

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

Dr. Charles Dumais
Superintendent of Schools

PLEASE POST

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AMITY REGIONAL BOARD OF EDUCATION

January 8, 2018

A regular meeting of the Amity Regional Board of Education will be held on
Monday, January 8, 2018, at 6:30 p.m. in the Presentation Room at the District Offices.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Election of Officers
4. Student Report – Ananya Kachru
5. Public Comment
6. Approval of Minutes
 - a. Special Board of Education Meeting, November 21, 2017 (Enclosure) *Page 4*
 - b. Regular Board of Education Meeting, December 11, 2017 (Enclosure) *Page 5*
 - c. Special Board of Education Meeting, January 2, 2018 (Enclosure) *Page 13*
7. Enrollment Presentation
8. Correspondence
9. Superintendent’s Report
 - a. Personnel Report (Enclosure) *Page 14*
 - b. Superintendent Report (Enclosure) *Page 15*
10. Chairman’s Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities (Enclosure) *Page 20*
 5. Finance
 - a. Superintendent’s 2018-2019 Budget Update (Enclosure) *Page 21*
 - b. Discussion and Possible Action Capital Funds Designation (Enclosure) *Page 28*
 - c. Discussion of Monthly Financial Statements (Enclosure) *Page 29*
 - d. Director of Finance & Administration Approved Transfers Under \$3,000 (Encl.) *P. 55*
 - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More (Encl.) *P. 56*

6. Policy
 - a. Draft December 18, 2017 Meeting Minutes (Enclosure) *Page 57*
 - b. First Reading of the Following:
 1. Strike (existing policies)
 2. Considered but not Added (not existing policies)
 - 1316.1 – Community Relations – Relations Between Public and School – Public Conduct at School Activities (Enclosure) *Page 63*
 - 1316.2 – Community Relations – Civility (Enclosure) *Page 65*
 - 1360 – Community Relations – Awards and Scholarships (Encl.) *P. 68*
 - 1500 – Community Relations – Relations Between Area, State, Regional & National Associations and the Schools (Enclosure) *Page 69*
 - 1600 – Community Relations – Relations Between Non-Public and Other Educational Organizations and the Schools (Enclosure) *Page 70*
 - 1610 – Community Relations – Relations with Parochial and Private Schools (Enclosure) *Page 71*
 - 1620 – Community Relations – Relations with Private Schools, Colleges, and Universities (Enclosure) *Page 72*
 3. Adopt
 - 1316 – Community Relations – Relations Between Public and School Personnel (existing policy) (Enclosure) *Page 73*
 - 1321 – Community Relations – Public Performances by Students (new policy) (Enclosure) *Page 75*
 - 1321.1 – Community Relations – Television and Radio Broadcasts (new policy) (Enclosure) *Page 77*
 - 1321.2 – Community Relations – Public Video Recording of Educational Activity (new policy) (Enclosure) *Page 78*
 - 1322 – Community Relations – Contests for Students (existing policy) (Enclosure) *Page 80*
 - 1323 – Community Relations – Awards to Students (existing policy) (Enclosure) *Page 81*
 - 1324 – Community Relations – Soliciting Funds from Students (new policy) (Enclosure) *Page 82*
 - 1325 – Community Relations – Advertising and Promotion (existing policy) (Enclosure) *Page 84*
 - 1326 – Community Relations – Solicitations by Staff Members (new policy) (Enclosure) *Page 85*
 - 1331 – Community Relations – Smoke-Free Environment (existing policy) (Enclosure) *Page 86*
 - 1340 – Community Relations – Access to School Procedures and Materials (existing policy) (Enclosure) *Page 88*
 - 1350 – Community Relations – Senior Citizens’ Benefits (existing policy) (Enclosure) *Page 89*
 - 1411 – Community Relations – Law Enforcement Agencies (existing policy) (Enclosure) *Page 90*
 - 1412 – Community Relations – Fire Department (existing policy) (Enclosure) *Page 91*
 - 1430 – Community Relations – State/Federal Government – State and Federal Aid (existing policy) (Enclosure) *Page 92*
 - 1531 – Community Relations – Accreditation Agencies (existing policy) (Enclosure) *Page 93*
 - 1700 – Community Relations – Possession of Deadly Weapons or Firearms (existing policy) (Enclosure) *Page 94*
 - c. Second Reading of the Following:
 1. Strike (existing policies)

2. Considered but not Added (not existing policies)
3. Adopt
 - 1313 – Community – Gifts to School Personnel/Gifts (existing policy) (Enclosure) *Page 97*
 - 1314 – Community Relations – Fund-Raising and Solicitation (new policy) (Enclosure) *Page 98*
7. Personnel
 - a. Executive Session AEA
 - b. AEA Bargaining Agreement Vote
8. District Technology
9. District Health and Safety

11. Items for the Next Agenda

12. Adjournment



Charles Dumais, Ed.D.
Superintendent of Schools

CD/pjp

pc: Town Clerks: Bethany / Orange / Woodbridge

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

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



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

Special Meeting
November 21, 2017, 5:30 p.m.
MINUTES

Board Members Present: John Belfonti, Chris Browe, Shannan Carlson, Amy Esposito,
Tom Hurley, Pat Cardozo, Sheila McCreven, Jenny Turner

Board Members Absent: Robyn Berke, Paula Cofrancesco, Sue Cohen, Steve DeMaio

Also Present: Carla Eichler, Charles Dumais, Terry Lumas

1. Call to Order: Chairman Hurley called the meeting to order at 5:40 p.m.
2. Terry Lumas presented on the elements of the budget development process that lead up to a budget document being presented to the Board of Education.
3. Dr. Dumais and Chairman Hurley shared best practices for Board of Education members.
4. Motion to Adjourn: John Belfonti, 2nd Chris Browe, Unanimous
5. Meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Charles Dumais".

Charles Dumais, Ed.D.
Superintendent

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 11, 2017 REGULAR MEETING MINUTES

Page 1 of 8

A regular meeting of the Amity Regional Board of Education was held on Monday, December 11, 2017 at 6:30 pm in the Board Presentation Room at 25 Newton Road, Woodbridge.

BOARD MEMBERS PRESENT

Chairperson Thomas Hurley, Mr. John Belfonti, Ms. Robyn Berke, Mr. Christopher Browe, Ms. Paula Cofrancesco, Mr. Steven DeMaio, Ms. Carla Eichler, Ms. Amy Esposito, Ms. Sheila McCreven, and Ms. Jennifer Turner

BOARD MEMBERS ABSENT

Ms. Patricia Cardozo, Ms. Shannan Carlson, and Ms. Diane Urbano

STAFF MEMBERS PRESENT

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

1. CALL TO ORDER

Chairman Hurley called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

Recited by those present

3. SWEARING IN OF NEW BOARD OF EDUCATION MEMBER, CARLA EICHLER

Mr. Hurley administered the oath of office to Carla Eichler and welcomed her to the Board.

4. ELECTION OF OFFICERS

Motion by Mr. Browe, Second by Ms. McCreven to suspend Bylaw 9120 (Officers) in order to postpone the Election of Officers to the January 2018 Board of Education Regular Meeting.

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

5. STUDENT REPORT – ANANYA KACHRU

6. PUBLIC COMMENT

Brian Laubstein from Bethany, Connecticut presented his concerns to the Board of Education regarding CIAC rules and Amity rules for athletes. He stated that CIAC allows student-athletes to have four (4) D's in major subjects and still play sports and that Amity also allows that. Mr. Laubstein stated that is very sad and presented a newspaper article showing that New Haven has raised the minimum grades to C's instead of D's. Mr. Laubstein encouraged tracking grades of student-athletes on PowerSchool before they "fall through the cracks."

7. APPROVAL OF MINUTES

Regular Board of Education Meeting, November 13, 2017 (Enclosure)

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

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

Motion by Mr. DeMaio, Second by Mr. Browe to amend the agenda to move the DISCUSSION AND POSSIBLE ACTION ON 2016-17 FINANCIAL STATEMENTS, item #11a5 (FINANCE), to immediately after item #7 (APPROVAL OF MINUTES)

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

11.a.5.a. Discussion and Possible Action on 2016-17 Financial Statements (moved from its original placement in meeting agenda)

Michael VanDeventer and Samantha Thomas from Mahoney Sabol were present, and Michael VanDeventer presented the audit report for the year ended June 30, 2017.

Motion by Ms. Cofrancesco, Second by Mr. DeMaio to accept the Annual Financial Statements for the period ending June 30, 2017, and authorize the Superintendent of Schools to return to the Member Towns a balance of \$1,818,631, as follows:

| | |
|---------------------------|--------------------|
| <i>Town of Bethany</i> | <i>\$ 370,801</i> |
| <i>Town of Orange</i> | <i>\$ 886,400</i> |
| <i>Town of Woodbridge</i> | <i>\$ 561,430</i> |
| <i>Total</i> | <i>\$1,818,631</i> |

Vote in favor, 7 (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, and Ms. McCreven)

Abstained, 2 (Ms. Berke, and Ms. Eichler)

MOTION CARRIED

8. DISCUSSION AND POSSIBLE ACTION ON AD HOC SHARED SERVICES COMMITTEE

Motion by Mr. DeMaio, Second by Ms. McCreven to create the Ad Hoc Shared Services Committee

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

Chairperson Hurley appointed himself, Ms. Cardozo, Ms. Cofrancesco, Ms. Turner, Ms. McCreven, and Mr. DeMaio as members of the Ad Hoc Shared Services Committee.

9. CORRESPONDENCE

None

10. SUPERINTENDENT'S REPORT

- a. Personnel Report (Enclosure)**
- b. Superintendent Report** https://www.amityregion5.org/uploaded/District_information/Superintendent's_Reports/2016-2017_Superintendent's_Reports/SuperintendentReport_December2017.pdf
- c. Woodbridge IT Agreement**
- d. Consumer Science Construction**
- e. Enrollment, Section Size, Staffing**

11. CHAIRMAN'S REPORT

- a. Committee Reports**
 - 1. ACES**
 - 2. CAFE**

3. Curriculum

4. Facilities (Enclosure)

5. Finance (Enclosure)

Motion by Ms. McCreven, Second by Ms. Cofrancesco to amend Agenda for December 11, 2017 Amity Regional Board of Education Regular Meeting to incorporate votes from page 17

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

b. Discussion and Possible Action on capital project

Motion by Mr. Belfonti, Second by Ms. Berke to approve the engineering work for the facilities HVAC projects.

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

c. Discussion and Possible Action on Contracts of \$35,000 or More

1. Septic Systems and Grease Pit Services

Motion by Ms. Cofrancesco, Second by Mr. Browe to waive the bidding requirement and award a contract extension for the septic systems and grease pit services to Country Septic Service of North Haven, Connecticut for two years at the current price of \$11,840.00

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

2. Trash and Recycling Services

Motion by Ms. Esposito, Second by Ms. Cofrancesco to waive the bidding requirement and award a contract extension for the trash and recycling removal services to All American Waste LLC of New Haven, Connecticut for three years at the current three-year price of \$115,844.94

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

3. Engineering Services (2)

Motion by Mr. Belfonti, Second by Ms. Cofrancesco to waive the bidding requirement and authorize hiring vanZelm Engineers to prepare the electrical engineering study for 1600-amp breaker for \$19,800

Motion by Mr. Belfonti, Second by Mr. DeMaio to amend the original motion to also approve the following budget transfer to cover the electrical engineering study for 1600-amp breaker:

| <u>ACCOUNT NUMBER</u> | <u>ACCOUNT NAME</u> | <u>FROM</u> | <u>TO</u> |
|-----------------------|---------------------------------|-------------|-----------|
| 05-14-2600-5715 | Contingency – Facilities | \$19,800 | |
| 03-14-2600-5330 | Professional Technical Services | | \$19,800 |

Vote in favor of amended motion, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

Vote in favor of original motion, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

Motion by Ms. Esposito, Second by Ms. Turner to waive the bidding requirement and that vanZelm Engineers to prepare specifications for the facilities HVAC projects. Estimated cost is \$187,950 funded from the Capital and Non-recurring Account.

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- d. Discussion of Monthly Financial Statements**
- e. Director of Finance and Administration Approved Transfers Under \$3,000**
- f. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

Motion by Mr. Browe, Second by Ms. Turner to approve the following budget transfer to cover tuition and services for outplaced students at public facilities:

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| <u>ACCOUNT NUMBER</u> | <u>ACCOUNT NAME</u> | <u>FROM</u> | <u>TO</u> |
|-----------------------|----------------------------|-------------|-----------|
| 04-12-6117-5560 | Tuition – Regular – Public | \$11,500 | |
| 04-12-6110-5560 | Tuition - Public Out | | \$11,500 |

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

g. Other

1. Superintendent’s 2018-2019 Budget Update

2. Policy

a. Draft November 20, 2017 Meeting Minutes (Enclosure)

b. First Reading of the Following:

1. Strike

2. Adopt

- **1313 – Community – Gifts to School Personnel/Gifts (Enclosure)**
- **1314 – Community Relations – Fund-Raising and Solicitation (Enclosure)**

c. Second Reading of the Following:

1. Strike

- **1220 – Community Relations – Citizens’ Advisory Committees (Enclosure)**
- **1221 – Community Relations – Citizens’ Advisory Committee for the Board of Education (Enclosure)**
- **1230 – Community Relations – Other School-Related Organizations (Enclosure)**
- **1240 – Community Relations – Citizen Assistance to School Personnel (Enclosure)**
- **1300 – Community Relations – Public Activities Involving Staff, Students, or School Facilities (Enclosure)**
- **1311 – Community Relations – Staff Participating in Community Activities (Enclosure)**
- **1311.1 – Community Relations – Political Activities of School Employees (Enclosure)**

Motion by Ms. McCreven, Second by Ms. Cofrancesco to strike Policy 1221

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

2. Adopt

- **1150 – Community Relations – Communications with the Public (Enclosure)**

Motion by Ms. McCreven, Second by Mr. DeMaio to adopt Policy 1550

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- **1200 – Community Relations – Relations with the Board (Enclosure)**

Motion by Ms. McCreven, Second by Ms. Cofrancesco to adopt Policy 1200

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- **1212 – Community Relations – School Volunteers (Enclosure)**

Motion by Ms. McCreven, Second by Ms. Cofrancesco to adopt Policy 1212

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- **1250 – Community Relations – Visits to the Schools (Enclosure)**

Motion by Ms. McCreven, Second by Ms. Cofrancesco to adopt Policy 1250

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- **1251 – Community Relations – Loitering or Causing Disturbance (Enclosure)**

Motion by Ms. McCreven, Second by Ms. Cofrancesco to adopt Policy 1251

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- **1312 – Community Relations – Public Complaints (Enclosure)**

Motion by Mr. Browe, Second by Mr. Belfonti to remove the word “such” in the second paragraph of the CHALLENGES TO CURRICULUM OR INSTRUCTIONAL MATERIALS section

Vote in favor, 8 (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, and Ms. Eichler)

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Vote opposed, 1 (Ms. Berke)

MOTION CARRIED

Motion by Ms. McCreven, Second by Ms. Cofrancesco to adopt Policy 1312 as amended

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

- 3. Personnel**
- 4. District Technology**
- 5. District Health and Safety**

12. Items for the Next Agenda

None

13. Adjournment

Motion by Mr. DeMaio, Second by Ms. Eichler to adjourn meeting at 8:58 p.m.

Vote in favor, 9, unanimous (Mr. DeMaio, Ms. Cofrancesco, Mr. Browe, Mr. Belfonti, Ms. Turner, Ms. Esposito, Ms. McCreven, Ms. Berke, and Ms. Eichler)

MOTION CARRIED

Respectfully submitted,

Pamela Pero
Recording Secretary



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

Special Meeting
January 2, 2018, 7:00 p.m.
MINUTES

Board Members Present: John Belfonti, Robyn Berke, Chris Browe, Patricia Cardozo, Shannan Carlson (7:45), Paula Cofrancesco, Steve DeMaio, Amy Esposito, Tom Hurley, Sheila McCreven, Carla Eichler

Board Members Absent: Diane Urbano, Jennifer Turner

Also Present: Charles Dumais

1. Call to Order: Chairman Hurley called the meeting to order at 7:19 p.m.
2. The Pledge of Allegiance was recited.
3. Board Members discussed Board of Education officer responsibilities, roles, and qualities.
4. Motion to Adjourn: Steve DeMaio, 2nd Paula Cofrancesco, Unanimous
5. Meeting was adjourned at 9:04 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Charles Dumais".

