Comment

Mr. Peter Downhour, teacher at Amity Regional High School, stated he was grateful to Mr. Stirling for his service and for his example as a parent and supporter of Amity Schools.

Mr. Tom Hurley, BOE member, stated that he appreciated all the time and effort Mr. Stirling has expended every year, especially regarding the development of the budget and that he will be greatly missed.

Ms. Cohen, BOE member, stated that she has worked closely with Mr. Stirling and while most of the time they did not agree, he caused her to think out of the box and she is grateful for that.

Mr. Browe, BOE member, thanked Mr. Stirling for his service, stating that he is the definition of a statesman and that he will be greatly missed.

Mr. Stirling, BOE member, thanked the Board and the community for the opportunity to serve them and for their efforts to disagree without being disagreeable.

## 9. Student Report

Ms. Ananya Kachru gave an update on events at Amity High School, Amity Middle School Bethany Campus and Amity Middle School Orange Campus over the past month, as well as informing the Board of upcoming events.

Dr. Dumais announced that Ms. Kachru will be serving on Connecticut State Board of Education for 2017-2018, and that she is one of only 5 students state-wide chosen to participate. Ms. Mahon noted that other Amity students have applied to serve on the State Board before, but Ms. Kachru is the first one to be selected. Mr. Blake congratulated her on this achievement.

### **10. Athletics Presentation – Mr. Ernie Goodwin**

Dr. Dumais introduced Mr. Goodwin. Mr. Goodwin made his presentation which included the year in photos set to music and much information and details about the athletic programs at both middle schools and the high school and the awards that have been received. He stated he is glad to be at Amity where balance between academics, athletics and the arts is stressed.

### **11. Discussion and vote on District Goals/Objectives (enclosure)**

***Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Browe to adopt the District Goals and Objectives.***

Mr. Hurley commended the staff for their work in writing these goals and objectives and stated that these are the best ones he has seen; they set high standards and are measurable.

**Vote in favor, 10-0; 1 abstention (Ms. Berke)**

**Motion carried**

### **12. Election of Board of Education Vice-Chair (and resulting vacancies, if any)**

Mr. Blake stated that election of a vice-chair was necessary to replace former vice-chair Tracey Russo who recently resigned. Mr. Blake thanked Ms. Russo for the fine work that she did during her time on the Board.

Ms. Blake opened the floor for nominations for vice-chair.

***Mr. DeMaio nominated Mr. Tom Hurley for vice-chair of the Board, 2<sup>nd</sup> by Mr. Browe.***

There were no other nominations and Mr. Blake closed nominations.

**Vote 11-0 in favor including Mr. Blake; 1 abstention (Mr. Hurley)**

Mr. Blake opened the floor for nominations for Board secretary, now vacated by Mr. Hurley.

***Mr. DeMaio nominated Ms. Sheila McCreven for secretary of the Board, 2<sup>nd</sup> by Mr. Hurley.***

There were no other nominations; Mr. Blake closed nominations.

**Vote 11-0 in favor including Mr. Blake; 1 abstention (Ms. McCreven)**

Mr. Blake stated that he had asked Mr. Belfonti to chair the Finance Committee with Mr. Stirling's departure as of June 30<sup>th</sup> and he accepted; he asked Ms. Cardozo to chair the Facilities Committee with the departure of Ms. Russo and she accepted.

### **13. Correspondence**

- A. ABOE resignation (enclosure)**
- B. Response to ABOE resignation (enclosure)**
- C. Amity Alumni – Sharing the Good News (enclosure)**
- D. Orange Board of Finance letter (enclosure)**

### **14. Superintendent's Report**

- A. Personnel Report – (enclosure)**
- B. Superintendent Report (enclosure)**

Dr. Dumais highlighted items in his enclosed report.



## 8. Chairman's Report -

### A. Committee Reports

1. ACES – no report
2. CABC - June 13<sup>th</sup> is the Legislative Wrap-Up Session.
3. Curriculum – The Curriculum Committee has not met.
4. Facilities – The Facilities Committee has not met.
  - A. Facilities Department monthly report, May 2017 (enclosure)

### 5. Finance

#### A. Discussion of Capital Reserve Appropriations (enclosure)

Dr. Dumais gave some background information regarding changes to the process going forward. Putting aside funds in the capital reserve equal to or less than 1% of the total budget each year could result in savings by not incurring additional debt. There was a lengthy discussion and questions regarding the mechanisms that would be used to do this and the timing of such decisions.

#### B. Discussion and possible action on Healthy Foods Certification (enclosure)

This was approved by the Finance Committee in May and tabled by the BOE at their May meeting, requesting more information. Dr. Dumais thanked Ms. Lumas for her work in gathering this information for the Board. Ms. Lumas noted that this must be voted on this evening in order to be in compliance with the June 30<sup>th</sup> deadline.

***Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Browe to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 01, 2017 through June 30, 2018.***

There was discussion regarding the pros and cons of staying in the program versus leaving the program, the costs involved, etc.

Vote in favor 10-0; 1 opposed (Mr. Hurley)

Motion carried

***Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Hurley to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.***

Vote in favor 11-0

Motion carried

#### C. Discussion and possible action on contracts of \$35,000 or more

##### 1. Stop-Loss insurance

***Motion by Mr. Browe, 2<sup>nd</sup> by Mr. Stirling to award the individual and aggregate stop-loss to Anthem Blue Cross Blue Shield CT, of Wallingford, Connecticut for the 2017-2018 fiscal year at a price of \$462,672.***

Mr. Hurley recused himself from the discussion and vote

Vote 10-0 in favor

Motion carried

##### 2. Food service contract – renewal

### 3. Web design

*Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Hurley to waive the bidding requirement and authorize the Superintendent to enter into a contract with Finalsight for website services for the 2017-2018 fiscal year at a price of \$18,000; \$10,000 for set up, and \$8,000 for five years of support. Total 5-year cost is \$50,000.*

Discussion and questions followed.

*Ms. McCreven moved to call the question.*

Vote 9 in favor; 2 opposed (Ms. Berke and Mr. Browe)

Motion carried

Vote on the motion:

8 in favor, 2 opposed, (Mr. Browe, Ms. Esposito), 1 abstention (Ms. Berke)

Motion carried

### 4. Student accident insurance

*Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Belfonti to award the student accident insurance for the 2017-2018 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$34,155.00, which includes catastrophic accident insurance. The carrier is Zurich Insurance Company. This is the second of two option years. The Board reserves the right to cancel the contract if Abbate Insurance Associates of New Haven fails to perform in a satisfactory manner.*

Mr. Hurley recused himself from this discussion and vote.

Short discussion followed

Vote in favor 10, unanimous

Motion carried

D. Discussion of monthly financial statements (enclosure)

E. Director of Finance and Administration approved transfers under \$3,000 (enclosure)

### 6. Policy

A. Second reading of the following:

1. 1000 (enclosure)

*Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Browe to adopt policy 1000.*

Vote 11-0, unanimous

Motion carried

*Motion by Mr. DeMaio, 2<sup>nd</sup> by Mr. Browe that the Board go into executive session and to invite Dr. Dumais for the first portion of the session.*

Vote 11-0, unanimous

Motion carried

The Board adjourned to executive session at 8:55 pm. Dr. Dumais joined the session and departed at 9:18 pm.

### 7. Personnel

A. Discussion of non-union salary benefits (executive session)

- B. Discussion of Superintendent written evaluation (executive session)
- C. Discussion of Superintendent contract (executive session)

The Board reconvened its regular meeting at 9:55 pm

- D. Possible action on non-union salary/benefits

*Motion by Mr. Stirling, 2<sup>nd</sup> by Mr. DeMaio to approve the contract for non-union salary and benefits as discussed in executive session.*

Vote 10-0, unanimous

Motion carried

- E. Possible action on Superintendent written evaluation

*Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Cohen to authorize the Board Chairman to sign the Superintendent written evaluation as discussed in executive session.*

Vote 10-0, unanimous

Motion carried

- F. Possible action on Superintendent contract.

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Ms. Cardozo to approve the Superintendent contract as discussed in executive session.*

Mr. Blake asked for an amendment to the motion to include authorizing the Chairman to sign the contract.

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Ms. Cardozo to amend the motion to include authorization for the Chairman to sign the Superintendent contract.*

Vote 10-0, unanimous

Motion carried

16. Items for next agenda – please forward any items to Dr. Dumais or Mr. Blake.

17. Adjournment

*Motion by Mr. Stirling, 2<sup>nd</sup> by Ms. Esposito to adjourn at 10:00 pm.*

Vote 10-0, unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Sheila McCreven, Secretary



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

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**Special Meeting**  
**July 18, 2017, 5:30 p.m.**  
**MINUTES**

Board Members Present: John Belfonti, Robyn Berke, Chris Browe (6:15 p.m.), Patricia Cardozo, Shannan Carlson, Paula Cofrancesco, Sue Cohen, Steve DeMaio, Amy Esposito, Tom Hurley, Sheila McCreven, Diane Urbano

Board Members Absent: None

Also Present: Charles Dumais

1. Call to Order: Acting Chairman Hurley called the meeting to order at 5:50 p.m. and introduced the newest Board Members.
2. Board Members discussed Board Member relationships, officer qualities, leadership structure, and Board Member expectations.
3. Board Members discussed the structure and development of meeting agendas, the length and scheduling of presentations to the Board, the delivery of draft and formal agendas (as well as enclosed materials), the possible use of CAFE services for electronic document distribution for meetings, the possibility of considering a consent agenda, the possibility of adjusting the start time of AFC meetings during budget season, and the calendar for the fall.
4. Committee Chairmen described the structure, functions, and responsibilities of their respective committees.
5. Motion to Adjourn: Steve DeMaio, 2<sup>nd</sup> Paula Cofrancesco, Unanimous
6. Meeting was adjourned at 9:00 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.  
Superintendent



**STATE OF CONNECTICUT**  
*STATE BOARD OF EDUCATION*



**TO:** Superintendents of Schools

**FROM:** Dr. Dianna R. Wentzell  
 Commissioner of Education *DRW*

**DATE:** July 14, 2017

**SUBJECT:** Competitive Secondary Perkins Supplemental Enhancement Grants

The Connecticut State Department of Education (CSDE) is offering a competitive grant opportunity to eligible districts.

The Perkins IV legislation allows states to distribute a portion of the local funds (legislative reference P.L. 109-270 Sec. 112) to achieve an equitable balance of funding in the state. The Secondary Supplemental Enhancement grant opportunity has been created to balance the needs of schools and districts statewide through supplemental Perkins IV funding. This is a competitive grant. Only those districts having received Perkins funds during the 2016-17 school year may apply for the Secondary Supplemental Enhancement Grant. Additional specific eligibility restrictions are highlighted in the Secondary Supplemental Enhancement Grant application accessed on the CSDE's [Request for Proposals](#) site.

Proposals, irrespective of means of transmittal or postmark date, must be received by 3:00 p.m. on Monday, August 7, 2017. Grants will be awarded on or after August 21, 2017. All funds must be expended or obligated by September 30, 2017, and liquidated by November 30, 2017. There are no exceptions or waivers to this requirement.

This funding source should assist in the advancement of goals established by the Connecticut State Board of Education (CSBE) and Perkins IV legislation for Career and Technical Education (CTE) students by offering an opportunity for program development.

Any questions regarding the Secondary Enhancement Grants may be directed to Harold Mackin at [Harold.mackin@ct.gov](mailto:Harold.mackin@ct.gov) or by telephone at (860) 713-6779.

DRW:mh

cc: Ms. Ellen E. Cohn, Deputy Commissioner of Education  
 Dr. Melissa K. Włodarczyk Hickey, Reading/Literacy Director  
 Ms. Suzanne Vita Loud, Education Consultant, Academic Office  
 Mr. Harold Mackin, Education Consultant, Academic Office

**SECONDARY**

**Supplemental Enhancement  
Grant  
2018**

**Grant Application Packet**

## Secondary Supplemental Enhancement Grant Application Checklist

Town/Agency: Amity High School Region #5

After completing the grant application, fill out the checklist to ensure that all necessary information has been provided and submit with the application.

Place a check where information has been completed:

- All pages are sequentially numbered
- Grant Application Cover Sheet is completed and signed
- Plan Summary
- Plan Narrative (**use template on page 10**)
- Sustainability Plan including local board of education minutes\*
- ED114 Budget Form
- Instructions for Equipment Request Form
- Budget Narrative

The following forms are completed and signed by the superintendent:

- Statement of Assurances (original signature)
- Certifications

\*If you are unable to obtain the board of education minutes before the application deadline, you may submit the minutes after the next local board of education meeting.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**  
Academic Office



**CARL D. PERKINS – SECONDARY SUPPLEMENTAL ENHANCEMENT GRANT APPLICATION**  
**RFP #818**

**GRANT PERIOD**  
**August 21, 2017, to September 30, 2017**

**GRANT COVER PAGE**  
**To Be Completed and Submitted with the Grant Application**

<p><b><u>Applicant</u></b> Amity High School Region #5 25 Newton Road Woodbridge, CT 06525 PHONE: 203-397-4830 FAX: 203-397-4866</p>	<p><b><u>Program Funding Dates:</u></b> <b>From August 21, 2017, to September 30, 2017</b></p> <p><b><u>Amount requested: \$90996</u></b></p>
<p><b><u>Contact Person</u></b> Grace Loman 25 Newton Road Woodbridge, CT 06525 203-397-4830 ext#3522 <a href="mailto:Grace.loman@reg5.k12.ct.us">Grace.loman@reg5.k12.ct.us</a></p>	

To be eligible for this grant the school must have at least 40% unduplicated CTE enrollment and/or reside in a rural area, (see page two of the grant announcement). Check the appropriate box(es) below.

- 40% Unduplicated enrollment; Total High School enrollment \_\_\_\_\_ Unduplicated CTE enrollment \_\_\_\_\_
- School resides in a rural area.

I, \_\_\_\_\_, the undersigned authorized chief administrative official, submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained herein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals, and objectives as stated herein.

Signature of Authorized Administrative Official: \_\_\_\_\_

Name (typed): Charles Dumais, Ed.D

Town/Agency: Amity Region #5



## Plan Summary

Write a brief summary describing the purpose, objectives, strategies, and outcomes initiated through the Secondary Supplemental Enhancement Grant.

The purpose of the Secondary Supplemental Enhancement grant will allow the CTE program at Amity High School to upgrade all of the Technology Education labs with the latest state of the art technology. In the area of Technology Education, we offer a variety of sequential courses in the following career pathways: Design/Pre-Construction, Audio Visual Tech & Film, Manufacturing production process Development, Engineering technology and Transportation, Distribution & Logistics. Each of the courses taught in Technology Education require the students to complete a large amount of performance tasks were they are asked to use tools and equipment that they would also use in industry today. Our primary goal is to provide CTE Technology Education students with the necessary training for them to succeed after high school, whether they are going into an advanced training program, post-secondary education or employment.

The objectives of this grant are to obtain state of the art equipment and supplies for the Graphics, CAD, Automotive, Construction and Manufacturing/Engineering labs. Once the requested equipment/supplies are acquired, all students taking courses in graphics, CAD, Auto, Construction, Manufacturing and Engineering will have the opportunity to utilize the equipment by completing various performance tasks.

For the graphics lab, we are requesting a laser engraving system and a larger format printer/vinyl cutter. Laser engravers and larger format printers that can create items such as banners and cut vinyl are an essential piece of equipment for a graphic design business. By acquiring this equipment for the graphics students to use, they will become familiar with using the technology to complete various performance tasks. Over the last year we have been modifying the graphics curriculum to provide students with the latest skills in order to prepare them for a career in the graphic design industry. Students can take three different graphic design courses to learn the latest trends in the field. One of the courses was called Silkscreening, where the students primarily worked on screen printing designs. Over the last school year, we changed the name to Screen and Specialty Printing to incorporate other methods used in the graphic design industry today. The addition of a laser engraving system and printer that could print out banners and cut vinyl would provide the students in this course with more hands-on performance tasks that can be found in most graphic design businesses today.

For the CAD lab, we are requesting the latest professional grade 3D printer set-up and computer to work with it. Currently, we do have an older generation 3D printer that is about 8 years old and is at end of life. It has limitations on types of prototypes that can be printed due to the breakaway support material and materials that can be used. We also have MakerBot printers which print out low quality prototypes that are not precise. This requested printer would allow the students to use technology that professionals use in manufacturing and engineering industries to print off faster, more high quality and more precise prototypes using the latest technology and soluble support material. It also has more material options to choose from that would allow students to test their prototypes and compare and contrast their designs using different materials.

In the automotive lab, we are requesting a motorized Wheel Tire Balancer with accessories and diagnostic information system with software. The wheel balancer, uses advanced high performance technology that is reliable and user friendly. The diagnostic information system is one of the most advanced systems in the industry. It uses a tablet style device with the flexibility of keyless, wireless scanning and Wi-Fi allowing the students to work from anywhere in the auto lab. As the students work on different vehicles, they will have access to data and information for over 40 different vehicle makes on the market. This will be a tremendous upgrade to the auto lab allowing students to use state of the art technology used in the automotive industry today.

For the construction lab, we are requesting woodworking tools including small lathe, nailers for different applications such as roofing and framing, heavy duty clamps, portable air compressor, orbital hook and loop sander, miter express sled, fold down outfeed roller, router bit sets and a work bench. By using these tools, the

students in the construction courses will learn how to use tools used in woodworking industries in a safe and proper manner.

In the manufacturing lab, we are requesting a smaller 3D printer that has the capability to print out accurate and more precise parts. As the students create designs in the manufacturing and engineering courses, they can then print out the parts to use in their projects. We are also requesting funds to purchase 4 new computers and upgrade the existing computers with graphics cards and RAM that will allow students to complete designs using the latest CAD/CAM software. Currently, the computers used by the students in the lab do not have a sufficient graphics card and RAM to handle industry standard CAD/CAM programs. These computers have a tendency to crash as the students work which can create a frustrating situation for the students. The upgrade will allow for the students to work more efficiently creating designs that can then be used with the CNC equipment and the requested 3D printer.

## Local Plan Narrative

### Secondary Supplemental Enhancement Grant Application

#### Describe how the Secondary Supplemental Enhancement Grant implementation will:

##### 1. Improve and enhance CTE programs.

This grant will allow us to upgrade the Graphics, CAD, Auto, Construction and Manufacturing/Engineering labs with the latest professional equipment and tools. Through the use of this equipment and supplies, the students will have the opportunity to complete projects that align to the types of tasks they might complete in a specific industry. As a result, the students will become more prepared to enter a career after high school and have the foundation to succeed in that area.

##### 2. Enhance, improve and/or implement a career pathway(s).

The items acquired in this grant will allow us to enhance and improve the career pathways in Design/Pre-Construction, Audio Visual Tech & Film, Transportation, Distribution & Logistics and Manufacturing Production Process Development. Students will be using and becoming familiar with professional grade equipment and supplies in these four pathways. If a student chooses to enter a field in one of these pathways after high school, they will have a solid foundation to succeed in the field they are entering based on the skills they learn in the courses we offer.

##### 3. Improve district, state and local adjusted levels of performance.

Teachers will need to update their curriculum to reflect the use of the requested equipment. The entire CTE department including the teachers of the courses who would be using this requested supplies and equipment will continue to modify the curriculum to provide more experiential learning opportunities for the students. New activities and assessments will be created that will allow the students to complete a performance task using the new equipment and then reflect on the outcomes of their final product. Through experiential learning, students will become more motivated and self-directed in their learning. For example, a student who designs a prototype using CAD software and then prints it out on one of the requested 3D printers can evaluate their final product and decide if changes need to be made to the prototype. As the students work through the design phase of their performance tasks, they will need to use math, reading and writing skills as well technical skills. By completing these performance tasks, students will be gaining the skill necessary to improve at the district, state and local levels.

##### 4. Improve students' academic and technical skill development through integration.

Students using the requested equipment will need to use CCSS skills in reading, math skills and technical skills to learn about the technology and how to use it properly as well as for the design phase of the performance task they are completing.

Several CCSS for reading including the following will be reinforced through the use of the requested:

RST.11-12.3. Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.

**Describe how the Secondary Supplemental Enhancement Grant implementation will:**

RST.11-12.4. Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 11–12 texts and topics.

As the students complete their performance task using the requested equipment, they will have to follow the multistep procedure in order to operate the equipment to complete their projects. Once the project is complete, they will have to evaluate and reflect on how it came out and make any necessary changes. Students will also need to use content specific vocabulary when using the equipment and reflecting on the outcome of the design.

When using the equipment requested for the graphics lab, students will need to design their images using different software that can include Illustrator and AutoCAD. As a result, many different CAD PS&Cs will be covered to complete their finished products including PS&C #14, 15, 16,21,22,23, and 24.

When using the professional grade 3D printer as well as the smaller 3D printer in the Cad lab and Manufacturing/engineering lab, all CAD PS&Cs will be addressed in order for a student to design a part in a CAD program and then print it out. The Engineering Design students using the upgraded computers in the Manufacturing /engineering lab will also be addressing all PS&Cs for Engineering technology.

When using the using the equipment in the Auto lab, most if not all PS&Cs for automotive technology will be covered at some point. As the students use the diagnostic information system and software to diagnose the problem with the vehicle they are working on, they will need to address different PS&Cs as the repair the vehicle. They will also need to use content specific language and follow the proper multi-step procedure to repair the vehicle safely and properly.

When using the tools/supplies requested for the Construction lab, different Wood Technology PS&Cs will be covered inslcluding #: 2,3,5,6,8,9,12, and 30. Other PS&Cs will be covered when the students complete their performance tasks using the requested tools/supplies in conjunction with other equipment/tools/supplies already in the lab.

**5. Provide students with strong experience in, and understanding of, all aspects of an industry.**

Through the use of the requested equipment, students will be given the opportunity to experience and understand all aspects of the industry. For example, a student taking the Screen and Specialty Printing course will have the opportunity to learn how to utilize a laser engraver, cut vinyl and use heat transfers for clothing, make banners and larger format printouts, etc. with these two pieces of equipment that are being requested for the graphics lab. They will gain the experience and understanding of what it would be like to work in the graphic design industry.

With a professional grade 3D printer, students in the CAD courses will have the opportunity to design objects using industry standard CAD software, 3D print the prototypes and then reflect on and evaluate the prototypes making modifications where they are needed. They will gain experience and understanding of many aspects of manufacturing, engineering and other design industries by using this equipment.

With the upgraded computers in the Manufacturing/engineering lab, students taking all Manufacturing and Engineering Design courses will gain experience and understanding of what a career in the manufacturing and engineering design industries look like.

With the state of the art motorized wheel balancer and diagnostic information system, students will

**Describe how the Secondary Supplemental Enhancement Grant implementation will:**

gain hands on experience and understanding of what it would be like to work in an automotive industry.