Charles Dumais, Ed.D.
Superintendent

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



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

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phone: 203.392.2106
fax: 203.397.4864

January 8, 2018

To: Members of the Board of Education

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

Re: Personnel Report

+ **NEW HIRES-CERTIFIED: NONE**

+ **NEW HIRES-SUBSTITUTES: NONE**

+ **NEW HIRES-CLASSIFIED: NONE**

+ **NEW HIRES-COACHES: NONE**

+ **TRANSFERS: NONE**

+ **RESIGNATION(S):**

Edward Czepiga – Varsity Football Coach – ARHS, eff. 12/15/17
Edward Czepiga – Weight Room Supervisor – ARHS, eff. 12/21/17

+ **RETIREMENT(S): NONE**

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



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

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203.392.2106

Superintendent's Report – January 2018

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

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

Student-led Winter Concert Orchestra Piece. The final orchestra piece for the Amity Regional High School Winter Concert was conducted by senior, Harris Andersen. Harris is a four-year member of the music department and has, for many concerts including this year's winter concert, participated in every single section: orchestra, symphony, and accompanying the choir on piano. For his final performance in the winter concert, Mr. Dolan and Harris worked together so he would be prepared to conduct the finale.

AmityTalks. The first student-led AmityTalks of the 2017-2018 school year featured three students, seniors Jeremy Gustafson and Marissa Proto, and junior Sam Farbman, and one faculty member, English Teacher Jeni Bonaldo. Each speaker shared a talk that reflected the core values, beliefs, and school-wide theme of the 2017-2018 school year.

Advancing Teacher Practice. Amity teachers, Kristin Yaekel, Katie McGonigal, and Lisa Lassen, completed Google Educator Level 2 Certification. This advanced level training focused on the use of Google for Education tools as a means to personalize learning for our students. The teachers will share their new learning with colleagues at our January faculty meetings.

Excellence in the Arts. Twenty Amity Middle School Orange students auditioned to participate in the Southern Region Middle School Festival. This opportunity will allow students to perform with their peers from over fifty middle schools. Several additional students have also been nominated to participate in the World Drumming Ensemble.

AMSO Eighth Grade Tech Crew. This month we launched the Eighth Grade Tech Crew. Their job is to assist in the collection and distribution of technology throughout the building. Working with the media center specialist, the crew is helping to ensure that the Chromebooks are stored, charged properly, and in working order.

National Conference. Athletic Director Goodwin attended the National Athletic Directors' Conference. The event focuses on enhancing the ability of athletic directors to improve the performance and culture of school athletic programs.

Support and Evaluation. The Amity Teacher/Administrator Evaluation committee continues to work with CREC consultant Dr. Ellen Retelle making revisions to the Amity Teacher and Administrator Evaluation Models.

Regional Conference Presentation. Four Amity Middle School Bethany teachers have had a workshop proposal accepted for the 37th Annual Middle Level Conference, sponsored by the New England League of Middle Schools. The proposal, titled *Awareness of Global & Local Issues: a collaborative approach to assessment*, is based on their experience with Amity's Performance-Based Assessment training.

New Teacher Support. The Director of Curriculum attended a Teacher Education and Mentoring Program update meeting at ACES. Districts are now responsible for planning and providing opportunities for new teachers to successfully meet specific requirements based in state statute. The changes represent another unfunded mandate.

Hour of Code. Amity Middle School Orange Library Media Specialist Kathryn McGonigal conducted the Hour of Code with students during the first week in December. Approximately sixty students participated during their Academic Success period.

Student Success Plans. All Amity middle school students have completed lessons relating to their student success plans. Seventh grade students have completed a learning styles lesson and career key inventory; Eighth grade students have set goals for their current academic year. Parents are encouraged to check their child's work and review their responses with them.

World Language Fair. In December, sixteen senior members of Amity's National Language Honor Societies, accompanied by Latin teacher Laura Hamilton and French teacher Ashley Caron, held the third annual World Language fair in the Amity Middle School Bethany Media Center. Eighth grade Spanish students learned about the high school's language offerings through trivia and games relating to Latin, French, Spanish, and Chinese. This event was organized by Jennifer Blais and Laura Hamilton to foster leadership opportunities and encourage language study.

Resources

Transition Program. We are currently engaged in conversations with the leadership of the Town of Woodbridge and Albertus Magnus College to secure facilities for implementation of a comprehensive transition program.

Graphics and Athletics. Students in David DeFeo's technology education class were able to match the graphics of our swimming record board, allowing them to update the board in-house, saving time and money (while creating a great authentic learning opportunity for students).

BOWA Coordination. BOWA Directors of Curriculum met during December to continue discussions about curriculum alignment, STAR Assessment data, and each district's plan for recent changes to the CT Teacher Education and Mentoring Program (TEAM).

Barnes & Noble Book Fair. The Amity Middle School Bethany PTSO hosted its first Barnes & Noble Book Fair fundraiser on Monday December 11, at Barnes & Noble in Milford.

Artist Visit. Amity Regional High School hosted Bob Englehart, political cartoonist, thanks to the support of the Jaime Hulley Arts Foundation. Mr. Englehart spoke to students about his creative process and what he tries to display through his political cartoons.

Shared Services. The District and The Town of Woodbridge have agreed upon terms of shared services for technology. The contract will be signed in the next few weeks. Start date for services is March 1, 2018. The District and the Woodbridge Board of Education are preparing a contract agreement for PowerSchool support provided by the District.

Green Leaf Schools. Bethany Middle School held their first meeting in early December. We are in the process of completing the self-assessment tool. Orange Middle School has a meeting scheduled for early January.

Medicaid. The Director of Pupil Personnel attended a session in December with members of our special education and benefits departments to learn more about the new mandate for Medicaid reimbursement.

Climate

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

| Date | Topic |
|-------------------|--|
| January 31, 2018 | Courage to Speak – Drug Abuse Prevention |
| February 13, 2018 | Internet Safety |
| March 6, 2018 | School Security |
| April 3, 2018 | Academic Integrity, Media Literacy |
| May 8, 2018 | Experiential Learning |

Guest Speaker. Scott Driscoll, a former law enforcement officer, will run workshops for both parents and students on internet safety on January 9, 2018, at Amity Middle School Orange. The parent and student workshops are designed to facilitate ongoing conversations around this important issue.

Clothing/Coat Drive. The Amity Middle School Orange Student Council collected over 100 articles of winter clothing to be donated to Big Brother/Big Sisters for distribution to students in need in the local area.

Service to Our Community. Amity Middle School Orange engaged in a number of fundraising activities that support engagement in their community. Throughout the month of December,

students raised money for the Hamden Children’s Center, collected toiletries to be donated to the Veteran’s Hospital, and raised money for Wreaths Across America.

Student Appreciation Program. The Student Appreciation Program focused on supporting students who have demonstrated the Amity Regional High School Core Belief of Compassion throughout the month of December. An email encouraged faculty to nominate a student(s) who is compassionate in some way either inside or beyond the classroom! As Mr. Allard wrote in the email, “The response, from those students who have received cards, has been overwhelmingly positive!” Students receive cards during their Spartan Seminars on the last Tuesday of every month.

Advisory. A committee of teachers and administrators from both middle schools will meet on the minimum day in January to develop initial plans for an Advisory Program at AMSB and AMSO.

National Spanish Honors Society Food/Clothing Drives. During the months of November and December, the National Spanish Honors Society collected food and clothing to donate to needy families of Fair Haven, the community where their partner elementary school is located. The NSHS collected enough food to create baskets for 106 families, and winter clothing for many others.

Toy Collection. The Amity Middle School Bethany Student Council sponsored a “Holiday for Giving” toy collection, resulting in 77 unwrapped toys for kids ages 1-12.

ArtWorks for Youth. Amity Middle School Bethany seventh grade English teachers have partnered with an organization called ArtWorks for Youth, whose mission is to provide free visual art instruction, academic support, and mentoring to students in Port Elizabeth, South Africa. Seventh grade students/parents donated over \$1100 to purchase books for students in this program. With their donations, we were able to buy 25 copies of *A Long Walk to Water*, a title we will be reading and discussing with the students in South Africa, as well as 99 additional books to add to their collection. These books will help to create a library for the school that Artworks for Youth is working to build in Port Elizabeth.

Leadership Conference. Twenty-two students from both Amity Middle Schools attended the Discover, Lead! Leadership Conference for Young Men and Women of Color in Middle School sponsored by the Connecticut Association of Schools at Sage Park Middle School on Thursday, December 14, 2017. Students participated in workshops and exercises to promote students’ leadership skills.

Narrative 4 Family Story Exchange. Amity Middle School Bethany held a Narrative 4 Family Story Exchange on Thursday, December 14, 2017, for approximately thirty parents and students. Narrative 4 is a non-profit organization whose mission is to build a community of empathic global citizens who improve the world through the exchange of personal narratives.

Inspirational Quotes and Positive Slogans. The Amity Middle School Bethany Counseling Department has been working on getting our students to research and create inspirational quotes and positive slogans to place on coffee sleeves with the hopes of brightening someone else's day. On Friday, December 22, our student's artwork of inspirational quotes was distributed to Starbucks customers who purchase hot beverages.

Superintendent

Instructional Leadership. I visit each school on (at least) a weekly basis and make classroom observations a regular part of each trip. To date, I have visited more than 135 classrooms (and other activities for non-classroom certified employees) across all of the buildings.

Storify. See this past month's tweets with the #AR5 hashtag here:
<https://storify.com/charlesdumais/amity-dec-jan-2018>

Shadowing. In early 2018 (January and February), I plan to shadow a student at each of the Amity schools as they go through their normal day of classes and activities.

Adjunct Professor: I have been asked to teach a course on educational technology (specifically, EDL 700 – Topics in Leadership for Technology in Schools) in the Doctoral program at Central Connecticut State University in the summer of 2018.

Instructional Rounds. As our teachers have engaged in Instructional Rounds, the District Leadership Team (accompanied by a teacher from each school) has conducted their first two of three visits for this year and will complete their third visit (to Amity Middle School Orange) in March. As part of our efforts to increase opportunities, coordination, and understanding with our local Universities, we have invited a Southern Connecticut State University School of Education faculty member to join us.

Negotiations. We have reached a tentative agreement with the Amity Education Association on a bargaining agreement for 2018-2019 to 2020-2021.

Cooperative/Shared Services. Explorations and negotiations are progressing on short term (information technology, facilities) and long term (special education, curriculum) opportunities for shared services. Work is also progressing on securing (multiple) location(s) for our transition program, which may lead to the opportunity to offer tuition services for transition students. In addition to identifying a local facility at which to run our transition program, we are investigating the possibility of partnering with a local university to offer transition services as well.



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

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- The December filter changes on the middle school air handlers were completed.
- Pieces of the decorative wood ceiling had come loose at the entrance to Amity Middle School, Orange Campus. Our in-house personnel replaced the wood with attic stock and secured the whole grid to prevent it from happening again.
- Several toilets were repaired at Amity Regional High School.
- The custodians did a great job refurbishing the floors and burnishing them throughout the District over the Holiday break.
- Several cracked ceramic tiles at Amity Regional High School were replaced by in-house personnel.
- The circulating pump on one of the air handlers in the ceramics art room at Amity Regional High School malfunctioned and started to leak. A new pump was ordered and replaced by in-house personnel.
- Insufficient heat was being supplied in the reception area of the District Office. Our in-house personnel found clogged valve strainers and repaired the problem.

Projects in process:

- The heat exchanger at Amity Regional High School was damaged during an overheating event. It is currently being rebuilt and safeguards are being installed to prevent a future occurrence. When the system was refilled, it was determined that the flow meter was also damaged. A new one has been ordered and was installed. The system was refilled and is now in service. The final balancing still needs to be done on the system to evacuate the remaining air in the lines.
- The auxiliary air conditioning unit that cools the industrial arts classroom at Amity Middle School, Orange Campus, failed. A replacement unit was ordered and is in the process of being replaced by in-house personnel.
- The main breaker that serves the older portion of Amity High School either has a problem or needs to be calibrated to current electric loads. vanZelm Engineering is in the process of completing the engineering on the updated electric loads in that portion of the building. Once that study is complete, a contractor will be brought in to evaluate the performance of the large breaker and either calibrate it, repair it, or replace it.

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

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



TO: Amity Finance Committee Members and Amity Board of Education Members

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

DATE: December 28, 2017

RE: 2018-2019 Proposed Budget

Over the past recent weeks, the proposed District budget has been rigorously reviewed and revised by our administrative financial team.

The initial budget request represented a 3.9% increase over the current budget. This is the lowest initial increase in recent years, which I believe can be attributed to the refined use of a process that relies on collaboration, communication, and genuine constructive conflict. A consistent and strong emphasis was placed on reviewing needs, reallocating resources, and planning for the long term. Following our collective review of the initial requests, our team identified more than \$500,000 that could be eliminated based on efficient use of resources and an assessment of priorities. Further work by the finance team, based primarily upon an increased assumption of risk, resulted in our final proposal, which is **1.87%** over the current year's budget. Because of our adjustments in anticipation of a change in State funding for the current years' budget, this increase represents a **0.54%** increase in allocations to the Member Towns. We will make a formal presentation of the proposed budget later in January.

The proposed budget incorporates estimated savings from health care and use of remaining bond funds. A great deal of analysis has been done to estimate future costs and savings based on historical data, projections, and the assumption of risks. The Director of Finance and Administration and I have established a level of risk that we can reasonably present while meeting the needs of the District and planning for the future.

We are delighted to have a tentative agreement for shared technology services with the Town of Woodbridge. The proposed budget assumes revenue will be generated from both the Town of Woodbridge and the Woodbridge Board of Education for a variety of technology services. Another opportunity for shared resources is planned for the Amity Transition Academy, which is a growing component of our Special Education program.

All of these efforts have produced a budget that we hope can be fully supported by the Amity Finance Committee, the Amity Board of Education, the member towns' Boards of Finance, and the taxpayers in all three communities.

The categories that were reduced are listed below, essentially removing all new staff except a .20 FTE for a strings teacher, increasing risk by assuming savings in current year medical costs, estimating staff turnover, and estimating prices of future contracts and products.

| REDUCTIONS FROM ORIGINAL REQUESTS | |
|--|---------------|
| CATEGORY | AMOUNT |
| Salaries | \$250,089 |
| Benefits | \$305,176 |
| Professional services | \$ 21,600 |
| Rentals | \$ 360 |
| Repairs | \$ 3,000 |
| Textbooks | \$ 6,700 |
| Staff travel | \$ 1,000 |
| Other purchased services | \$ 2,500 |
| Instructional supplies | \$ 5,658 |
| Transportation | \$19,460 |
| Other supplies | \$23,285 |
| Building/site improvements | \$ 56,000 |
| Equipment | \$288,304 |

A few items will be recommended to be purchased using \$47,054 from this year's surplus funds. These request replace items beyond their useful life, repair and maintain assets, or utilize resources to maximize efficiency.

| IDENTIFIED ABOVE AS EOY PURCHASES or BOND FUNDS | | | |
|--|---------------|-----------------|--------------------------------------|
| Item | Amount | Category | Comments |
| Bethany PE equipment | \$ 2,000 | EQUIPMENT | Purchase with EOY Funds |
| Bethany Art Stools | \$ 660 | EQUIPMENT | Purchase with EOY Funds |
| Orange Music Equipment | \$ 1,234 | EQUIPMENT | Purchase with EOY Funds |
| Clay for Fields | \$ 3,000 | REPAIRS | Buy at EOY if needed |
| Classroom desks | \$ 3,160 | EQUIPMENT | Purchase with EOY Funds |
| Athletics | \$ 14,000 | EQUIPMENT | Mats purchased at EOY |
| Rebinds for math books | \$ 3,000 | TEXTBOOKS | Pay from lost book account & 1/2 EOY |
| Vehicle | \$ 20,000 | EQUIPMENT | Maintenance Vehicle |
| EOY \$ 47,054 | | | |
| HVAC 2 projects | \$195,000 | EQUIPMENT | Fund with bond funds |

Some aspects of the *current* year’s proposed Governor’s budget affected revenue directly paid to the District. Our contacts at the State and professional associations advise the District to assume the Excess Cost grant that has historically paid to the District would have been paid to the Member Towns as part of a new Special Education Grant. The final State budget passed did not change the Excess Cost funding process, producing an increase in other revenue to offset the Member Towns’ allocations. The 2018-2019 budget was developed under the same assumption that the funding process will not change for the upcoming fiscal year. The different factors that affect the Member Towns’ allocations are shown below and a summary of my proposed budget is attached.

**MEMBER TOWN ALLOCATIONS
With a 0 Percent Budget Increase**

| Member Town | Enrollment Shift | Higher Other Revenues | Total Allocation At 0% |
|------------------------|-----------------------------|--------------------------------------|---------------------------------------|
| Bethany | (\$189,186) | (\$124,860) | (\$314,046) |
| Orange | \$195,493 | (\$324,804) | (\$129,311) |
| Woodbridge | (\$6,307) | (\$197,614) | (\$203,921) |
| Totals | \$0 | (\$647,278) | (\$647,278) |

**MEMBER TOWN ALLOCATIONS
With a 1.87 Percent Budget Increase and Special Education Revenue to the District**

| Member Town | Enrollment Shift | Higher Other Revenues | Higher Operating Expenditures | Variance Dollar To Budget | Variance Percent To Budget |
|------------------------|-----------------------------|--------------------------------------|--|--|---|
| Bethany | (\$189,186) | (\$124,860) | \$175,868 | (\$138,178) | (1.46%) |
| Orange | \$195,493 | (\$324,804) | \$453,818 | \$324,507 | 1.35% |
| Woodbridge | (\$6,307) | (\$197,614) | \$276,776 | \$ 72,855 | 0.49% |
| Totals | \$0 | (\$647,278) | \$906,462 | \$259,184 | 0.54% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2018-2019 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|-------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | | 2016-2017 | 2017-2018 | 2017-2018 | 2018-2019 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | MEMBER TOWN ALLOCATIONS | 46,289,573 | 48,250,162 | 48,250,162 | 48,509,346 | 259,184 | 0.54% |
| 2 | OTHER REVENUE | 179,151 | 136,510 | 200,594 | 186,902 | 50,392 | 36.91% |
| 3 | OTHER STATE GRANTS | 1,012,502 | 0 | 0 | 573,805 | 573,805 | 100.00% |
| 4 | MISCELLANEOUS INCOME | 55,402 | 46,000 | 46,000 | 75,572 | 29,572 | 64.29% |
| 5 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 0 | (6,491) | -100.00% |
| 6 | TOTAL REVENUES | 47,543,119 | 48,439,163 | 48,503,247 | 49,345,625 | 906,462 | 1.87% |
| 7 | SALARIES | 24,458,195 | 25,474,101 | 25,412,871 | 25,985,048 | 510,947 | 2.01% |
| 8 | BENEFITS | 6,002,563 | 6,418,372 | 6,410,496 | 6,357,470 | (60,902) | -0.95% |
| 9 | PURCHASED SERVICES | 7,498,587 | 8,394,700 | 7,772,765 | 8,495,258 | 100,558 | 1.20% |
| 10 | DEBT SERVICE | 4,709,213 | 4,406,650 | 4,406,650 | 4,649,893 | 243,243 | 5.52% |
| 11 | SUPPLIES (INCLUDING UTILITIES) | 2,701,384 | 2,897,963 | 2,885,934 | 2,978,862 | 80,899 | 2.79% |
| 12 | EQUIPMENT | 180,929 | 322,392 | 322,392 | 380,655 | 58,263 | 18.07% |
| 13 | IMPROVEMENTS / CONTINGENCY | 62,460 | 367,000 | 367,000 | 331,000 | (36,000) | -9.81% |
| 14 | DUES AND FEES | 136,290 | 157,985 | 157,985 | 167,439 | 9,454 | 5.98% |
| 15 | TRANSFER ACCOUNT | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 16 | TOTAL EXPENDITURES | 45,749,621 | 48,439,163 | 47,736,093 | 49,345,625 | 906,462 | 1.87% |
| 17 | SUBTOTAL | 1,793,498 | 0 | 767,154 | 0 | 0 | 0.00% |
| 18 | CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES | 25,133 | 0 | 0 | 0 | 0 | 0.00% |
| 19 | DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 20 | NET BALANCE / (DEFICIT) | 1,818,631 | 0 | 767,154 | 0 | 0 | 0.00% |
| 21 | AVERAGE DAILY MEMBERSHIP | 2,320 | 2,294 | 2,246 | 2,230 | (16) | -0.70% |
| 22 | PER PUPIL EXPENDITURE | 16,533 | 17,918 | 18,095 | 18,700 | 782 | 4.36% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2018-2019 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|-------------|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | | 2016-2017 | 2017-2018 | 2017-2018 | 2018-2019 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | BETHANY ALLOCATION | 9,437,981 | 9,495,632 | 9,495,632 | 9,357,454 | (138,178) | -1.46% |
| 2 | ORANGE ALLOCATION | 22,561,538 | 24,017,483 | 24,017,483 | 24,341,990 | 324,507 | 1.35% |
| 3 | WOODBIDGE ALLOCATION | 14,290,054 | 14,737,047 | 14,737,047 | 14,809,902 | 72,855 | 0.49% |
| 4 | MEMBER TOWN ALLOCATIONS | 46,289,573 | 48,250,162 | 48,250,162 | 48,509,346 | 259,184 | 0.54% |
| 5 | ADULT EDUCATION | 3,177 | 3,042 | 3,042 | 3,042 | 0 | 0.00% |
| 6 | PARKING INCOME | 30,109 | 29,000 | 29,000 | 29,000 | 0 | 0.00% |
| 7 | INVESTMENT INCOME | 16,565 | 10,000 | 16,000 | 20,000 | 10,000 | 100.00% |
| 8 | ATHLETICS | 23,230 | 23,000 | 23,000 | 23,000 | 0 | 0.00% |
| 9 | TUITION REVENUE | 86,570 | 49,368 | 106,152 | 88,460 | 39,092 | 79.18% |
| 10 | TRANSPORTATION INCOME | 19,500 | 22,100 | 23,400 | 23,400 | 1,300 | 5.88% |
| 11 | TRANSPORTATION BOWA AGREEMENT | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 12 | OTHER REVENUE | 179,151 | 136,510 | 200,594 | 186,902 | 50,392 | 36.91% |
| 14 | SPECIAL EDUCATION GRANTS | 1,012,502 | 0 | 0 | 573,805 | 573,805 | 100.00% |
| 15 | OTHER STATE GRANTS | 1,012,502 | 0 | 0 | 573,805 | 573,805 | 100.00% |
| 16 | RENTAL INCOME | 19,988 | 21,000 | 21,000 | 21,000 | 0 | 0.00% |
| 17 | INTERGOVERNMENTAL | 0 | 0 | 0 | 29,572 | 29,572 | 0.00% |
| 18 | OTHER REVENUE | 35,414 | 25,000 | 25,000 | 25,000 | 0 | 0.00% |
| 19 | TRANSFER IN | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 20 | MISCELLANEOUS INCOME | 55,402 | 46,000 | 46,000 | 75,572 | 29,572 | 64.29% |
| 21 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 0 | (6,491) | -100.00% |
| 22 | TOTAL REVENUES | 47,543,119 | 48,439,163 | 48,503,247 | 49,345,625 | 906,462 | 1.87% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2018-2019 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|-------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | | 2016-2017 | 2017-2018 | 2017-2018 | 2018-2019 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 1 | 5111-CERTIFIED SALARIES | 20,160,271 | 20,975,448 | 20,931,941 | 21,397,312 | 421,864 | 2.01% |
| 2 | 5112-CLASSIFIED SALARIES | 4,297,924 | 4,498,653 | 4,480,930 | 4,587,736 | 89,083 | 1.98% |
| 3 | SALARIES | 24,458,195 | 25,474,101 | 25,412,871 | 25,985,048 | 510,947 | 2.01% |
| 4 | 5200-MEDICARE - ER | 333,749 | 353,376 | 356,892 | 374,913 | 21,537 | 6.09% |
| 5 | 5210-FICA - ER | 272,102 | 277,127 | 280,361 | 283,586 | 6,459 | 2.33% |
| 6 | 5220-WORKERS' COMPENSATION | 232,488 | 251,584 | 231,986 | 246,900 | (4,684) | -1.86% |
| 7 | 5255-MEDICAL & DENTAL INSURANCE | 3,820,370 | 4,369,049 | 4,369,049 | 4,348,714 | (20,335) | -0.47% |
| 8 | 5860-OPEB TRUST | 157,272 | 105,537 | 105,537 | 62,910 | (42,627) | -40.39% |
| 9 | 5260-LIFE INSURANCE | 42,163 | 44,211 | 44,211 | 45,537 | 1,326 | 3.00% |
| 10 | 5275-DISABILITY INSURANCE | 9,276 | 9,373 | 9,635 | 9,924 | 551 | 5.88% |
| 11 | 5280-PENSION PLAN - CLASSIFIED | 862,404 | 886,831 | 886,831 | 892,845 | 6,014 | 0.68% |
| 12 | 5281-DEFINED CONTRIBUTION RETIREMENT PLAN | 48,776 | 54,384 | 59,093 | 64,867 | 10,483 | 100.00% |
| 13 | 5282-RETIREMENT SICK LEAVE - CERT | 77,835 | 19,936 | 19,936 | 1,921 | (18,015) | -90.36% |
| 14 | 5283-RETIREMENT SICK LEAVE - CLASS | 1,137 | 1,587 | 1,587 | 1,000 | (587) | -36.99% |
| 15 | 5284-SEVERANCE PAY - CERTIFIED | 118,398 | 25,477 | 25,477 | 1,000 | (24,477) | -96.07% |
| 16 | 5290-UNEMPLOYMENT COMPENSATION | 25,360 | 17,900 | 17,900 | 21,353 | 3,453 | 19.29% |
| 17 | 5291-CLOTHING ALLOWANCE | 1,233 | 2,000 | 2,000 | 2,000 | 0 | 100.00% |
| 18 | BENEFITS | 6,002,563 | 6,418,372 | 6,410,496 | 6,357,470 | (60,902) | -0.95% |
| 19 | 5322-INSTRUCTIONAL PROG IMPROVEMENT | 19,287 | 15,500 | 15,500 | 28,500 | 13,000 | 83.87% |
| 20 | 5327-DATA PROCESSING | 74,490 | 94,178 | 94,178 | 93,590 | (588) | -0.62% |
| 21 | 5330-OTHER PROFESSIONAL & TECHNICAL SRVC | 959,298 | 1,277,466 | 1,277,466 | 1,332,265 | 54,799 | 4.29% |
| 22 | 5440-RENTALS - LAND, BLDG, EQUIPMENT | 88,456 | 97,947 | 97,947 | 119,185 | 21,238 | 21.68% |
| 23 | 5510-PUPIL TRANSPORTATION | 2,684,145 | 2,928,073 | 2,688,123 | 2,995,119 | 67,046 | 2.29% |
| 24 | 5521-GENERAL LIABILITY INSURANCE | 217,543 | 234,767 | 234,767 | 242,601 | 7,834 | 3.34% |
| 25 | 5550-COMMUNICATIONS: TEL, POST, ETC. | 134,313 | 172,374 | 144,934 | 163,224 | (9,150) | -5.31% |
| 26 | 5560-TUITION EXPENSE | 3,235,655 | 3,486,509 | 3,131,964 | 3,427,580 | (58,929) | -1.69% |
| 27 | 5590-OTHER PURCHASED SERVICES | 85,400 | 87,886 | 87,886 | 93,194 | 5,308 | 6.04% |
| 28 | PURCHASED SERVICES | 7,498,587 | 8,394,700 | 7,772,765 | 8,495,258 | 100,558 | 1.20% |
| 29 | 5830-INTEREST | 1,249,213 | 821,650 | 821,650 | 799,893 | (21,757) | -2.65% |
| 30 | 5910-REDEMPTION OF PRINCIPAL | 3,460,000 | 3,585,000 | 3,585,000 | 3,850,000 | 265,000 | 7.39% |
| 30a | INTEREST OWED TO STATE | 0 | 0 | 0 | 0 | 0 | 100.00% |
| 30b | BONDING OF FACILITIES CAPITAL ITEMS | 0 | 0 | 0 | 0 | 0 | 100.00% |
| 31 | DEBT SERVICE | 4,709,213 | 4,406,650 | 4,406,650 | 4,649,893 | 243,243 | 5.52% |

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2018-2019 BUDGET ORIGINAL REQUESTS**

SUPERINTENDENT'S BUDGET

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 |
|-------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | | 2016-2017 | 2017-2018 | 2017-2018 | 2018-2019 | VAR. \$ TO | VAR. % |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | BUDGET | BUDGET | TO BUDGET |
| 32 | 5410-UTILITIES, EXCLUDING HEAT | 669,181 | 681,950 | 669,921 | 703,234 | 21,284 | 3.12% |
| 33 | 5420-REPAIRS, MAINTENANCE & CLEANING | 703,831 | 720,055 | 720,055 | 723,928 | 3,873 | 0.54% |
| 34 | 5611-INSTRUCTIONAL SUPPLIES | 361,671 | 385,274 | 385,274 | 396,905 | 11,631 | 3.02% |
| 35 | 5613-MAINTENANCE/CUSTODIAL SUPPLIES | 201,900 | 219,965 | 219,965 | 219,965 | 0 | 0.00% |
| 36 | 5620-OIL USED FOR HEATING | 36,763 | 37,870 | 37,870 | 46,500 | 8,630 | 22.79% |
| 37 | 5621-NATURAL GAS | 63,982 | 53,845 | 53,845 | 52,512 | (1,333) | -2.48% |
| 38 | 5627-TRANSPORTATION SUPPLIES | 87,411 | 117,341 | 117,341 | 151,900 | 34,559 | 29.45% |
| 39 | 5641-TEXTS & DIGITAL RESOURCES | 70,197 | 111,221 | 111,221 | 176,013 | 64,792 | 58.26% |
| 40 | 5642-LIBRARY BOOKS & PERIODICALS | 18,970 | 21,615 | 21,615 | 21,615 | 0 | 0.00% |
| 41 | 5690-OTHER SUPPLIES | 487,478 | 548,827 | 548,827 | 486,290 | (62,537) | -11.39% |
| 42 | SUPPLIES (INCLUDING UTILITIES) | 2,701,384 | 2,897,963 | 2,885,934 | 2,978,862 | 80,899 | 2.79% |
| 43 | 5730-EQUIPMENT - NEW | 47,837 | 72,200 | 72,200 | 215,879 | 143,679 | 199.00% |
| 44 | 5731-EQUIPMENT - REPLACEMENT | 133,092 | 250,192 | 250,192 | 164,776 | (85,416) | -34.14% |
| 45 | EQUIPMENT | 180,929 | 322,392 | 322,392 | 380,655 | 58,263 | 18.07% |
| 46 | 5715-IMPROVEMENTS TO BUILDING | 32,160 | 51,000 | 51,000 | 50,000 | (1,000) | -1.96% |
| 47 | 5715-FACILITIES CONTINGENCY | 0 | 100,000 | 100,000 | 100,000 | 0 | 0.00% |
| 48 | 5720-IMPROVEMENTS TO SITES | 30,300 | 66,000 | 66,000 | 31,000 | (35,000) | -53.03% |
| 49 | 5850-CONTINGENCY | 0 | 150,000 | 150,000 | 150,000 | 0 | 0.00% |
| 50 | TRSF. FROM CONTINGENCY TO OTHER ACCTS. | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 51 | IMPROVEMENTS / CONTINGENCY | 62,460 | 367,000 | 367,000 | 331,000 | (36,000) | -9.81% |
| 52 | 5580-STAFF TRAVEL | 19,264 | 22,432 | 22,432 | 22,432 | 0 | 0.00% |
| 53 | 5581-TRAVEL - CONFERENCES | 28,433 | 36,520 | 36,520 | 35,975 | (545) | -1.49% |
| 54 | 5810-DUES & FEES | 88,593 | 99,033 | 99,033 | 109,032 | 9,999 | 10.10% |
| 55 | DUES AND FEES | 136,290 | 157,985 | 157,985 | 167,439 | 9,454 | 5.98% |
| 56 | 5856-TRANSFER ACCOUNT | 0 | 0 | | 0 | 0 | 0.00% |
| 57 | TOTAL EXPENDITURES | 45,749,621 | 48,439,163 | 47,736,093 | 49,345,625 | 906,462 | 1.87% |

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



Theresa Lumas
Director of Finance and Administration
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Phone (203) 397-4813
Fax (203) 397-4864

TO: Dr. Charles Dumais, Superintendent of Schools

FROM: Theresa Lumas, Director of Finance & Administration

DATE: December 27, 2017

RE: Capital Project

The bonded projects are complete and funds remain in the Capital and Nonrecurring Fund. The funds related to the bond can be spent on projects within the scope of the appropriation. The language included in the 2016 Bond Resolution for Capital Projects included language for additional project costs. "The District Board of Education is authorized to determine the scope and particulars of the project, and may reduce or modify the scope of the project as desirable, and the entire appropriation may be spent on the project as so reduced or modified."