With the requested tools/supplies for the Construction lab, students gain experience and understanding of what it is like to work in the construction industry by completing different performance tasks. For example, as students are framing a wall, they will have the opportunity to use the framing nailer to assemble the wall.

**6. Encourage CTE students at the secondary level to enroll in rigorous and challenging courses in core academic subjects.**

Students taking CTE courses are encouraged to enroll in rigorous and challenging courses in core academic subjects. Students can benefit from using the skills they learn from the more challenging courses and apply that knowledge into the CTE courses. For example, a student taking a more challenging math course will have a better understanding of geometric concepts and analyzing dimensions as they create designs in a CAD program and then print out a prototype. Also, students who take more challenging courses in English will be able to better express themselves as they describe the process they used to complete the many different performance tasks while using all of the requested equipment, tools and supplies.

When a higher level student sees the professional grade equipment that would be embedded into many different Technology Education courses, they will learn how it can help provide them a foundation to pursue a career at the post-secondary level. For example, many universities offering Engineering degrees use professional grade equipment like the ones we are requesting to acquire. If a student learns how to use this technology at the high school level by taking CAD, Manufacturing and Engineering Design courses at Amity, they will realize that they will already know how to use the skills and technology when they are enrolled in the college courses.

**7. Provide opportunity for professional development in this initiative.**

All CTE teachers who will using the requested equipment will be trained on how to use the equipment. These teachers will then have the opportunity to show the remaining teachers in the CTE department how to use the requested equipment. All teachers are also assigned a Professional learning (PLC) period to work on curriculum, share with colleagues different strategies they are using in their classes, etc. in order to improve teaching. These teachers will also be given the opportunity to use department meeting time to share what they are doing in their courses. Lastly, all teachers are encouraged to look for Professional development opportunities provided by outside organizations that can help improve the teaching and learning of the CTE pathways offered.

**8. Ensure that the supplemental enhancement plan is of sufficient size, scope and quality to bring about improvement in CTE.**

The equipment requested in this grant will improve the overall quality of the CTE program. If this equipment is added for the career pathways taught at Amity, students will have the opportunity to work with professional grade equipment, tools and supplies that are used in industry today and would provide a significant upgrade to the Technology Education program. As students decide what career they want to pursue beyond high school, they will already have a good foundation of skills to succeed in their future endeavors.

**9. Develop a process to be used to evaluate the effectiveness of the initiative.**

**Describe how the Secondary Supplemental Enhancement Grant implementation will:**

As the requested equipment is used, the teachers will reflect on ways to improve teaching and learning to provide a high quality curriculum that is aligned to the CCSS standards and CTE PS&Cs. This will also reflect on how what they are teaching in the classroom relates to how prepared the students will be for post-secondary, specifically in the career pathways they are teaching. Teachers will use time to research and develop new performance tasks similar to what they might do in industry using the requested equipment. At department meetings and professional development sessions, teachers will be able to share how they using the equipment to help prepare students for beyond high school whether they are going into work, advanced training or post-secondary education.

**10. Ensure that individuals who are members of special populations will not be discriminated against based on this status.**

The members of the CTE department use various strategies to enable students of special populations to meet the core indicator performance levels. For example, in the area of skill attainment, the teachers use differentiated instruction to find the best ways to meet the needs of all students, in order for them to learn the Performance Standards and Competencies (PS&Cs). Also, students are given opportunities to work in teams on various projects/tasks. This allows for the students as a group to decide what skills and tools are necessary to complete the task. This gives all students the opportunity to work with people with many different ability levels and personalities.

All students who are members of special populations in the school have an equal opportunity to take any CTE course. At the end of January, all students fill out courses requests for the following school year which includes what electives they want to take. At the end of the school year and over the summer, the school uses PowerSchool to create the schedule based on what requests the students asked for which provides an equal chance for all students to get the courses they requested. Once students of special populations are in a course, they have an equal opportunity to learn how to use the requested equipment/supplies purchased with the grant.

**11. Promote preparation for nontraditional training and employment.**

CTE teachers will work with the counseling department to try and identify non-traditional students that would benefit from taking the CTE courses offered. The department plans on working on creating some type of document such as graphic organizers that counselors can use to help guide students including non-traditional students into courses that fits their career interests. Non-traditional students taking CTE courses are encouraged to take other courses that the teachers think would fit their interests and help them in the career they are interested in pursuing after high school.

**12. Provide career guidance and academic counseling to CTE students, including linkages to future education and training opportunities.**

CTE teachers discuss with students career paths and what courses would be best for them to take in order to prepare them for that career path. CTE teachers also look for ways to bring in guest speakers from industry, advanced training institutions, and post-secondary educational institutions. Students are also given the opportunity to attend various field trips to different business and post-secondary institutions to learn more about different careers.

**Describe how the Secondary Supplemental Enhancement Grant implementation will:**

The CTE department will also be looking for ways to continue to offer school to career opportunities to their students. Students in their senior year of high school have the opportunity to take part in the Senior Service Learning Program the last four weeks of school. The students usually look to work with businesses/sites that are related to the career field they plan on pursuing after high school. CTE teachers as well as counselors can help guide students to look for sites that would be a good fit for their career interests. When the students are at these sites, they have the opportunity to see and use skills and equipment that they learn to use in the CTE labs.

## Secondary Supplemental Enhancement Grant Sustainability Plan

Each school district should include approval of local board minutes\* to apply for the Supplemental Enhancement Grant and commitment to continue the initiatives developed with this grant award.

**\*If you are unable to obtain the board of education minutes before the application deadline, you may submit the minutes after the next local board of education meeting.**

Please use the space below for your sustainability plan:

**NOTE: The next Board of Education meeting is August 14, 2017. The Superintendent will be addressing the submission of this grant in that meeting. Once the minutes are available, they will be submitted.**

Through this grant, we are requesting all professional grade state of the art equipment/supplies that will be incorporated into all Technology Education labs. The purchase of this equipment/supplies will allow our students to use state of the art, industry standard equipment to better prepare them for career pathways in Design/Pre-Construction, Audio Visual Tech & Film, Transportation, Distribution & Logistics and Manufacturing production process Development.

The district will provide teachers with professional development opportunities that will allow the CTE teachers to reflect on current curriculum and continue developing new curriculum activities and assessments to provide the most meaningful instruction in the CTE pathways using this equipment. During the school year, CTE teachers will continue exploring ways to provide experiential learning experiences for the students using this equipment. Students will perform many hands-on tasks that they will need to reflect on once the project is complete, and then make any changes where necessary. Ultimately, this will help prepare those students for future careers in different Technology Education Career Pathways. The CTE teachers will work with the counseling department to showcase the labs and find ways to identify students who would benefit from taking the courses in the CTE department that would help give those students the foundation they need to succeed in the career path they choose to pursue after high school.

The equipment being purchased will be maintained with proper preventative maintenance, in order to keep them in the best shape possible for continued use. Funds from the school budget will be used to purchase consumables to be used with the equipment and any repairs needed in the future.



ED114

FISCAL YEAR 2018

BUDGET FORM

FUNDING STATUS:

GRANTEE NAME: Amity Region #5		TOWN CODE:
GRANT TITLE: <u>CARL D PERKINS CAREER AND TECHNICAL EDUCATION IMPROVEMENT ACT</u>		
PROJECT TITLE: SECONDARY SUPPLEMENTAL ENHANCEMENT GRANT		
CORE-CT CLASSIFICATION:	FUND: 12060	SPID: 20742 PROGRAM: 84010
BUDGET REFERENCE:	CHARTFIELD1: 170003	CHARTFIELD2:
GRANT PERIOD: <u>8/21/2017-9/30/2017</u>		AUTHORIZED AMOUNT: \$
AUTHORIZED AMOUNT BY SOURCE:		CURRENT DUE: \$
	DESCRIPTIONS	BUDGET AMOUNT
322	IN SERVICE	
323	PUPIL SERVICES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
580	TRAVEL	
600	SUPPLIES	\$7471
700	PROPERTY	\$83525
	TOTAL	\$90996

\_\_\_\_\_ ORIGINAL REQUEST DATE

STATE DEPARTMENT OF EDUCATION  
PROGRAM MANAGER AUTHORIZATION

DATE OF  
APPROVAL

\_\_\_\_\_ REVISED REQUEST DATE

## Budget Narrative

Code	Object				Amount of Code Line
<b>600</b>	<b>Supplies</b>				<b>\$7471</b>
Expenditures for non-consumable items purchased for instructional use. <u>List each item separately.</u>					
	Career Pathway	Name of course for which supplies are being requested	List each supply item, description of supply and vendor	What will be the measurable improvement?	Quantity x Cost per Unit = Total
	Manufacturing Production Process Development	Manufacturing 1 Manufacturing 2 Engineering Design 1 Engineering Design 2 Materials, Design & Function	PCI-E 2.0 Low Profile 2GB GRAPHICS CARD for HP  NVIDIA Quadro K420 Graphics card  Kingston DDR3 - 4 GB RAM  Vendor: Whalley Computer Associates, Inc	Currently, the computers in the lab do not have the proper graphics card and amount of RAM to handle the CAD/CAM programs that are used to create designs that are made using the CNC equipment. These updated graphics cards and RAM will allow students to work efficiently on their designs without the computers crashing often.	8 X \$100= \$800  11 X \$120= \$1320  22 X \$35= \$770  <b>Total= \$2890</b>
	Design/Pre-Construction	Construction 1 Construction 2 Advanced Carpentry Exploring Production and Construction	172-829 36" Med Duty Next Gen Bar Clamp  172-820 12" Med Duty Next Gen Bar Clamp  172-826 24" Med Duty Next Gen Bar Clamp  129-773 5-piece round over set, 1/2" shank  91-102 6PC ST Bit Set 1/2" SH  166-025 JET JML-1015 6SPD Lathe  117-914 37" Wide Fold Down outfitted Roller	These tools will be used by all students taking courses in the Construction lab. Students complete different performance tasks related to the construction industry where they are required to use hand and power wood working tools. As the students use these tools, they will gain real world experience using tools in the construction/woodworking industries.	10 X \$35= \$350  15 X \$24= \$360  10 X \$29= \$290  2 X \$118= \$236  1 X \$91= \$91  1 X \$490= \$490  1 X \$420= \$420

		166-955 Inca Miter Express Sled  166-967 Miter Express Replacement panel  Vendor: Woodworker's Supply		1 X \$159  1 X \$34= \$34 Shippings= \$152  <b>TOTAL=</b> <b>\$2582</b>
Design/Pre-Construction	Construction 1  Construction 2  Advanced Carpentry  Exploring Production and Construction	California Air Tools 4620AC Ultra Quiet and Oil-Free 2.0 Hp, 4.0 Gal. Aluminum Twin Tank Electric Portable Air Compress  DEWALT 3 Amp 5 in. Corded Random Orbital Hook and Loop Sander  Vendor: Home Depot	These tools will be used by all students taking courses in the Construction lab. Students complete different performance tasks related to the construction industry where they are required to use hand and power wood working tools. As the students use these tools, they will gain real world experience using tools in the construction/woodworking industries.	1 X \$291= \$291       1 X \$59= \$59  <b>Total=</b> <b>\$350</b>
Design/Pre-Construction	Construction 1  Construction 2  Advanced Carpentry  Exploring Production and Construction	Hitachi NV45AB2 7/8" To 1-3/4" 16 Deg. Coil Roofing Nailer  Hitachi NR83A3 3-1/4" Plastic Collated Framing Nailer w/ DEPTH ADJUSTMENT  Hitachi NT50AE2 5/8" to 2" 18-Gauge Finish Brad Nailer  Hitachi NP35A 23 Gauge Micro Pin Nailer Kit 1-3/8" Max Length  Hitachi NT65MA4 15 Gauge Angled Finish Nailer	These tools will be used by all students taking courses in the Construction lab. Students complete different performance tasks related to the construction industry where they are required to use hand and power wood working tools. As the students use these tools, they will gain real world experience using tools in the construction/woodworking industries.	1 X \$269= \$269  1 X \$299= \$299  1 X \$89= \$89  1 X \$109= \$109  1 X \$129= \$129

			Vendor: Tools Plus		<b>Total= \$895</b>
	Design/Pre-Construction	Construction 1 Construction 2 Advanced Carpentry Exploring Production and Construction	Grizzly H8362 72" X 36" heavy Duty Work Bench  Vendor: Grizzly Industrial	This workbench will provide a more efficient work area for students in the construction lab to complete their hands-on performance tasks.	1 x \$754  <b>Total= \$754</b>

Code	Object				Amount of Code Line
<b>700</b>	<b>Property</b>				<b>\$83525</b>
<p>In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment with a value of over <u>\$1,000</u> and the useful life of more than one year. All electronic babies, computers and peripherals (regardless of unit cost) should be listed in this category. No vehicles or drivable equipment may be purchased with Perkins funds.</p> <p>An <b>Equipment Request Form</b> must be completed for requested property by <u>Cluster</u>. Instructions for completing the form, and a copy of the form is found in <b>Appendix D</b>.</p>					
Career Pathway	Name of course for which equipment is being requested	List each item, description and vendor	What will be the measurable improvement?	Quantity x Cost per Unit = Total	
Audio Visual Tech & Film	Introduction to Graphics Computer Graphics & Video Screen & Specialty Printing	Laser Engraver System including: Epilog Mini 18 Laser Engraver, stand, air assist pump, photo laser plus software, setup and training.  Quatro CSA-600 Series Fume Extractor  Vendor: AET Technologies	CAD PS&Cs will be covered with students through meaningful, hands-on activities using the Laser Engraver System.  The laser engraving system will allow students to design projects using various software programs and then cut/engrave the designs on different materials. The fume extractor allows for the safe removal of harmful gases from the laser engraver and the air assist prevents fires from occurring while the laser engraver is	1 X \$15767 =  1 X \$3320 = \$3320  <b>Total= \$19087</b>	

				<p>operating. The photo laser plus is the software to help engrave detailed Photos on student projects.</p> <p>Students will be using state of the art equipment that is essential in the graphic design industry today.</p>	
Audio Visual Tech & Film	<p>Introduction to Graphics</p> <p>Computer Graphics &amp; Video</p> <p>Screen &amp; Specialty Printing</p>	<p>Roland BN-20 20" Printer/Cutter with startup package</p> <p>Vendor: Tech. Ed Concepts</p>	<p>The printer/cutter will allow students in the graphics courses to create various designs on the computer and then print out in different materials to make banners and larger format images, make heat transfers to put on clothing, etc. it is an essential piece of equipment in the graphic design/screen printing industry today.</p>	<p>1X \$10097= <b>\$10097</b></p>	
Design/Pre-Construction	<p>3D CAD Modeling</p> <p>Engineering Drafting</p> <p>Architectural Drafting</p>	<p>Stratasys – F170 3D printer educational package</p> <p>Stratasys – SCA 1200HT Support Cleaning Apparatus</p> <p>Service cart for the Support cleaning apparatus</p> <p>Sweetwater Surge X SA-20</p>	<p>This professional grade 3D printer will allow students to create more efficient and precise prototypes using different materials such as ABS and PLA. The equipment will allow students to use the same equipment that is used in different industries such as manufacturing, engineering and architecture</p> <p>The support cleaning apparatus with cart allows for the removal of support</p>	<p>1 X \$23295</p> <p>1 x \$3350</p> <p>1 X \$600</p> <p>1 X \$625</p> <p><b>TOTAL = \$27870</b></p>	

			Vendor: AET Technologies	material from 3D models easily and efficiently.  The Sweetwater Surge X allows for the continuous printing without being affected by power failures.	
Design/Pre-Construction	3D CAD Modeling  Engineering Drafting  Architectural Drafting		HP Workstation Z240  Vendor: Whalley Computer Associates, Inc	This computer will be used in conjunction with the Stratasys F170 3D printer. Students will be able to open up their CAD designs on this computer, make any modifications where necessary and send their design to the 3D printer.	1 X \$1500= <b>\$1500</b>
Manufacturing Process Development	Manufacturing 1  Manufacturing 2  Engineering Design 1  Engineering Design 2  Materials, Design & Function		HP Workstation Z240  Vendor: Whalley Computer Associates, Inc	These computers will be used in conjunction with the CNC machines in the manufacturing/ engineering lab. They are more powerful and will allow be able to handle the CAD/CAM software used to create designs.	4X \$1500= <b>\$6000</b>
Manufacturing Process Development	Manufacturing 1  Manufacturing 2  Engineering Design 1  Engineering Design 2  Materials, Design & Function		Afinia H800+ 3D printer  Vendor: Technical Education Solutions	The students in all five courses will have the opportunity to design parts using CAD software and print out the prototypes.	1 X \$1939= <b>\$1939</b>
Transportation, Distribution & Logistics	Know Your Car  Auto Maintenance  Advanced Auto Technology		Motorized Wheel Balancer with Video  Accessories include:	The motorized wheel balancer and accessories will allow the students to complete tire balancing tasks on	1 X \$6974  1 X \$1349

			<p>Twelve precision collett set four cone set, one inch spacer, storage stand, pin plate and stud set.</p> <p>Truck cone kit</p> <p>Vendor: Snap-On</p>	<p>different cars in a safe and proper manner. This is a routine task completed in the auto repair and service industries. Students will be gaining real world experience by using this equipment.</p>	<p>1 X \$339</p> <p><b>Total = \$8662</b></p>
	Transportation, Distribution & Logistics	<p>Know Your Car</p> <p>Auto Maintenance</p> <p>Advanced Auto Technology</p>	<p>Verus Edge 17.2 IND</p> <p>Verus Edge Euro software with adapters.</p> <p>Vendor: Snap-On</p>	<p>This diagnostic information system will allow students to use state of the art equipment that is used in the automotive industry today to diagnose and then repair a variety of different makes and models of vehicles. Most if not all PS&amp;Cs in the area of automotive technology will be covered through the use of this equipment.</p>	<p>1 X \$7571</p> <p>1 X \$799</p> <p><b>Total= \$8370</b></p>

### Instructions for Equipment Request Form

Equipment purchases must be part of an overall program improvement proposal for the CTE program. Equipment requests must be accompanied by a description of curriculum improvement/development within the program area where the equipment will be used.

In the budget narrative, indicate the amount of funds to be expended on equipment. Single items under \$1,000 should not be charged to equipment in this grant unless they are an integral part of a larger piece of equipment, such as a computer system. These items should be listed as instructional supplies.

#### **COMPUTERS REGARDLESS OF COST ARE CONSIDERED EQUIPMENT.**

#### **Complete the Equipment Request Form as follows:**

- A. GRANTEE - Enter grantee's name.
- B. ADDRESS - Enter grantee's address.
- C. DATE SUBMITTED - Enter date submitted.
- D. NAME OF PERSON - Indicate the name, title and telephone number of person completing the form.
- E. PROGRAM AREA - Submit a *SEPARATE* equipment form for each program area. Indicate the program area for which equipment is being requested.
- F. REQUEST FOR EQUIPMENT - The state program area consultant will review the equipment for appropriateness. Freight and installation costs and instructor training are permissible under this section. Leasing of equipment is allowable under Perkins IV. Equipment requiring accessories to become operational is to be grouped with other equipment that requires accessories and listed as a single unit.
- G. List only one type of equipment on each line. Describe the equipment, give the manufacturer's number, model number, quantity, unit cost, freight, installation (if any) and total cost for each item. State the intended location of equipment and indicate the number of such existing items on hand and give the estimated number of students who will use the equipment per day.
- H. Add the total cost for all line items and enter the total on the Equipment Request Form.



**Equipment Request Form 8/21/2017-9/30/2017  
Secondary Supplemental Enhancement Grant**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Amity High School Region #5	Address: 25 Newton Road Woodbridge, CT 06525	Date Submitted: 8/3/2017
Name of Person Completing Forms: Grace Loman	Title: CTE Department Chair	Telephone: 203-397-4830 Ext. 3522

Check the Career Cluster for which equipment is being requested. Check one program area only. For shared resources, indicate the primary cluster.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agriculture, Food and Natural Resources                   | <input type="checkbox"/> Engineering and Technology | <input type="checkbox"/> Information Technology                     |
| <input checked="" type="checkbox"/> Arts, Audio/Video Technology and Communication | <input type="checkbox"/> Finance                    | <input type="checkbox"/> Manufacturing                              |
| <input type="checkbox"/> Business, Management and Administration                   | <input type="checkbox"/> Health Sciences            | <input type="checkbox"/> Marketing, Sales and Service               |
| <input type="checkbox"/> Architecture and Construction                             | <input type="checkbox"/> Hospitality and Tourism    | <input type="checkbox"/> Transportation, Distribution and Logistics |
| <input type="checkbox"/> Education and Training                                    | <input type="checkbox"/> Human Services             |   |

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)
M18-40	Epilog Mini 18 Laser Engraver 40 watt laser, Epilog Air Assist Pump, Digital i-series control panel, Photo LaserPlus software	1	\$14272	1495	\$15767	Technology Education/ graphics room 147
CSA-600	Quarto CSA-600 Series Fume Extractor	1	\$3320		\$3320	Technology Education/ graphics room 147
510-0140	Roland BN-20 20" Printer/Cutter with startup package		\$8973	1124	\$10097	Technology Education/ graphics room 147

TOTAL EQUIPMENT REQUEST: \$29184 TOTAL EQUIPMENT APPROVED: \$ \_\_\_\_\_

\_\_\_\_\_  
Approved by CSDE Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Requested Amount

\_\_\_\_\_  
Amended Requested Amount

**Equipment Request Form 8/21/2017-9/30/2017  
Secondary Supplemental Enhancement Grant**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

Grantee: Amity High School Region #5	Address: 25 Newton Road Woodbridge, CT 06525	Date Submitted: 8/3/2017
Name of Person Completing Forms: Grace Loman	Title: CTE Department Chair	Telephone: 203-397-4830 Ext. 3522

Check the Career Cluster for which equipment is being requested. Check one program area only. For shared resources, indicate the primary cluster.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture, Food and Natural Resources        | <input type="checkbox"/> Engineering and Technology | <input type="checkbox"/> Information Technology                     |
| <input type="checkbox"/> Arts, Audio/Video Technology and Communication | <input type="checkbox"/> Finance                    | <input type="checkbox"/> Manufacturing                              |
| <input type="checkbox"/> Business, Management and Administration        | <input type="checkbox"/> Health Sciences            | <input type="checkbox"/> Marketing, Sales and Service               |
| <input checked="" type="checkbox"/> Architecture and Construction       | <input type="checkbox"/> Hospitality and Tourism    | <input type="checkbox"/> Transportation, Distribution and Logistics |
| <input type="checkbox"/> Education and Training                         | <input type="checkbox"/> Human Services             |   |

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)
EDU-00057	Stratasys - F170 Educational Package	1	\$21400	1895	\$23295	Technology Education/ CAD room 157
AET-SWUPS-20	Sweetwater SurgeX	1	\$625		\$625	Technology Education/ CAD room 157
570-10006	Stratasys SCA 1200HT Support Cleaning Apparatus	1	\$3350		\$3350	Technology Education/ CAD room 157
SC-2362.D	Service Cart for Support Cleaning Apparatus	1	\$600		\$600	Technology Education/ CAD room 157
T4N77UT#A BA	HP Workstation Z240	1	\$1500		\$1500	Technology Education/ CAD room 157

TOTAL EQUIPMENT REQUEST: \$29370 TOTAL EQUIPMENT APPROVED: \$\_\_\_\_\_

\_\_\_\_\_  
Approved by CSDE Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Requested Amount

\_\_\_\_\_  
Amended Requested Amount

**Equipment Request Form 8/21/2017-9/30/2017  
Secondary Supplemental Enhancement Grant**

1. Prepare a separate Equipment Request Form for each cluster.
2. Single component items under \$1,000 (with the exception of computers) should not be coded as equipment unless all the component items comprise a larger piece of equipment and have a useful life of one year or more. Items that do not meet the definition of equipment are to be coded as instructional supplies.