The Facilities Committee met in September and reviewed the status of projects and funding. The Committee has recommended using \$195,000 for HVAC projects. These are two projects at the high school replacing AHU's 17 and 18 in the TEMC Lab which are 25 years old. These projects are included in the Condition Assessment for HVAC Systems done in January 2016. I am recommending the Amity Board of Education approve the HVAC Projects. These projects were slotted for the 2018-2019 budget. Removing the projects from the upcoming proposed budget keeps the capital projects level funded year over year and avoids a large increase in the 2018-2019 budget.

There are funds remaining from the bonded projects and these fall within the existing scope of the project.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve replacing air handler units 17 and 18 at Amity High School using remaining bond proceeds.

For the Amity Board of Education:

Move to approve replacing air handler units 17 and 18 at Amity High School using remaining bond proceeds.

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

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|---|-------------------|-------------------|-------------------|------------------------|-------------------|---------------------|--------------|
| | | 2016-2017 | 2017-2018 | DEC '17 | CHANGE | JAN '18 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./((DECR.)) | FORECAST | OVER/(UNDER) | UNF |
| 1 | MEMBER TOWN ALLOCATIONS | 46,289,573 | 48,250,162 | 47,668,766 | 0 | 47,668,766 | (581,396) | UNF |
| 2 | OTHER REVENUE | 179,151 | 136,510 | 200,594 | 25,090 | 225,684 | 89,174 | FAV |
| 3 | OTHER STATE GRANTS | 1,012,502 | 0 | 581,396 | 0 | 581,396 | 581,396 | 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 | TOTAL REVENUES | 47,543,119 | 48,439,163 | 48,503,247 | 25,090 | 48,528,337 | 89,174 | FAV |
| 7 | SALARIES | 24,458,195 | 25,474,101 | 25,412,871 | (15,369) | 25,397,502 | (76,599) | FAV |
| 8 | BENEFITS | 6,002,563 | 6,418,372 | 6,410,496 | 2,961 | 6,413,457 | (4,915) | FAV |
| 9 | PURCHASED SERVICES | 7,498,587 | 8,394,700 | 7,772,765 | (36,175) | 7,736,590 | (658,110) | FAV |
| 10 | DEBT SERVICE | 4,709,213 | 4,406,650 | 4,406,650 | 0 | 4,406,650 | 0 | FAV |
| 11 | SUPPLIES (INCLUDING UTILITIES) | 2,701,384 | 2,897,963 | 2,885,934 | 0 | 2,885,934 | (12,029) | FAV |
| 12 | EQUIPMENT | 180,929 | 322,392 | 322,392 | 0 | 322,392 | 0 | FAV |
| 13 | IMPROVEMENTS / CONTINGENCY | 62,460 | 367,000 | 367,000 | 0 | 367,000 | 0 | FAV |
| 14 | DUES AND FEES | 136,290 | 157,985 | 157,985 | 0 | 157,985 | 0 | FAV |
| 15 | TRANSFER ACCOUNT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 16 | TOTAL EXPENDITURES | 45,749,621 | 48,439,163 | 47,736,093 | (48,583) | 47,687,510 | (751,653) | FAV |
| 17 | SUBTOTAL | 1,793,498 | 0 | 767,154 | 73,673 | 840,827 | 840,827 | FAV |
| 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 | NET BALANCE / (DEFICIT) | 1,793,498 | 0 | 767,154 | 73,673 | 840,827 | 840,827 | FAV |

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**

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|-----------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|---------------------|--------------|
| | | 2016-2017 | 2017-2018 | DEC '17 | CHANGE | JAN '18 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./((DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 1 | BETHANY ALLOCATION | 9,437,981 | 9,495,632 | 9,381,213 | 0 | 9,381,213 | (114,419) | UNF |
| 2 | ORANGE ALLOCATION | 22,561,538 | 24,017,483 | 23,728,082 | 0 | 23,728,082 | (289,401) | UNF |
| 3 | WOODBIDGE ALLOCATION | 14,290,054 | 14,737,047 | 14,559,471 | 0 | 14,559,471 | (177,576) | UNF |
| 4 | MEMBER TOWN ALLOCATIONS | 46,289,573 | 48,250,162 | 47,668,766 | 0 | 47,668,766 | (581,396) | UNF |
| 5 | ADULT EDUCATION | 3,177 | 3,042 | 3,042 | 0 | 3,042 | 0 | FAV |
| 6 | PARKING INCOME | 30,109 | 29,000 | 29,000 | 48 | 29,048 | 48 | FAV |
| 7 | INVESTMENT INCOME | 16,565 | 10,000 | 16,000 | 4,000 | 20,000 | 10,000 | FAV |
| 8 | ATHLETICS | 23,230 | 23,000 | 23,000 | 0 | 23,000 | 0 | FAV |
| 9 | TUITION REVENUE | 86,570 | 49,368 | 106,152 | 21,042 | 127,194 | 77,826 | FAV |
| 10 | TRANSPORTATION INCOME | 19,500 | 22,100 | 23,400 | 0 | 23,400 | 1,300 | FAV |
| 11 | TRANSPORTATION BOWA AGREEMENT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 12 | OTHER REVENUE | 179,151 | 136,510 | 200,594 | 25,090 | 225,684 | 89,174 | FAV |
| 13 | BESB GRANT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 14 | SPECIAL EDUCATION GRANTS | 1,012,502 | 0 | 581,396 | 0 | 581,396 | 581,396 | FAV |
| 15 | OTHER STATE GRANTS | 1,012,502 | 0 | 581,396 | 0 | 581,396 | 581,396 | FAV |
| 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 | MISCELLANEOUS INCOME | 55,402 | 46,000 | 46,000 | 0 | 46,000 | 0 | FAV |
| 21 | BUILDING RENOVATION GRANTS | 6,491 | 6,491 | 6,491 | 0 | 6,491 | 0 | FAV |
| 22 | TOTAL REVENUES | 47,543,119 | 48,439,163 | 48,503,247 | 25,090 | 48,528,337 | 89,174 | FAV |

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**

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|--|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2016-2017 | 2017-2018 | DEC '17 | CHANGE | JAN '18 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 1 | 5111-CERTIFIED SALARIES | 20,160,271 | 20,975,448 | 20,931,941 | (19,298) | 20,912,643 | (62,805) | FAV |
| 2 | 5112-CLASSIFIED SALARIES | 4,297,924 | 4,498,653 | 4,480,930 | 3,929 | 4,484,859 | (13,794) | FAV |
| 3 | SALARIES | 24,458,195 | 25,474,101 | 25,412,871 | (15,369) | 25,397,502 | (76,599) | FAV |
| 4 | 5200-MEDICARE - ER | 333,749 | 353,376 | 356,892 | 0 | 356,892 | 3,516 | UNF |
| 5 | 5210-FICA - ER | 272,102 | 277,127 | 280,361 | 0 | 280,361 | 3,234 | UNF |
| 6 | 5220-WORKERS' COMPENSATION | 232,488 | 251,584 | 231,986 | 2,961 | 234,947 | (16,637) | FAV |
| 7 | 5255-MEDICAL & DENTAL INSURANCE | 3,820,370 | 4,369,049 | 4,369,049 | 0 | 4,369,049 | 0 | FAV |
| 8 | 5860-OPEB TRUST | 157,272 | 105,537 | 105,537 | 0 | 105,537 | 0 | FAV |
| 9 | 5260-LIFE INSURANCE | 42,163 | 44,211 | 44,211 | 0 | 44,211 | 0 | FAV |
| 10 | 5275-DISABILITY INSURANCE | 9,276 | 9,373 | 9,635 | 0 | 9,635 | 262 | UNF |
| 11 | 5280-PENSION PLAN - CLASSIFIED | 862,404 | 886,831 | 886,831 | 0 | 886,831 | 0 | FAV |
| 12 | 5281- DEFINED CONTRIBUTION RETIREMENT PLAN | 48,776 | 54,384 | 59,093 | 0 | 59,093 | 4,709 | UNF |
| 12 | 5282-RETIREMENT SICK LEAVE - CERT | 77,835 | 19,936 | 19,936 | 0 | 19,936 | 0 | FAV |
| 13 | 5283-RETIREMENT SICK LEAVE - CLASS | 1,137 | 1,587 | 1,587 | 0 | 1,587 | 0 | FAV |
| 14 | 5284-SEVERANCE PAY - CERTIFIED | 118,398 | 25,477 | 25,477 | 0 | 25,477 | 0 | FAV |
| 15 | 5290-UNEMPLOYMENT COMPENSATION | 25,360 | 17,900 | 17,900 | 0 | 17,900 | 0 | FAV |
| 16 | 5291-CLOTHING ALLOWANCE | 1,233 | 2,000 | 2,000 | 0 | 2,000 | 0 | FAV |
| 17 | BENEFITS | 6,002,563 | 6,418,372 | 6,410,496 | 2,961 | 6,413,457 | (4,915) | FAV |
| 18 | 5322-INSTRUCTIONAL PROG IMPROVEMENT | 19,287 | 15,500 | 15,500 | 0 | 15,500 | 0 | FAV |
| 19 | 5327-DATA PROCESSING | 74,490 | 94,178 | 94,178 | 0 | 94,178 | 0 | FAV |
| 20 | 5330-OTHER PROFESSIONAL & TECHNICAL SRVC | 959,298 | 1,277,466 | 1,277,466 | 0 | 1,277,466 | 0 | FAV |
| 21 | 5440-RENTALS - LAND, BLDG, EQUIPMENT | 88,456 | 97,947 | 97,947 | 0 | 97,947 | 0 | FAV |
| 22 | 5510-PUPIL TRANSPORTATION | 2,684,145 | 2,928,073 | 2,688,123 | 1,691 | 2,689,814 | (238,259) | FAV |
| 23 | 5521-GENERAL LIABILITY INSURANCE | 217,543 | 234,767 | 234,767 | 0 | 234,767 | 0 | FAV |
| 24 | 5550-COMMUNICATIONS: TEL, POST, ETC. | 134,313 | 172,374 | 144,934 | 0 | 144,934 | (27,440) | FAV |
| 25 | 5560-TUITION EXPENSE | 3,235,655 | 3,486,509 | 3,131,964 | (37,866) | 3,094,098 | (392,411) | FAV |
| 26 | 5590-OTHER PURCHASED SERVICES | 85,400 | 87,886 | 87,886 | 0 | 87,886 | 0 | FAV |
| 27 | PURCHASED SERVICES | 7,498,587 | 8,394,700 | 7,772,765 | (36,175) | 7,736,590 | (658,110) | FAV |

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**

| | | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COL 7 |
|-------------|--|-------------------|-------------------|-------------------|----------------------|-------------------|---------------------|--------------|
| | | 2016-2017 | 2017-2018 | DEC '17 | CHANGE | JAN '18 | VARIANCE | FAV |
| LINE | CATEGORY | ACTUAL | BUDGET | FORECAST | INCR./(DECR.) | FORECAST | OVER/(UNDER) | UNF |
| 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 | DEBT SERVICE | 4,709,213 | 4,406,650 | 4,406,650 | 0 | 4,406,650 | 0 | FAV |
| 31 | 5410-UTILITIES, EXCLUDING HEAT | 669,181 | 681,950 | 669,921 | 0 | 669,921 | (12,029) | FAV |
| 32 | 5420-REPAIRS, MAINTENANCE & CLEANING | 703,831 | 720,055 | 720,055 | 0 | 720,055 | 0 | FAV |
| 33 | 5611-INSTRUCTIONAL SUPPLIES | 361,671 | 385,274 | 385,274 | 0 | 385,274 | 0 | FAV |
| 34 | 5613-MAINTENANCE/CUSTODIAL SUPPLIES | 201,900 | 219,965 | 219,965 | 0 | 219,965 | 0 | FAV |
| 35 | 5620-OIL USED FOR HEATING | 36,763 | 37,870 | 37,870 | 0 | 37,870 | 0 | FAV |
| 36 | 5621-NATURAL GAS | 63,982 | 53,845 | 53,845 | 0 | 53,845 | 0 | FAV |
| 37 | 5627-TRANSPORTATION SUPPLIES | 87,411 | 117,341 | 117,341 | 0 | 117,341 | 0 | FAV |
| 38 | 5641-TEXTS & DIGITAL RESOURCES | 70,197 | 111,221 | 111,221 | 0 | 111,221 | 0 | FAV |
| 39 | 5642-LIBRARY BOOKS & PERIODICALS | 18,970 | 21,615 | 21,615 | 0 | 21,615 | 0 | FAV |
| 40 | 5690-OTHER SUPPLIES | 487,478 | 548,827 | 548,827 | 0 | 548,827 | 0 | FAV |
| 41 | SUPPLIES (INCLUDING UTILITIES) | 2,701,384 | 2,897,963 | 2,885,934 | 0 | 2,885,934 | (12,029) | FAV |
| 42 | 5730-EQUIPMENT - NEW | 47,837 | 72,200 | 72,200 | 0 | 72,200 | 0 | FAV |
| 43 | 5731-EQUIPMENT - REPLACEMENT | 133,092 | 250,192 | 250,192 | 0 | 250,192 | 0 | FAV |
| 44 | EQUIPMENT | 180,929 | 322,392 | 322,392 | 0 | 322,392 | 0 | FAV |
| 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 | IMPROVEMENTS / CONTINGENCY | 62,460 | 367,000 | 367,000 | 0 | 367,000 | 0 | FAV |
| 49 | 5580-STAFF TRAVEL | 19,264 | 22,432 | 22,432 | 0 | 22,432 | 0 | FAV |
| 50 | 5581-TRAVEL - CONFERENCES | 28,433 | 36,520 | 36,520 | 0 | 36,520 | 0 | FAV |
| 51 | 5810-DUES & FEES | 88,593 | 99,033 | 99,033 | 0 | 99,033 | 0 | FAV |
| 52 | DUES AND FEES | 136,290 | 157,985 | 157,985 | 0 | 157,985 | 0 | FAV |
| 53 | 5856-TRANSFER ACCOUNT | 0 | 0 | 0 | 0 | 0 | 0 | FAV |
| 54 | ESTIMATED UNSPENT BUDGETS | | 0 | 0 | 0 | 0 | 0 | FAV |
| 55 | TOTAL EXPENDITURES | 45,749,621 | 48,439,163 | 47,736,093 | (48,583) | 47,687,510 | (751,653) | FAV |

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**



JANUARY 2018

2017-2018 FORECAST

Potential Use of Unspent Fund Balance:

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

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$840,827 FAV** (previously **\$767,154 FAV**), which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$89,174 FAV** previously **\$64,084 FAV**, which appears on page 2, column 6, line 22.

LINES 1-4 on Page 2: TOWN ALLOCATIONS

The adopted State budget left the Excess Cost grant intact. We are currently expecting to receive \$581,396 FAV for the year based on the December SEDAC-G report. The State will issue a partial payment (about 75%) of the funds at the end of February. The estimated reimbursement rate is 75% of actual costs incurred. Updated cost information is filed with the State in March so the June payments are recalculated. We do not know the actual reimbursement rate until payments are made and the rate fluctuates from February to June reimbursements. The Town allocations have been projected to be reduced by this revenue.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on projected State payments.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain steady and revenue will be at budget. *Forecast projects investment income will be \$10,000 FAV more than anticipated.*

| <u>Month</u> | <u>Peoples United</u> | <u>State Treasurer's Investment Fund</u> |
|----------------|-----------------------|--|
| July 2017 | 0.395 % | 0.930 % |
| August 2017 | 0.397% | 1.050% |
| September 2017 | 0.397% | 1.070% |
| October 2017 | 0.397% | 1.150% |
| November 2017 | 0.397% | 1.190% |
| December 2017 | 0.397% | 1.240% |

LINE 8 on Page 2: ATHLETICS:

The forecast is based on a historical analysis.

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on three tuition students. The actual tuition charged is higher than budgeted. Three new tuition students enrolled in the District. The projected variance is \$77,826 FAV previously \$56,784 FAV. *A student enrolled and requires additional services.*

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. The adopted State budget left the Excess Cost grant intact. We are currently expecting to receive \$581,396 FAV for the year based on the December SEDAC-G report. The State will issue a partial payment (about 75%) of the funds at the end of February. The estimated reimbursement rate is 75% of actual costs incurred. Updated cost information is filed with the State in March so the June payments are recalculated. We do not know the actual reimbursement rate until payments are made and the rate fluctuates from February to June reimbursements. The Town allocations have been projected to be reduced by this revenue.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on a historical analysis.

LINE 18 on Page 2: OTHER REVENUE:

The forecast assumes the account will be on target.

EXPENDITURES BY CATEGORY

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

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

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

offered account for the October change. *Unpaid leaves account for \$6,000 FAV and lower than anticipated summerwork estimates \$11,000 FAV account for this month's variance.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The current forecast projects \$17,723 FAV variance, previously \$17,001 FAV variance due to staff changes. *Overtime adjustments account for the \$3,929 UNF change.*

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

The forecast is based on the current staff.

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

The workers' compensation premium is as budgeted and the forecast assumes the payroll audit will be as budgeted. Payroll audit is pending; field work has been completed. Member equity distribution received for \$19,598 FAV. *Workers' compensation payroll audit was \$7,961 which is \$2,961 UNF overbudget.*

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with *actual claims (highlighted in bold, italics)*. *The current projection for claims and fees is neutral, currently claims and fees are \$382,115 FAV previously \$309,945 FAV.* Other projections such as employee contribution and employer HSA deposits are not yet finalized.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

| MONTH | 2017-2018 ACTUAL | 2017-2018 BUDGET | VARIANCE | 2016-2017 ACTUAL | 2015-2016 ACTUAL |
|---------------|-----------------------------|-----------------------------|---------------------|-----------------------------|-----------------------------|
| <i>JUL</i> | <i>\$ 254,849</i> | \$ 376,127 | <i>\$ (121,278)</i> | \$ 309,902 | \$ 424,798 |
| <i>AUG</i> | <i>\$ 374,433</i> | \$ 376,127 | <i>\$ (1,695)</i> | \$ 466,996 | \$ 298,314 |
| <i>SEP</i> | <i>\$ 219,176</i> | \$ 376,127 | <i>\$ (156,951)</i> | \$ 250,040 | \$ 311,187 |
| <i>OCT</i> | <i>\$ 271,340</i> | \$ 376,127 | <i>\$ (104,787)</i> | \$ 250,625 | \$ 316,592 |
| <i>NOV</i> | <i>\$ 353,747</i> | \$ 376,127 | <i>\$ (22,380)</i> | \$ 307,308 | \$ 382,903 |
| <i>DEC</i> | <i>\$ 318,839</i> | \$ 376,127 | <i>\$ (57,288)</i> | \$ 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 |
| TOTALS | \$ 4,049,145 | \$4,513,524 | \$ (464,379) | \$3,807,314 | \$4,317,770 |

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

| 2014-2015 ACTUAL | 2015-2016 ACTUAL | 2016-2017 ACTUAL | 2017-2018 BUDGET | 2017-2018 FORECAST |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------|
| 87.3% | 99.9% | 85.2% | 100.0% | 89.7% |

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)**

| MONTH | 2017-2018 ACTUAL | 2017-2018 BUDGET | VARIANCE | 2016-2017 ACTUAL | 2015- 2016 ACTUAL |
|---------------|-----------------------------|-----------------------------|------------------|-----------------------------|----------------------------------|
| <i>JUL</i> | \$ 84,939 | \$ 60,539 | \$ 24,400 | \$ 79,407 | \$ 95,297 |
| <i>AUG</i> | \$ 96,820 | \$ 60,539 | \$ 36,281 | \$ 101,465 | \$ 87,514 |
| <i>SEP</i> | \$ 73,886 | \$ 60,539 | \$ 13,347 | \$ 75,692 | \$ 73,583 |
| <i>OCT</i> | \$ 85,237 | \$ 60,539 | \$ 24,698 | \$ 80,902 | \$ 76,154 |
| <i>NOV</i> | \$ 58,958 | \$ 60,539 | \$ (1,581) | \$ 46,802 | \$ 41,351 |
| <i>DEC</i> | \$ 45,657 | \$ 60,539 | \$ (14,882) | \$ 42,983 | \$ 40,224 |
| JAN | \$ 60,539 | \$ 60,539 | \$ - | \$ 41,762 | \$ 29,552 |
| FEB | \$ 60,539 | \$ 60,539 | \$ - | \$ 42,203 | \$ 38,454 |
| MAR | \$ 60,539 | \$ 60,539 | \$ - | \$ 42,080 | \$ 39,472 |
| APR | \$ 60,539 | \$ 60,539 | \$ - | \$ 42,032 | \$ 39,177 |
| MAY | \$ 60,539 | \$ 60,539 | \$ - | \$ 42,101 | \$ 28,560 |
| JUN | \$ 60,539 | \$ 60,539 | \$ - | \$ 41,807 | \$ 28,670 |
| TOTALS | \$ 808,732 | \$ 726,468 | \$ 82,264 | \$ 679,235 | \$ 618,008 |

LINE 9 on Page 3: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff. The forecast projects \$360 UNF after the policy was updated with current staffing and coverages.

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

The District negotiated into most of the classified contracts the establishment of a defined contribution pension plan. Fiduciary Investment Advisors was contracted to bid the services. International City Management Association (ICMA-RC) was selected to administer the plan. The current forecast projects the District's contribution will be on over budget by \$4,709 UNF.

LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:

Legal costs are projected to be on budget at this point. Administrative legal services are \$5,787 YTD, Board directed legal services are \$1,372 YTD, Negotiation legal services are \$16,851 YTD, Personnel legal services are \$ 0 YTD and Special Education legal services are \$14,717 YTD.

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$238,259 FAV (previously \$239,950 FAV). The forecast is based on the current transportation needs of the students.

The actual runs needed in September were less than anticipated with one less special run, and one shorter run is shared with one of the member towns. The forecast includes combining two runs mid-October as well. There continue to be changes throughout the year.

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

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

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of **\$392,411 FAV (previously \$354,545)**. 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 **\$15,221 UNF previously \$15,221 UNF**. Vo-Ag Enrollment is up by two students. Magnet/Charter school enrollment is up by 1 student. Additional services are required for a special needs student.

| | FY13-14 ACTUAL | FY14-15 ACTUAL | FY15-16 ACTUAL | FY16-17 ACTUAL | FY17-18 BUDGET | FY17-18 FORECAST |
|----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|
| Sound | 7 | 5 | 4 | 3 | 5 | 4 |
| Trumbull | 2 | 2 | 3 | 3 | 4 | 6 |
| Nonnewaug | 2 | 1 | 3(5) ^a | 3 | 3 | 4 |
| Common Ground 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 |
| Totals | 12 | 9 | 12(14) | 15 | 13 | 16 (16) |

Note ^a: Two students left on April 15, 2016.

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

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

Public (ACES) and private out-of-district placements has a projected variance of *\$396,132 FAV previously \$358,266 FAV*. An outplaced student moved out of the District and another outplaced student returned to the District. *Another student returned to the District from outplacement.*

| | 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 | 10 |
| Private SPED | 25 | 24 | 26 | 27 | 26 | 21(22) |
| Totals | 31 | 34 | 33 | 35 | 34 | 31(32) |

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

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

ELECTRICITY (KILOWATT HOURS)

| MONTH | 2017-2018 FORECAST | 2017-2018 BUDGET | VARIANCE | 2016-2017 ACTUAL | 2015-2016 ACTUAL |
|------------|-------------------------|---------------------|-------------------------|---------------------|---------------------|
| <i>JUL</i> | <i>259,046</i> | 341,940 | <i>(82,894)</i> | 308,892 | 339,296 |
| <i>AUG</i> | <i>286,777</i> | 361,857 | <i>(75,080)</i> | 363,040 | 374,855 |
| <i>SEP</i> | <i>285,740</i> | 356,339 | <i>(70,599)</i> | 336,638 | 361,951 |
| <i>OCT</i> | <i>280,876</i> | 298,918 | <i>(18,042)</i> | 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 | <i>3,567,365</i> | 3,813,980 | <i>(246,615)</i> | 3,503,753 | 3,651,004 |

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

The budget assumes there will not be a Load Shed credit. There has been one load shed event so far this summer. *A check for \$2,181 was received for the load shed event. To date we have used 1,112,439 KWH at an average cost of \$0.1792/kwh. The forecast projects a surplus of \$12,181 FAV previously, \$12,181 FAV.*

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

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

DEGREE DAYS

There are 1407 degree days through December 2017 as opposed to 1373 last year.

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

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

LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. The current balance is \$150,000.

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2017-2018

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

\$13,930 Cable Advisory Grant: One of the high school teachers, Jeremy Iverson, applied for and received a grant from Cable Advisory Grant. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

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

\$700 Online training: *Three staff members, Katie McGonigal, Kristin Yeakel, and Lisa Lassen decided to use the free online training and their own collaboration to complete the training needed to prepare for the Google Educator Level 2 exam. They also choose a day where coverage was not needed for Katie and minimal coverage was needed for Kristin, an additional savings. All three passed the Google Educator Level 2 exam, a grueling three hour exam. Their Google Certification specifically states, we have “demonstrated the advanced knowledge, skills, and competencies needed to implement and integrate Google for Education tools.”*

Cost savings: \$150 per person workshop fee + mileage + 1.5 subs

There is a detailed history of the District’s efforts to save dollars and operate efficiently. This information is posted on the District’s website:

- **Energy Savings Initiatives for the past decade**
<http://www.amityregion5.org/boe/sub-committees/finance-committe>
- **District recognized CQIA Innovation Prize for Fostering a District Culture of Maximizing Cost Savings and Efficiencies**
<http://www.amityregion5.org/boe/sub-committees/finance-committee2>
- **Fiscal Year 2016-2017 – \$595,302**

- **Fiscal Year 2015-2016 – \$125,911** <http://www.amityregion5.org/boe/sub-committees/finance-committee>
- **Fiscal Year 2014-2015 – \$139,721** <http://www.amityregion5.org/boe/sub-committees/finance-committee>

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

A forecast is a prediction or estimate of future events and trends. **It is only as good as the data available and the assumptions used.** We use current information and past history.

There are many factors, which can significantly impact expenditures, both positively and negatively (e.g., staff turnover, vacancies and leaves-of absence; medical and dental insurance claims when self-insured; special education expenditures; major facility repairs; snow removal).

To illustrate, a special education student could move into the District in mid-year and the cost impact could be over \$100,000 and/or we could have a 'bad claims year' and wipe out the Self Insurance Reserve Fund and need other funds to cover claims of current employees and retirees. If we do not have available funds to cover these and other potential shortfalls, the necessity to seek additional funding from the public would be our only option (as only the towns have a fund balance from prior years available to use in the case of an emergency).

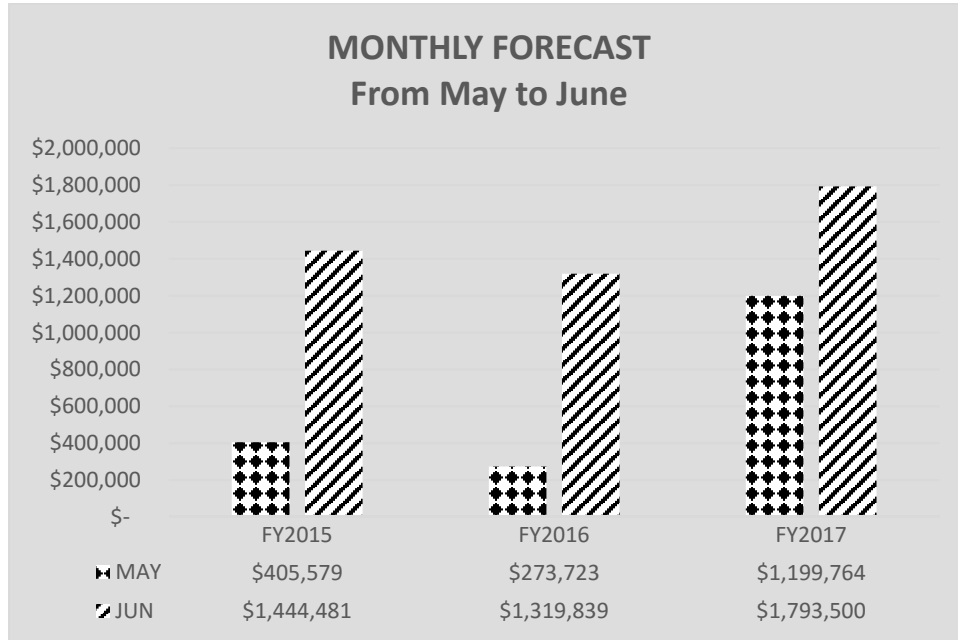
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account until it is absolutely necessary or we are close to yearend. The Superintendent of Schools and Director of Finance and Administration review and approve or deny all purchase orders. We are careful to make sure funds are only spent when necessary and not just because 'it is in the budget'. We are constantly faced with the 'what-ifs' of over expenditures in certain accounts. We need to be sure there are sufficient funds available. As a result, the fund balance has been larger towards the end of the fiscal year.

Furthermore, the monthly forecasts are based on the information available. We have had large, unexpected or highly unpredictable events at the end of the fiscal year (mostly of a positive nature), which have significantly change the forecast from May to June.

HISTORICAL:

The chart below depicts the yearend balance projected in May and June of each of the past three fiscal years.



The major contributors of the significant change from the May to June forecasts are detailed below.

FY2015:

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

- **\$137,115:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$153,315:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible costs due to two families that were beginning to proceed to due process. No expenditures were incurred in this fiscal year.

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

FY2016:

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

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

FY2017:

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

- **\$231,098:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.

- **\$129,651:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Interns were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs. Transportation for field trips, athletics contests, and special education were lowered than expected.
- **\$76,592:** Supply accounts were under budget. These accounts include general instructional supplies, texts, library materials, transportation and maintenance supplies, and repair and maintenance accounts. Staff monitor budgets closely during the year and spend very conservatively. The staff does not attempt to “zero out” accounts but purchase what is needed at the best possible price.
- **\$54,302:** Utilities expenses were lower than anticipated. Electricity usage was lower than forecasted. The final invoice comes in July and the cooler temperatures saved on air conditioning costs. Fuel for bus drivers was not fully expended. Bus drivers have until June 30th to take fuel and the towns bill in the next 4 -6 weeks. Not all the fuel was taken though the forecast assumed all fuel would be used.