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Check the Career Cluster for which equipment is being requested. Check one program area only. For shared resources, indicate the primary cluster.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Agriculture, Food and Natural Resources        | <input type="checkbox"/> Engineering and Technology | <input type="checkbox"/> Information Technology                     |
| <input type="checkbox"/> Arts, Audio/Video Technology and Communication | <input type="checkbox"/> Finance                    | <input checked="" type="checkbox"/> Manufacturing                   |
| <input type="checkbox"/> Business, Management and Administration        | <input type="checkbox"/> Health Sciences            | <input type="checkbox"/> Marketing, Sales and Service               |
| <input type="checkbox"/> Architecture and Construction                  | <input type="checkbox"/> Hospitality and Tourism    | <input type="checkbox"/> Transportation, Distribution and Logistics |
| <input type="checkbox"/> Education and Training                         | <input type="checkbox"/> Human Services             |   |

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)
27332	Afinia H800+ 3D printer	1	\$1899	40	\$1939	Technology Education Manufacturing/Engineering room 168
T4N77UT#ABA	HP Workstation Z240	4	\$1500		\$6000	Technology Education Manufacturing/Engineering room 168

TOTAL EQUIPMENT REQUEST: \$7939 TOTAL EQUIPMENT APPROVED: \$ \_\_\_\_\_

\_\_\_\_\_  
Approved by CSDE Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Requested Amount

\_\_\_\_\_  
Amended Requested Amount

**Equipment Request Form 8/21/2017-9/30/2017  
Secondary Supplemental Enhancement Grant**

1. Prepare a separate Equipment Request Form for each cluster.
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Check the Career Cluster for which equipment is being requested. Check one program area only. For shared resources, indicate the primary cluster.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agriculture, Food and Natural Resources        | <input type="checkbox"/> Engineering and Technology | <input type="checkbox"/> Information Technology                                |
| <input type="checkbox"/> Arts, Audio/Video Technology and Communication | <input type="checkbox"/> Finance                    | <input type="checkbox"/> Manufacturing   |
| <input type="checkbox"/> Business, Management and Administration        | <input type="checkbox"/> Health Sciences            | <input type="checkbox"/> Marketing, Sales and Service                          |
| <input type="checkbox"/> Architecture and Construction                  | <input type="checkbox"/> Hospitality and Tourism    | <input checked="" type="checkbox"/> Transportation, Distribution and Logistics |
| <input type="checkbox"/> Education and Training                         | <input type="checkbox"/> Human Services             |  |

REQUEST FOR EQUIPMENT: Enter only one type of equipment on a line.

Item No.	Description	QTY	Unit Cost	Freight/Install/ Training Charge	Total Cost	Location of Equipment (What CTE area/room)
EEMS330T12IN	VERUS EDGE 17.2 IND	1	\$7571		\$7571	Technology Education/ auto lab 185
EESP330EUA	VERUS EDGE EURO SW W/ Adapters	1	\$799		\$799	Technology Education/ auto lab 185
EEWB334A	Motorized Wheel Balancer w/Video	1	\$6514	\$460	\$6974	Technology Education/ auto lab 185
EAK0309J13A	KIT-PRCN CLAD/FLGPLT Tooling	1	\$1349		\$1349	Technology Education/ auto lab 185
00110612000	Truck Cone Kit	1	\$339		\$339	Technology Education/ auto lab 185
						Technology Education/ auto lab 185

TOTAL EQUIPMENT REQUEST: \$17032 TOTAL EQUIPMENT APPROVED: \$ \_\_\_\_\_

\_\_\_\_\_  
Approved by CSDE Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Requested Amount

\_\_\_\_\_  
Amended Requested Amount

## Local Uses of Funds

### Those in bold are new in Perkins VI

#### Required Uses of Funds to:

1. Strengthen the academic, career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.
2. **Link CTE at the secondary level and the postsecondary level, including offering the relevant elements of not less than one Program of Study described in Section 122(c)(1)(A).**
3. Provide students with strong experience in, and understanding of, all aspects of an industry, which may include work-based learning experiences.
4. Develop, improve or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields and encouraging schools to collaborate with technology industries to offer internships and mentoring programs.
5. Provide in-service and pre-service professional development programs to all teachers, faculty, administrators, career guidance and academic counselors who are involved in integrated CTE programs on topics including: effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement and effective use of scientifically-based research and data to improve instruction. Professional development should also ensure that teachers and personnel stay current with all aspects of an industry, involve internship programs that provide relevant business experience and train teachers in the effective use and application of technology.
6. Develop and implement evaluations of the CTE programs carried out with Perkins IV funds, including an assessment of how the needs of special populations are being met.
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.
8. Provide services and activities that are of sufficient size, scope and quality to be effective.
9. **Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency.**

#### Permissible Uses of Funds to:

1. Include parents, businesses and labor organizations in the design, implementation and evaluation of CTE programs.
2. Provide career guidance and academic counseling, **which may include information described in Section 2328 of Perkins IV, for students participating in CTE programs that improves graduation rates and provides information on postsecondary and career options and provides assistance for postsecondary students and adults.**

3. **Develop and support local education and business partnerships**, including work-related experiences for students, **adjunct faculty arrangements for qualified industry professionals and industry experience for teachers and faculty.**
4. Provide programs for special populations.
5. Assist career and technical student organizations.
6. Provide mentoring and support services.
7. Lease, purchase, upgrade or adapt equipment, including instructional aides and **publications (including support for library resources) designed to strengthen and support academic and technical skills achievement.**
8. Develop teacher preparation programs that address the integration of academic and CTE and that assist individuals who are interested in becoming CTE teachers and faculty, including individuals with experience in business and industry.
9. **Develop and expand postsecondary program offerings at times and in formats that are accessible for all students, including through the use of distance education.**
10. **Develop initiatives that facilitate the transition of sub-baccalaureate CTE students into baccalaureate degree programs, including articulation agreements, dual enrollment programs, academic and financial aid counseling and other initiatives to overcome barriers and encourage enrollment and completion.**
11. **Provide activities to support entrepreneurship education and training.**
12. **Improve or develop new CTE courses, including the development of Programs of Study/Student Success Plan for consideration by the state and courses that prepare individuals academically and technically for high-skill, high-wage or high-demand occupations and dual or concurrent enrollment opportunities.**
13. **Develop and support small, personalized career-themed learning communities.**
14. Provide support for family and consumer sciences programs.
15. **Provide CTE programs for adults and school dropouts to complete secondary education or upgrade technical skills.**
16. Provide assistance to individuals who have participated in services and activities under this Act in continuing their education or training or in finding an appropriate job.
17. Support training and activities (**such as mentoring and outreach**) in nontraditional fields.
18. **Provide support for training programs in automotive technologies.**
19. **Pool a portion of such funds with a portion of funds available to other recipients for innovative initiatives.**
20. Support other CTE activities consistent with the purpose of Perkins IV.

**CARL D. PERKINS CAREER AND TECHNICAL  
EDUCATION IMPROVEMENT ACT ASSURANCES**

1. Individuals, who are members of special populations preparing for high-skill, high-wage or high-demand occupations that will lead to self-sufficiency, shall be provided with equal access to recruitment, enrollment, and placement activities and equitable participation in Perkins funded CTE programs. Such populations shall be provided with equal access to the full range of applied education programs available to individuals who are not members of special populations, including occupationally specific courses of study, cooperative education, apprenticeship programs and comprehensive career guidance and counseling services, and shall not be discriminated against on the basis of their status as members of special populations. [Sec. 2354 (b) (9)]
2. The progress of special population students participating in programs receiving Perkins funds shall be assessed to ensure their successful participation in CTE programs in the most integrated setting possible. Strategies to overcome any barriers encountered by special populations shall be implemented. [Sec. 2354 (b) (8)]
3. An annual evaluation of CTE programs funded under this Act shall be conducted and shall include an assessment of the needs of special populations and whether such programs enable special populations to meet local levels of performance and prepare them for further learning or for high-skill, high-wage careers. [Sec. 2354 (b) (8) (B)]
4. The grantee shall develop, improve or expand the use of technology in CTE programs and ensure that CTE personnel are trained to use state-of-the-art technology and effective techniques and practices. [Sec. 2355 (b) (4)]
5. The grantee shall provide CTE students with the academic and career and technical skills (including the math and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields. Schools shall collaborate with technology industries to offer work-based learning programs. [Sec. 2355 (b) (4) (B)]
6. The grantee shall encourage parental and community involvement in its career and technical programs. [Sec. 2355 (5) (A) (iii)]
7. The grantee shall provide a CTE program that is of sufficient size, scope, and quality to bring about improvement in the quality of CTE programs. [Sec. 2354 (b) (6)]
8. Equipment purchased, when not being used to carry out the provisions of the Perkins Act, may be used for other instructional purposes currently or previously supported by the federal government, if it does not interfere with the use of that equipment for programs funded under the Act; and does not add to the cost of using that equipment. (34 CFR Sec. 80.32)
9. All equipment purchased under the Act must comply with Education Department General Administrative Regulations. (34 CFR Sec. 74.34)
10. The grantee shall develop strategies to promote nontraditional training and employment for students participating in CTE programs. [Sec. 2354 (b) (10)]
11. The grantee shall provide sufficient information to the SDE to enable them to comply with the provisions of this Act. (20 U.S.C. §2301 et. seq.)

12. The CTE curriculum shall be planned, ongoing and systematic. (C.G.S. Sec. 10-16b)

13. The funds made available under the Act shall be used to supplement not supplant non-federal funds used to provide CTE activities.

I, the undersigned authorized official hereby certify that these Assurances shall be fully implemented.

Signature: \_\_\_\_\_

Name (typed): Charles Dumais Ed.D \_\_\_\_\_

Title (typed): Superintendent of Schools \_\_\_\_\_

Date: \_\_\_\_\_



**STATEMENT OF ASSURANCES**

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
STANDARD STATEMENT OF ASSURANCES  
GRANT PROGRAMS

**PROJECT TITLE:** Perkins Secondary Supplemental Enhancement Grant

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**THE APPLICANT:** \_\_\_\_\_ **HEREBY ASSURES THAT:**

Amity Region #5/Amity High School/ Terry Lumas

(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 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;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary;
- H. 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;
- I. 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;
- J. 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;
- K. 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;

L. 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.
- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. 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): Charles Dumais Ed.D

Title (typed): Superintendent of Schools

Date: \_\_\_\_\_

**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 5 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.

---

**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.
- (2) 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.

---

Name of Applicant

---

PR/AWARD Number and/or Project Name

---

Printed Name and Title of Authorized Representative

---

Signature

---

Date

## APPENDIX A

### 2018 Secondary Supplemental Enhancement Grant Proposal Scoring Guide

Connecticut State Department of Education  
Academic Office

Total Score: \_\_\_/18

District Name: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Essential Elements	Dimension	Points Circle One
Plan summary/abstract provides a clear comprehensive description of plan.	Plan summary provides a clear, concise synopsis of the plan objectives.	3
	Plan summary is somewhat clear and provides satisfactory supporting details.	2
	Plan summary lacks clarity and the supporting details.	1
	Plan summary is missing or completely unclear.	0
Plan narrative addresses all required activities with measurable objectives.	All 12 elements in the Local Plan Narrative are clear, concise, measurable and meet legislative requirements.	3
	The 12 elements in the Local Plan Narrative are satisfactory, measurable and meet legislative requirements.	2
	The 12 elements in the Local Plan Narrative are unclear, not measurable or do not meet legislative requirements.	1
	The 12 elements in the Local Plan Narrative are not provided, completely unclear, not measurable or do not meet legislative requirements.	0
Proposal reflects innovation directly improving the CTE programs in the district.	Proposal describes a new initiative, which strives to raise the bar for CTE students.	3
	Proposal reflects an innovative, insightful initiative developed for purposes of enhancing the current CTE district program in closing the achievement gap for CTE innovation students.	2
	Proposal is vague, lacks vision in addressing ongoing future needs of CTE students.	1
	Proposal is missing, completely unclear or does not offer improved opportunities for CTE students.	0

Essential Elements	Dimension	Points Circle One
Acceptability of the sustainability plan.	District has provided a concise, acceptable sustainability plan.	3
	District has provided a sustainability plan.	2
	District's plan does not support sustainability or plan objectives.	1
	A sustainability plan is missing.	0
ED114 Budget Form and the Equipment Purchases Form are correct and complete. (A score of 3 points shall automatically be awarded if equipment is not requested.)	ED114 Budget Form and the Equipment Form are correct and complete.	3
	ED114 Budget Form or the Equipment Form are missing some information or calculated incorrectly.	2
	ED114 Budget Form and the Equipment Form are incomplete or incorrect.	1
	ED114 Budget Form and/or Equipment Form are missing.	0
Budget Narrative Form follows state procedures.	The Budget Narrative Form is allowable by law and supports the project's goals and objectives and matches the accounting structure.	3
	The Budget Narrative Form is allowable by law and supports the project's goals and objectives but there are inaccuracies.	2
	Some, not all, of the Budget Narrative Form supports the project's goals and objectives.	1
	The Budget Narrative Form does not match the project goals and objectives or is incomplete.	0

**COMMENTS:**

**Total Points: \_\_ /18**

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**APPENDIX B****ANNIE E. CASEY FOUNDATION**

All Request for Proposals for competitive grants related to at risk youth must contain the uniform language that follows:

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the CSDE.
- The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.
- The application shall designate someone to act as liaison for the referral process.





**Town of Orange, Connecticut**  
**Accounting Department**

**RECEIVED**

MAY 22 2017

AMITY REGION #5  
 OFFICE OF SUPT.

PHONE: (203) 891-2122  
 FAX: (203) 891-2185  
 www.orange-ct.gov

TOWN HALL  
 617 ORANGE CENTER ROAD  
 ORANGE, CONNECTICUT 06477-2499

Dr. Charles S. Dumais  
 Superintendent of Schools  
 Amity District Office  
 25 Newton Road  
 Woodbridge, CT. 06525

May 22, 2017

Dr. Dumais:

The Orange Board of Finance at a Special Meeting held on Thursday May 18, 2017 made the following motion and vote:

Mr. Leahy made a motion and Mr. Shanley seconded the motion and all were in favor of recommending that the Amity Board of Education members return to the respective Towns all surplus funds from the 2016-2017 budget year.

As of the May 2017 Amity Financial Reports the surplus amounts expected are estimated to be unbudgeted Surplus in the amount of \$726,426 and in account 53-5856 Transfer Account \$345,000.

I was asked to notify you of the action taken by my board. Please forward a copy of this correspondence to all your Amity Board of Education members that will vote on this item in the coming months. I understand a few new members will be taking office shortly and my Board wants to be sure everyone is clear that the Orange Board of Finance supports surplus funds being returned to the member towns.

Sincerely

John M. Cifarelli  
 Director of Finance  
 Town of Orange

CC. Orange Board of Finance members  
 James Zeoli

**From:** [mtgcpa818@aol.com](mailto:mtgcpa818@aol.com)

**To:** Charles Dumais

**Cc:** [eheller999@aol.com](mailto:eheller999@aol.com); [sandra.stein@yale.edu](mailto:sandra.stein@yale.edu); [agenovese@woodbridgect.org](mailto:agenovese@woodbridgect.org)

**Subject:** Return of surplus funds

**Date:** Tuesday, August 01, 2017 10:40:03 AM

August 1, 2017

Dr. Charles S. Dumais  
Superintendent of Schools  
Amity District office  
25 Newton Road  
Woodbridge, Ct. 06525

Dear Dr. Dumais:

At the June 15, 2017 and July 20, 2017 meetings of the Town of Woodbridge Board of Finance, it was unanimously recommended by the Board of Finance that the Town of Woodbridge requests that the Amity Board of Education return all surplus funds from the 2016-2017 budget year to the member towns.

Very truly yours

Matthew T. Giglietti  
Chairman, Woodbridge Board of Finance

**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

August 14, 2017

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

**+ NEW HIRES-CERTIFIED:**

• Amity Reg. High School – Woodbridge:

**Nicole McCormack** – F/T Special Education Teacher (Transition) – Nicole joins the Amity staff after completing her student teaching in Shelton Public Schools and Bridgeport Public Schools and also serving in a long term special education substitute assignment at Cooperative Educational Services. She earned her Bachelor of Arts Degree in Social Work from Western Connecticut State University and is pursuing her Masters in Autism from Southern Connecticut State University.

**Rui Du** – F/T Chinese Language Teacher – Rui will be joining Amity after serving as a Mandarin Teacher in Ansonia High School for 3 years. She earned her Bachelor of Arts Degree in English from Anhui University in China. She also earned both her Master’s Degree in TESOL and 6<sup>th</sup> Year Certificate in Elementary Education from University of Bridgeport. She has also since earned her UCONN ECE Certification as a Chinese Language Instructor.

**Victoria Hulse** – F/T Library Media Specialist – Vicky joins the Amity staff after teaching for eleven years at ACES as a library media specialist as well as a middle school language arts teacher. She earned her Bachelor of Arts Degree in English and her Master’s in Education with a focus in technology, both from Sacred Heart University.

**Maura Delaney** – F/T Chemistry Teacher – Maura is joining the Amity staff after her tenure at Staples High School in Westport as a chemistry/biology teacher. Prior to that, Maura completed her internship at Amity Regional High School during the 2011-2012 school year. She earned her Bachelor of Science Degree in Biochemistry and her Masters in Teaching, both from Quinnipiac University.

**Eric Rothbart** – F/T Physical Education/Health Teacher – Eric joins the Amity staff after teaching Physical Education locally at Orange Elementary School since 2014. He completed his student teaching at Amity Regional High School and Cheshire Public Schools and earned his Bachelor of Science Degree in Exercise Science from Southern Connecticut State University.

**Taylor Doughty** – F/T Speech/Language Pathologist – Taylor joins the Amity staff after completing her student teaching at Walsh Intermediate School in Branford and also serving as a special education paraprofessional for 3 years in the East Haven School System while attending graduate school. She earned her Bachelor of Arts Degree in Communication Disorders from the University of Connecticut and is pursuing her Masters in Communication Disorders from Southern Connecticut State University.

**Shu Jin** – .8 FTE Chinese Language Teacher – Shu brings to the Amity staff a vast amount of experience of the Mandarin/Chinese language and culture in various teaching and tutoring positions. As a native of China, she earned her Bachelor of Arts Degree in Teaching Chinese as a Foreign Language from Beijing University and her Masters in Educational Study from Central Connecticut State University.

 **NEW HIRES-CERTIFIED:**

• **Amity Reg. Middle School – Bethany:**

*Andrea Drewry* – F/T Reading Consultant – Andrea joins the Amity Middle School-Bethany staff after an extensive tenure with Torrington Public Schools serving most recently as a Reading Consultant for the past 15 years. She earned her Bachelor of Science Degree in Elementary Education, her Masters in Remedial Reading and Language Arts and her Reading Consultant Certification all from Southern Connecticut State University.

• **Amity Reg. Middle School – Orange:**

*Kate Hoffman* – F/T Physical Education Teacher – Kate joins the Amity Middle School-Orange staff after serving as a Physical Education Teacher for 3 years in the Hamden Public School System where she also completed her student teaching. She earned her Bachelor of Science Degree in Physical Education from Southern Connecticut State University and is pursuing her Master’s Degree in Sports Management from Southern New Hampshire University.

 **NEW HIRES-SUBSTITUTES:**

*Robert Rosner* – Long Term Substitute Teacher-Physical Education, 044 Certification-Bethany MS  
*Mark Rabinowitz* – Long Term Substitute School Psychologist, 070/092 Certification-Bethany MS

 **NEW HIRES-CLASSIFIED:**

*Brian Dower* – Information Technology Specialist, Amity Regional High School, effective 7/17/2017

*Nora Paille* – Paraprofessional, Amity Regional Middle School-Bethany, effective 8/28/2017

*Wendy Castelot* – Category I Secretary (Guidance), Amity Regional Middle School-Orange, effective 8/14/2017

 **NEW HIRES-COACHES:**

*Todd Dandelske* – Asst. Boys Ice Hockey Coach – Amity Reg. High School - 2017-18 Winter Season

*James Ward Jr.* – Asst. Football Coach – Amity Reg. High School - 2017 Fall Season

*Nicole Frank* – Asst. Cheerleading Coach – Amity Reg. High School - 2017-18 Fall/Winter Season

 **TRANSFERS: NONE**

 **RESIGNATION(S):**

*Megan Piantedosi* – Special Education Paraprofessional – Amity Regional High School

*Dan Martins* – Asst. Boys Varsity Soccer Coach – Amity Regional High School

*Abigail Innamorator-Brannen* – Freshman Girls Soccer Coach – Amity Regional High School

 **RETIREMENT(S): NONE**

June/July, 2017

## Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

### Facilities Department Monthly Report

#### Completed Projects:

- The new water meters were installed in the meter pit at Amity Regional High School.
- All preparations and setups were completed for a successful high school graduation and for the stepping up ceremonies at the middle schools.
- All curbs and speed bumps were painted yellow.
- The annual inspection of the climbing wall at Amity Regional High School was scheduled and completed. A PO was issued for minor equipment repairs.
- The Bethany domestic hot water heater failed and was repaired by our outside vendor.
- One chiller at Amity Regional High School was experiencing excessive purge cycles. Trane came to troubleshoot the problem, ordered the appropriate parts, and repaired the problem, which was an internal leak.
- Tuck pointing repairs were completed to the exterior brick walls at all three schools by in-house personnel.
- Dead tree removal and tree pruning next to the buildings was completed at all three schools.
- The chiller at Amity Middle School, Orange Campus, experienced operation errors. Trane reprogrammed the controllers and solved the problem.
- A twelve-foot section of storm drain pipe was replaced at Amity Regional High School due to root infiltration, causing the pipe to crumble and back up.

#### Projects in process:

- The HVAC upgrade project at Amity Middle School, Bethany Campus, is in progress. All classrooms are completed. The transfer-duct work in the locker rooms is underway.
- All bond referendum projects are actively being worked on.
- De-stratification fans were ordered for the Student Street corridor at Amity Regional High School. These fans mounted on the ceiling will push the warm air back down to the occupied space. This will enhance building occupant comfort and save money on heating the area.

#### Outstanding issues to be addressed:

- None at this time.

Amity Regional School  
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



## 2018-2019 BUDGET CALENDAR

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### August

- **AUGUST 7, 2017:** At the Amity Finance Committee:
  - ✓ Director of Finance and Administration presents the fiscal year-end financial report.
  - ✓ Superintendent proposes possible uses of the 2016-2017 fund balance.
  - ✓ Superintendent presents the preliminary budget calendar.
  
- **AUGUST 14, 2017:** At the Amity Board of Education meetings:
  - ✓ Director of Finance and Administration presents the fiscal year-end financial report.
  - ✓ Superintendent proposes possible uses of the 2016-2017 fund balance.
  - ✓ Superintendent presents the preliminary budget calendar.

### September

- **SEPTEMBER 11, 2017:** At Amity Finance Committee and the Board of Education Meeting:
  - ✓ Amity Finance Committee and the Board of Education set date for District Meeting for supplemental appropriation to Capital Reserve and Nonrecurring Account (if available funds).
  
- **SEPTEMBER 12, 2017:** At Facilities Committee meeting:
  - ✓ The balances in Capital and Nonrecurring Account are reviewed.
  - ✓ Recommendations to re-designate available balances developed for full Board to discuss
  
- **SEPTEMBER 20, 2017:** At meeting of Administrators:
  - ✓ Superintendent presents his budget priorities.
  - ✓ The budget calendar is distributed and discussed.
  - ✓ The budget process, instructions and forms are distributed and discussed.
  - ✓ MUNIS budget reports with historical data are distributed.
  
- **T.B.D.:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2018-2019 budget.
  
- **T.B.D.:** Administrators meet with staff to distribute and explain Board Goals, Superintendent's budget priorities, budget calendar, Budget Handbook, process for entering budgets on-line, and MUNIS reports with historical data.
  
- **T.B.D.:** Assistant Director of Finance and Administration will set-up and conduct training on procedures for entering budget data on-line for Administrators and staff who work on the budget.

### October

- **OCTOBER 2017:** Administrators and/or staff will enter their budget requests at the Unit Level (e.g., Department).
  
- **OCTOBER 18, 2017:** Administrators submit their technology requests to the Director of Technology.

## 2018-2019 BUDGET CALENDAR

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- **OCTOBER 18, 2017:** Administrators submit their facilities requests to the Director of Facilities.
- **OCTOBER 31, 2017:** Director of Facilities submits preliminary Facilities Five-Year Capital Improvement Plan to the Director of Finance and Administration.
- **OCTOBER 31, 2017:** Director of Technology submits preliminary Technology Five-Year Capital Improvement Plan to the Director of Finance and Administration.
- **OCTOBER 31, 2017:** Assistant Director of Finance and Administration completes 2018-2019 Budget Salary Schedule. New personnel requests will be included. A separate schedule will be prepared with all the new personnel requests and recommended deletions and changes to personnel positions.
- **OCTOBER 31, 2017:** Director of Finance and Administration completes 2018-2019 Budgets for benefits and other District accounts.
- **OCTOBER 31, 2017:** Assistant Director of Finance and Administration completes entering salary (including new personnel requests and recommended deletions and changes), benefits and other District accounts into the MUNIS system.
- **OCTOBER 31, 2017:** Administrators complete approval of budget requests entered on-line in the MUNIS system.
- **OCTOBER 31, 2017:** Administrators complete online forms and data entry, as described in the Budget Handbook, to the Director of Finance and Administration.

### November

- **NOVEMBER 7, 2017:** Director of Finance and Administration and Assistant Director of Finance and Administration provide the Superintendent with budget reports, list of new personnel requests and assumptions and observations.
- **T.B.D (NOVEMBER 2017):** The Technology Committee reviews and discusses the preliminary Technology Five-Year Capital Improvement Plan.
- **NOVEMBER 19, 2017:** The Director of Finance and Administration facilitates a discussion of the budget with the Administrative Team to recommend possible changes to the Superintendent.
- **NOVEMBER 28, 2017:** The Superintendent discusses the initial budget with Administrators.
- **NOVEMBER 29, 2017:** Assistant Director of Finance and Administration makes changes directed by Superintendent and distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.
- **NOVEMBER 30, 2017:** Administrators review MUNIS budget reports for their areas of responsibility and ‘sign-off’ on numbers or provide revisions with an e-mail to the Assistant Director of Finance and Administration.
- **NOVEMBER 30, 2017:** Assistant Director of Finance and Administration makes changes due to errors or omissions identified by Administrators.

## 2018-2019 BUDGET CALENDAR

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- **NOVEMBER 30, 2017:** Assistant Director of Finance and Administration distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.

### December

- **DECEMBER 1, 2017:** Director of Technology submits updated enrollment data to New England School Development Council (NESDEC) for the purpose of obtaining revised enrollment projections.
- **DECEMBER 5, 2017:** Superintendent meets with Administrators to discuss budget and make decisions on further changes, if necessary.
- **DECEMBER 6, 2017:** Assistant Director of Finance and Administration makes changes directed by Superintendent and distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.
- **DECEMBER 6, 2017:** Administrators print out MUNIS budget report(s) for their area(s) of responsibility and review for errors or omissions. Administrators ‘sign-off’ on their budget or provide revisions by sending an e-mail to the Superintendent, Director of Finance and Administration and Assistant Director of Finance and Administration.
- **DECEMBER 7, 2017:** Assistant Director of Finance and Administration makes changes due to errors or omissions identified by Administrators, subject to the approval of the Superintendent.
- **DECEMBER 7, 2017:** Assistant Director of Finance and Administration distributes updated MUNIS budget reports and revised list of new personnel requests to Superintendent.
- **DECEMBER 8, 2017:** Superintendent, Director of Finance and Administration and Assistant Director of Finance and Administration prepare budget report for Superintendent.
- **DECEMBER 11, 2017:** Superintendent distributes memorandum to Amity Finance Committee and Amity Board of Education on preliminary budget information, including major budget drivers, Federal and State unfunded and underfunded mandates and related costs, and potential budget balancers.
- **DECEMBER 11, 2017:** At the Amity Finance Committee and Amity Board of Education meetings, Superintendent presents preliminary budget information, including major budget drivers, Federal and State unfunded and underfunded mandates and related costs, and potential budget balancers.
- **DECEMBER 12, 2017:** The Facilities Committee reviews and discusses the preliminary Facilities Five-Year Capital Improvement Plan.

### January

- **JANUARY 2, 2018:** Director of Finance and Administration and Assistant Director of Finance and Administration submit preliminary budget documents to Superintendent for his review.
- **JANUARY 2, 2018:** Superintendent meets with Administrators to review and discuss his proposed 2018-2019 Budget.



## 2018-2019 BUDGET CALENDAR

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- **JANUARY 15, 2018:** Superintendent distributes his proposed 2018-2019 Budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance.
- **JANUARY 18, 2018:** The Curriculum Committee reviews and discusses the preliminary Technology Five-Year Capital Improvement Plan; new programs and enhancements; staffing.
- **JANUARY 22, 2018:** Superintendent presents his proposed 2018-2019 Budget to the Amity Finance Committee.
- **JANUARY 29, 2018:** Amity Finance Committee meets to consider revisions to the Superintendent's proposed 2018-2019 budget. Additional workshops will be held, if necessary.
- **JANUARY - FEBRUARY 2018 T.B.D:** Superintendent meets with each of the Member Towns Boards of Finance to have an open dialog on the 2018-2019 budget.

### February

- **FEBRUARY 5, 2018:** Amity Finance Committee meets to discuss the Superintendent's Proposed 2018-2019 Budget, make any desired changes, and vote to send the proposed 2018-2019 budget to the Amity Board of Education for their consideration.
- **FEBRUARY 12, 2018:** Superintendent presents his proposed 2018-2019 Budget, as amended by the Amity Finance Committee, to the Amity Board of Education. The Amity Board of Education will begin deliberation of the proposed 2018-2019 budget.
- **T.B.D.:** The Amity Board of Education will set as many budget workshops as they deem appropriate.
- **FEBRUARY 26, 2018:** Superintendent distributes the revised 2018-2019 budget to the Amity Board of Education, Amity Finance Committee, First Selectmen, and Boards of Finance. The revisions will be based on the feedback from the Amity Board of Education.

### March

- **MARCH 5, 2018:** Amity Finance Committee meets to discuss the Superintendent's Proposed 2018-2019 Budget, make any desired changes, and vote to send the proposed 2018-2019 budget to the Amity Board of Education for their consideration.
- **MARCH 12, 2018:** Amity Finance Committee will consider if the budget vote should be at the Annual Public Budget Meeting or by Referendum on the next day. A recommendation will be made to the Amity Board of Education.
- **MARCH 12, 2018:** Amity Board of Education meets to discuss the proposed 2018-2019 budget; make any desired changes; and vote to send the proposed 2018-2019 budget to the Public.
- **March 12, 2018:** Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.
- **T.B.D.:** Superintendent meets with each of the Member Towns Boards of Finance to present the proposed 2018-2019 budget.

## 2018-2019 BUDGET CALENDAR

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### April

- **APRIL 2, 2018:** Public District Budget Hearing is held.
- **APRIL 2, 2018:** Amity Finance Committee and Amity Board of Education vote on the budget to send to the Public for a vote.

### May

- **MAY 7, 2018 (MONDAY):** Annual Public Budget Meeting is held.
- **MAY 8, 2018 (TUESDAY):** Referendum is held unless vote takes place at Annual Public Budget Meeting.

**Note: The Amity Board of Education will decide if the budget vote should take place at the Annual Public Budget Meeting or by Referendum on the next day.**

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

From: Theresa Lumas, Director of Finance and Administration

Re: Reserve Fund for Capital and Nonrecurring Expenditures

Date: July 27, 2017

Connecticut General Statutes Sec. 10-51(d) establishes the authority of a regional board of education to create a reserve fund to finance specific capital improvement or acquisition of any specific piece of equipment. It also states, 'The board shall annually submit a complete and detailed report on the condition of such fund to the member towns'. In compliance with this requirement, the report is attached.

Enclosure

**Reserve Fund for Capital and Nonrecurring Expenditures  
For Fiscal Year Ended June 30, 2017**

<b>Net Balance as of June 30, 2016</b>	<b>\$ 560,679.17</b>
<i>Plus: 2016-2017 Appropriations &amp; Rebates:</i>	
<b>\$427,713 From EOY 2015-2016 funds</b>	<b>\$ -</b>
vanZelm Engineering Study - EOY 15-16	\$ 61,800.00
District Lighting Project- EOY 15-16	140,913.00
Replace custodial equipment - EOY 15-16	50,000.00
Replace corridor floor ARHS - EOY 15-16	30,000.00
Renovate gym bleachers ARHS - EOY 15-16	40,000.00
Replace carpet District offices- EOY 15-16	33,000.00
Replace stairwell doors ARHS- EOY 15-16	25,000.00
Upgrade drinking fountains - EOY 15-16	15,000.00
Security & safety equipment - EOY 15-16	32,000.00
UI Rebate	76,400.00
UI Rebate	200,919.00
Eversource Rebate	8,380.26
Bond Proceeds	2,239,299.61
<b>Subtotal</b>	<b>\$ 2,952,711.87</b>
<i>Less: 2016-2017 Expenditures &amp; Encumbrances:</i>	
Replace corridor floor ARHS, prior year	\$ (26,391.30)
Renovate gym bleachers ARHS	(47,060.00)
Replace custodial equipment	(44,830.40)
Fuel Cell	(358,682.00)
District Lighting Project	(140,604.11)
vanZelm Engineering Study	(52,529.44)
Replace carpet District offices	(42,537.07)
Replace stairwell doors ARHS	(14,314.68)
Upgrade drinking fountains	(14,049.01)
Security & safety equipment	(18,818.90)
OMS- HVAC upgrade	(155,418.00)
BOND: BMS - HVAC upgrade	(68,300.00)
BOND: Bond Cost of Issuance	(110,584.07)
<b>Subtotal</b>	<b>\$ (1,094,118.98)</b>
<b>Net Balance as of June 30, 2016</b>	<b>\$ 2,419,272.06</b>

<b>Net Balance by Project:</b>	
OMS HVAC with rebates applied	\$ 65,243.00
Fixed Assets	3,842.50
Natural Gas Conversion - OMS	575.67
Fuel Cell - ARHS with rebates applied	192,237.00
vanZelm Engineering Study	9,270.56
District Lighting Project	70,689.15
Replace custodial equipment <sup>1</sup>	5,169.60
Renovate gym bleachers ARHS <sup>1</sup>	(7,060.00)
Replace corridor floor ARHS <sup>1</sup>	3,608.70
Replace carpet District offices <sup>1</sup>	(9,537.07)
Replace stairwell doors ARHS <sup>1</sup>	10,685.32
Security & safety equipment <sup>1</sup>	13,181.10
Drinking fountain replacements <sup>1</sup>	950.99
BOND: BMS - HVAC upgrade	121,609.00
BOND: Consumer Science Room Upgrade	200,000.00
BOND: Tennis replacement	405,700.00
BOND: AHS - HVAC 2 areas	654,591.00
BOND: AHS - Parking Lot Phase I	350,000.00
BOND: Bond Contingency	252,471.56
BOND: Capitalized Interest	76,043.98
	<b>\$ 2,419,272.06</b>
<sup>1</sup> - 7 Projects in total not to exceed \$225,000	

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



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

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

To: Dr. Charles S. Dumais, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Return of Unspent Encumbrances from Fiscal Year 2015-2016 and Recommended Uses of 2016-2017 Year End Available Funds

Date: July 26, 2017

**Fiscal Year 2015-2016**

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

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

**Fiscal Year 2016-2017**

The *preliminary, unaudited* fund balance for 2016-2017 is \$1,260,943. The forecast reflects \$478,356 or 1% of the operating 2016-2017 budget, to be set aside for a District meeting at which a vote can be taken to appropriate these dollars to the Capital Reserve Fund. The source of the available funds is described below.

**FINANCIAL MANAGEMENT:**

**\$ 221,930**

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 \$166,778 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%.

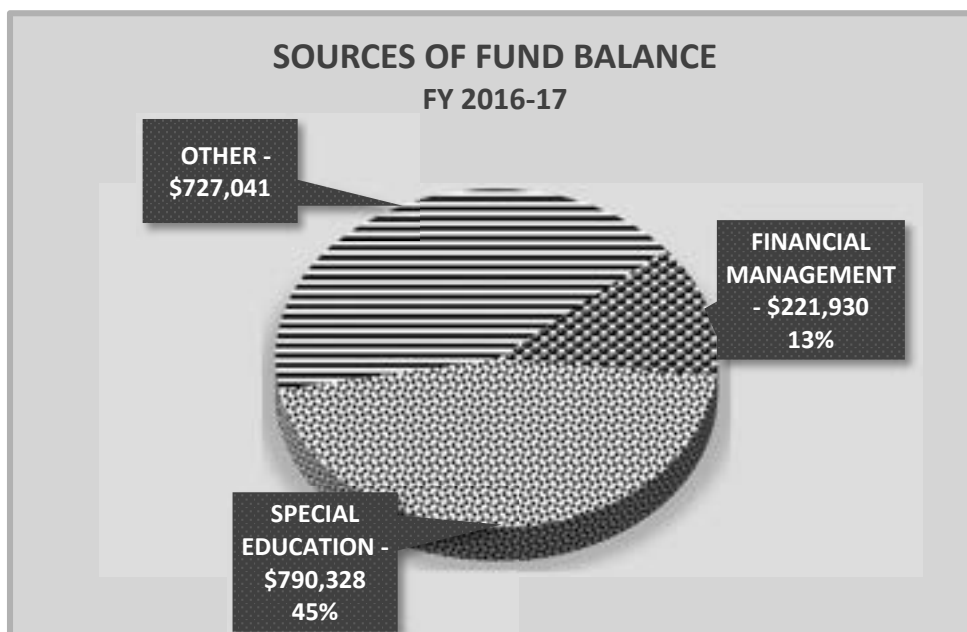
**SALARIES, MEDICAL, PURCHASED SERVICES OTHER:** **\$ 727,041**

**\$230,437 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget as was savings from unpaid leaves-of-absence and less coverages costs. 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. There were fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and a grant covered some of the costs for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

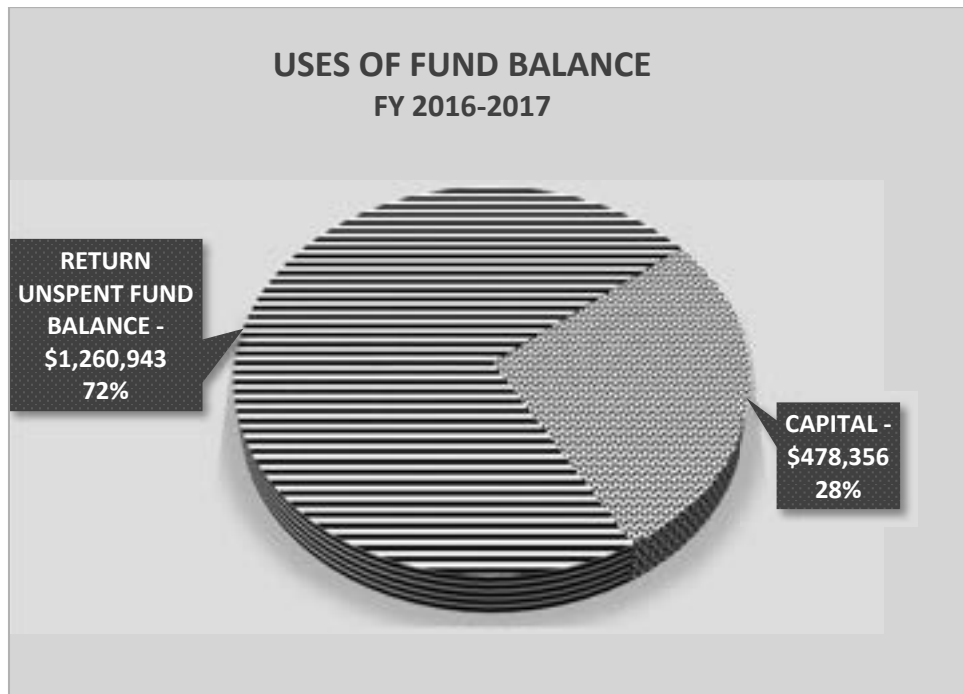
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,260,943** - Estimated return of unspent fund balance pending audit and approval of funding requests
2. **\$478,356** – Set a District Meeting to vote on supplemental appropriation into the Reserve Fund for Capital and Nonrecurring Expenses for a variety of projects. The five-year capital and technology plans identify items of need.

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	\$ 257,094
Orange	\$ 614,584
Woodbridge	<u>\$ 389,266</u>
<b>Total</b>	<b>\$1,260,943</b>



Based on the preliminary, unaudited fund balance and the recommended budget transfers, the District would return the unspent fund balance, as follows:

**ADMINISTRATION'S RECOMMENDATION:**

MEMBER TOWNS	FUND BALANCE 2016-2017*	NOTE
BETHANY	\$ 257,094	<i>As shown in the forecast</i>
ORANGE	\$ 614,584	<i>1% of Operating Budget set</i>
WOODBIDGE	\$ 389,266	<i>Aside for Capital Reserve</i>
<b>TOTAL</b>	<b>\$ 1,260,943</b>	

Or **ALTERNATIVE 1:**

MEMBER TOWNS	FUND BALANCE 2016-2017*	NOTE
BETHANY	\$ 284,283	\$345,000 identified early in
ORANGE	\$ 679,581	the fiscal year set aside for
WOODBIDGE	\$ 430,434	Capital Reserve
<b>TOTAL</b>	<b>\$ 1,394,299</b>	

Or **ALTERNATIVE 2:**

MEMBER TOWNS	FUND BALANCE 2016-2017*	NOTE
BETHANY	\$ 354,626	No funds set aside for
ORANGE	\$ 847,734	Capital Projects, all
WOODBIDGE	\$ 536,939	Funds returned to the
<b>TOTAL</b>	<b>\$ 1,739,299</b>	Member towns.