APPENDIX C

RECAP OF 2014-2015

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

FINANCIAL MANAGEMENT: **\$ 139,721**

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

SPECIAL EDUCATION (NET): **\$ 312,263**

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

OTHER: **\$ 996,945**

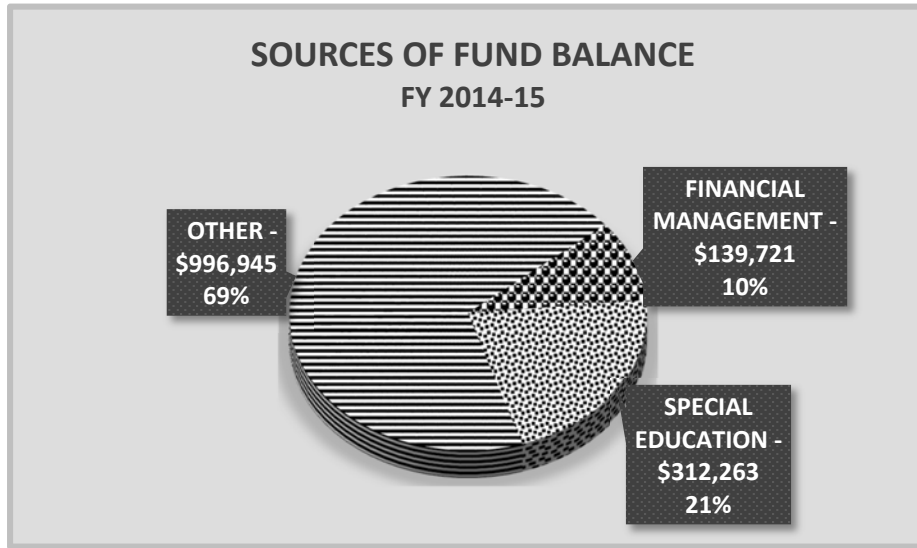
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

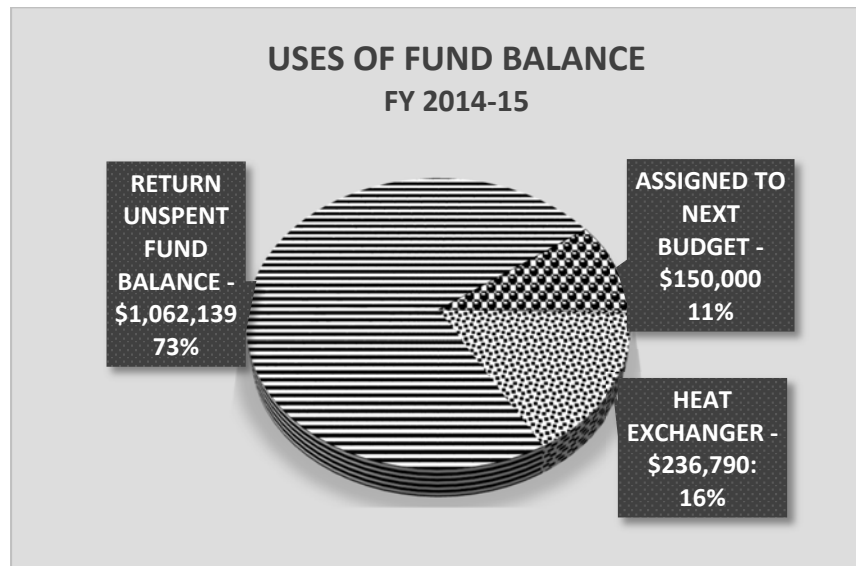
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX D

RECAP OF 2015-2016

Return Unspent Fund Balance:

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

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

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

FINANCIAL MANAGEMENT:

\$ 318,642

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

SPECIAL EDUCATION (NET)

\$ 350,967

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

OTHER:

\$ 650,230

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

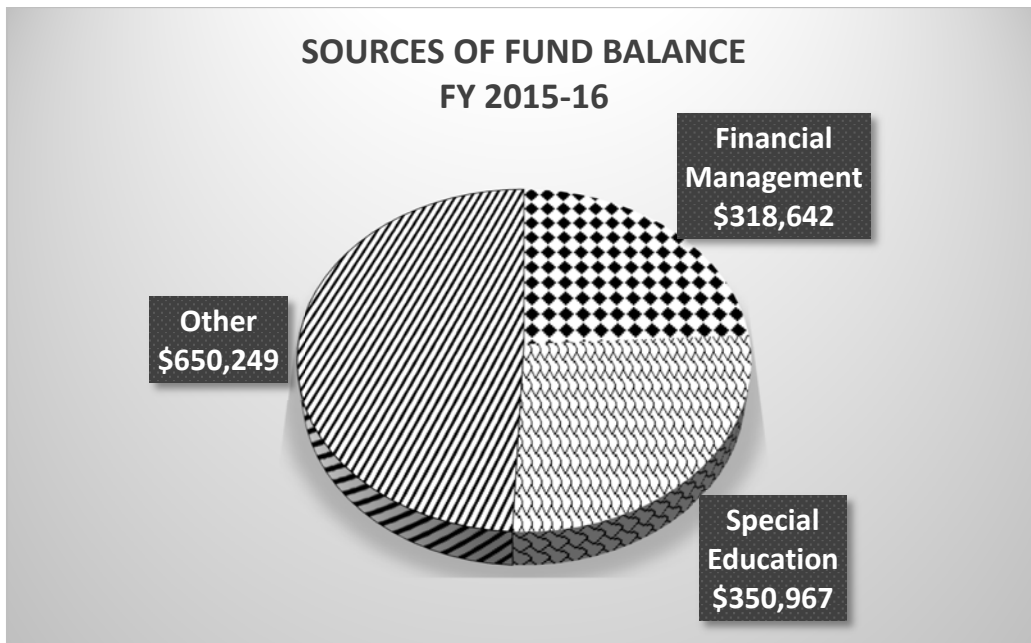
\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

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

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

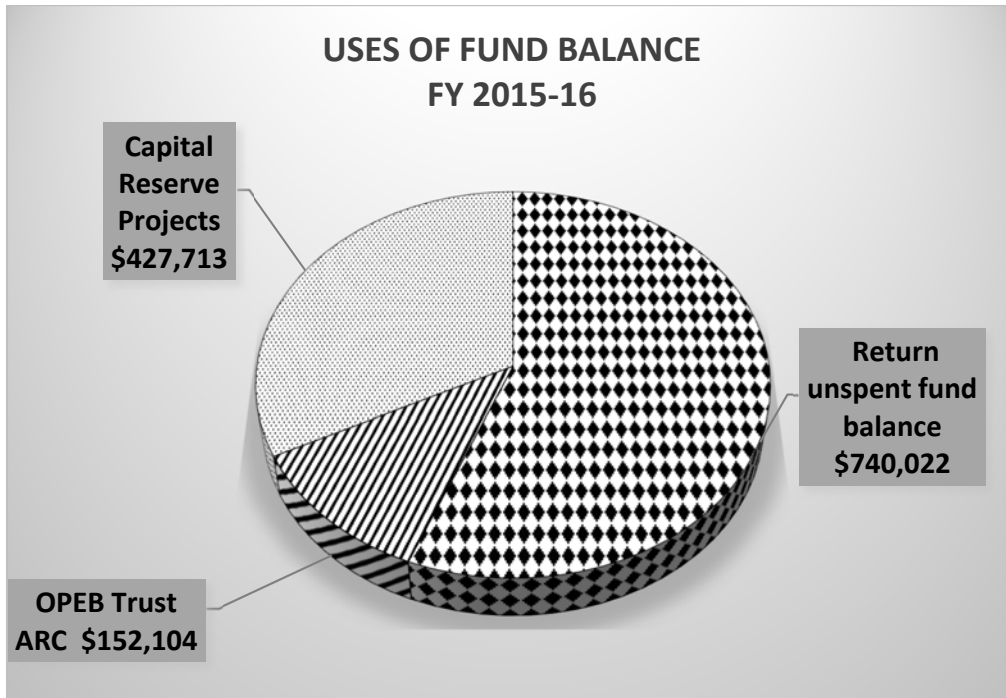
\$42,438: Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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



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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX E

RECAP OF 2016-2017

Return Unspent Fund Balance:

The cancellation of 2015-2016 encumbrances of \$25,133 will be returned to the Member Towns. We encumber funds for goods and services received by June 30th 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 audited fund balance for 2016-2017 is \$1,793,498. These source of the available funds are described below.

FINANCIAL MANAGEMENT:

\$ 246,520

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

SPECIAL EDUCATION (NET)

\$ 477,890

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

SALARIES, MEDICAL, PURCHASED SERVICES (OTHER):

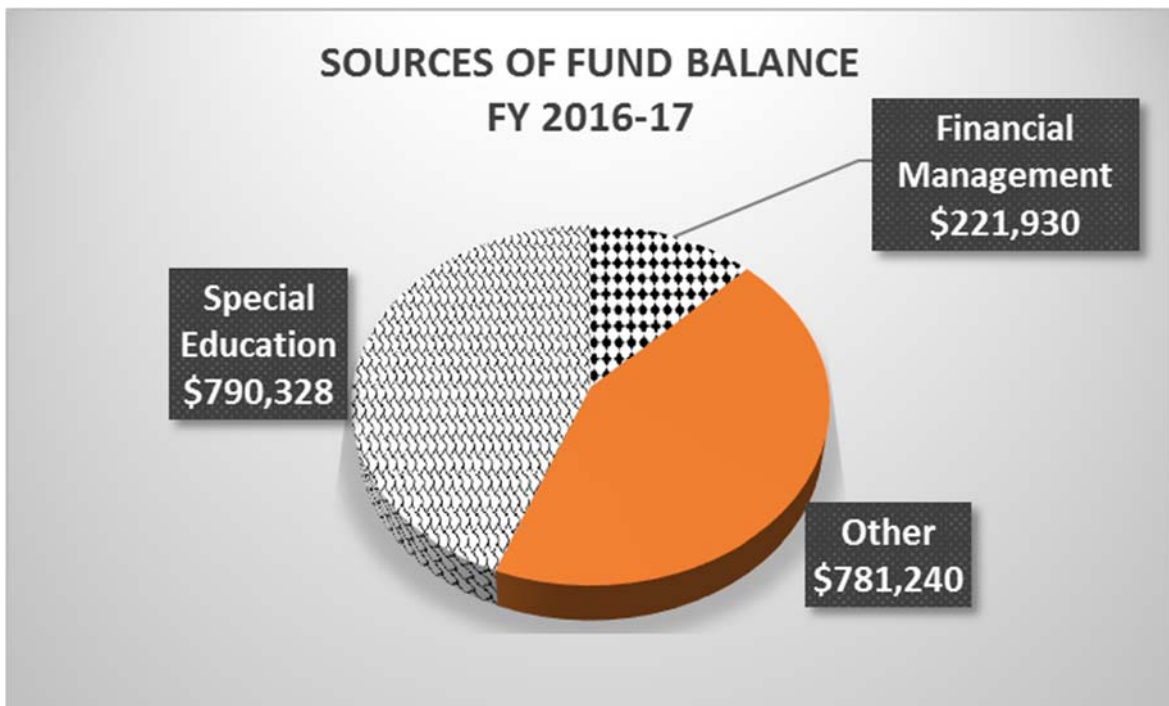
\$ 756,654

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

\$351,480 MEDICAL (OTHER): The net balance of the medical account was under budget. Claims and fees were lower than budgeted. The savings was offset by other components of the account including employer contributions to HSA accounts, retiree payments, and employee co-share contributions.

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

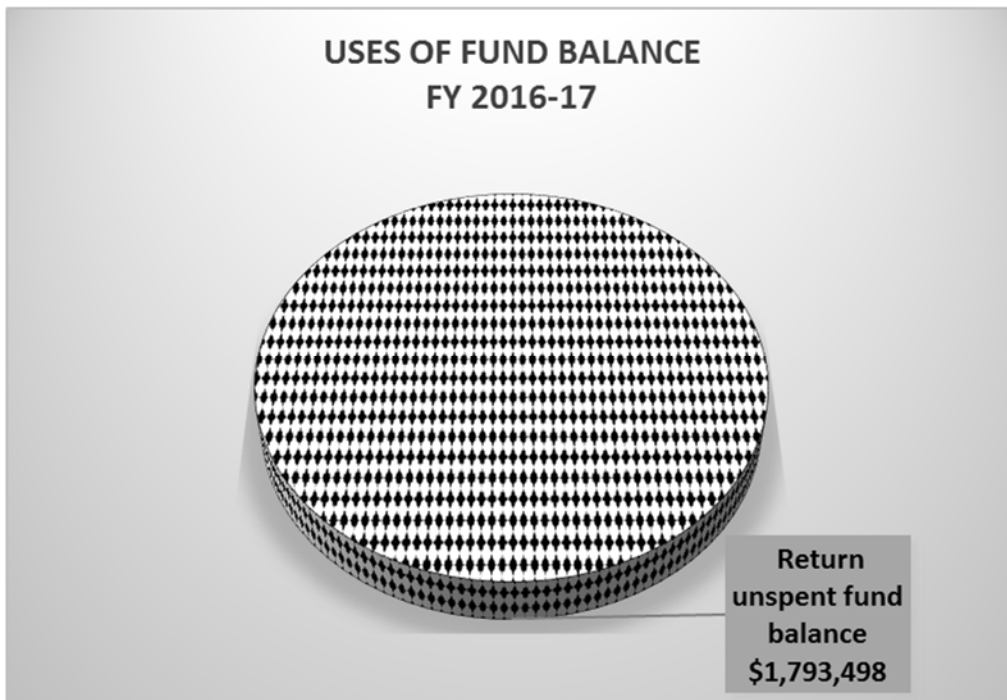
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

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

| <u>MONTH/YR</u> | <u>JNL#</u> | <u>ACCOUNT NUMBER & DESCRIPTION</u> | | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|-----------------|-------------|---|------|--------------------------------|--|
| August 2017 | 137 | 03111001 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -2,483.74 REVISED AP ART NEEDS NEW TXTBK |
| August 2017 | 137 | 03111001 | 5641 | TEXTBOOKS | \$ 2,483.74 REVISED AP ART NEEDS NEW TXTBK |
| September 2017 | 3 | 03113202 | 5420 | REPAIRS,MAINTENANCE & CLEANING | \$ -2,100.00 Steel Volleyball Upright |
| September 2017 | 3 | 03113202 | 5731 | EQUIPMENT - REPLACEMENT | \$ 2,100.00 Steel Volleyball Upright |
| September 2017 | 94 | 05142700 | 5512 | VO-AG/VO-TECH REG ED | \$ -77.00 TRANSPORTATION ECA |
| September 2017 | 94 | 05142700 | 5515 | OUT DISTRICT - PUBLIC REG ED | \$ 77.00 TRANSPORTATION ECA |
| September 2017 | 109 | 03111009 | 5641 | TEXTBOOKS | \$ -1,020.00 COMPUTER COST INCREASE-CDW |
| September 2017 | 109 | 05142350 | 5690 | OTHER SUPPLIES | \$ 1,020.00 COMPUTER COST INCREASE-CDW |
| September 2017 | 121 | 04132190 | 5590 | OTHER PURCHASED SERVICES | \$ -275.00 TESTING MATERIALS |
| September 2017 | 121 | 04132140 | 5690 | OTHER SUPPLIES | \$ 275.00 TESTING MATERIALS |
| September 2017 | 304 | 03113202 | 5690 | OTHER SUPPLIES | \$ -296.00 wires for field speakers |
| September 2017 | 304 | 03142600 | 5613 | MAINTENANCE/CUSTODIAL SUPPLIES | \$ 296.00 wires for field speakers |
| October 2017 | 41 | 05142600 | 5690 | OTHER SUPPLIES | \$ 354.00 SCHOOLDUDE |
| October 2017 | 41 | 03142600 | 5420 | REPAIRS,MAINTENANCE & CLEANING | \$ -354.00 SCHOOLDUDE |
| October 2017 | 228 | 04121200 | 5690 | OTHER SUPPLIES | \$ 138.00 CHROME APPS |
| October 2017 | 228 | 04121200 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -138.00 CHROME APPS |
| November 2017 | 271 | 03111003 | 5810 | DUES & FEES | \$ 195.00 FBLA Dues Required by perkins |
| November 2017 | 271 | 03111003 | 5581 | TRAVEL - CONFERENCES | \$ -195.00 FBLA dues Required by perkins |
| November 2017 | 51 | 03132220 | 5690 | OTHER SUPPLIES | \$ 251.00 Replacement Chairs |
| November 2017 | 51 | 03132220 | 5810 | DUES & FEES | \$ -251.00 Replacement Chairs |
| November 2017 | 52 | 04121200 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -6.00 Shipping Costs |
| November 2017 | 52 | 04122150 | 5611 | INSTRUCTIONAL SUPPLIES | \$ 6.00 Shipping Costs |
| November 2017 | 96 | 03111001 | 5731 | EQUIPMENT - REPLACEMENT | \$ 1,200.00 REPLACE POTTERY WHEEL |
| November 2017 | 96 | 03111001 | 5611 | INSTRUCTIONAL SUPPLIES | \$ -1,200.00 REPLACE POTTERY WHEEL |
| December 2017 | 100 | 02132400 | 5590 | OTHER PURCHASED SERVICES | \$ 30.00 ITNERNET SAFETY PRESENTATION |
| December 2017 | 100 | 02132400 | 5330 | OTHER PROFESSIONAL & TECH SRVC | \$ -30.00 ITNERNET SAFETY PRESENTATION |

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

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

To: Dr. Charles S. Dumais, Superintendent of Schools
From: Theresa Lumas, Director of Finance and Administration
Re: Budget Transfers over \$3,000 - **Fiscal Year 2017-2018**
Date: December 22, 2017

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

Special Education:

Additional costs are anticipated due to an increase in hearing impaired services. I am requesting funds be transferred from tuition line for private outplacements to other professional technical services.

For the Amity Finance Committee:

Recommend the Amity Board of Education approve the following budget transfer to cover services for the hearing impaired.

For the Amity Board of Education:

Move to approve the following budget transfer to cover services for the hearing impaired.

| ACCOUNT NUMBER | ACCOUNT NAME | FROM | TO |
|---------------------------|---------------------------------|-------------|-----------|
| 04-12-6117-5560 | Tuition – Private | \$13,500 | |
| 04-12-2151-5330 | Professional Technical Services | | \$13,500 |

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 1 of 6

A meeting of the Policy Committee of the Amity Regional Board of Education was held on December 18, 2017 at 5:30 p.m. in the District Office Conference Room.

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

COMMITTEE MEMBERS ABSENT: Ms. Sheila McCreven

STAFF MEMBERS PRESENT: Dr. Charles Dumais

1. **CALL TO ORDER**

Chairperson Urbano called the meeting to order at 5:30 p.m.

2. **APPROVAL OF POLICY COMMITTEE MEETING MINUTES – November 20, 2017 (Enclosure)**

Motion by Mr. Hurley to approve the minutes as amended.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

3. **PUBLIC COMMENT**

None

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

Policy 1316 (existing policy)

Motion by Mr. Hurley to move Policy 1316 to the next regular Board of Education meeting for a first read with the following changes:

- *Item #5 – add “including e-cigarettes” – “Smoke or otherwise use tobacco products including e-cigarettes;”*
- *Item #8 – remove “and authorized by the Board” – “Enter upon any portion of the school premises at any time for purposes other than those which are lawful;”*

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 2 of 6

Policy 1316.1 (not an existing policy)

Motion by Mr. Hurley to reject Policy 1316.1 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1316.2 (not an existing policy)

Motion by Mr. Hurley to reject Policy 1316.2 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1321 (new policy)

Motion by Mr. Hurley to adopt Policy 1321 without ANOTHER VERSION TO CONSIDER section and move it to the next regular Board of Education meeting for a first read

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1321.1 (new policy)

Motion by Mr. Hurley to adopt Policy 1321.1 and move it to the next regular Board of Education meeting for a first read

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1321.2 (new policy)

Motion by Mr. Hurley to move Policy 1321.2 to the next regular Board of Education meeting for a first read with the following changes:

- *Change "Videotaping" to "Video Recording" on page (a) and page (b) – "Public Video Recording of Educational Activity"*
- *Item #1 on page (a) – add "unless otherwise prohibited" after "plays" – "Performances or activities to which the general public is invited, such as athletic competitions, concerts, and plays, unless otherwise prohibited"*
- *Item #2 on page (b) – add "unless otherwise prohibited" after "plays" – "At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays, unless otherwise prohibited"*
- *Page (b) under RECORDING OF MEETINGS change "individuals" to "Individuals"*

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 3 of 6

Policy 1322 (existing policy)

Motion by Mr. Hurley to move Policy 1322 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1323 (existing policy)

Motion by Mr. Hurley to move Policy 1323 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1324 (new policy)

Motion by Mr. Hurley to move Policy 1324 to the next regular Board of Education meeting for a first read using the Fairfield Public Schools version

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Form 1324 (new form for new policy)

Motion by Mr. Hurley for Form 1324 to be modified by the Superintendent and then moved to the next regular Board of Education meeting for a first read

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1325 (existing policy)

Motion by Mr. Hurley to move Policy 1325 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1326 (new policy)

Motion by Mr. Hurley to move Policy 1326 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 4 of 6

Policy 1331 (existing policy)

Motion by Mr. Hurley to move Policy 1331 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1340 (existing policy)

Motion by Mr. Hurley to move Policy 1340 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1350 (existing policy)

Motion by Mr. Hurley to move Policy 1350 to the next regular Board of Education meeting for a first read after the Superintendent makes revisions which address the following:

- *Remove second paragraph*
- *Change age from "65" to "60"*
- *Specify free season ticket to school events for which the Board of Education charges that charge up to \$10*
- *Specify a \$10 discount for events costing more than \$10*
- *Change "town residents" to "district residents"*
- *Add "issued upon proof of residency and age and must be presented to purchase a ticket"*

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1360 (not existing policy)

Motion by Mr. Hurley to reject Policy 1360 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1411 (existing policy)

Motion by Mr. Hurley to move Policy 1411 to the next regular Board of Education meeting for a first read with the updated legal reference

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

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 5 of 6

Policy 1412 (existing policy)

Motion by Mr. Hurley to move Policy 1412 to the next regular Board of Education meeting for a first read with the additional highlighted portions

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1416 (existing policy)

Motion by Mr. Hurley to table Policy 1416 until the next Policy Committee meeting to give the Superintendent time to review the policy from a legal perspective

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1430 (existing policy)

Motion by Mr. Hurley to move Policy 1430 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1500 (not existing policy)

Motion by Mr. Hurley to reject Policy 1500 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1531 (existing policy)

Motion by Mr. Hurley to move Policy 1531 to the next regular Board of Education meeting for a first read as is

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1600 (not existing policy)

Motion by Mr. Hurley to reject Policy 1600 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

AMITY REGIONAL SCHOOL DISTRICT NO. 5 BOARD OF EDUCATION
DECEMBER 18, 2017 POLICY COMMITTEE MEETING MINUTES

Page 6 of 6

Policy 1610 (not existing policy)

Motion by Mr. Hurley to reject Policy 1610 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1620 (not existing policy)

Motion by Mr. Hurley to reject Policy 1620 as not needed.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Policy 1700 (existing policy)

Motion by Mr. Hurley to adopt Policy 1700 optional CAFE version and move to the next regular Board of Education meeting for a first read

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

5. **OTHER**

None

6. **ADJOURN**

Motion by Mr. Hurley to adjourn at 8:02 pm.

Vote in favor, 2-0 (Ms. Cofrancesco and Mr. Hurley)

Motion carried

Respectfully submitted,

Pamela Pero
Recording Secretary

East Windsor's version of this policy.

Community Relations

ND

Relations Between Public and School Personnel

Public Conduct at School Activities

School sponsored or approved activities are an important part of the comprehensive school program and offer students the opportunity to participate in a variety of activities not available during the regular school day. School sponsored or approved activities are provided for the enjoyment and the opportunity for involvement they afford the students. It is imperative that spectators who attend these activities exhibit appropriate behavior that will make a positive difference in student performance. "Activities" includes all school sponsored or approved activities and co-and extra-curricular activities.

Spectators are permitted and encouraged to attend these activities as guests of the District. Accordingly, as a condition of such permission, they must comply with the District's rules and policies. Spectators, like the student participants, are expected to display mature behavior and sportsmanship at all times.

The East Windsor Board of Education will not tolerate incidents at school-sponsored activities where spectators, both students and adults, are verbally or physically abusive to participants, officials, coaches and/or other spectators. Spectators will not be allowed to interfere with the enjoyment of the participating students, other spectators or with the performance of employees and officials supervising the school sponsored or approved activities. Spectators are expected to display mature behavior and sportsmanship while attending the activity. The failure of spectators to display mature behavior and sportsmanship may be disruptive and embarrassing to students, the District and the entire community.

If a spectator at a school-approved or school sponsored activity becomes physically abusive, verbally abusive, uses vulgar, obscene or demeaning language, gestures, signage or clothing or in any way impedes the performance of an activity, the spectator may be asked to leave the event by a school official. The Superintendent may seek to deny future admission to any person by requesting an East Windsor Board of Education meeting and by delivering or mailing a notice, sent by certified mail and with return receipt requested, containing:

- The date, time and place of an East Windsor Board of Education meeting;
- A description of the unsportsmanlike conduct by the spectator; and
- The proposed time period that admission to school events will be denied.

The Superintendent or his/her designee shall advise the spectator of the District's right to exclude the individual from district activities and events for the duration of the exclusion. At that meeting, the Superintendent of Schools or his/her designee may recommend, to the East Windsor Board of Education, the exclusion of the spectator at future sponsored or approved activities. The Board may decide to exclude the spectator from participation and/or attendance at future district sponsored or approved activities for up to one year.

Community Relations

Relations Between Public and School Personnel

Public Conduct at School Activities (continued)

If the Board decides to exclude the spectator, a notice of exclusion at district sponsored or approved activities will be sent to the spectator. If the spectator disobeys the East Windsor Board of Education's decision to exclude the spectator from district sponsored or approved activities, law enforcement authorities will be contacted and requested to remove the spectator. If a spectator has been notified of exclusion and thereafter attends a district sponsored or approved activity, the spectator shall be advised that his/her attendance will result in legal action. The district may seek to obtain a court order to bar the individual from future district sponsored or approved activities.

A student may be prohibited from attending and/or denied admission to school activities for up to one year via a decision by the school administrator (following an informal hearing). The student may also be given disciplinary action in accordance to published school policies or Board policy. School officials may refer a student's inappropriate behavior to the East Windsor Board of Education for a hearing. That student may be prohibited from attending and/or denied admission to school activities for up to a year (following a Board hearing). School officials have the legal authority to require people to leave a school-sponsored event when their behavior interferes with the ability of others to participate in or watch the activities pursuant to C.G.S. 10-220.

Examples of unsportsmanlike conduct include but are not limited to:

- The use of vulgar, obscene or demeaning language, gestures, signage or clothing;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon (as defined in BP 5114);
- Fighting or otherwise striking or threatening another person (either physically, verbally or through inappropriate gestures);
- Failing to obey the instructions of a security officer, law enforcement officer or school district employee; and
- Engaging in any activity which is illegal or disruptive.

Legal References: Connecticut General Statutes
 1-225 Meetings of the government agents to be public
 1-232 Conduct of the meeting
 10-220 Duties of boards of education
 10-221 Boards of education to prescribe rule(s), policies, and procedures
 10-238 Petition for hearing by board of education.
 10-239 Use of school facilities for other purposes.
 53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

EAST WINDSOR PUBLIC SCHOOLS
 East Windsor, Connecticut

cps 4/11

An optional policy to consider.

Community Relations

NO

Civility

I. Policy Statement

The _____ Board of Education (Board) values diversity and commonality and is committed to a culture that fosters free and open communication. The Board believes that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff. The Board is committed to maintaining a culture that recognizes the worth and dignity of the individual in support of academic achievement and social development.

II. Purpose

The purpose of this policy is to set clear expectations for civil behavior that support a safe, welcoming, and nurturing environment on school property and at school-related activities.

III. Definitions

Within the context of this policy, the following definitions apply.

- A. Civility** - Mutual respect and consideration reflected in language, attitudes, and behaviors.
- B. Bullying** - Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's or staff member's educational benefits, opportunities, or performance, or with their physical or psychological well-being and is:
 - 1. Motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity or expression, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
 - 2. Threatening or seriously intimidating; and,
 - 3. Occurs on school property, at a school activity or event, or on a school bus; or,
 - 4. Substantially disrupts the orderly operation of a school or workplace.
- C. Harassment** - A sufficiently severe action or persistent, pervasive pattern of actions or statements, directed at an identifiable individual or group, that is intended to be, or which a reasonable person would perceive as, ridiculing or demeaning.

Community Relations

Civility

Definitions (continued)

- D. **Intimidation** - Subjection to intentional action that seriously threatens and induces a sense of fear and/or inferiority which adversely affects one's ability to participate in or benefit from the educational or work setting.
- E. **School Property** - Any property owned or leased by the Board. The concept of property shall extend to school activities such as field trips, use of parks and recreation facilities, proms at hotels, etc. This means that when a facility is scheduled for student use, it will be considered an extension of school property.
- F. **School-related Activity** - On or off premises activity in which a student directly participates (e.g., field trip, school system-sponsored athletic event, or class/graduation activity), or in which the student does not directly participate, but represents the school or student body simply by being there (e.g. spectator at a school system-sponsored event).

IV. Standards

- A. Expected behaviors include but are not limited to:
 1. Respect and courtesy in language, demeanor, and actions
 2. Moderate tone and volume of voice
 3. Active and respectful listening
 4. Respectful acknowledgment of cultural differences
 5. Respect for the personal, civil, and property rights of others
 6. Appropriate and courteous use of telephone, public address systems, two-way radios, and any other verbal communication device
 7. Appropriate and courteous written communication, including notes, letters, email, and text messages.
- B. Unacceptable behaviors include but are not limited to:
 1. Rude, insulting, or demeaning language and/or actions
 2. Persistently unreasonable demands
 3. Intrusive and/or interruptive behavior
 4. Displays of temper
 5. Harassment and intimidation
 6. Threatening and/or abusive gestures and behavior.
- C. Incidents of uncivil behavior should be resolved cooperatively with the individual(s) most directly involved.

Community Relations

Civility (continued)

V. Compliance

- A. Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.
- B. The Superintendent/designee is responsible for determining whether an incident occurring on school property violates an existing Board policy and for responding appropriately.
- C. The Superintendent/designee will provide for annual notification of this policy to students, staff, parents, and community members.

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy.

(cf. 0521 – Nondiscrimination)

(cf. 1120 – Public Participation at Board of Education Meetings)

(cf. 1250 – Visits to the Schools)

(cf. 1251 – Loitering or Causing Disturbances)

(cf. 1316 – Conduct on School Property)

(cf. 1320 – Relations between the Public and School Personnel)

(cf. 1330 – Use of School Facilities)

(cf. 1700 – Otherwise Lawful Possession of Firearms on School Property)

(cf. 3517.2 – Vandalism)

(cf. 5131.911 – Bullying)

(cf. 5145.51 – Sexual Harassment)

(cf. 5145.53 – Civility)

(cf. 6114.7 – Safe Schools)

(cf. 6145.22 – Sportsmanship)

(cf. 9273 – Civility Code)

Legal Reference: Connecticut General Statutes
 1-225 Meetings of the government agents to be public.
 1-232 Conduct of the meeting.
 10-220 Duties of boards of education.
 10-221 Boards of education to prescribe rule(s), policies, and procedures.
 10-239 Use of school facilities for other purposes.
 53a-185 Loitering in or about school grounds: Class C misdemeanor.

Policy adopted:

cps 1/14

A sample policy to consider.

Community Relations

X

Awards and Scholarships

Any award or scholarship proposed for presentation in the _____ Public Schools which originates outside the school system must be submitted to the Board of Education for approval. The Board of Education reserves the right to accept or reject any such proposed award or scholarship.

The schools of the _____ school system may establish and maintain a system of awards and scholarships which originate within a school in the system for the purpose of recognizing student achievement or special merit. In each such case, any award or scholarship which originates within a school must be submitted to the Principal for prior approval.

As new awards or scholarships are established by a school within the system, the Superintendent of Schools shall be made so aware.

Policy adopted:

cps 11/99

X
Sample policy to consider.

Community Relations

Relations Between Area, State, Regional & National Associations and the Schools

Membership in recognized associations such as the Connecticut Association of Boards of Education will be maintained by the schools for several reasons, including:

1. benefits to staff and Board of Education from professional meetings, conferences, clinics and conventions.
2. access to the communication media of such associations, such as newsletters, periodicals and advisory services.
3. representation in legislative and other actions affecting education generally and our school district in particular.

The Superintendent of Schools shall budget funds for memberships approved by the Board and for the costs of appropriate participation by Board members, administration and staff in the activities of such associations.

ND
/

Policy adopted:



An optional sample policy to consider.

Community Relations

Relations Between Non-Public and other Educational Organizations and the Schools

The Board of Education recognizes the need and the worth of cooperative relationships with other schools, school districts, colleges and educational organizations. It encourages members of the school staff to work with their counterparts in such organizations on educational matters within the framework established by the statutes, state regulations and Board of Education policy.

ND

Policy adopted:

rev 3/98

✓
An optional policy to consider.

Community Relations

Relations With Parochial and Private Schools

In recognition of the educational, cultural, and economic values which parochial and private schools provide to the parents, citizens, and taxpayers of the community, the Board of Education shall make available, within the limits of applicable federal and state restrictions, the full range of public school services to resident students of the community who attend parochial or private schools.

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records

10-76d-18 Regulations concerning children requiring special education

19a-581 through 585 46b-56(e)

20 U.S.C Section 1232g Family Educational Rights and Privacy Act

OK

Policy adopted:

cps 5/01

X

An optional policy to consider.

Community Relations

Relations With Private School, Colleges and Universities

The Board of Education directs the Superintendent to establish procedures and fees for the administration of special examinations for private schools and colleges.

The District will cooperate with private schools, colleges and universities concerning student records and references in accordance with the law. Except as authorized by law, the written consent of the parent or the eligible student is required before confidential student information may be disclosed. The written consent must specify permission for disclosure, the purpose of the disclosure and the person to whom the records are to be disclosed.

(cf. 5125 - Student Records)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records

10-76d-18 Regulations concerning children requiring special education

19a-581 through 585 46b-56(e)

20 U.S.C Section 1232g Family Educational Rights and Privacy Act

Policy adopted:

cps 6/99

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products, including e-cigarettes;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
10. Violate other District policies or regulations or an authorized District employee's directive.

Community Relations

Relations Between Public and School Personnel

Conduct on School Property

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1312 - Public Complaints)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

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

Community Relations

Public Performances By Students

The Board of Education recognizes the educational value from student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education when they don't interfere unduly with other educational activities or programs.

School groups may, as authorized by Superintendent's regulations, participate in local public events.

Community Relations

Public Performances By Students

Students, with the Principal's permission may participate in the following local public events:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority in scheduling appearances.
2. Community functions in the interests of the school, such as those originated by a PTA/PTO or other parent groups.
3. Noncommercial civic occasions of local, state or national interest.
4. Events that are primarily patriotic in nature, such as Veteran's Day.
5. Charity benefit activities provided such activity has been specifically approved in advance by the Superintendent.
6. Programs sponsored by established public agencies, or programs sponsored jointly by the school system and mass communication media where the time or space given to the programs are of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in events of a commercial nature.
2. Events for furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education for its review.
3. Events that are primarily for the furtherance of any religious concern, whether sectarian or non-sectarian in nature.
4. Events that cause an undue amount of interference with regular school programs, or that cause an excessive amount of absence due to rehearsal or preparation.

Community Relations

Television and Radio Broadcasts

The Board of Education states as a matter of general principle that television and radio broadcasts of public performances by students, including athletic events, are approved only when such telecasts and broadcasts are in the public interest. All such rights shall be granted in accordance with procedures to be established by the Board of Education and the school administration.

The Board of Education delegates to the Superintendent of Schools or designee the authority to act on all requests for permission to broadcast school events over radio and television.

It is essential that school authorities reserve the right to approve all sponsors to make certain that sponsorship does not include firms supplying goods or services inappropriate to school events.

Community Relations

Public Vide Recording And Educational Activity

The Board of Education (Board) hereby establishes limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording: Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Audio Recording: Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity: Any individual, group, organization or corporation other than the administration, officers, staff or students of the District or individuals authorized to act on behalf of the District.

Recording by Outside Entities

The Board prohibits the use of video or audio recording equipment on District property or at District activities by outside entities without permission from the Superintendent or his/her designee unless authorized by law.

This prohibition shall not apply to:

1. Performances or activities to which the general public is invited, such as athletic competitions, concerts and plays, unless otherwise permitted.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Board or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting District facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The District may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the District. This may include the use of video equipment in school buildings and on District transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by and on behalf of District personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Community Relations

Public Vide Recording And Educational Activity

The District prohibits the use of video or audio recording equipment on District property or at District activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays, unless otherwise permitted.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the Building Principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between District employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of District security cameras or devices.

- (cf. 1112 – News/Media Relationships)
- (cf. 1112.6 – Video Taping of Staff/Students)
- (cf. 5125 – Student Records; Confidentiality)
- (cf. 5131.11 – Video Cameras on School Buses)
- (cf. 5131.111 – Video Surveillance)
- (cf. 9320 – Board Meetings)
- (cf. 9322 – Public and Executive Sessions)
- (cf. 9326 – Taping of Meetings)

Legal Reference: The Individuals with Disabilities Education Act, 20 U.S.C. §§1400-1487,
34 C.F.R. Part 300

 The Family Educational Rights and Privacy Act, 20 U.S.C. §1232g 34
C.F.R. Part 99

Community Relations

Contest For Students

The Board of Education approves a selective policy of participation in contests. However, participation by students in any such activities must be on a purely voluntary basis and at no time can such participation interfere with the instructional program. In the high schools, the criteria of the National Association of Secondary School Principals relative to contests shall serve as a guide.

Where students so agree to participate in any activity sponsored by an outside organization, it shall be the responsibility of the sponsoring organization to assume the management of the contest, providing the students with detailed information, instructions, and rules governing the activity.

At no time will pressure be applied to enjoin students to participate in any contest sponsored by outside organizations.

The evaluation and scheduling of and consent to participate in district-wide contests shall first be approved by each Building Principal. Final approval of the contest must be given by the Superintendent.

Community Relations

Awards To Students

Only trophies, prizes, or awards which conform to the Awards for Achievement policy of the Board of Education and the corresponding administrative regulations providing for awards for distinguished success in any school activity may be presented by any person or organization not connected with the schools.

(cf. 5126 - Awards for Achievement)

Community Relations

Soliciting Funds From Students

Non-School Sponsored

Non-school sponsored organizations are discouraged from the solicitation of funds and the sale of goods or services to students on school premises. Any such activity must have prior approval of the Superintendent of Schools or designee.

School Sponsored

Fund-raising activities by school-sponsored organizations are permissible providing such activity is not disruptive to the orderly process of education and management of the schools.

Community Relations

Soliciting Funds From Students

**AMITY REGIONAL SCHOOL DISTRICT
Woodbridge, Connecticut**

**FUND-RAISING ACTIVITY APPROVAL
GIFTS, GRANTS, AND BEQUESTS**

School _____ Date _____

Organization _____

Contact person _____

Activity

Date of fund-raising activity _____

School sponsored? Yes No

Requires Board of Education approval Superintendent approval

Gift _____

Value of gift/donation _____

Principal's Signature _____ Date _____

Superintendent's Signature _____ Date _____

Community Relations

Advertising And Promotion

Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization.

No advertising material may be posted or distributed to students which, in the opinion of the Superintendent, would contribute to the personal gain of an individual, business, or company except as follows:

- a. Educational material used by staff for educational purposes.
- b. Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

Community Relations

Solicitations By Staff Members

The Board of Education, recognizing its responsibility in the matter of solicitations, shall strive to safeguard from exploitation the students, parents, staff members, school system and community.

Therefore, no staff member shall use professional relationships with students for private advantage; nor shall any staff member use his/her position to influence parents or students of the school system to purchase instructional supplies, equipment or books, or sell to any student or parent any instructional supplies, equipment or books except those expressly approved for classroom or school-related use by the office of the Superintendent.

No staff member shall furnish lists of students or parents names, addresses and telephone numbers, or any other information, to anyone for solicitations unless prior approval is granted by the Office of the Superintendent.

Community Relations

Smoke Free Environment

Students

At any time, there shall be no smoking or any other unauthorized use of tobacco or tobacco products by students in any school building or school vehicle or on any school grounds or when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, sporting event, extracurricular event, field trip, or school-related activity such as work-study program.

This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

In addition, the prohibition does not apply to a classroom where a demonstration of the use of an electronic nicotine delivery system or vapor product is taking place as part of a medical or scientific experiment or lesson.

A program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Staff and Public

At any time, there shall be no smoking in buildings, on any school grounds under the control of the Board of Education, on transportation provided by the Board of Education, or during the course of any trip sponsored by the Board of Education or under the supervision of the board of Education or its authorized agents.

A program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

A sign shall be posted on school premises indicating that smoking, including the use of e-cigarettes is prohibited by state law.

Definitions

Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

Community Relations

Smoke Free Environment

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except "liquid nicotine container" does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

(cf. 1120 Board of Education Meetings)

(cf. 1330 Use of School Facilities)

(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

10-233a(h) Definitions, "School-sponsored activity"

19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a 242 Schedules of controlled substances.

P.A. 14-76 An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems and Youth Smoking Prevention

P.A. 15-206 An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products

P.L. 107-110, Section 4303, "Non-smoking Policy for Children's Services"

20 U.S.C. 7181-7184 The Pro Children Act of 2001, PL 107-110, 115 State 1174

Community Relations

Access To School Procedures And Materials

Ideas, operating procedures, records, and publications developed in or for the school system may be made available to outside nonprofit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school system and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law.

A reasonable charge may be made for copying available records.

(cf. 5125 - Student Records)

(cf. 4112.6/4212.6 - Certified/Non-Certified - Personnel Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.

1-16 Photographic reproduction of documents.

1-210 Access to public records. Exempt Records.

1-211 Access to computer-stored records.

1-214 Public employment contracts as public record.

1-225 Meetings of government agencies to be public.

1-226 Recording, broadcasting or photographing meetings.

1-206 Denial of access to public records or meetings. Notice. Appeals.

1-240 Penalties.

Community Relations

Senior Citizens' Benefits

The Board of Education recognizes the contribution senior citizens have made to the support of education and wishes to encourage their continued support and participation in school sponsored events.

~~To this end, the Board of Education offers to any senior citizen 60 years of age or older a 50% discount on the admission to any school sponsored activity such as athletic functions or musical events.~~

A free season ticket to school events shall be available to senior citizens who are town residents and ~~65~~ sixty (60) years of age or over. The senior citizen pass shall be valid only for the person to whom issued and shall entitle the authorized person free (school-sponsored events costing \$10 or less) or reduced (school-sponsored events costing more than \$10 will be discounted \$10) admission to school sponsored activities such as athletic functions and musical events when the pass is presented at the time of ticket purchase. The senior citizen pass will be ~~available~~ issued upon proof of residency and age at the central administration office.

The Board of Education also encourages booster organizations and parent groups which sponsor school events to offer discounts to senior citizens whenever possible.

Community Relations

Law Enforcement Agencies

A reasonable and cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises, or during a school-sponsored activity, or to assist in controlling disturbances to the educational environment. They also may be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions.

At all times, the school system's administrators shall act in a manner which protects and guarantees the rights of students and parents and upholds the law.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender

New Jersey vs. T.L.O. U.S. 325 (1985)

Community Relations

Fire Department

Members of the local fire department play a vital role in the school safety program. It shall be the responsibility of the administration/staff to:

1. Establish and maintain relationships with the local Fire Marshal and fire department;
2. Determine the nature and timing of the department's participation in the school program;
3. Coordinate and supervise the planned activities; and
4. Seek the advice and cooperation of the Fire Department in at least the following matters:
 - a. Planning and conduct of fire drills and crisis response drills;
 - b. Planning and involvement of the fire department in crisis response drills and other related activities designed to practice and test the effectiveness of district and school response plans.
 - c. Fire prevention education;
 - d. First aid, especially in fire related incidents; and
 - e. Steps needed to conform to all state and local fire codes.

(cf. 6114.1 - Fire Drills)

Community Relations

State/Federal Government

The Board of Education, shall carry an aggressive program to secure approval of State laws and regulations which the Board feels to be in the best interest of the school system. This policy shall include the pursuit of adequate and equitable sources of revenue to support the local free public schools.

State and Federal Aid

To bring the full benefit of State and Federal aid programs to bear upon the needs of the school system, the Board will maintain close liaison with the State Department of Education and appropriate Federal agencies, and cooperate with them fully in providing improved educational services.

Community Relations

Accreditation Agencies

The Board of Education seeks the highest status of membership for its schools in the New England Association of Colleges and Secondary Schools, cooperating in the Association's evaluations of the school system, and considering its recommendations.

Community Relations

Possession Of Deadly Weapons Or Firearms

I. Definitions:

- a. **Deadly Weapon** means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy club, blackjack, bludgeon, or metal knuckles.” Conn. Gen. Stat. §53a-3 (6).
- b. **Firearm means** “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged,” Conn. Gen. Stat. §53a-3 (19).
- c. **Peace Officer** means “ a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 2 of public act 13-170 who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive.” Conn. Gen. Stat. §53a-3 (9).
- d. **Real Property** means the land and all temporary and permanent structures comprising the district’s elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.
- e. **School-Sponsored Activity** “means any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.” Conn. Gen. Stat. §10-233a(h).

f.

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-2 17b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

Community Relations

Possession Of Deadly Weapons Or Firearms

III. Peace Officer Exception

A peace officer engaged in the performance of his or her official duties who is in lawful possession of a deadly weapon or firearm may bring such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity.

IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or to a school-sponsored activity if:

- a. The person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive prior written permission from school officials.
- b. The person possesses the deadly weapon or firearm on the real property of any school or administrative office building or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.
- c. A motor vehicle inspector while engaged in the performance of such motor vehicle inspector's official duties may carry weapons on school grounds, effective October 1, 2016.

V. Consequences

- a. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of an elementary or secondary school in this district, or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- b. A student who possesses and/or uses any deadly weapon or firearm on school property in violation of this policy shall be disciplined in accordance with Board of Education Student Discipline Policy.
- c. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Community Relations

Possession Of Deadly Weapons Or Firearms

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver. Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period. Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions.

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84 and PA 16-55)

PA 13-188 An Act Concerning School Safety

Community Relations

Gifts to School Personnel

The members of the Board of Education and its employees wish to avoid any conflict between their personal interests and the interests of the school district in dealing with suppliers, contractors, and all organizations or individuals doing or seeking to do business with the school district.

Although it is customary for some suppliers to give gifts to customers' employees at different times which are not of more than nominal value, and are not intended to influence in any manner the school district's procurement practices, the Board of Education requests that suppliers or potential suppliers do not offer gifts to individuals connected with the school district.

Gifts

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of twenty-five dollars (\$25) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, article or promise, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence the Board member or employee in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

Legal Reference: Connecticut General Statutes

7-479

Conflicts of interest.

Sample policy to consider.

Community Relations

Fund-Raising and Solicitation

Fund-raising shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds that supplement, but do not supplant, public funding for the educational benefit of students and the schools.

Fund-raising shall be permitted by students, provided such activities are approved in writing and carefully monitored and regulated by the school Principal or a designee.

Each Principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the Superintendent pursuant to procedures issued by the Superintendent.

Crowdfunding (through sites including, but not limited to, AdoptAClassroom.org, GoFundMe.com, DonorsChoose.org, or IncitED) by employees is not permitted without the express written permission of the Superintendent.

No organization or individual shall solicit funds, sell memberships or articles, or in any other way collect or seek to collect money from the employees of the school system except with the approval of the Superintendent.

Policy adopted:

rev 7/98

rev 2/06