*\*preliminary, unaudited*

*For the Amity Finance Committee motion:*

*“Motion to recommend to the Board of Education to return to the member towns, the audited fund balance net of \$478, 356 set aside for District Meeting for vote on supplemental appropriation.”*

*For the Amity Board of Education motion:*

*“Motion to return to the member towns, the audited fund balance net of \$478, 356 set aside for District Meeting for vote on supplemental appropriation.”*

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
**REVENUES AND EXPENDITURES**  
**FOR FY 2016-2017**

		<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>2015-2016</b>	<b>2016-2017</b>	<b>JUNE '17</b>	<b>CHANGE</b>	<b>EOY '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	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
2	OTHER REVENUE	255,240	190,215	176,415	2,736	179,151	(11,064)	UNF
3	OTHER STATE GRANTS	1,073,793	1,324,940	1,012,502	0	1,012,502	(312,438)	UNF
4	MISCELLANEOUS INCOME	189,039	24,480	55,948	(547)	55,402	30,922	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,540,929</b>	<b>2,190</b>	<b>47,543,119</b>	<b>(292,581)</b>	<b>UNF</b>
7	SALARIES	24,126,651	24,967,936	24,686,561	(231,098)	24,455,463	(512,473)	FAV
8	BENEFITS	6,098,343	6,143,208	5,902,477	99,722	6,002,199	(141,009)	FAV
9	PURCHASED SERVICES	7,249,910	8,409,037	7,637,231	(129,651)	7,507,580	(901,457)	FAV
10	DEBT SERVICE	4,743,788	4,709,213	4,709,213	0	4,709,213	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,844,704	2,963,347	2,826,074	(76,592)	2,749,482	(213,865)	FAV
12	EQUIPMENT	338,909	173,160	173,160	7,978	181,138	7,978	UNF
13	IMPROVEMENTS / CONTINGENCY	176,699	311,000	252,651	(190,191)	62,460	(248,540)	FAV
14	DUES AND FEES	126,518	158,798	153,798	(17,513)	136,285	(22,513)	FAV
15	TRANSFER ACCOUNT	427,713	0	345,000	133,356	478,356	478,356	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>46,133,235</b>	<b>47,835,699</b>	<b>46,686,165</b>	<b>(403,989)</b>	<b>46,282,176</b>	<b>(1,553,523)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>740,022</b>	<b>0</b>	<b>854,764</b>	<b>406,179</b>	<b>1,260,943</b>	<b>1,260,943</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	1,035	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>741,057</b>	<b>0</b>	<b>854,764</b>	<b>406,179</b>	<b>1,260,943</b>	<b>1,260,943</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 2016-2017**

		<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>2015-2016</b>	<b>2016-2017</b>	<b>JUNE '17</b>	<b>CHANGE</b>	<b>EOY '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	9,441,145	9,437,981	9,437,981	0	9,437,981	0	FAV
2	ORANGE ALLOCATION	22,400,894	22,561,538	22,561,538	0	22,561,538	0	FAV
3	WOODBIDGE ALLOCATION	13,506,655	14,290,054	14,290,054	0	14,290,054	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>45,348,694</b>	<b>46,289,573</b>	<b>46,289,573</b>	<b>0</b>	<b>46,289,573</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	3,425	3,405	3,177	0	3,177	(228)	UNF
6	PARKING INCOME	29,932	30,000	29,942	167	30,109	109	FAV
7	INVESTMENT INCOME	3,432	2,000	13,995	2,570	16,565	14,565	FAV
8	ATHLETICS	23,076	32,500	23,230	0	23,230	(9,270)	UNF
9	TUITION REVENUE	92,133	47,434	86,571	(1)	86,570	39,136	FAV
10	TRANSPORTATION INCOME	103,242	74,876	19,500	0	19,500	(55,376)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>255,240</b>	<b>190,215</b>	<b>176,415</b>	<b>2,736</b>	<b>179,151</b>	<b>(11,064)</b>	<b>UNF</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	1,012,502	0	1,012,502	(312,438)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,073,793</b>	<b>1,324,940</b>	<b>1,012,502</b>	<b>0</b>	<b>1,012,502</b>	<b>(312,438)</b>	<b>UNF</b>
16	RENTAL INCOME	20,610	3,500	21,000	(1,013)	19,988	16,488	FAV
17	DESIGNATED FROM PRIOR YEAR	150,000	0	0	0	0	0	FAV
18	OTHER REVENUE	18,429	20,980	34,948	466	35,414	14,434	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>189,039</b>	<b>24,480</b>	<b>55,948</b>	<b>(547)</b>	<b>55,402</b>	<b>30,922</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>46,873,257</b>	<b>47,835,699</b>	<b>47,540,929</b>	<b>2,190</b>	<b>47,543,119</b>	<b>(292,581)</b>	<b>UNF</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 2016-2017**

		<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>2015-2016</b>	<b>2016-2017</b>	<b>JUNE '17</b>	<b>CHANGE</b>	<b>EOY '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	19,988,435	20,577,557	20,381,183	(223,644)	20,157,539	(420,018)	FAV
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,305,378	(7,454)	4,297,924	(92,455)	FAV
3	<b>SALARIES</b>	<b>24,126,651</b>	<b>24,967,936</b>	<b>24,686,561</b>	<b>(231,098)</b>	<b>24,455,463</b>	<b>(512,473)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	326,618	334,538	343,743	(10,034)	333,709	(829)	FAV
5	5210-FICA - ER	257,153	259,642	271,168	934	272,102	12,460	UNF
6	5220-WORKERS' COMPENSATION	220,492	230,851	232,413	75	232,488	1,637	UNF
7	5255-MEDICAL & DENTAL INSURANCE	4,080,297	4,171,526	3,840,399	(20,353)	3,820,046	(351,480)	FAV
8	5860-OPEB TRUST	152,104	157,272	157,272	0	157,272	0	FAV
9	5260-LIFE INSURANCE	41,159	42,123	44,624	(2,461)	42,163	40	UNF
10	5275-DISABILITY INSURANCE	8,698	8,790	9,118	158	9,276	486	UNF
11	5280-PENSION PLAN - CLASSIFIED	772,191	862,404	862,404	0	862,404	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	0	0	52,914	(4,138)	48,776	48,776	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	110,446	25,900	25,900	51,935	77,835	51,935	UNF
13	5283-RETIREMENT SICK LEAVE - CLASS	0	2,062	2,062	(925)	1,137	(925)	FAV
14	5284-SEVERANCE PAY - CERTIFIED	110,586	33,100	33,100	85,298	118,398	85,298	UNF
15	5290-UNEMPLOYMENT COMPENSATION	18,599	15,000	25,360	0	25,360	10,360	UNF
16	*	0	0	2,000	(767)	1,233	1,233	UNF
17	<b>BENEFITS</b>	<b>6,098,343</b>	<b>6,143,208</b>	<b>5,902,477</b>	<b>99,722</b>	<b>6,002,199</b>	<b>(141,009)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,489	16,750	16,750	2,537	19,287	2,537	UNF
19	5327-DATA PROCESSING	71,261	79,062	81,562	(7,072)	74,490	(4,572)	FAV
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,011,021	1,075,935	1,044,435	(82,267)	962,168	(113,767)	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	74,430	102,581	98,881	(10,425)	88,456	(14,125)	FAV
22	5510-PUPIL TRANSPORTATION	2,580,938	2,957,249	2,731,911	(42,358)	2,689,553	(267,696)	FAV
23	5521-GENERAL LIABILITY INSURANCE	199,448	220,548	217,543	0	217,543	(3,005)	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	97,324	114,924	114,924	20,071	134,995	20,071	UNF
25	5560-TUITION EXPENSE	3,137,962	3,757,143	3,246,380	(10,029)	3,236,351	(520,792)	FAV
26	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	(108)	84,737	(108)	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,249,910</b>	<b>8,409,037</b>	<b>7,637,231</b>	<b>(129,651)</b>	<b>7,507,580</b>	<b>(901,457)</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 2016-2017**

		<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>2015-2016</b>	<b>2016-2017</b>	<b>JUNE '17</b>	<b>CHANGE</b>	<b>EOY '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	1,388,788	1,249,213	1,249,213	0	1,249,213	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,355,000	3,460,000	3,460,000	0	3,460,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,743,788</b>	<b>4,709,213</b>	<b>4,709,213</b>	<b>0</b>	<b>4,709,213</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	699,464	806,764	693,716	0	693,716	(113,048)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	713,049	714,645	724,420	(17,411)	707,009	(7,636)	FAV
33	5611-INSTRUCTIONAL SUPPLIES	358,124	392,007	387,007	(25,348)	361,659	(30,348)	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,643	212,565	212,565	(7,701)	204,864	(7,701)	FAV
35	5620-OIL USED FOR HEATING	38,676	36,500	36,500	263	36,763	263	UNF
36	5621-NATURAL GAS	86,932	93,706	64,706	0	64,706	(29,000)	FAV
37	5627-TRANSPORTATION SUPPLIES	95,812	109,740	109,740	(5,810)	103,930	(5,810)	FAV
38	5641-TEXTS & DIGITAL RESOURCES	143,620	73,769	73,769	(3,572)	70,197	(3,572)	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	20,968	22,257	22,257	(3,287)	18,970	(3,287)	FAV
40	5690-OTHER SUPPLIES	486,416	501,394	501,394	(13,726)	487,668	(13,726)	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,844,704</b>	<b>2,963,347</b>	<b>2,826,074</b>	<b>(76,592)</b>	<b>2,749,482</b>	<b>(213,865)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	67,742	42,128	28,128	19,918	48,046	5,918	UNF
43	5731-EQUIPMENT - REPLACEMENT	271,167	131,032	145,032	(11,940)	133,092	2,060	UNF
44	<b>EQUIPMENT</b>	<b>338,909</b>	<b>173,160</b>	<b>173,160</b>	<b>7,978</b>	<b>181,138</b>	<b>7,978</b>	<b>UNF</b>
45	5715-IMPROVEMENTS TO BUILDING	61,496	32,000	32,000	160	32,160	160	UNF
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	90,225	(80,450)	9,775	(90,225)	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	(9,775)	(9,775)	(9,775)	FAV
46	5720-IMPROVEMENTS TO SITES	115,203	29,000	29,000	1,300	30,300	1,300	UNF
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	(101,426)	48,574	(101,426)	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(48,574)	0	(48,574)	(48,574)	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>176,699</b>	<b>311,000</b>	<b>252,651</b>	<b>(190,191)</b>	<b>62,460</b>	<b>(248,540)</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	16,587	24,050	24,050	(4,851)	19,199	(4,851)	FAV
50	5581-TRAVEL - CONFERENCES	26,593	36,120	36,120	(7,627)	28,493	(7,627)	FAV
51	5810-DUES & FEES	83,338	98,628	93,628	(5,035)	88,593	(10,035)	FAV
52	<b>DUES AND FEES</b>	<b>126,518</b>	<b>158,798</b>	<b>153,798</b>	<b>(17,513)</b>	<b>136,285</b>	<b>(22,513)</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<b>427,713</b>	<b>0</b>	<b>345,000</b>	<b>133,356</b>	<b>478,356</b>	<b>478,356</b>	<b>UNF</b>
54	<b>ESTIMATED UNSPENT BUDGETS</b>	<b>0</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>46,133,235</b>	<b>47,835,699</b>	<b>46,686,165</b>	<b>(403,989)</b>	<b>46,282,176</b>	<b>(1,553,523)</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 2016-2017**



**END OF YEAR 2017**

**2016-2017 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 equal to 1% of the operating budget (\$478,357) from the estimated fiscal year 2017 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 meeting.*

*The forecast includes 1% of the operating budget (\$478,357) from the estimated fiscal year 2017 fund balance will be appropriated into the Reserve for Capital Nonrecurring Expenditures. This appears on page 4, column 6, line 54.*

**OVERVIEW**

The projected unspent fund balance for this fiscal year is **\$1,260,942 FAV** (previously **\$854,764 FAV**), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$292,581 UNF** (previously **\$294,770 UNF**), which appears on page 2, column 6, line 22.

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

The forecast is based actual State payments received.

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

The budget is based on the expectation interest rates will remain low, but slightly higher than budgeted. The actual investment income is **\$16,565 FAV** previously **\$13,995 FAV**

<b><u>Month</u></b>	<b><u>Peoples United</u></b>	<b><u>State Treasurer's Investment Fund</u></b>
July 2016	0.397 %	0.460 %
August 2016	0.400 %	0.460 %
September 2016	0.400%	0.360%

October 2016	0.400%	0.360%
November 2016	0.400%	0.420%
December 2016	0.394%	0.450%
January 2017	0.394%	0.584%
February 2017	0.400%	0.640%
March 2017	0.377%	0.646%
April 2017	0.378%	0.810%
May 2017	0.377%	0.837%
<b>June 2017</b>	<b>0.395%</b>	<b>0.930%</b>

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

The forecast is based on a historical analysis and actual revenue collected. The forecast projects the revenue will be down **\$9,270 UNF previously \$9,270 UNF**.

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

The budget is based on four tuition students, three at full tuition rate and one student at reduced employee rate. The actual tuition charged is higher than budgeted. Three new tuition students enrolled in the District. One tuition student moved into the District after two months. The projected variance is **\$39,137 FAV** (previously \$39,137 FAV).

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

The forecast is based on historical data and the State cap. Transportation income decreased due to the State eliminating funding for most transportation. The projected forecast is \$19,500 resulting in a **\$55,376 UNF (previously \$55,776 UNF)** shortfall. The forecast is revised based on magnet school transportation reporting and the final payment received from the State.

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

The State reimbursement rate for 2016-2017 is not known at this time. The budget assumes a rate of 79.0 percent. The forecast estimates the reimbursement rate will be at 75%, \$67,086 UNF The forecast indicates grants will be lower based on current estimates of the outplacement costs. The forecast has been revised to reflect current costs and reimbursements, based on the most recent information. Revenue is estimated to be **\$312,438 UNF** (previously \$400,701 UNF) based on the March SEDAC-G report filed with the State and a reimbursement rate paid at 76.9% versus the budgeted rate of 70%.

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

The forecast is based on a historical analysis and actual revenue collected. The projected variance is **\$16,488 FAV previously \$16,500 FAV**.

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

CIRMA issued Members' equity Distribution check to Amity in the amount of \$12,452. The District received a check for load shed participation for the second quarter of the

calendar year in the amount of \$3,149. A vendor refund for \$3,861 was received. The projected variance is **\$14,434 FAV (previously, \$13,968 FAV)**.

### **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$ 1,555,739 FAV (previously \$1,149,534 FAV)**, which appears on page 4, column 6, line 55.

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

***Current projection is for \$420,018 FAV (previously \$196,374 FAV) balance.*** Staff turnover exceed budget (\$6,135 FAV), two unpaid leaves of absences (\$44,038 FAV) at the start of the school year, two less full year coverage assignments (\$20,365 FAV) account for the favorable variance. Staff vacancy of \$4,587 and assignment changes account for \$23,850 for a partial position not needed. Forecast reflects an additional unpaid leave of absence. Forecast for substitutes was lowered by \$16,000 FAV and staff turnover savings increased by \$5,000 FAV. A few coaching positions at the middle school were vacant in the fall and winter season resulting in \$14,741 savings FAV. \$19,457 additional savings due to a staff vacancy and unpaid leaves. Additional savings from unpaid leaves. Substitute usage, teacher coverages and summer work was less than anticipated.

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

***Current projection for classified staff is a favorable variance of \$92,455 FAV, (previously \$85,001 FAV).*** Final contract settlements were under budget. Staff turnover resulted in savings of \$13,043 FAV. This is offset by the additional para position needed \$21,366 UNF. The new paraeducator's salary is \$5,000 less based on actual start date and staff vacancies account for \$7,800. ***The forecast reflects adjustments to the overtime costs and unpaid leaves.***

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

The forecast is based on the actual staff salaries and the forecast projects these accounts will be over budget **\$11,631 UNF (previously \$20,731 UNF)** The accounts are based on the current salary forecast.

#### **LINE 6: 5220-WORKERS' COMPENSATION:**

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. The workers' compensation audit premium came in at **\$1,637** higher than budgeted making the forecast **\$1,562 UNF**.

#### **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 is under budget **\$351,480 FAV (previously \$331,127 FAV)**. ***June claims are and fees were under budget.*** Other budget factors such as employer HSA contributions, and employee contributions are higher while retiree contributions are lower.



**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<i>JUL</i>	\$ 309,902	\$ 372,267	\$ (62,365)	\$ 424,798	\$ 311,067
<i>AUG</i>	\$ 466,996	\$ 372,267	\$ 94,729	\$ 298,314	\$ 336,053
<i>SEP</i>	\$ 250,040	\$ 372,267	\$ (122,227)	\$ 311,187	\$ 282,989
<i>OCT</i>	\$ 250,625	\$ 372,267	\$ (121,642)	\$ 316,592	\$ 368,169
<i>NOV</i>	\$ 307,308	\$ 372,267	\$ (64,959)	\$ 382,903	\$ 326,683
<i>DEC</i>	\$ 482,363	\$ 372,267	\$ 110,096	\$ 416,646	\$ 419,537
<i>JAN</i>	\$ 178,047	\$ 372,267	\$ (194,220)	\$ 382,654	\$ 284,899
<i>FEB</i>	\$ 308,703	\$ 372,267	\$ (63,564)	\$ 253,140	\$ 330,398
<i>MAR</i>	\$ 282,399	\$ 372,267	\$ (89,868)	\$ 360,554	\$ 269,027
<i>APR</i>	\$ 219,690	\$ 372,267	\$ (152,577)	\$ 479,532	\$ 302,864
<i>MAY</i>	\$ 449,993	\$ 372,267	\$ 77,726	\$ 370,820	\$ 291,612
<i>JUN</i>	\$ 301,248	\$ 372,271	\$ (71,023)	\$ 320,630	\$ 308,985
<b>TOTALS</b>	<b>\$ 3,807,314</b>	<b>\$4,467,208</b>	<b>\$ (659,894)</b>	<b>\$4,317,770</b>	<b>\$3,832,283</b>

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

<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>2016-2017 ACTUAL</b>
103.8%	87.3%	99.88%	100.0%	85.2%

**Note: 2016-2017 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>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014- 2015 ACTUAL</b>
<i>JUL</i>	\$ 79,407	\$ 60,023	\$ 19,384	\$ 95,297	\$ 85,723
<i>AUG</i>	\$ 101,465	\$ 60,023	\$ 41,442	\$ 87,514	\$ 88,370
<i>SEP</i>	\$ 75,692	\$ 60,023	\$ 15,669	\$ 73,583	\$ 96,853
<i>OCT</i>	\$ 80,902	\$ 60,023	\$ 20,879	\$ 76,154	\$ 97,604
<i>NOV</i>	\$ 46,802	\$ 60,023	\$ (13,221)	\$ 41,351	\$ 55,394
<i>DEC</i>	\$ 42,983	\$ 60,023	\$ (17,040)	\$ 40,224	\$ 47,437
<i>JAN</i>	\$ 41,762	\$ 60,023	\$ (18,261)	\$ 29,552	\$ 47,120
<i>FEB</i>	\$ 42,203	\$ 60,023	\$ (17,820)	\$ 38,454	\$ 46,962
<i>MAR</i>	\$ 42,080	\$ 60,023	\$ (17,943)	\$ 39,472	\$ 46,314
<i>APR</i>	\$ 42,032	\$ 60,023	\$ (17,991)	\$ 39,177	\$ 46,798
<i>MAY</i>	\$ 42,101	\$ 60,023	\$ (17,922)	\$ 28,560	\$ 46,805
<i>JUN</i>	\$ 41,807	\$ 60,024	\$ (18,217)	\$ 28,670	\$ 47,120
<b>TOTALS</b>	<b>\$ 679,235</b>	<b>\$ 720,277</b>	<b>\$ (41,042)</b>	<b>\$ 618,008</b>	<b>\$ 752,500</b>

**LINE 9: 5260-LIFE INSURANCE:**

The forecast is based on the current staff. The projected variance is *\$40 UNF based on updated salary information (previously \$2,501 UNF)*.

**LINE 10: 5275-DISABILITY INSURANCE:**

The forecast is based on the current staff. *The forecast projects \$486 UNF previously \$328 UNF* after the policy was updated with current staffing and coverages.

**LINE 11: 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. A meeting was held in January to provide participants information and to assist staff in activating their accounts. The activation process is ongoing. The establishment of the defined contribution plan was not in the budget but is expected to save the District money over time. *The current forecast projects the District's contribution will be \$48,776 UNF previously \$52,914 UNF.*

**LINE 15: 5290-UNEMPLOYMENT COMPENSATION:** The forecast reflects the most recent charges including an adjustment for the prior six months. This account is projected to be *\$10,360 UNF*.

**LINE 19: 5327-DATA PROCESSING:** The forecast includes the implementation costs for the AESOP and Veritime modules to automate the substitute coverage process while recording of staff attendance. The Finance Department dropped the Student Activities module of Munis and is using the general ledger portion of Munis resulting in a **\$4,820 credit**. Our annual service rate was lowered as a result. Absence Management (Aesop) **\$2,500 UNF previously 9,000 UNF**

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

The financial audit premium is reduced by \$2,500. The minimum threshold for Federal grant testing has been increased. The District's Federal grants do not meet the threshold so less field work is required. **Legal costs exceeded the budget by \$38,704 UNF. Board directed legal services are \$1,985 YTD, Administrative legal services are \$17,656 YTD, Negotiation legal services are \$11,122 YTD, Personnel legal services are \$3,972 YTD and Special Education legal services are \$78,967 YTD.** The forecast reflects savings from the Xerox contract for the remainder of the fiscal year. \$2,458 FAV. There are not as many interns contracted as budgeted. The projected variance for interns is **\$51,228 FAV previously (\$36,500 FAV).** **The forecast reflects lower than estimated costs \$75,285 FAV for special education services.** The District previously outsourced most of the services and has worked throughout the year to provide many of the services in-house. **Athletics required fewer officials and game personnel than anticipated, \$8,692 FAV**

**LINE 21: 5440-RENTALS, LAND, BLDG, EQUIPMENT:** **Rental charges are expected for athletics are less than budgeted. \$8,426 FAV and principals' services for rentals of tables and chairs for events is under budget by \$3,700 FAV.**

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

Special Education Transportation is a projected variance of **\$269,536 FAV (previously \$225,338 FAV)**. The forecast is based on the current transportation needs of the students. There continue to be changes throughout the year. **The high school spent less on transportation for student field trips, \$8,238 FAV**

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:** **The premium for student accident insurance is lower than budgeted \$3,005 FAV.**

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

Tuition has a projected variance of **\$520,792 FAV (previously \$510,763)**. 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 **\$43,328 FAV (previously \$43,328) FAV.**

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 BUDGET</b>	<b>FY16-17 FORECAST</b>
Sound	8	7	5	4	5	3
Trumbull	2	2	2	3	4	3
Nonnewaug	2	2	1	3(5) <sup>a</sup>	3	2

Common Guard Charter HS	0	0	1	1	1	0
ACES Wintergreen Magnet	2	1	0	0	0	0
King Robinson Magnet	0	0	0	1	1	0
Engineering Science Magnet	0	0	0	0	1	1
<b>Totals</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>9</b>

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

ECA has a projected variance of **\$45,450 FAV (previously \$45,450 FAV)**.

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY16-17 BUDGET</b>	<b>FY16-17 FORECAST</b>
<b>ECA</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>22</b>	<b>25</b>	<b>15</b>

Public (ACES) and private out-of-district placements has a projected variance of **\$432,013 FAV (previously \$421,985) FAV**.

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY15-16 BUDGET</b>	<b>FY15-16 FORECAST</b>
Public SPED	8	6	10	6	7	8(8)
Private SPED	21	25	24	26	31	29(27)
<b>Totals</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>32</b>	<b>38</b>	<b>37(35)</b>

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

The 2016-2017 budget for electricity assumes the use of 3,888,929 kilowatt hours at an average price of \$0.1909 per kilowatt hour, or a cost of \$743,506. The forecast projects 3,866,501 kilowatt hours will be used for a savings of \$5,442 FAV. Last year we used 3,651,004 KWH. To date we have used 2,397,421 at an average price of \$0.17/KWH. This is 82,855 KWH less than last year. ***The actual usage was 3,503,753 KWH at the year-to-date average price of \$0.1686 for a total of \$590,889 or a favorable balance of \$147,175 FAV (previously \$136,350 FAV).***

## ELECTRICITY (KILOWATT HOURS)

MONTH	2016-2017 FORECAST	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014-2015 ACTUAL
<i>JUL</i>	<b>308,892</b>	352,346	<b>(43,454)</b>	339,296	321,976
<i>AUG</i>	<b>363,040</b>	363,649	<b>(609)</b>	374,855	331,999
<i>SEP</i>	<b>336,638</b>	363,425	<b>(26,787)</b>	361,951	349,784
<i>OCT</i>	<b>280,809</b>	305,266	<b>(24,457)</b>	293,904	292,657
<i>NOV</i>	<b>283,913</b>	292,634	<b>(8,721)</b>	276,758	287,227
<i>DEC</i>	<b>271,495</b>	297,359	<b>(25,864)</b>	269,037	297,565
<i>JAN</i>	<b>271,495</b>	309,596	<b>(38,101)</b>	273,192	290,906
<i>FEB</i>	<b>281,139</b>	315,360	<b>(34,221)</b>	291,283	319,356
<i>MAR</i>	<b>274,324</b>	313,935	<b>(39,611)</b>	297,274	321,785
<i>APR</i>	<b>271,093</b>	311,573	<b>(40,480)</b>	276,797	304,672
<i>MAY</i>	<b>290,167</b>	328,343	<b>(38,176)</b>	300,487	318,196
<i>JUN</i>	<b>270,748</b>	335,443	<b>(64,695)</b>	296,170	336,991
Totals	<b>3,503,753</b>	<b>3,888,929</b>	<b>(385,176)</b>	<b>3,651,004</b>	<b>3,773,114</b>

Note: 2016-2017 Actual Kilowatt Hours shown in bold italics.

The budget assumes there will not be a Load Shed credit. There were two load shed events this summer. We participated fully in one event. The second load shed credit has been received in the amount of \$2,745.

The budget for propane is \$3,000. The forecast is **\$2,456 UNF**, (previously **\$2,456, UNF**) over budget. The in-ground tank at Bethany developed a leak and had to be removed. Four smaller above ground tanks were installed and had to be filled.

Sewer costs are budgeted at \$32,000, the forecast reflects the most recent billing information with a total cost of \$37,486 which is **\$5,846 UNF**. Rates increased 10% and usage rose. All systems are monitored regularly for leaks and none have been detected.

The budget for water is \$33,700, but historically has been over budget. The projection is the account will be over budget by \$15,000 UNF.

**LINE 32 on Page 4: 5420-REPAIRS, MAINTENANCE & CLEANING:**

The budget for snow removal and sanding is \$67,500. Snow removal costs through March 2017 total \$77,275 which is \$9,775 UNF. A budget transfer was approved from the facilities contingency account last month. **The accounts are under budget by 7,636 FAV for the year.**

**DEGREE DAYS:** The number of degree days are **3,998** fiscal year to date compared to **3,720** degree days last year.

**LINE 35 on Page 4: 5620-OIL USED FOR HEATING:**

The budget is \$36,500. *Bethany Middle School was budgeted to use 20,000 gallons, at a price of \$1.75 per gallon, or \$35,000. Actual usage was 20,063 gallons of oil. The budget includes \$1,500 for the generators at all three schools, actual cost was \$1,548. Oil is overbudget \$263 UNF.*

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

The budget for natural gas is \$93,703, which is the forecast. Now that the fuel cell is fully functional, the account will be monitored for savings. The 2016-17 budget assumes there will be \$35,000 in savings. The forecast projects an unspent balance of approximately \$29,000 FAV.

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

The facilities contingency has a budget of \$100,000. The forecast assumes these funds will be set aside for capital reserve. The current balance is projected to \$90,225 after a transfer for snow removal.

**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 \$101,426.**

- \$41,074 UNF for the District's contributions to the Defined Contribution Retirement Plan.
- \$7,500 UNF (previously \$9,000) for the implementation of AESOP and VeriTime software modules to manage substitute coverage and staff attendance.

**LINE 52 on Page 4: 5810-DUES & FEES:** There is *\$10,035 FAV previously \$5,000 FAV* that will not be spent this fiscal year. \$2,700 is due to reviewing membership history and payment which resulting in a credit for this year's dues. The remainder is balances from many accounts.

## APPENDIX A

**COST SAVINGS AND  
EFFICIENCIES FOR FISCAL  
YEAR 2016-2017**

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$ 595,302**

**\$15,808:** The Director of Pupil Services found a company that arranges special education transportation runs that are provided for individual students to on private transportation vehicles approved for transporting school children.

**\$6,563:** The Director of Finance and Administration negotiated the price of the Student Accident Insurance down from \$34,881 to \$28,318.

**\$19,325:** One of the high school teachers, Jeremy Iverson, applied for and received a grant from Frontier Communications. 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.

**\$8,300:** The Director of Facilities is implementing another module of School Dude software for facility usage. The time staff spends and paper used to process, print, research, and invoice will be significantly reduced. The electronic process streamlines the flow of approvals and eliminates the need to physically track down an application.

**\$2,000:** All of the old style televisions mounted in the classrooms at Amity Regional High School are no longer needed. It was quoted to cost \$50 per TV to recycle. The Town of Woodbridge Transfer Station has agreed to take the TV's and recycle them for us.

**\$1,000:** All of the components of the fuel cell came in large crates and packing pallets. The wood used in these delivery means is very good. The Technical Education program at Amity Regional High School is dismantling the crates and pallets and using the wood for their program. This eliminates Fuel Cell Energy from disposing of a good resource and helps defray costs in the budget.

**\$663:** The District Office cut the number of copies of the New Haven Register delivered from 3 down to 1 copy.

**ENERGY STAR CERTIFIED FACILITIES:** Two of Amity's buildings were recently recognized as Energy Star certified! Amity Regional High School and Amity Middle School – Orange Campus recently were notified that their applications for an Energy Star rating were approved. Amity Middle School -Bethany Campus is currently under review by a different utility company. This recognition is a culmination of efforts by the Facilities Department, Finance Staff and Board of Education support to energy initiatives.

**\$6,800:** The T-8 bulbs are being replaced in the District with LED with our recent lighting project. The retired bulbs would cost \$0.64 per bulb to recycle. We have

offered them to other school districts to avoid this cost. Many of the available bulbs have been picked up by 3 different districts.

**\$1,070:** Referendum mailing was done as a folded flyer rather than a stuffed envelope mailing. The flyer was printed and folded in house and no envelopes were purchased.

**\$2,025:** Older versions of Math textbooks that were no longer in use in Amity were sold to another school district. The funds were used to repair and/or purchase graphing calculators.

**\$ 2,458:** Xerox copier and print management contract was renegotiated. New machines with higher functionality will be leased at a lower cost. This savings is for half of the fiscal year as the new pricing starts January 2017.

**\$522,358:** Bonds were refinanced at a lower interest rate. Savings will be captured over the next eight years, with the largest amount in the 2017-2018 budget.

**\$1,032:** The postage meter lease was negotiated to upgrade the machines to digital from analog at a reduced price for Amity High School and District Office.

**\$1,080:** Fax lines were reduced due to copy machines being able receive faxes without a dedicated phone line and postage meters transmitting over the internet. The overall number of lines was reduced to produce this annual savings.

**\$4,820:** The Finance Department has cancelled the student activities module with Tyler Technologies- Munis since it did not meet our needs. The student activities accounts are still recorded in Munis but within the standard general ledger module.

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 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).

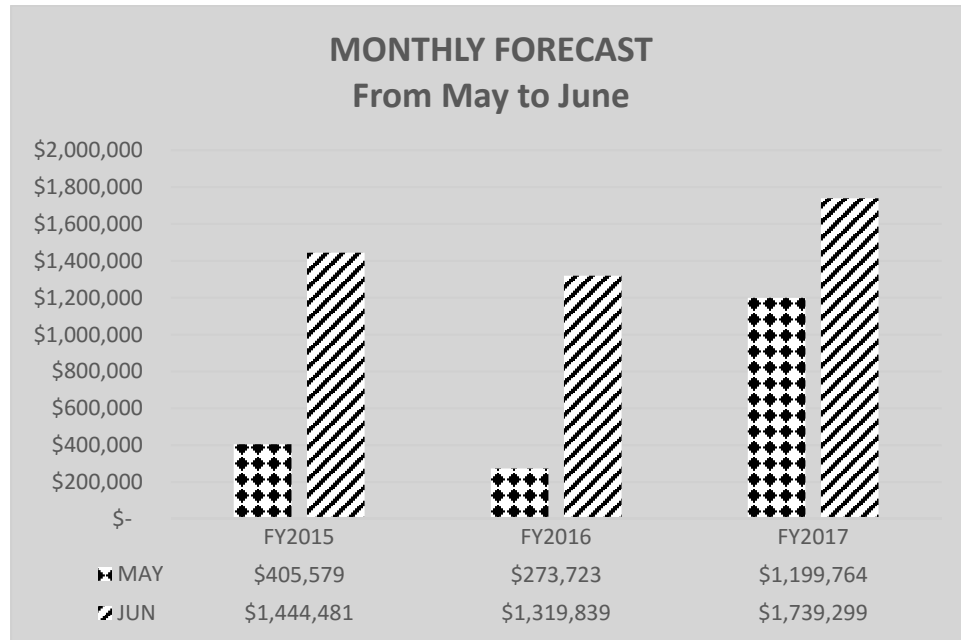
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 \$1,260,943. The monthly forecast for May projected a fund balance of \$1,199,764, which included \$345,000 for Capital Reserve. The change is \$539,535 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.

## APPENDIX C

### RECAP OF 2013-2014

#### Return Unspent Fund Balance:

The cancellation of 2012-2013 encumbrances of \$62,660 has been 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. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

Bethany	\$12,559
Orange	\$31,290
Woodbridge	<u>\$18,811</u>
Total	\$62,660

The major components of the 2013-2014 yearend available funds were, as follows:

- Special education grants revenue of **\$117,761 favorable variance** – This is due to higher special education transportation and tuition expenditures and a higher State reimbursement rate than budgeted (79.6 percent compared to 75 percent).
- Salaries of **\$356,929 favorable variance** – “Turnover savings” from replacing teachers who retired or resigned with teachers at a lower salary, were greater than expected. We also realized savings from unpaid leaves-of-absence and workers’ compensation, lower than projected coverage costs, and the transition to a permanent Superintendent of Schools. None of these could have been reasonably anticipated at the time the budget was prepared.
- Special education transportation and tuition of **\$350,050 favorable variance** – This is one of the most difficult areas to predict.

The Amity Board of Education voted to spend these funds on several needed items:

- **\$30,012** – Fixed Asset Accounting Module: The District purchased a fixed asset accounting program (FAMP) in 2007. The program worked on a 32bit operating system. It does not work on our 64bit systems.
- **\$85,793** – Amity Regional High School Cooling Tower Refurbishment: During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. It was important to fix the problem before it became a more costly project.

- **\$57,950** – Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School: The District has an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the building at much cheaper rates than we are currently paying.
- **\$586,655** – Self-Insurance Reserve Fund: The District is self-insured and must pay claims for current employees and retirees. The fund balance on June 30, 2014, was approximately \$231,000, or a reserve to claims ratio of 5.5 percent. This balance was projected to be about \$114,000 on June 30, 2015, or a reserve to claims ratio of 2.6 percent. It was imperative to bring the reserve balance to the minimum ratio of 20 percent (target is 25 percent). This is the third year of self-funding our medical and dental insurance. It takes time to build-up the reserve balance.

## APPENDIX D

### 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**

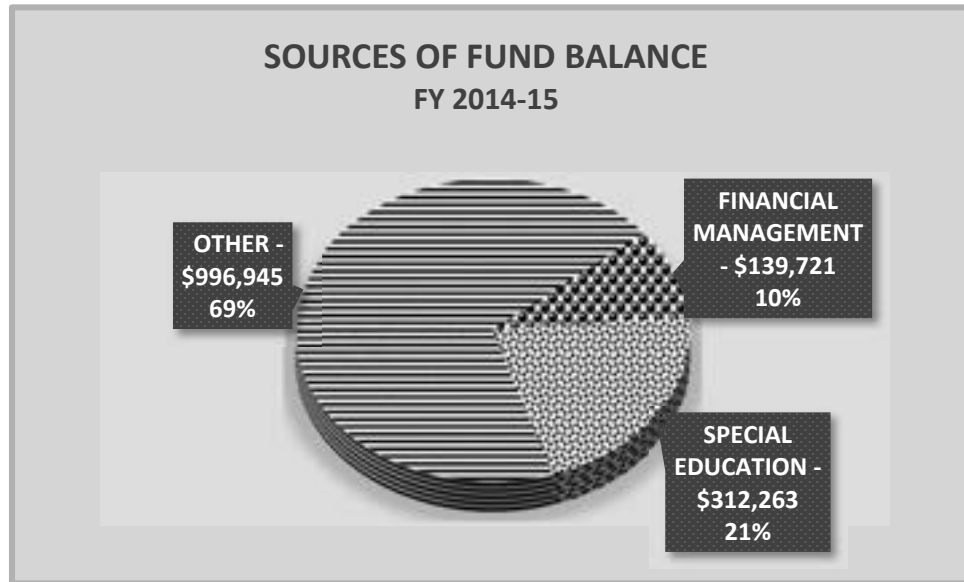
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned 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**.

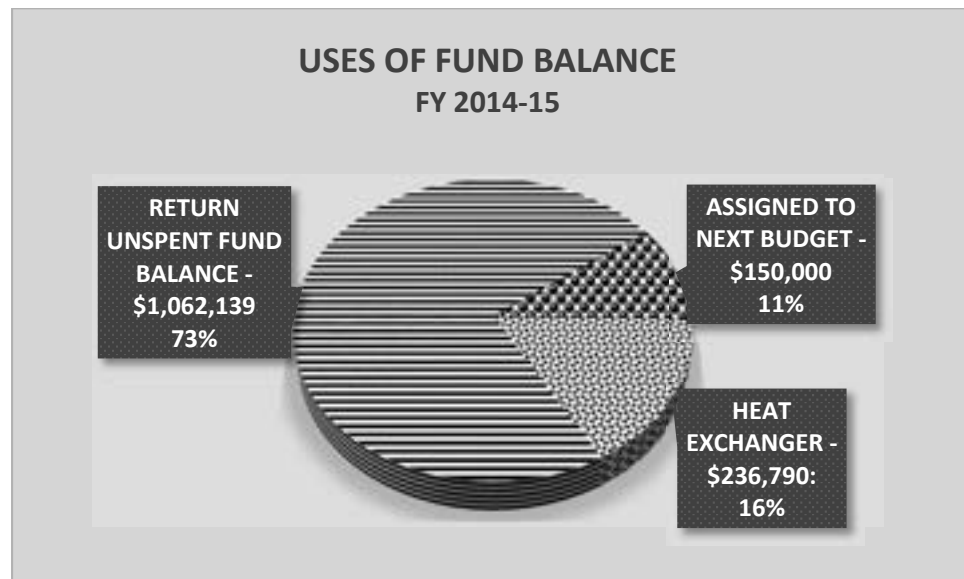
The primary sources of the fund balance are shown graphically below:



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 E

### RECAP OF 2015-2016

**Return Unspent Fund Balance:**

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

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

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

**FINANCIAL MANAGEMENT:**

**\$ 318,642**

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

**SPECIAL EDUCATION (NET)**

**\$ 350,967**

These accounts are extremely difficult to forecast. As examples, special need students can be hospitalized; move into the district or leave the district at any time; withdraw from Amity and enroll in Adult Education. Several students who were budgeted to be outplaced were not for a number of reasons. Any one of these events can have a significant impact, positive or negative, on the District's special education expenditures. The State reimbursement rate fluctuates throughout the year. The budget forecasted 75% reimbursement rate and the final rate was 77.63%.

**OTHER:**

**\$ 650,230**

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

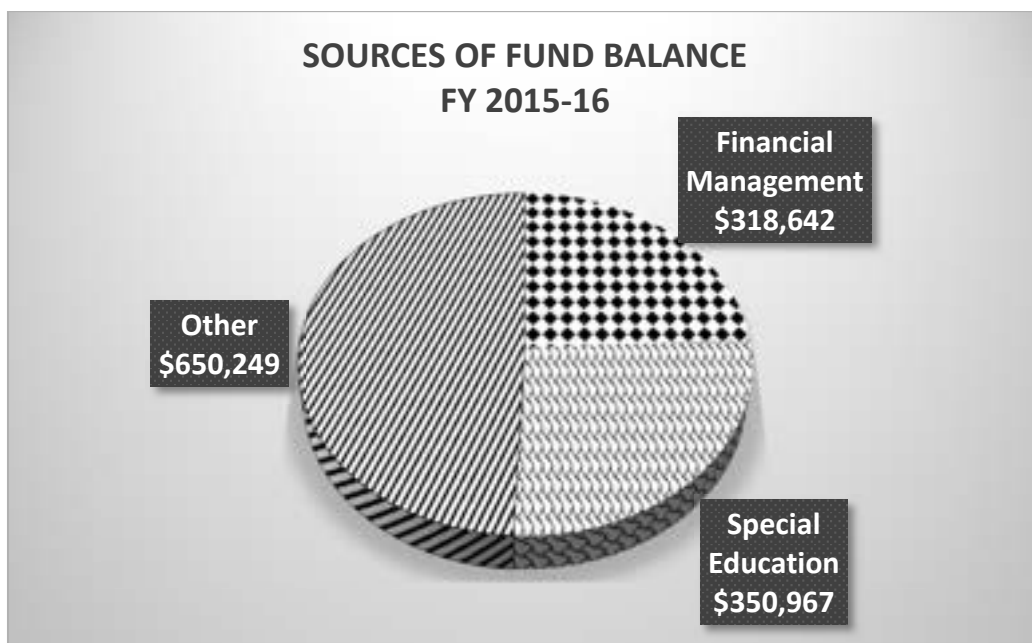
**\$30,315:** The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

**\$107,099:** Purchased services costs were lower due to a number of factors. There were less interns than anticipated. Fewer home athletic contests at the high school which required fewer officials, monitors, and scorekeepers; and less than anticipated need for psychiatric consults, professional's attendance at PPTs and behavior specialists' services.

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

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

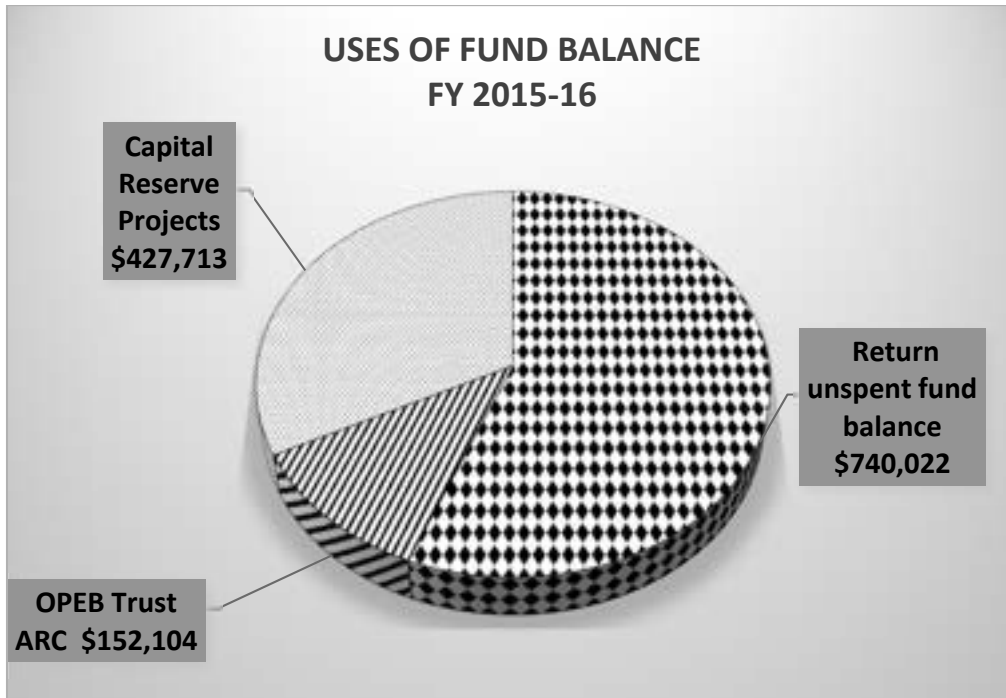
The primary sources of the fund balance are shown graphically below:



1. **\$740,022** – Return of unspent fund balance pending audit presentation

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

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

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

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

## APPENDIX F

**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>\$ 25,133</i>

The preliminary, unaudited fund balance for 2016-2017 is \$1,260,943. The forecast reflects \$478,356 or 1% of the operating 2016-2017 budget, to be set aside for a District meeting at which a vote can be taken to appropriate these dollars to the Capital Reserve Fund. These source of the available funds are described below.

**FINANCIAL MANAGEMENT:****\$ 221,930**

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 \$166,778 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):****\$ 727,041**

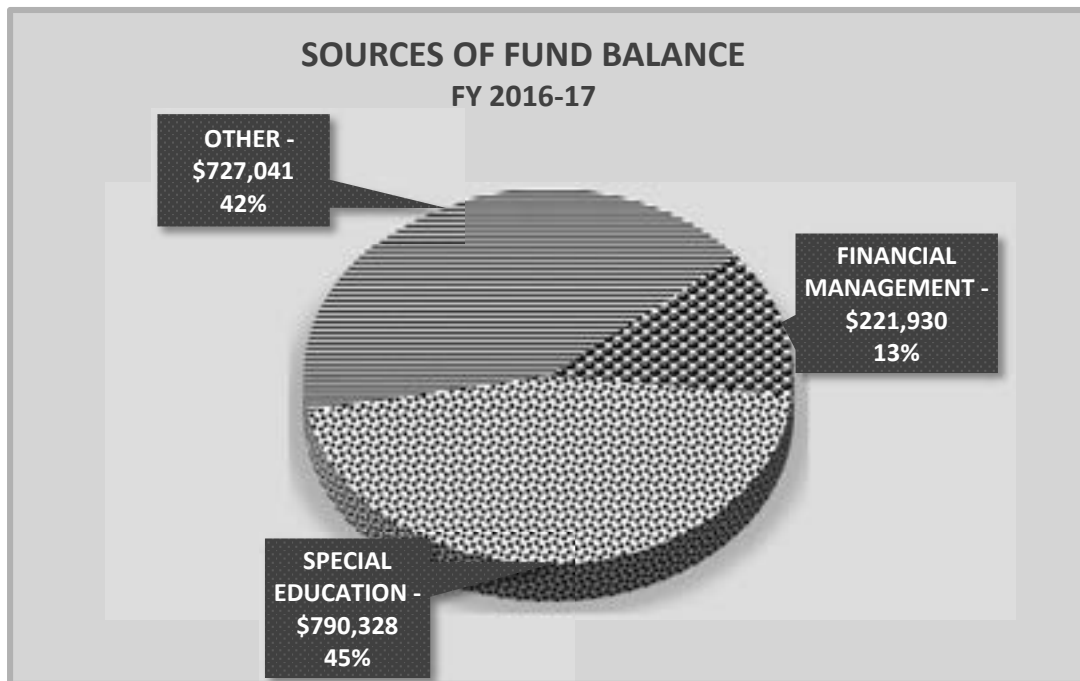
**\$230,437 SALARIES (OTHER):** "Turnover savings" from replacing teachers and other staff who retired or resigned is over budget and savings from unpaid leaves-of-absence. Athletic salaries were down from unfilled coaching positions at the middle school including cheerleading and several assistant coaching 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.

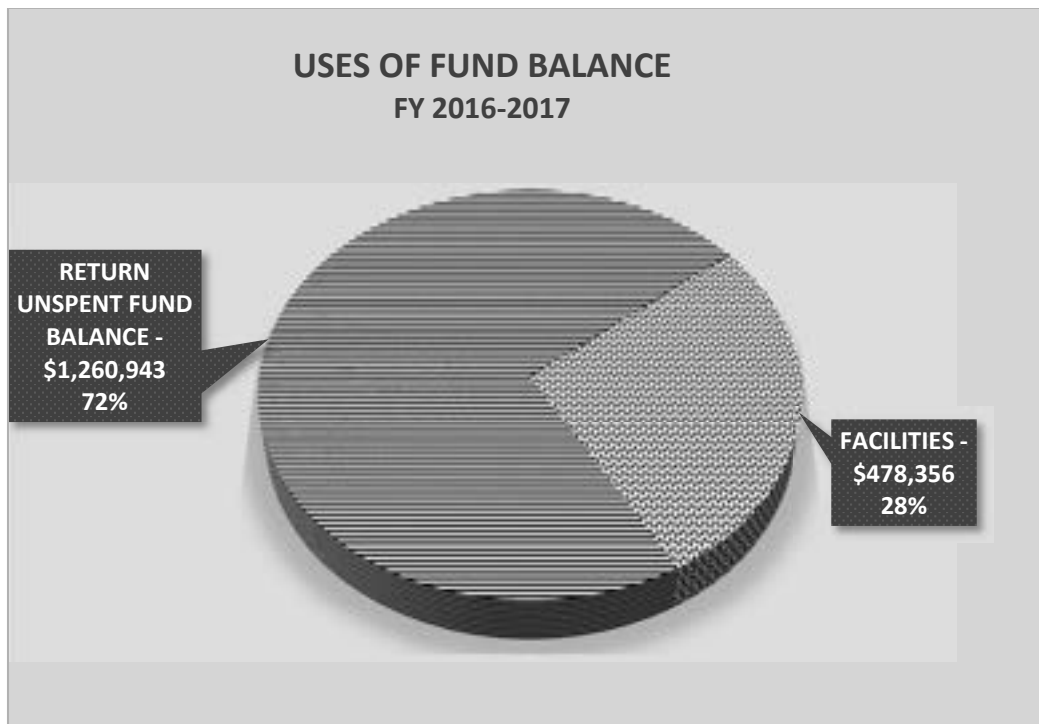
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,260,943** - Estimated return of unspent fund balance pending audit and approval of funding requests
2. **\$478,356** – Set a District Meeting to vote on supplemental appropriation into the Reserve Fund for Capital and Nonrecurring Expenses for a variety of projects. The five-year capital and technology plans identify items of need.

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	\$ 257,094
Orange	\$ 614,584
Woodbridge	\$ 389,266
<b>Total</b>	<b>\$1,260,943</b>

**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>JUL '17</b>	<b>CHANGE</b>	<b>AUG '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	136,510	21,400	157,910	21,400	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>48,439,163</b>	<b>21,400</b>	<b>48,460,563</b>	<b>21,400</b>	<b>FAV</b>
7	SALARIES	24,455,463	25,474,101	25,474,101	0	25,474,101	0	FAV
8	BENEFITS	6,002,199	6,418,372	6,418,372	0	6,418,372	0	FAV
9	PURCHASED SERVICES	7,507,580	8,394,700	8,394,700	(559,111)	7,835,589	(559,111)	FAV
10	DEBT SERVICE	4,709,213	4,406,650	4,406,650	0	4,406,650	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,749,482	2,897,963	2,897,963	(900)	2,897,063	(900)	FAV
12	EQUIPMENT	181,138	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	136,285	157,985	157,985	0	157,985	0	FAV
15	TRANSFER ACCOUNT	478,356	0	0	0	0	0	FAV
16	<b>TOTAL EXPENDITURES</b>	<b>46,282,176</b>	<b>48,439,163</b>	<b>48,439,163</b>	<b>(560,011)</b>	<b>47,879,152</b>	<b>(560,011)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,260,943</b>	<b>0</b>	<b>0</b>	<b>581,411</b>	<b>581,411</b>	<b>581,411</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>1,260,943</b>	<b>0</b>	<b>0</b>	<b>581,411</b>	<b>581,411</b>	<b>581,411</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>JUL '17</b>	<b>CHANGE</b>	<b>AUG '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	10,000	0	10,000	0	FAV
8	ATHLETICS	23,230	23,000	23,000	0	23,000	0	FAV
9	TUITION REVENUE	86,570	49,368	49,368	21,400	70,768	21,400	FAV
10	TRANSPORTATION INCOME	19,500	22,100	22,100	0	22,100	0	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>136,510</b>	<b>21,400</b>	<b>157,910</b>	<b>21,400</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>48,439,163</b>	<b>21,400</b>	<b>48,460,563</b>	<b>21,400</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>JUL '17</b>	<b>CHANGE</b>	<b>AUG '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	20,157,539	20,975,448	20,975,448	0	20,975,448	0	FAV
2	5112-CLASSIFIED SALARIES	4,297,924	4,498,653	4,498,653	0	4,498,653	0	FAV
3	<b>SALARIES</b>	<b>24,455,463</b>	<b>25,474,101</b>	<b>25,474,101</b>	<b>0</b>	<b>25,474,101</b>	<b>0</b>	<b>FAV</b>
4	5200-MEDICARE - ER	333,709	353,376	353,376	0	353,376	0	FAV
5	5210-FICA - ER	272,102	277,127	277,127	0	277,127	0	FAV
6	5220-WORKERS' COMPENSATION	232,488	251,584	251,584	0	251,584	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,820,046	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	9,373	0	9,373	0	FAV
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	0	54,384	0	FAV
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>6,002,199</b>	<b>6,418,372</b>	<b>6,418,372</b>	<b>0</b>	<b>6,418,372</b>	<b>0</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	962,168	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	2,689,553	2,928,073	2,928,073	(200,948)	2,727,125	(200,948)	FAV
23	5521-GENERAL LIABILITY INSURANCE	217,543	234,767	234,767	0	234,767	0	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	134,995	172,374	172,374	0	172,374	0	FAV
25	5560-TUITION EXPENSE	3,236,351	3,486,509	3,486,509	(358,163)	3,128,346	(358,163)	FAV
26	5590-OTHER PURCHASED SERVICES	84,737	87,886	87,886	0	87,886	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,507,580</b>	<b>8,394,700</b>	<b>8,394,700</b>	<b>(559,111)</b>	<b>7,835,589</b>	<b>(559,111)</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>JUL '17</b>	<b>CHANGE</b>	<b>AUG '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	693,716	681,950	681,950	(900)	681,050	(900)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	707,009	720,055	720,055	0	720,055	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	361,659	385,274	385,274	0	385,274	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	204,864	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	64,706	53,845	53,845	0	53,845	0	FAV
37	5627-TRANSPORTATION SUPPLIES	103,930	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	487,668	548,827	548,827	0	548,827	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,749,482</b>	<b>2,897,963</b>	<b>2,897,963</b>	<b>(900)</b>	<b>2,897,063</b>	<b>(900)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	48,046	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>181,138</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	19,199	22,432	22,432	0	22,432	0	FAV
50	5581-TRAVEL - CONFERENCES	28,493	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>136,285</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>478,356</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>46,282,176</b>	<b>48,439,163</b>	<b>48,439,163</b>	<b>(560,011)</b>	<b>47,879,152</b>	<b>(560,011)</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**



AUGUST 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% 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 2019 meeting.*

**OVERVIEW**

The projected unspent fund balance for this fiscal year is **\$581,411 FAV** (previously **\$726,423 FAV**), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$21,400 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.

<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 %

**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. One new tuition students enrolled in the District. The projected variance is **\$21,400 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 **\$ 560,011 FAV**, which appears on page 4, column 6, line 55.

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

An analysis of salaries will be done in September when all hiring has been completed and salaries are encumbered.

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

An analysis of salaries will be done in September when all hiring has been completed and salaries are encumbered.

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

The forecast is based on the current staff.

**LINE 6: 5220-WORKERS' COMPENSATION:**

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted.

**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 under budget **\$96,878 FAV**. Other projections such as employee contribution and employer HSA deposits are not yet finalized.

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2017-2018 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>VARIANCE</b>	<b>2017-2018 ACTUAL</b>	<b>2015-2016 ACTUAL</b>
<i>JUL</i>	\$ 254,849	\$ 376,127	\$ (121,278)	\$ 309,902	\$ 424,798
AUG	\$ 376,127	\$ 376,127	\$ -	\$ 466,996	\$ 298,314
SEP	\$ 376,127	\$ 376,127	\$ -	\$ 250,040	\$ 311,187
OCT	\$ 376,127	\$ 376,127	\$ -	\$ 250,625	\$ 316,592
NOV	\$ 376,127	\$ 376,127	\$ -	\$ 307,308	\$ 382,903
DEC	\$ 376,127	\$ 376,127	\$ -	\$ 482,363	\$ 416,646
JAN	\$ 376,127	\$ 376,127	\$ -	\$ 178,047	\$ 382,654
FEB	\$ 376,127	\$ 376,127	\$ -	\$ 308,703	\$ 253,140
MAR	\$ 376,127	\$ 376,127	\$ -	\$ 282,399	\$ 360,554
APR	\$ 376,127	\$ 376,127	\$ -	\$ 219,690	\$ 479,532
MAY	\$ 376,127	\$ 376,127	\$ -	\$ 449,993	\$ 370,820
JUN	\$ 376,127	\$ 376,127	\$ -	\$ 301,248	\$ 320,630
<b>TOTALS</b>	<b>\$ 4,392,246</b>	<b>\$ 4,513,524</b>	<b>\$ (121,278)</b>	<b>\$ 3,807,314</b>	<b>\$ 4,317,770</b>

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

<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 BUDGET</b>	<b>2017-2018 FORECAST</b>
87.3%	99.9%	85.2%	100.0%	<i>97.3%</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>	\$ 60,539	\$ 60,539	\$ -	\$ 101,465	\$ 87,514
<b>SEP</b>	\$ 60,539	\$ 60,539	\$ -	\$ 75,692	\$ 73,583
<b>OCT</b>	\$ 60,539	\$ 60,539	\$ -	\$ 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>	\$ 750,868	\$ 726,468	\$ 24,400	\$ 679,235	\$ 618,008

**LINE 9: 5260-LIFE INSURANCE:**

The forecast is based on the current staff.

**LINE 10: 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: 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 15: 5290-UNEMPLOYMENT COMPENSATION:** The forecast reflects the most recent charges including an adjustment for the prior six months. This account is projected to be *\$10,360 UNF*.

**LINE 19: 5327-DATA PROCESSING:** The forecast includes the implementation costs for the AESOP and Veritime modules to automate the substitute coverage process while recording of staff attendance. The Finance Department dropped the Student Activities module of Munis and is using the general ledger portion of Munis. Our annual service rate was lowered as a result. Absence Management (Aesop *\$2,500 UNF previously 9,000 UNF*

**LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:****LINE 21: 5440-RENTALS, LAND, BLDG, EQUIPMENT:****LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is a projected variance of **\$225,338 FAV (previously \$204,200 FAV)**. The forecast is based on the current transportation needs of the students. There continue to be changes throughout the year.

**LINE 23 on Page 3: 5521-GENERAL LIABILITY INSURANCE:** *The premium for student accident insurance is lower than budgeted \$3,005 FAV.*

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

Tuition has a projected variance of **\$510,763 FAV (previously \$516,517)**. 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 **\$7,278 FAV**. **Enrollment is up by one student, however the shift between schools and the number of special education students participating varies from the budget.**

	<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	2
Trumbull	2	2	3	3	4	6
Nonnewaug	2	1	3(5) <sup>a</sup>	3	3	4
Common Guard Charter HS	0	1	1	1	0	0
ACES Wintergreen Magnet	1	0	0	0	0	0
King Robinson Magnet	0	0	1	1	0	0
Engineering Science Magnet	0	0	0	0	1	1
Highville Charter School	0	0	0	0	0	1
<b>Totals</b>	<b>12</b>	<b>9</b>	<b>12(14)</b>	<b>15</b>	<b>13</b>	<b>14</b>

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

ECA has a projected variance of **\$16,200 FAV due to lower enrollment.**



	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 ACTUAL	FY17-18 BUDGET	FY17-18 FORECAST
ECA	26	26	22	15	21	18

Public (ACES) and private out-of-district placements has a projected variance of *\$334,685 FAV*.

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

**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. No invoices have been received to date, no variance is projected.

**ELECTRICITY (KILOWATT HOURS)**

MONTH	2017-2018 FORECAST	2017-2018 BUDGET	VARIANCE	2016-2017 ACTUAL	2015-2016 ACTUAL
JUL	341,940	341,940	-	308,892	339,296
AUG	361,857	361,857	-	363,040	374,855
SEP	356,339	356,339	-	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>3,813,980</b>	<b>3,813,980</b>	-	<b>3,503,753</b>	<b>3,651,004</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.

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

Sewer costs are budgeted at \$36,000, no variance is expected at this time.

**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 fore assumes these funds will be entirely used. The current balance is \$150,000.

## Amity Regional School District No. 5 - Budget Transfers 2016-2017

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<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2016	154	03111017	5611	INSTRUCTIONAL SUPPLIES	\$ 1,000.00	8/8/16 BOE APPROVED Trans
August 2016	154	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00	8/8/16 BOE APPROVED Trans
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 1,900.00	Sci Transfer
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 400.00	Sci Transfer
August 2016	43	03111013	5731	EQUIPMENT - REPLACEMENT	\$ -400.00	Sci Transfer
August 2016	43	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -1,900.00	Sci Transfer
August 2016	86	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00	MATH COUNTS MATH CLUB
August 2016	86	01111009	5810	DUES & FEES	\$ 100.00	MATH COUNTS MATH CLUB
August 2016	120	02111014	5641	TEXTBOOKS	\$ -1,065.00	SUPPLIES FOR COMMON CORE
August 2016	120	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 1,065.00	SUPPLIES FOR COMMON CORE
September 2016	104	01132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -200.00	Author Visit for entire school
September 2016	104	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 200.00	Author Visit for entire school
September 2016	106	04121200	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,360.00	PROF DEV READING INSTRUCTION
September 2016	106	04121200	5581	TRAVEL - CONFERENCES	\$ 1,360.00	PROF DEV READING INSTRUCTION
September 2016	158	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -500.00	Supplies needed
September 2016	158	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00	Supplies needed
September 2016	200	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00	TESTING MATERIAL BASC 3
September 2016	200	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00	TESTING MATERIAL BASC 3
October 2016	228	03111014	5611	INSTRUCTIONAL SUPPLIES	\$ -279.00	Transfer Funds for ASCD member
October 2016	228	03111014	5810	DUES & FEES	\$ 279.00	Transfer Funds for ASCD member
November 2016	195	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -340.00	TRANSITION CLASS-STOVE/HOOD
November 2016	195	04132190	5642	LIBRARY BOOKS & PERIODICALS	\$ -642.00	TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121203	5730	EQUIPMENT - NEW	\$ 982.00	TRANSITION CLASS-STOVE/HOOD
November 2016	199	01142600	5731	EQUIPMENT - REPLACEMENT	\$ 1,600.00	AED Replacement
November 2016	199	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,600.00	AED Replacement
November 2016	278	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 600.00	Bethany propane usage increase
November 2016	278	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -600.00	Bethany propane usage increase
December 2016	52	05142350	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,500.00	Frontier Fiber Cable
December 2016	52	05142350	5730	EQUIPMENT - NEW	\$ -2,500.00	Frontier Fiber Cable
December 2016	141	05142350	5690	OTHER SUPPLIES	\$ -2,500.00	CHROMEBOOKS
December 2016	141	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 2,500.00	CHROMEBOOKS
December 2016	193	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -44.00	SHIPPING CHARGES
December 2016	193	02111006	5611	INSTRUCTIONAL SUPPLIES	\$ 44.00	SHIPPING CHARGES
December 2016	194	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -94.00	SHIPPING CHARGES
December 2016	194	02111010	5611	INSTRUCTIONAL SUPPLIES	\$ 94.00	SHIPPING CHARGES
December 2016	195	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,300.00	catch basins
December 2016	195	05142600	5720	IMPROVEMENTS TO SITES	\$ 1,300.00	catch basins
January 2017	223	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ -1,050.00	tool to bend metal safely
January 2017	223	03111008	5730	EQUIPMENT - NEW	\$ 1,050.00	tool to bend metal safely
January 2017	65	01142600	5731	EQUIPMENT - REPLACEMENT	\$ 482.00	upgrade AED B/O taking 2 long
January 2017	65	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -482.00	upgrade AED (B/O taking 2 long
January 2017	79	01142700	5510	PUPIL TRANSPORTATION	\$ 235.00	Field Trip to Trinity College
January 2017	79	01132400	5581	TRAVEL - CONFERENCES	\$ -235.00	Field Trip to Trinity College
January 2017	81	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -1,800.00	Chromebooks for Math teachers
January 2017	81	05142350	5690	OTHER SUPPLIES	\$ 1,800.00	Chromebooks for Math teachers
January 2017	129	03132220	5690	OTHER SUPPLIES	\$ -500.00	Library Computer Logon Mgmt.
January 2017	129	05142350	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 500.00	Library Computer Logon Mgmt.
January 2017	134	03142700	5510	PUPIL TRANSPORTATION	\$ 215.00	Coach bus transportation
January 2017	134	03132400	5590	OTHER PURCHASED SERVICES	\$ -215.00	Coach bus transportation
January 2017	166	05142350	5690	OTHER SUPPLIES	\$ 1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	166	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ -1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	204	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -2,392.00	Audio/Visual upgrade-TV&Speakr
January 2017	204	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 2,392.00	Audio/Visual upgrade-TV&Speakr
January 2017	219	03142700	5510	PUPIL TRANSPORTATION	\$ 166.00	TRANSPORTATION FOR ILR

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
January 2017	219	05142700	5510 PUPIL TRANSPORTATION	\$ -166.00	TRANSPORTATION FOR ILR
February 2017	4	03111008	5730 EQUIPMENT - NEW	\$ 1,000.00	METAL TOOL FOR ART
February 2017	4	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	METAL TOOL FOR ART
February 2017	14	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 715.00	LAPTOP TO REPLACE IPAD-ENGLISH
February 2017	14	01111005	5611 INSTRUCTIONAL SUPPLIES	\$ -715.00	LAPTOP TO REPLACE IPAD ENGLISH
February 2017	15	04126116	5510 PUPIL TRANSPORTATION	\$ 2,980.00	TRANSPORTATION TO WORK SITE
February 2017	15	04126117	5560 TUITION EXPENSE	\$ -2,980.00	TRANSPORTATION TO WORK SITE
February 2017	277	03111003	5611 INSTRUCTIONAL SUPPLIES	\$ 185.00	funds needed for add. supplies
February 2017	277	03111003	5581 TRAVEL - CONFERENCES	\$ -185.00	funds needed for add. supplies
February 2017	86	04122150	5690 OTHER SUPPLIES	\$ -57.00	SHIPPING CHARGES
February 2017	86	04122150	5611 INSTRUCTIONAL SUPPLIES	\$ 57.00	SHIPPING CHARGES
February 2017	123	05142350	5730 EQUIPMENT - NEW	\$ 1,469.00	SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	123	01111005	5611 INSTRUCTIONAL SUPPLIES	\$ -1,469.00	SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	199	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,400.00	Replace broken xylophone
February 2017	199	02111010	5731 EQUIPMENT - REPLACEMENT	\$ 2,400.00	Replace broken xylophone
February 2017	233	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 1,500.00	TV/SUB WOOFER
February 2017	233	05142350	5690 OTHER SUPPLIES	\$ -1,500.00	TV/SUB WOOFER
March 2017	263	03111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -286.00	use remaining funds for suppli
March 2017	263	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ 286.00	use remaining funds for suppli
March 2017	66	05152512	5291 Clothing Allowance	\$ 2,000.00	Contracted Amount
March 2017	66	05142310	5810 DUES & FEES	\$ -1,442.00	Cabe Conference
March 2017	66	05142510	5521 GENERAL LIABILITY INSURANCE	\$ -2,000.00	Contracted Amount
March 2017	66	05142320	5810 DUES & FEES	\$ 1,442.00	CABE Conference
March 2017	194	01111016	5810 DUES & FEES	\$ -600.00	Classroom supplies needed
March 2017	194	01111016	5690 OTHER SUPPLIES	\$ 600.00	Classroom supplies needed
March 2017	206	03132220	5731 EQUIPMENT - REPLACEMENT	\$ 211.00	Final purchase chairs
March 2017	206	03132220	5690 OTHER SUPPLIES	\$ -211.00	Database savings
March 2017	207	01142219	5611 INSTRUCTIONAL SUPPLIES	\$ -189.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	207	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -1,905.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	207	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,094.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	225	03111013	5581 TRAVEL - CONFERENCES	\$ -1,150.00	Replace Broken Equipment
March 2017	225	03111013	5731 EQUIPMENT - REPLACEMENT	\$ 1,150.00	Replace Broken Equipment
March 2017	229	03111005	5611 INSTRUCTIONAL SUPPLIES	\$ -400.00	need to order replacement text
March 2017	229	03111005	5641 TEXTBOOKS	\$ 400.00	need to order replacement text
March 2017	240	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,600.00	G.STACK - AIA CONSULTANT
March 2017	240	05132213	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ 2,600.00	G.STACK - AIA CONSULTANT
March 2017	246	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 1,000.00	Purchase resources for dept.
March 2017	246	03111016	5810 DUES & FEES	\$ -1,000.00	Purchase resources for dept.
March 2017	266	05132213	5611 INSTRUCTIONAL SUPPLIES	\$ -500.00	AWARD FOR EXCELLENCE
March 2017	266	05132213	5690 OTHER SUPPLIES	\$ 500.00	AWARD FOR EXCELLENCE
March 2017	275	03111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -400.00	transfer for concert music
March 2017	275	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ 400.00	transfer for concert music
March 2017	276	03111001	5810 DUES & FEES	\$ -25.00	transfer to purchase book
March 2017	276	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ 25.00	transfer to purchase book
March 2017	282	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ 500.00	FOR AEROSPACE CURRICULUM
March 2017	282	02111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -500.00	FOR AEROSPACE CURRICULUM
March 2017	294	03111009	5641 TEXTBOOKS	\$ -842.00	Math XL Code purchases
March 2017	294	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ 842.00	Math XL Code purchases
March 2017	295	03111009	5810 DUES & FEES	\$ -31.00	Math XL Codes
March 2017	295	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ 31.00	Math XL Codes
March 2017	297	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -1,490.00	small Chromebook cart for COW6
March 2017	297	05142350	5730 EQUIPMENT - NEW	\$ 1,490.00	small Chromebook cart for COW6
March 2017	299	05132212	5590 OTHER PURCHASED SERVICES	\$ 2,900.00	CATERED- PD -FULL STAFF 3/17/1
March 2017	299	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,900.00	CATERED- PD -FULL STAFF 3/17/1

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2017	3	03111013	5641	TEXTBOOKS	\$ -335.00 txt bk over due to less replac
April 2017	3	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 200.00 replace analytical balance
April 2017	3	03111013	5810	DUES & FEES	\$ 125.00 chem inventory license
April 2017	3	03111013	5730	EQUIPMENT - NEW	\$ 10.00 short a few \$ for final PO
April 2017	14	03111010	5810	DUES & FEES	\$ -530.00 piano purchase
April 2017	14	03111010	5731	EQUIPMENT - REPLACEMENT	\$ 1,416.00 piano purchase
April 2017	14	03111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -886.00 piano purchase
April 2017	16	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 1,890.00 TO PURCHASE CHROMEBOOKS-ENGLISH
April 2017	16	01111005	5611	INSTRUCTIONAL SUPPLIES	\$ -1,890.00 TO PURCHASE CHROMEBOOKS-ENGLISH
April 2017	35	01132400	5581	TRAVEL - CONFERENCES	\$ 158.00 REIMBURSE R DELLINGER FO NELMS
April 2017	35	01142219	5690	OTHER SUPPLIES	\$ -158.00 REIMBURSE R DELLINGER FO NELMS
April 2017	38	02111011	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -425.00 TO PURCHASE SUPPLIES
April 2017	38	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ 425.00 TO PURCHASE SUPPLIES
April 2017	39	04126117	5560	TUITION EXPENSE	\$ -2,200.00 TRANSPORTATION EXPENSE - CES
April 2017	39	04126110	5510	PUPIL TRANSPORTATION	\$ 2,200.00 TRANSPORTATION EXPENSE - CES
April 2017	51	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ 665.00 STEAM Day costs
April 2017	51	03111015	5810	DUES & FEES	\$ -315.00 Not as many teams this year
April 2017	51	03111015	5581	TRAVEL - CONFERENCES	\$ -350.00 No one attended Conf.
April 2017	52	01142700	5510	PUPIL TRANSPORTATION	\$ 487.00 BUS TRIP FROM AHS-BMS FIELD DA
April 2017	52	01142219	5611	INSTRUCTIONAL SUPPLIES	\$ -311.00 BUS TRIP FROM AHS-BMS FIELD DA
April 2017	52	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -176.00 BUS TRIP FROM AHS-BMS FIELD DA
April 2017	67	01132400	5581	TRAVEL - CONFERENCES	\$ 2,100.00 REIMBURSE TOM NORTON
April 2017	67	01132400	5590	OTHER PURCHASED SERVICES	\$ -243.00 REIMBURSE TOM NORTON,
April 2017	67	01142219	5690	OTHER SUPPLIES	\$ -294.00 REIMBURSE TOM NORTON
April 2017	67	01111011	5810	DUES & FEES	\$ -345.00 REIMBURSE NORTON, SMOLINSKI
April 2017	67	01132400	5690	OTHER SUPPLIES	\$ -757.00 REIMBURSE TOM NORTON
April 2017	67	01132400	5810	DUES & FEES	\$ -461.00 REIMBURSE TOM NORTON
April 2017	71	01132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -100.00 items needed for year end acti
April 2017	71	01132120	5590	OTHER PURCHASED SERVICES	\$ 100.00 items needed for year end acti
April 2017	152	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,900.00 BOE Approved April Transfers
April 2017	141	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,000.00 Glass repair + film addon
April 2017	141	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,000.00 Glass repair + film addon
April 2017	205	04126116	5510	PUPIL TRANSPORTATION	\$ 2,990.00 PUBLIC IN TRANSPORTATION
April 2017	205	04121203	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,990.00 PUBLIC IN TRANSPORTATION
April 2017	221	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -630.00 English classroom chromebooks
April 2017	221	05142350	5730	EQUIPMENT - NEW	\$ 630.00 English classroom chromebooks
April 2017	222	01132400	5590	OTHER PURCHASED SERVICES	\$ 720.00 100 MORE LOCKER SHELVES
April 2017	222	01132400	5581	TRAVEL - CONFERENCES	\$ -720.00 100 MORE LOCKER SHELVES
April 2017	285	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -487.00 propane delivery 3/31 and 4/21
April 2017	285	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 487.00 propane delivery 3/31 and 4/21
May 2017	18	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 298.00 propane
May 2017	18	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -298.00 propane
May 2017	31	01132130	5690	OTHER SUPPLIES	\$ 140.00 SAFETY CHOCKING/CPR POSTERS
May 2017	31	01132130	5581	TRAVEL - CONFERENCES	\$ -140.00 SAFETY CHOCKING/CPR POSTERS
May 2017	34	02142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -50.00 Generator Fuel Orange
May 2017	34	02142600	5620	OIL USED FOR HEATING	\$ 50.00 Generator Fuel Orange
May 2017	42	04121200	5690	OTHER SUPPLIES	\$ 1,200.00 CALCULATORS/OFFICE SUPPLIES
May 2017	42	04126111	5560	TUITION EXPENSE	\$ -1,200.00 CALCULATORS/OFFICE SUPPLIES
May 2017	51	01132400	5581	TRAVEL - CONFERENCES	\$ 320.00 CAS SCHOLAR-LEADER BANQUET
May 2017	51	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -320.00 CAS SCHOLAR-LEADER BANQUET
May 2017	161	03113202	5731	EQUIPMENT - REPLACEMENT	\$ 1,795.00 to purchasea ice machine
May 2017	161	03113202	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,795.00 to purchasea ice machine
May 2017	162	04121203	5690	OTHER SUPPLIES	\$ 1,000.00 TRANSITION CLASS - SUPPLIES
May 2017	162	04121203	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00 TRANSITION CLASS - SUPPLIES

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
May 2017	176	05132213	5111 CERTIFIED SALARIES	\$ 1,200.00	PD Presenters - In House
May 2017	176	05132213	5810 DUES & FEES	\$ -90.00	PD Presenters - In House
May 2017	176	05132213	5580 STAFF TRAVEL	\$ -210.00	PD Presenters - In House
May 2017	176	05132213	5581 TRAVEL - CONFERENCES	\$ -900.00	PD Presenters - In House
May 2017	190	05142320	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ 2,500.00	Transfer Postage Dollars CO
May 2017	190	05142320	5690 OTHER SUPPLIES	\$ -2,500.00	Transfer Postage Dollars CO
May 2017	350	03113202	5690 OTHER SUPPLIES	\$ 1,500.00	Boys Lacrosse Uniforms
May 2017	350	02113202	5690 OTHER SUPPLIES	\$ -1,500.00	Boys Lacrosse Uniforms
May 2017	378	04126111	5560 TUITION EXPENSE	\$ -1,500.00	SUPPLIES FOR STARS PROGRAM
May 2017	378	04121200	5690 OTHER SUPPLIES	\$ 1,500.00	SUPPLIES FOR STARS PROGRAM
June 2017	77	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,030.00	CHILLER
June 2017	77	03142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -2,030.00	CHILLER
June 2017	258	01132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -15.00	Reimbursement for school activ
June 2017	258	01132120	5590 OTHER PURCHASED SERVICES	\$ -66.00	Reimbursement for school activ
June 2017	258	01132400	5590 OTHER PURCHASED SERVICES	\$ 66.00	Reimbursement for school activ
June 2017	258	01132400	5590 OTHER PURCHASED SERVICES	\$ 15.00	Reimbursement for school activ
June 2017	460	02142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -161.00	TREES
June 2017	460	02142600	5715 IMPROVEMENTS TO BUILDINGS	\$ 161.00	TREES
June 2017	471	05142600	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 410.00	ABM Removal
June 2017	471	02142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -410.00	ABM Removal
June 2017	571	01111011	5611 INSTRUCTIONAL SUPPLIES	\$ 3.00	YEAREND
June 2017	571	02113202	5510 PUPIL TRANSPORTATION	\$ 34.00	YEAREND
June 2017	571	05142320	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 98.00	YEAREND
June 2017	571	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ 100.00	YEAREND
June 2017	571	02132220	5112 CLASSIFIED SALARIES	\$ 492.00	YEAREND
June 2017	571	02132400	5580 STAFF TRAVEL	\$ 339.00	YEAREND
June 2017	571	05142320	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ 456.00	YEAREND
June 2017	571	01132120	5111 CERTIFIED SALARIES	\$ 715.00	YEAREND
June 2017	571	01132400	5580 STAFF TRAVEL	\$ 921.00	YEAREND
June 2017	571	04132190	5112 CLASSIFIED SALARIES	\$ 1,496.00	YEAREND
June 2017	571	01132130	5810 DUES & FEES	\$ 1.00	YEAREND
June 2017	571	02111014	5611 INSTRUCTIONAL SUPPLIES	\$ 12.00	YEAREND
June 2017	571	01132400	5112 CLASSIFIED SALARIES	\$ 163.00	YEAREND
June 2017	571	03111007	5611 INSTRUCTIONAL SUPPLIES	\$ 215.00	YEAREND
June 2017	571	02132400	5112 CLASSIFIED SALARIES	\$ 733.00	YEAREND
June 2017	571	03132220	5112 CLASSIFIED SALARIES	\$ 835.00	YEAREND
June 2017	571	01132120	5112 CLASSIFIED SALARIES	\$ 1,485.00	YEAREND
June 2017	571	03152601	5112 CLASSIFIED SALARIES	\$ 1,640.00	YEAREND
June 2017	571	02111011	5111 CERTIFIED SALARIES	\$ 26.00	YEAREND
June 2017	571	01113201	5690 OTHER SUPPLIES	\$ 15.00	YEAREND
June 2017	571	02142600	5410 UTILITIES, EXCLUDING HEAT	\$ 329.00	YEAREND
June 2017	571	04132140	5690 OTHER SUPPLIES	\$ 5.00	YEAREND
June 2017	571	02111016	5690 OTHER SUPPLIES	\$ 4.00	YEAREND
June 2017	571	05142310	5810 DUES & FEES	\$ 52.00	YEAREND
June 2017	571	01142600	5620 OIL USED FOR HEATING	\$ 216.00	YEAREND
June 2017	571	05152512	5220 WORKER'S COMPENSATION	\$ 1,637.00	YEAREND
June 2017	571	03113202	5510 PUPIL TRANSPORTATION	\$ 2,242.00	YEAREND
June 2017	571	01111016	5690 OTHER SUPPLIES	\$ 6.00	YEAREND
June 2017	571	05152512	5260 LIFE INSURANCE	\$ 41.00	YEAREND
June 2017	571	02111010	5611 INSTRUCTIONAL SUPPLIES	\$ 106.00	YEAREND
June 2017	571	01113201	5111 CERTIFIED SALARIES	\$ 447.00	YEAREND
June 2017	571	05152512	5275 DISABILITY INSURANCE	\$ 486.00	YEAREND
June 2017	571	03113201	5111 CERTIFIED SALARIES	\$ 1,110.00	YEAREND
June 2017	571	04132140	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 1,169.00	YEAREND
June 2017	571	02132120	5112 CLASSIFIED SALARIES	\$ 2,609.00	YEAREND
June 2017	571	03132120	5112 CLASSIFIED SALARIES	\$ 2,739.00	YEAREND

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u> 1
June 2017	571	02132130	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 29.00 YEAREND
June 2017	571	02113202	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ 36.00 YEAREND
June 2017	571	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ 237.00 YEAREND
June 2017	571	03111010	5731	EQUIPMENT - REPLACEMENT	\$ 388.00 YEAREND
June 2017	571	05142350	5690	OTHER SUPPLIES	\$ 1,496.00 YEAREND
June 2017	571	03111003	5111	CERTIFIED SALARIES	\$ 1.00 YEAREND
June 2017	571	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ 5.00 YEAREND
June 2017	571	05142600	5580	STAFF TRAVEL	\$ 456.00 YEAREND
June 2017	571	01142700	5510	PUPIL TRANSPORTATION	\$ 689.00 YEAREND
June 2017	571	05142320	5810	DUES & FEES	\$ 700.00 YEAREND
June 2017	571	05132213	5111	CERTIFIED SALARIES	\$ 909.00 YEAREND
June 2017	571	02132120	5111	CERTIFIED SALARIES	\$ 1,960.00 YEAREND
June 2017	571	02132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 5.00 YEAREND
June 2017	571	02113202	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 6.00 YEAREND
June 2017	571	01132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 23.00 YEAREND
June 2017	571	02111010	5731	EQUIPMENT - REPLACEMENT	\$ 56.00 YEAREND
June 2017	571	05132212	5112	CLASSIFIED SALARIES	\$ 84.00 YEAREND
June 2017	571	05142510	5581	TRAVEL - CONFERENCES	\$ 149.00 YEAREND
June 2017	571	05132212	5111	CERTIFIED SALARIES	\$ 1,568.00 YEAREND
June 2017	571	03111017	5111	CERTIFIED SALARIES	\$ 2,421.00 YEAREND
June 2017	571	05142510	5590	OTHER PURCHASED SERVICES	\$ 2,804.00 YEAREND

**COMMITTEE MEMBERS PRESENT:** Ms. Sue Cohen, Mr. Tom Hurley, Ms. Sheila McCreven, and Ms. Diane Urbano

**COMMITTEE MEMBERS ABSENT:** None

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

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Monday, June 19, 2017, at 5:30 pm in the District Office Conference Room.

1. **Call to Order:** Mr. Hurley called the meeting to order at 5:35 pm.
2. **Approval of minutes -- May 15, 2017 (enclosure)**

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

**Vote 3-0 in favor**

**Motion carried**

3. **Public Comment** – None
4. **Review of Connecticut Association of Boards of Education (CABE) policy highlights of April 28, 2017 – Graduations issues reviewed (enclosure)**

Chairman Hurley stated that he would like to instate a 30-minute time limit on discussion of topics unrelated to the regular work of the Committee, namely of getting through the policy manual. Committee members agreed.

Discussion took place on policy 5123.3 regarding participation in graduation ceremonies and the requirements for such. Mr. Hurley suggested a special Board meeting in July might be in order to discuss this policy, or perhaps this could be discussed at the Board retreat in July as an example of Board processes. Dr. Dumais suggested that special Policy Committee meetings might be more fruitful for these things that crop up, rather than a meeting of the full Board.

**5. Review of the 1000 series**

Policy 1100 – Community relations, Communication. CABE review stated this is appropriate as written, no changes necessary.

Changes made:

Second paragraph “...will seek to keep the public informed as to the needs, activities and emergency situations of the schools through the following actions:”

Three changes as per page 2 of the May 15<sup>th</sup> minutes were included which are:

- Item #4 – add “...by employing a mass communication system.”
- Item #1 -- add “...and to utilize official social media accounts to disseminate information.”
- Item #2 -- add “...through issuing print publications and website content about the school district.”

***Motion by Ms. McCreven to include all of the above changes and move policy 1100 to the full Board for a first read.***

**Vote 3-0 in favor**

**Motion carried**



Policy 1110 – Amity has no current policy; the Superintendent recommends that this policy not be considered.

Policy 1110.1 – CABA review stated that this is appropriate as written.

Discussion followed.

***Motion by Ms. Cohen to work from the CABA document “sample to consider” as a base.***

There was further discussion regarding the language, and some revisions were made to the final paragraph:

Strike “...will keep the BOE apprised of parent involvement activities.”

Strike “required July 2010”

Strike “drop-in hours by appointment”

***Ms. Cohen made a motion to table this policy as amended for discussion at the next meeting. In the meantime, the Superintendent will check on the legal references for this policy and on the flexible parent-teacher conferences.***

**Vote 3-0 in favor**

**Motion carried**

Policy 1110.2 – Amity has no current policy. The Superintendent recommends that this policy not be adopted because it is not necessary.

Policy 1110.3 Amity has no current policy. This policy was not considered.

Policy 1111 – Use of Educational Television Channel. Amity has an existing policy. There was discussion regarding the language. Changes were made as follows:

Add “...and internet and live-streaming” in the title, mission and goals.

Delete the word “television” everywhere.

The Superintendent will check Regulation 1111B regarding copying.

***Motion by Ms. McCreven to move Policy 1111 to the full BOE for a first read.***

**Vote 3-0 in favor**

**Motion carried**

Policy 111.2 and 111.3 – Amity has no current policy, and these are not recommended.

Policy 1112

***Motion by Ms. Cohen to consider the text of the policy recommended by CABA as the base document.***

**Vote 3-0 in favor**

**Motion carried**

Discussion followed regarding all the possible changes to this policy.

***Motion by Ms. McCreven to delete all of item #6.***

**Vote 2-0 in favor, Ms. Urbano abstained**

**Motion carried**

***Motion by Ms. Cohen to remove “if requested” from item #5.***

**Vote 2-0 in favor, Ms. Urbano abstained**

**Motion carried**

***Motion by Ms. McCreven to change language in item #8 to read “... photographs, video recordings, live-streaming...” and “...involved in performance events, parents and guardians are informed of the requirements of the program.”***

**Vote 3-0 in favor**

**Motion carried**

***Motion by Ms. McCreven to eliminate the 2<sup>nd</sup> and 3<sup>rd</sup> sentences in item #9.***

**Vote 2-0 in favor, Ms. Urbano abstained.**

**Motion carried**

***Motion by Ms. McCreven to move policy 1112 as amended to the BOE for a first read; this is to replace the current policy with changes as noted above and to include renumbering of items.***

**Vote 2-0 in favor, Ms. Urbano abstained**

**Motion carried**

Policy 1112.1 – This is a current policy.

Discussion followed. Changes were made as follows:

“newspapers” changed to “media outlets”

delete the second sentence

***Motion by Ms. McCreven to move Policy 1112.1 as amended to the BOE for a first read.***

**Vote 3-0 in favor**

**Motion carried**

Policy 1112.2 – Does not exist

Policy 1112.3 – This is a current policy.

***Motion by Ms. Cohen to leave Policy 1112.3 as is and to move it to the BOE for a first read.***

Discussion continued.

***Motion by Ms. McCreven to amend the policy by adding the 3 paragraphs from the Branford policy to the top of the current policy.***

**Vote 1 in favor (Ms. McCreven), 2 opposed (Ms. Cohen, Ms. Urbano)**

**Motion failed**

Mr. Hurley called for a vote on the motion to move Policy 1112.3 for a first read.

**Vote 2 in favor (Ms. Cohen, Ms. Urbano), 1 opposed (Ms. McCreven)**

**Motion carried**

Policy 1112.4 – Policy does not exist.

Policy 1112.5 – This is an existing policy

Discussion followed.

***Motion by Ms. McCreven to reconsider Policy 1112 and to discuss this in relation to Policy 1112.5.***

**Vote in favor 2-0, Ms. Urbano abstained**

**Motion carried**

Further lengthy discussion followed because these policies are different but are also similar.

The Superintendent will check with CAFE regarding the questions the Committee has about these two policies and whether or not the policies could be consolidated into one.

***Motion by Ms. McCreven to table Policy 1112 until the next Policy meeting.***

**Vote in favor, 3-0**

**Motion carried**

**6. Other**

**7. Adjourn**

***Motion by Ms. McCreven to adjourn at 8:05 p.m.***

**Vote 3-0 in favor**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

## Community Relations

### Public Information Program

It is the responsibility of the Superintendent to employ such means as may be available to inform the citizens of the activities of the schools. It is the Superintendent's responsibility to remain sensitive to the interests and aspirations of the community. The Superintendent from time to time will initiate efforts to assess these interests.

The Board of Education, through the Superintendent, will seek to keep the public informed as to the needs, ~~and~~ activities, and emergency situations of the schools through the following actions:

1. By encouraging the school administration to cooperate with the various news media in releasing information; and to utilize official social media accounts to disseminate information.
2. Through issuing ~~special~~ print publications and website content about the Amity Regional Schools District to parents and the public from time to time; and
3. By encouraging school personnel to meet with organizations and groups in the community to explain school programs and to seek community views and opinions.
4. By employing a mass communication/notification system.

### Public's Right to Know

In today's world of increasing news emphasis on education, the people have become more aware of public education and more interested in it.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate such information.

It is the desire of the Board that the citizens of the district be fully informed of Board policies and actions. The exception to this is deliberations involving individual employees or students or school business matters of a confidential nature.

Legal Reference: Connecticut General Statutes  
1-13 Making of reproductions  
1-14 "Certified copy" defined. Evidence.  
1-16 Reproductions  
1-17 Reproductions to serve purposes of originals  
1-212 Copies of public records, fees.  
1-225 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings to be filed. Notice of special meetings.  
Executive sessions.  
10-220 Duties of boards of education.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Community Relations

### Use of Education Television Channel & Internet Live Streaming

#### Mission

It is the mission of the Education Channel to provide an opportunity for public involvement in local education, to inform the public of education and community life, and to document education activities. The provision of educational opportunities for school children is vital to this mission.

#### Goals

It is the goal of the Education Channel and Internet Live Streaming Initiative to:

1. Provide local citizens with increased access to education meetings through live and recorded ~~television~~ programming.
2. Provide ~~television~~ programming to inform local citizens of the operations and activities of the local education and its agencies.
3. Provide ~~television~~ programming to increase information available to citizens about political issues, candidates and elections.
4. Produce and transmit other informational ~~television~~ programs of interest and value to local residents which are otherwise neither available nor provided by other sources.
5. Provide opportunities for citizen involvement and interaction in the development of the local Education Channel programming.
6. Provide instructional opportunities for local public school students.

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Community Relations

### Coverage of Board of Education Meetings

Agendas of regular Board of Education meetings shall be released to ~~newspapers~~ media outlets for publication in advance of meetings. ~~Items may be added to the published agenda by a two-thirds vote of the members present and voting at the meeting.~~

(cf. 9324 - Advance Delivery of Meeting Materials)

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes.  
Schedule and agenda of meetings. Executive sessions

1-21 c Mailing of notice of meetings of persons filing written request

Policy adopted:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

## Community Relations

### Access to Information

The charge to supply information in response to Freedom of Information requests shall be .50/page or the actual cost of material if higher.

Legal Reference: Connecticut General Statutes

1-210 Access to public records. Exempt records.

Policy adopted: June 13, 2005

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut