

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**PLEASE POST****AMITY REGIONAL BOARD OF EDUCATION***October 17, 2016*

A regular meeting of the Amity Regional Board of Education will be held on Monday, October 17, 2016, at 6:30 p.m. at ***Amity Middle School, Bethany Campus, 190 Luke Hill Rd., Bethany.**

***Please note change of location**

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, September 12, 2016 (Enclosure) pg. 3
 - b. District Meeting/Public Hearing, September 26, 2016 (Enclosure) pg. 9
 - c. Special BOE Meeting, September 26, 2016 (Enclosure) pg. 11
 - d. Special BOE Meeting, September 27, 2016 (Enclosure) pg. 14
4. Public Comment
5. Student Report – Ms. Ananya Kachru
6. Presentation by Dr. Richard Dellinger, Principal, Amity Middle School, Bethany Campus
7. Presentation by Cornell Bialicki – Performances by 8th Grade Students Jason Benard and Riku Korenaga pg. 15
8. Discussion and Possible Action on 2017 Board of Education Meeting Calendar (Enclosure)
9. Report on 2016 Testing Results
10. Correspondence
11. Superintendent's Report
 - a. Personnel Report (Enclosure) pg. 16
 - b. Superintendent's Monthly Report (Enclosure) pg. 17
 - c. Other

- 12. Chairman’s Report
 - a. Committee Reports
 - 1. ACES
 - a. Draft, ACES Calendar – 2017-2018 (Enclosure) pg . 22
 - 2. CABE
 - 3. Curriculum
 - 4. Facilities
 - a. Facilities Dept. Monthly Report, September, 2016 (Enclosure) pg . 23
 - 5. Finance
 - a. October Enrollment Report pg . 24
 - b. ICMA-RC Appointment as Defined Contribution Retirement Plan Administrator pg . 26
 - c. Discussion of Monthly Financial Statements pg . 27
 - d. Director of Finance and Administration Approved Transfers Under \$3,000 pg . 52
 - e. Discussion and Possible Action on New Funding Requests pg . 53
 - f. Other
 - 1. Audit Update pg . 55
 - 6. Policy
 - 7. Personnel
- 13. Items for the Next Agenda
- 14. Adjournment

Charles Dumais

Charles Dumais, Ed.D.
Superintendent of Schools

CD/kfw
pc: Town Clerks: Bethany
Orange
Woodbridge

PLEASE POST

PLEASE POST

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

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

BOARD MEMBERS PRESENT: Chairman William Blake, Ms. Robyn Berke (arrived at 6:45 pm), Mr. Christopher Browe (arrived at 8:10 pm), Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling, and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Mr. John Belfonti

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Dr. Richard Dellinger, Mr. Peter Downhour, Ms. Kathi Fuller-Cutler, Mr. Ernie Goodwin, Ms. Anna Mahon, Dr. Marie McPadden, Ms. Mary Raiola, Mr. Jim Saisa

Also present: Ms. Ananya Kachru, Mr. Bob Lindberg, Ms. Luiza Livingston, Ms. Pam Mautte, Ms. Joni Nordstrom, and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, September 12, 2016 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:34 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Approval of minutes.**
 - A. **Regular BOE meeting, August 08, 2016 (enclosure)**

One correction, page 4 of the minutes, vote regarding the line striping equipment, Ms. Urbano voted against this motion. Minutes corrected and re-submitted.

4. **Public Comment** - none

5. Student Report

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

6. Presentation by Ms. Anna Mahon – Principal, Amity Regional High School

Ms. Mahon presented the mission statement and core values for Amity High School.

7. Presentation by Ms. Luiza Livingston – Student, Amity Regional High School

Ms. Livingston did an independent study program during the 2nd semester of her junior year on sex-trafficking. She explained why she chose this subject and what she was able to learn from this program. Board members asked questions regarding the specifics of the independent study program; questions were answered by Ms. Livingston and Ms. Mahon.

Several Board members congratulated Ms. Livingston on her accomplishment and thanked her for sharing her study with them; Dr. Dumais stated that this independent study project is an example of how personalized learning can take place at Amity.

8. Presentation by Ms. Pam Mautte and Ms. Joni Nordstrom on Alcohol and Drug Survey Instrument

Ms. Mautte presented the benefits of Amity's participation in a prevention and intervention program and explained what her organization would provide as tools for Amity in this regard. The Bethany-Orange-Woodbridge Drug/Alcohol Action Committee (BOWDAC) has offered the funds to pay for the survey.

9. Correspondence – None.

10. Superintendent's Report

A. Personnel Report – (enclosure)

Dr. Dumais reported that Amity is fully staffed at this time.

B. Superintendent's Monthly Report (enclosure)

Dr. Dumais highlighted items in his report regarding test reporting, emergency management and CAFE policy review.

C. Other

11. Chairman's Report -

A. Committee Reports

1. **ACES** - Ms. Cohen reported on focus groups that are taking place as part of the ACES Strategic/Design Planning process and the concern about State cuts to education budgets.

2. **CABE** - Ms. McCreven reported on a webinar that she attended on September 9th regarding the recent court Ruling that the current method of funding education in the State of Connecticut is unconstitutional. This issue will be further addressed at the delegate meeting in November. Ms. McCreven provided the Board members with written report. (attachment)

3. **Curriculum** – The Curriculum Committee met on September 1st.

4. **Facilities** – The Facilities Committee is scheduled to meet on September 20th.

A. Facilities Department monthly report, August 2016 (enclosure)

5. Finance

A. Discussion of Monthly Financial Statements

Ms. Lumas reviewed the changes to the forecast as reported in the enclosed packet.

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

C. Discussion and Possible Action on Budget Transfers of \$3,000 or More

Two transfers are being requested, one for technology and the other for facilities.

Motion by Ms.Cohen, 2nd by Ms. Cardozo to approve the following budget transfer, accounts as listed below, or to another appropriate account pending further discussion and decision by Finance, to cover the cost of paying for network services provided the CT Education Network:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2350-5731	Equipment - Replacement	\$18,000	
05-14-2350-5690	Other Supplies		\$18,000

Vote unanimous

Motion carried

Motion by Ms.McCreven, 2nd by Ms. Urbano to make the following budget transfer to cover the cost of paying for Schooldude software for scheduling facilities usage.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5420	Repairs & Maintenance	\$ 3,570	
03-14-2600-5690	Other Supplies		\$ 3,570

Vote unanimous

Motion carried

D. To Consider and Act Upon a Resolution Concerning the Authorization of Refunding Bonds for Payment of the Outstanding Principal of and Interest on all or a Portion of the District's \$27,480,000 General

Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and Costs Related Thereto.

Mr. Hurley recused himself from discussion on this item.

Motion by Mr. Browe, 2nd by Ms. Esposito to consider and act upon a Resolution concerning the authorization of refunding bonds for payment of the outstanding principal of and interest on all or a portion of the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and costs related thereto.

Vote unanimous

Motion carried

Amendment to the motion by Mr. Browe to waive the reading of the Resolution since copies were made available to the Board and that the resolution be entered into the minutes.

Vote unanimous

Motion carried.

**RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5**

AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$20,000,000 REFUNDING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST ON THE DISTRICT'S \$27,480,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2009, AND \$8,695,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2010 OF REGIONAL DISTRICT NUMBER 5, AND COSTS RELATED THERETO

(September 12, 2016)

RESOLVED,

(a) That Regional School District Number 5 issue its refunding bonds, in an amount not to exceed TWENTY MILLION DOLLARS (\$20,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Chairman of the Board of Education and the Treasurer of the District, of the outstanding principal of and interest on the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, dated as of May 13, 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, dated as of April 6, 2010, including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 10-60a of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns.

(b) The Chairman of the Board of Education and the Treasurer of the District shall sign the bonds by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds. The Chairman and the Treasurer are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the District reasonably expects to reimburse any such advances from the proceeds of

borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Chairman and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Chairman and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Chairman, the Treasurer, and other proper officers and officials of the District are authorized to take all other action which is necessary or desirable to enable the District to effectuate the refunding of all or a portion of the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the District with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(f) That the above authorization to issue refunding bonds shall lapse on June 30, 2017.

E. To Consider and Act Upon a Resolution with Respect to Recommendations for an Appropriation and Borrowing Authorization for Costs Related to Various Improvements at Amity Regional High School and Amity Middle School, Bethany Campus.

Motion by Ms. Russo, 2nd by Ms. Urbano To Consider and Act Upon a Resolution with Respect to Recommendations for an Appropriation and Borrowing Authorization for Costs Related to Various Improvements at Amity Regional High School and Amity Middle School, Bethany Campus.

**RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5
(September 12, 2016)**

RESOLVED, That the officers of the Board of Education and the Superintendent are authorized to cause a district meeting to be called for the purpose of conducting a public hearing in the Presentation Room of Amity Regional High School on Monday, September 26, 2016 at 6:00 P.M. with respect to the following recommendations of the Board, which recommendations are hereby approved:

1. That \$2,065,000 be appropriated for costs related to various improvements at Amity Regional High School and Amity Middle School, Bethany Campus, contemplated to include: (a) at Amity Regional High School, replacement of the middle gymnasium air handlers with combination heating/cooling units, replacement of the air handlers serving the A wing classrooms and the kitchen area, renovation of the consumer service room, replacement of various parking lots and driveway areas, and replacement of tennis courts; and (b) at Amity Middle School, Bethany Campus, upgrades to the heating, ventilation and air conditioning system including changes in the diffuser layout, installation of additional control points and improvements to the building management system programming. The appropriation may be spent for design and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. The District Board of Education shall be 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.

2. That \$2,065,000 bonds and temporary notes of the District be authorized to finance the appropriation.

3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.

4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.

5. That the aforesaid bond, note and temporary note authorization shall be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

FURTHER RESOLVED, That the applicable portions of the project be referred to the Bethany Planning and Zoning Commission and the Woodbridge Planning and Zoning Commission for reports pursuant to Section 8-24 of the Connecticut General Statutes.

Vote 10 in favor, 1 opposed (Mr. Browe)

Motion carried

F. Other

1. Information on Second Quarter 2016 Executive Summary Review of Amity Pension Fun, Sick and Severance Account, and OPEB Trust

2. Self-Insurance Analysis

Mr. Bob Lindberg gave the Board an overview of the self-insurance program. He answered various questions from the Board members.

3. Update on Financial Audit

Ms. Lumas stated that the auditors were on site last week and that they should be finished by the end of this week.

6. Policy – Policy meeting scheduled for September 19th has been cancelled.

7. Personnel – has not met.

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

Dr. Dumais advised that the drug/alcohol survey will be on the agenda next month. He requested feedback from the Board regarding the presentation and specifically regarding the possible addition of questions regarding sexual activity being added to the survey.

13. Adjournment

Motion by Mr. Hurley, 2nd by Ms. Urbano to adjourn at 8 55: pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Attachment – CBE report by Ms. McCreven

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, , Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Tracey Russo, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Ms. Robin Berke, Mr. Christopher Browe, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley and Ms. Sheila McCreven.

Staff members present: : Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary and Mr. Jim Saisa.

Also present: None

A District Meeting/public hearing for Regional School District #5, towns of Bethany, Orange and Woodbridge was held on Monday, September 26, 2016 at 6:00 pm in the presentation room at the Amity District Offices for the purpose of conducting a public hearing on the referendum for the following recommendations of the Board of Education:

1. That \$2,065,000 be appropriated for costs related to various improvements at Amity Regional High School and Amity Middle School, Bethany Campus, contemplated to include: (a) at Amity Regional High School, replacement of the middle gymnasium air handlers with combination heating/cooling units, replacement of the air handlers serving the A-wing classrooms and the kitchen area, renovation of the consumer service room, replacement of various parking lots and driveway areas and replacement of tennis courts; and (b) at Amity Middle School, Bethany Campus, upgrades to the heating, ventilation and air conditioning system including changes in the diffusers layout, installation of additional control points and improvements to the building management system programming. The appropriation may be spent for design and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings other financing costs and other expenses related to the project. The District Board of Education shall be 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.
2. That \$2,065,000 bonds and temporary notes of the District be authorized to finance the appropriation.
3. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to require the District and its member towns to comply with applicable federal income tax requirements for tax-exempt bonds.
4. That the Chairman of the District Board of Education and the District Treasurer, or such officer or body delegated by the Board, be authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information.
5. That the aforesaid bond and temporary note authorization be submitted to referendum vote by the electors and citizens qualified to vote in the towns of the District.

1. Call to Order: Board Chairman William Blake called the meeting to order at 6:00 pm.

2. Pledge of Allegiance was recited by those present.

Ms. Cohen nominated Mr. Blake to serve as Chairman of the hearing. There were no other nominations; nominations were closed.

Vote unanimous

Motion carried

Mr. Blake read the notice aloud, items 1 through 5 as listed above in the posted meeting warning notice.

3. Public Comment – Mr. Blake asked if there were any comments from the public; there were none.

Motion by Ms. Russo, 2nd by Ms. Cohen to close the public hearing.

Vote unanimous

Motion carried

Mr. Blake closed the meeting at 6:05 pm.

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

SPECIAL MEETING

September 26, 2016

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, Ms. Robin Berke, (arrived at 6:34 pm), Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Tracey Russo, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Mr. Christopher Browe, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley and Ms. Sheila McCreven.

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary and Mr. Jim Saisa.

Also present: None

A special meeting of the Amity Regional Board of Education (BOE) was held on Monday, September 26, 2016 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:30 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Public Comment** – none.
4. **Mr. Stirling made a motion to consider and act upon resolutions with respect to an appropriation and borrowing authorization for costs related to various improvements at Amity Regional High School and Amity Middle School, Bethany Campus; to pass the following resolutions with a roll call vote and to waive the reading of the resolutions, which was seconded by Ms. Cohen:**

APPROPRIATION OF \$2,065,000 AND AUTHORIZATION OF BONDS AND TEMPORARY NOTES IN THE SAME AMOUNT FOR VARIOUS IMPROVEMENTS AT AMITY REGIONAL HIGH SCHOOL AND AMITY MIDDLE SCHOOL, BETHANY CAMPUS RESOLVED,

1. That Regional School District Number 5 of the State of Connecticut appropriate TWO MILLION SIXTY-FIVE THOUSAND DOLLARS (\$2,065,000) for costs related to various improvements at Amity Regional High School and Amity Middle School, Bethany Campus, contemplated to include: (a) at Amity Regional High School, replacement of the middle gymnasium air handlers with combination heating/cooling units, replacement of the air handlers serving the A wing classrooms and the kitchen area, renovation of the consumer service room, replacement of various parking lots and driveway areas, and replacement of tennis courts; and (b) at Amity Middle School, Bethany Campus, upgrades to the heating, ventilation and air conditioning system including changes in the diffuser layout, installation of additional control points and improvements to the building management system programming. The appropriation may be spent for design and installation costs, equipment, materials, consultant fees, legal fees, net interest on borrowings, other financing costs, and other expenses related to the project. 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.

2. That the District issue its bonds and temporary notes in an amount not to exceed TWO MILLION SIXTY-FIVE THOUSAND DOLLARS (\$2,065,000) to finance the appropriation for the project. The amount of the bonds or notes authorized shall be reduced by the amount of grants received by the District for the project. The bonds and temporary notes shall be issued pursuant to Section 10-56 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds and notes shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds and notes. The Chairman and the Treasurer, or such officer or body to whom the Board of Education delegates the authority to make such determinations, are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form

and other details of the bonds and notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for keeping a record of the bonds or notes; to designate a financial advisor to the District in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

3. That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Chairman and Treasurer, or such officer or body to whom the Board of Education delegates such authority, are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the District pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

4. That the Chairman and Treasurer, or such officer or body to whom the Board delegates such authority, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

5. That the authorization of bonds and temporary notes shall be subject to approval by a referendum vote to be held in the Towns of Bethany, Orange and Woodbridge, being all of the towns comprising said District.

The foregoing resolution was approved by the following roll-call vote: [which resulted in a weighted vote of 7 in favor and 0 opposed.]

IN FAVOR [(weighted vote)]

John Belfonti
William Blake
Patricia Cardozo
Sue Cohen
Tracey Russo
James Stirling
Diane Urbano

OPPOSED [(weighted vote)]

ABSENT

Robyn Berke
Christopher Browe
Steven DeMaio
Amy Esposito
Thomas Hurley
Sheila McCreven

Total: 7

Total: 0

5. Ms. Russo made a motion to pass the following resolution regarding the calling of a District referendum thereon, with a roll call vote and to waive the reading of the resolution, which was seconded by Mr. Belfonti:

RESOLVED, that the Board of Education recommends to the towns comprising Regional School District Number 5 that the aforesaid bond and temporary note authorizations be approved by referendum vote; and that said referendum be held on Tuesday, December 6, 2016; that notice of said referendum be given by publication and posting between five and fifteen days before said date.

The foregoing resolution was approved by the following roll-call vote: [which resulted in a weighted vote of 7 in favor and 0 opposed.]

IN FAVOR [(weighted vote)]

John Belfonti
William Blake
Patricia Cardozo
Sue Cohen
Tracey Russo
James Stirling
Diane Urbano

OPPOSED [(weighted vote)]ABSENT

Robyn Berke
Christopher Browe
Steven DeMaio
Amy Esposito
Thomas Hurley
Sheila McCreven

Total: 7

Total: 0

6. Ms. Cardozo made a motion to pass the resolution to authorize Amity Regional School District #5 to prepare an explanatory text for the referendum question, with a roll call vote and to waive the reading of the resolution, which was seconded by Ms.Cohen:

FURTHER RESOLVED, that the Secretary of the Board of Education is authorized, in such official's discretion, to prepare, and to cause to be printed and distributed, a concise explanatory text regarding the aforesaid question to be submitted to the voters of the District at referendum to be held December 6, 2016, such explanatory text to be subject to the approval of the District's general counsel and to be prepared and distributed in accordance with subsection (a) of Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended.

The foregoing resolution was approved by the following roll-call vote: [which resulted in a weighted vote of 7 in favor and 0 opposed.]

IN FAVOR [(weighted vote)]

John Belfonti
William Blake
Patricia Cardozo
Sue Cohen
Tracey Russo
James Stirling
Diane Urbano

OPPOSED [(weighted vote)]ABSENT

Robyn Berke
Christopher Browe
Steven DeMaio
Amy Esposito
Thomas Hurley
Sheila McCreven

Total: 7

Total: 0

Motion by Ms. Cohen, 2nd by Ms. Russo to adjourn at 6:35 pm

Vote unanimous

Motion carried

Respectfully submitted,
Ruth E. Natzel, Recording Clerk
Thomas Hurley, Secretary

Special Meeting
September 27, 2016, 5:30 p.m.
MINUTES

Board Members Present: Bill Blake, Tracey Russo (6:05), Chris Browe (5:55), Amy Esposito, Tom Hurley, Jamie Stirling, Pat Cardozo, Sheila McCreven, Robyn Berke,

Also Present: Charles Dumais

1. Call to Order: Chairman Blake called the meeting to order at 5:30 p.m.
2. Nick Caruso, CAFE, facilitated a discussion on Board responsibilities and best practices, including the CAFE Lighthouse Project
3. Motion to Adjourn: Tom Hurley, 2nd Pat Cardozo, Unanimous
4. Meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.
Superintendent

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



Dr. Charles Dumais
Superintendent of Schools

phone: (203) 397-4811
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REGULAR BOARD OF EDUCATION MEETINGS
2017

Regular meetings of the Amity Regional School District #5 Board of Education are held the second Monday of every month, unless otherwise noted. All meetings, with the exceptions of February and October, will be held in the designated room at Amity High School, located at 25 Newton Road, Woodbridge, CT 06525. Meetings will begin at 6:30 p.m.

Monday	-	January	9, 2017	
Monday	-	February	13, 2017	(Exception) At Amity Middle School, Orange 100 Ohman Ave. Orange, CT 06477
Monday	-	March	13, 2017	
Monday	-	April	17, 2017	(Exception)
Monday	-	May	8, 2017	
Monday	-	June	12, 2017	
Monday	-	August	14, 2017	
Monday	-	September	11, 2017	
Monday	-	October	16, 2017	(Exception) At Amity Middle School, Bethany 190 Luke Hill Rd. Bethany, CT 06524
Monday	-	November	13, 2017	
Monday	-	December	11, 2017	
Monday	-	January	8, 2018	

Respectfully submitted,

Charles Dumais, Ed.D.
Superintendent of Schools

Approved:

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
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October 17, 2016

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

+ NEW HIRES-CERTIFIED:

- Amity Reg. High School – Woodbridge: None
- Amity Reg. Middle School – Bethany: None
- Amity Reg. Middle School – Orange: None

+ NEW HIRES-CLASSIFIED

- **Gary Pope** – F/T Paraprofessional ~ ARHS

+ NEW HIRES-COACHES

- **Abigail Innamorato-Brannen** – Assistant Girls Soccer Coach ~ ARHS
- **Ryan Roddy** – Head Wrestling Coach ~ ARHS
- **Dan Martins** – Assistant Boys Soccer Coach ~ ARHS

+ LEAVE(S) OF ABSENCE: None

+ RESIGNATION(S):

- **Amy Miller** – F/T English Teacher ~ ARHS

+ 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

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

Superintendent's Report – October 2016

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

Teacher Evaluation & Instructional Rounds. As part of the Amity Teacher Evaluation and Development Plan, teachers and administrators across the district have been working collaboratively to develop Student Learning Objectives (SLOs) based on student data and reflection on instructional practices. Themes from the conversations, including an analysis of district/school performance on elements of the Connecticut Common Core of Teaching (CCT) Rubric for Effective Teaching, and instructional practices directly observed by administrators, are being used to develop Areas of Focus for Instructional Rounds. Instructional Rounds have been scheduled in each of the buildings, and the first instance of them will take place before the end of October.

Complementary Observers. Complementary Observers are teachers who provide supplemental information used by evaluators in the teacher evaluation process. The positions are highly valued in the Amity Teacher Evaluation process. Twenty-two Amity teachers participated in Complementary Observer training and calibration exercises in September.

Curriculum. Curriculum evaluation, development, and articulation occurs at many levels throughout and beyond the Amity Regional School District. In the opening months of the school year, district curriculum articulation meetings addressed Wellness, Staff Development, World Language, and English Language Arts. The District Steering Committee, which reviews course proposals and makes recommendations to the Amity Board of Education Curriculum Committee, met in September to evaluate new course and textbook proposals (the ABOE Curriculum Committee will meet on October 27, 2016 to review their recommendations). Across Bethany, Orange, Woodbridge, and Amity (BOWA), district curriculum leaders and content area teachers from science and social studies met to articulate curriculum alignment and address instructional changes outlined in the new science standards.

Personalized Learning. To further our efforts to provide a more personalized (i.e., highly engaged) learning experience for high school students, the Independent Study process has been updated to include work with a mentor to reflect on both the focus of the study and the academic

and learning standards that will be addressed through the work. Similarly, the Capstone Committee will be meeting soon to evaluate a proposal for a student capstone project.

PSAT Day. The annual Preliminary Scholastic Aptitude Test (PSAT) for sophomores and juniors will be administered on October 19, 2016, during the first few hours of the school day. Programming for freshmen will revolve around the Link Crew program and programming for seniors will have a focus on post-secondary planning, a presentation that will inform students on the issues that are being discussed in the current presidential campaign, and a continuation of the “Spartan Stories” series with Hall of Honor Inductee Darren Haynes.

Canada. Amity Regional High School French students will be heading to Quebec and Montreal in February 2017 to participate in an immersion experience in francophone culture. The international experience will require practical and authentic use of the French language and expose students to traditional French-Canadian activities.

National Presentation. Amity Regional Middle School Bethany science teacher Dr. Keith Smolinski presented *Utilizing Music in the Middle School Classroom* at the 2016 Association for Middle Level Education (AMLE) national conference in Austin, TX. AMSB teachers Ms. Kathy Habersang and Mr. Kevin Berean accompanied sixteen female middle school students to the University of Connecticut *Multiplying Your Options STEM Conference for Girls*.

Professional Development. On September 23, 2016, the entire certified staff participated in professional development on the shortened day morning to review student data in preparation for developing personal Student Learning Objectives (SLOs). Teachers took advantage of the opportunity to collaborate with department, team, and content colleagues to review student data and develop goals.

Resources

Energy Star. Amity Regional High School has earned the U.S. Environmental Protection Agency’s (EPA’s) ENERGY STAR certification, which signifies that the building performs in the top 25 percent of similar facilities nationwide for energy efficiency and meets strict energy efficiency performance levels set by the EPA.

Visitors. The visitor kiosks have been presented to the administrative team, and the initial training for security personnel at the high school has taken place. The units are configured, working properly, and functionally ready to deploy. The units have recently been outfitted in Amity colors with Amity logos. They will soon be transported to the schools where a suitable location for them will be established. Deployment will be preceded by communication with families as to how their function and operation will help to ensure the safety and well-being of students and staff.

Budget. The budgeting process has formally begun. Teams and departments are collaborating with their principals to develop a financial plan that best supports the current programs and needs of students in Amity.

Fixed Assets. The process of cataloguing the district's fixed assets, which began over the summer, is nearing completion. As was expected, many items that were originally logged and subsequently decommissioned are being cleared from the catalog, while many other items that have been in use but not logged are being added to the catalog. We anticipate that the fixed asset inventory will be complete and accurate by December, and a process for ensuring the completeness of the list for future purchases will be in place simultaneously.

Instructional Time. With support from the PTO, Amity Middle School Bethany has chosen to not participate in the eighth grade field trip to Holiday Hill next June in order to recapture a day's worth of instructional/learning time.

Climate

Student Voice. To expand direct communication with students, Amity Regional High School principal Anna Mahon has established a regular meeting with students from the student council (it is called the Principal's Council). The group has established goals for the year that include enhancing opportunities for students to voice their concerns and suggestions directly with the high school administration. A tangible outcome of the council is a weekly student newsletter which pulls information from the principal's weekly community newsletter that is pertinent to students.

Staff Voice. In a parallel effort to enhance communication, the staff at the high school has created the Amity Regional High School Staff Council. The Staff Council has representatives from teachers, secretaries, paraeducators, and custodians. They will meet monthly to discuss areas of concern and to develop suggested approaches to current issues with the high school administration.

Celebration. In an Amity first, the Amity Academic Hall of Honor and the Amity Athletic Hall of Fame dinners were held together this year. The event, which had more than two hundred attendees, was a spectacular recognition of the contributions that Amity graduates and staff have made to the school, the community, and the world.

Character. The middle schools kicked off their character education efforts with school-wide pep rallies last month. The events emphasized the positive behaviors that we are eager to see in all of our students. Supporting *STAR* (AMSO) and *Be Amity!* (AMSB), the schools welcomed famed storyteller Len Cabral to inspire and motivate students to live up to the Amity Middle School behavioral expectations.

Student Athletes. Whether through pre-season training or professional development opportunities (even for students – through the SCC), our coaches and athletic captains are learning about the importance of being an effective leader and effective strategies for getting there. The athletic department is developing a student idea to establish an *Amity Super Fan* program that would increase student and family attendance at Amity athletic events.

Transition. ARHS Link Crew, a program led by upperclassmen to smooth the transition to high school for incoming freshmen, hosted a tailgate party immediately preceding a Friday night

football game. Food, rally towels, and music highlighted the event attended by more than two hundred freshmen, which fostered a sense of community and belonging among students and staff.

Efficiency Award. A “white tablecloth” luncheon was held for the recipients of the Jack Levine Efficiency Award, their parents, school principals, and Ms. Tracey Russo, to recognize and honor those students for their contributions to our efforts to operate more efficiently and effectively.

Emergency Preparedness. Part of ensuring a positive school climate is establishing a sense of safety and preparedness. Drills are planned and conducted regularly, but real emergencies also allow us an opportunity to evaluate our current practices. On Friday, October 7, 2016, Amity Regional Middle School Orange (AMSO) was directed to shelter-in-place by the Orange Police Department while a bank robbery suspect was apprehended. The school plan was executed smoothly and students and staff moved through their day calmly and safely without compromising their instructional focus. On a related note, all-hazards plans (required annually by the State of Connecticut) are being revised and updated in each of the three district buildings and will be submitted in accordance with identified timelines. Navigate, the system that will enhance our ability to securely and rapidly share emergency information with staff and emergency personnel, will be piloted at upcoming building-based drills.

Superintendent

Professional Development. As an element of professional development for the Superintendent of Schools, I recently participated in the fall meeting of the National Superintendents Roundtable (NSR) in Washington, D.C. This national group of superintendents, state education administrators, and educational researchers worked on issues of school governance, effective school change, and public perception of schools and school systems. Facilitating the discussions were Elizabeth Rich, Commentary Editor for *Education Week*, Anthony Bryk, president of the Carnegie Foundation for the Advancement of Teaching, David Berliner, former president of the American Educational Research Association, and Joshua Starr, CEO of Phi Delta Kappan International.

Communication. We have continued our outreach to Member Town Boards of Finance, offering to meet with each of them to discuss the preliminary budget season (discussions with all chairmen; meeting with Orange BOF). We have extended our outreach to parents and community members by initiating regular meetings with the presidents of the three building-based Parent Teacher Student Organizations (PTSOs) and planning a meeting of area clergy with our leadership team.

Regional Leadership. On the regional level, I have been invited to work with the School of Education at Southern Connecticut State University (SCSU) to establish guidelines for administering scholarships derived from a recent, large bequest received by the department. My work with SCSU’s Department of Education Teacher Preparation program (with the State Department of Education, area superintendents, and University staff) continues.

Policy. Working with the Connecticut Association of Boards of Education (CABE), we are preparing to review and update our entire policy manual. At our Policy Committee meeting on October 24, 2016, we will be joined by CABE's Vin Mustaro, who will guide us through the process and introduce the recommended revisions for the 9000 series (bylaws). At the same meeting, we will also be presenting the updated School Resource Officer (SRO) Memorandum of Understanding (MOU) that we are required to have with the Town of Woodbridge. While an MOU has been in place and active, the updated version is required by law and has been delayed due, in part, to allowing changes in departmental leadership to be established at the Woodbridge Police Department.

State Leadership. At the state level, I have joined the Connecticut Association of Public School Superintendents (CAPSS) Legislative Committee in order to have an earlier, louder voice in legislative efforts that will improve education for Connecticut students. Additionally, I have recently been selected to serve as Co-Chairman of the CAPSS Technology Committee, a group that not only provides guidance and support for superintendents on technology issues, but provides guidance to CAPSS and other state technology organizations on the educational technology needs of Connecticut school districts.

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 thirty classrooms across all of the buildings.



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.

Draft - ACES Regional Calendar 2017-2018

July				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August (6/4)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September (19/19)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October (21/21)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November (19/18)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December (16/16)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January (21/21)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February (18/18)				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March (21/21)				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April (16/16)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May (22/22)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Date/Event or Holiday		
August 24, 2017	Regional PD Day	
August 25, 2017	Optional PD Day	
August 28, 2017	First Day for Students	
September 4, 2017	Labor Day	
September 21, 2017	Rosh Hashanah	
October 9, 2017	Columbus Day	
November 7, 2017	Regional PD Day	
November 10, 2017	Veterans Day	
November 23-24, 2017	Thanksgiving	
December 25-Jan 1, 2018	Holiday Recess	
January 15, 2018	Martin Luther King Day	
February 19-20, 2018	February Recess	
March 30, 2018	Good Friday	
April 16-20, 2018	April Recess	
May 28, 2018	Memorial Day	
# of Student and Staff Days		
	<u>Staff</u>	<u>Student</u>
August	6	4
September	19	19
October	21	21
November	19	18
December	16	16
January	21	21
February	18	18
March	21	21
April	16	16
May	22	22
June		
Total Days	179	176

September, 2016

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- The cooling tower repairs at Amity Regional High School were completed.
- The gym floor replacement project was completed at Amity Middle School, Orange Campus. Final cleanup of all dust was also completed.
- Edging was added to the chemical storage room shelving to prevent spills at Amity Regional High School.
- Many pieces of furniture and athletic equipment that was ordered for the new school year was assembled and set up District wide.
- Winter preventive maintenance on all equipment and controls with Siemens was completed at Amity Regional High School.
- A relief valve started failing on the boiler loop at Amity Regional High School and was replaced by in-house personnel.
- The concrete stairs at the Athletic Director's entrance at Amity Regional High School were repaired due to deterioration.
- A motion detector on the security system was damaged causing false alarms. This was replaced by our security vendor.

Projects in process:

- The HVAC upgrade project at Amity Middle School, Orange Campus is in process. We are about 95% complete.
- The replacement of the HVAC isolation valves at Amity Middle School, Bethany Campus is underway.
- A comprehensive energy efficiency project with lighting upgrades and installation of the heat exchanger associated with the fuel cell project was developed. All lighting products have arrived on campus and are in the process of being installed by in-house personnel.
- The corridor flooring replacement project at Amity Regional High School was finished. However, the vendor ran out of tile and when the additional tile arrived, it was from a different dye lot. Since the new floor in one of the corridors does not match, the job was rejected. During the winter holiday break, the vendor will return to remove the tile and install replacement tile so the complete job matches.

Outstanding issues to be addressed:

- The starter board on the chiller at Amity Middle School, Orange Campus, failed and a replacement has been ordered. It will be installed as soon as it arrives.

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

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AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Theresa Lumas
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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: October 1, 2016 Enrollment Report

Date: October 11, 2016

Attached to this memorandum is the October 1, 2016 enrollment report. This is the enrollment count that is used to determine the member town allocations for the 2017-2018 budget. The Town of Orange will have an increase in its share of the budget, while the Towns of Bethany and Woodbridge will see a decrease in their allocation.

Average Daily Membership				
	Bethany	Orange	Woodbridge	Total
October 2016	442	1,118	686	2,246
October 2015	461	1,102	698	2,261
Net Change	(19)	16	(12)	(15)
Fiscal Year 2017-2018	19.679%	49.777%	30.543%	99.999%
Fiscal Year 2016-2017	20.389%	48.740%	30.871%	100.000%
Net Change	-0.710%	1.037%	-0.328%	
Change in Member Town Allocations with a 0% Budget Increase for 2017-2018				
	Bethany	Orange	Woodbridge	Total
Enrollment Shift	\$ (328,457)	\$ 480,200	\$ (151,743)	-

ENROLLMENT REPORT OCTOBER 1, 2016

TOWN	Elementary - BOW (Pre K - 6)								Amity District #5 (7-12)						Outside Placements	V0-AG / Magnet	ADM*	Open Choice by School	Tuition by School	Exchange Students	Total
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12							
Bethany	15	35	41	41	55	56	54	60	60	68	85	74	69	75	Gr 7: 0 Gr 8: 0 Gr 9: 2 Gr 10: 2 Gt. 11: 1 Gr 12: 4 Total: 9	Gr 7: 1 Gr 8: 0 Gr 9: 0 Gr 10: 1 Gt. 11: 0 Gr 12: 0 Total: 2	442	4	0	0	446
Orange	37	157	146	158	147	179	177	173	211	183	183	175	170	175	Gr 7: 1 Gr 8: 0 Gr 9: 2 Gr 10: 1 Gt. 11: 3 Gr 12: 8 Total: 15	Gr 7: 0 Gr 8: 0 Gr 9: 2 Gr 10: 2 Gt. 11: 1 Gr 12: 1 Total: 6	1,118	2	0	0	1,120
Woodbridge	24	97	117	110	119	109	108	97	120	122	107	109	120	96	Gr 7: 2 Gr 8: 1 Gr 9: 0 Gr 10: 2 Gt. 11: 0 Gr 12: 6 Total: 11	Gr 7: 0 Gr 8: 0 Gr 9: 0 Gr 10: 1 Gt. 11: 0 Gr 12: 0 Total: 1	686	7	7	0	700
Category Totals	76	289	304	309	321	344	339	330	391	373	375	358	359	346	35	9	2246	13	7	0	2266

Bethany Elementary:	357
Orange Elementary:	1174
Woodbridge Elementary	781
TOTAL	2312

GRAND TOTAL FOR GRADES 7-12: 2266

*** Subtotal - To be used for A.D.M. calculation for budget process 2246**

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



Theresa Lumas
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Phone (203) 397-4813
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To: Dr. Charles S. Dumais, Superintendent of Schools

From: Theresa Lumas, Director of Finance and Administration

Re: Selection of Defined Contribution Retirement Plan Administrator

Date: October 6, 2016

I am providing a brief summary of the selection process for the plan administrator of the soon to be established Defined Contribution Retirement Plan. Fiduciary Investment Advisors (FIA) was contracted to bid the services of a retirement plan recordkeeping firm, review the proposals, provide analysis and recommendations to the District.

Three retirement plan recordkeeping firms submitted proposals, International City Management Association Retirement Corporation (ICMA-RC), MidAmerica, and Voya. FIA evaluated the proposals based on the following criteria:

- Demographics
- Sponsor Services
- Fees
- Investments
- Technology
- Participant Services

FIA provided the District an analysis of the proposals and a recommendation for ICMA-RA as the most suited to meet our needs and VOYA is an alternative option. Key District financial staff then met with representatives of ICMA-RC and FIA for a presentation of their proposal, questions and answer session and timeline discussion.

International City Management Association Retirement Corporation (ICMA-RC) was selected to administer the plan. Our attorney has reviewed the contract. I have forwarded to ICMA-RC and their attorneys for review of the suggested changes.

We anticipate the plan to be operational within the month.

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
LINE	CATEGORY	2015-2016	2016-2017	SEPT '16	CHANGE	OCT '16	VARIANCE	FAV
		ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
2	OTHER REVENUE	255,240	190,215	176,141	9,795	185,936	(4,279)	UNF
3	OTHER STATE GRANTS	1,073,793	1,324,940	1,120,354	(60,563)	1,059,791	(265,149)	UNF
4	MISCELLANEOUS INCOME	189,039	24,480	46,980	0	46,980	22,500	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	46,873,257	47,835,699	47,639,539	(50,768)	47,588,771	(246,928)	UNF
7	SALARIES	24,126,624	24,967,936	24,967,936	(101,706)	24,866,230	(101,706)	FAV
8	BENEFITS	6,098,343	6,143,208	6,237,517	(22,857)	6,214,660	71,452	UNF
9	PURCHASED SERVICES	7,249,910	8,409,037	8,009,048	12,015	8,021,063	(387,974)	FAV
10	DEBT SERVICE	4,743,788	4,709,213	4,709,213	0	4,709,213	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,844,704	2,963,347	2,957,005	(72,143)	2,884,862	(78,485)	FAV
12	EQUIPMENT	338,909	173,160	173,160	0	173,160	0	FAV
13	IMPROVEMENTS / CONTINGENCY	176,699	311,000	311,000	(41,074)	269,926	(41,074)	FAV
14	DUES AND FEES	126,518	158,798	158,798	0	158,798	0	FAV
15	TRANSFER ACCOUNT	427,713	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	46,133,208	47,835,699	47,523,677	(225,765)	47,297,912	(537,787)	FAV
17	SUBTOTAL	740,049	0	115,862	174,997	290,859	290,859	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	1,035	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	741,084	0	115,862	174,997	290,859	290,859	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 2016-2017

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
LINE	CATEGORY	2015-2016	2016-2017	SEPT '16	CHANGE	OCT '16	VARIANCE	FAV
		ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,441,145	9,437,981	9,437,981	0	9,437,981	0	FAV
2	ORANGE ALLOCATION	22,400,894	22,561,538	22,561,538	0	22,561,538	0	FAV
3	WOODBRIIDGE ALLOCATION	13,506,655	14,290,054	14,290,054	0	14,290,054	0	FAV
4	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
5	ADULT EDUCATION	3,425	3,405	3,405	(363)	3,042	(363)	UNF
6	PARKING INCOME	29,932	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	3,432	2,000	3,000	0	3,000	1,000	FAV
8	ATHLETICS	23,076	32,500	25,000	0	25,000	(7,500)	UNF
9	TUITION REVENUE	92,133	47,434	99,736	0	99,736	52,302	FAV
10	TRANSPORTATION INCOME	103,242	74,876	15,000	10,158	25,158	(49,718)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	255,240	190,215	176,141	9,795	185,936	(4,279)	UNF
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	1,120,354	(60,563)	1,059,791	(265,149)	UNF
15	OTHER STATE GRANTS	1,073,793	1,324,940	1,120,354	(60,563)	1,059,791	(265,149)	UNF
16	RENTAL INCOME	20,610	3,500	21,000	0	21,000	17,500	FAV
17	DESIGNATED FROM PRIOR YEAR	150,000	0	0	0	0	0	FAV
18	OTHER REVENUE	18,429	20,980	25,980	0	25,980	5,000	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	189,039	24,480	46,980	0	46,980	22,500	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	46,873,257	47,835,699	47,639,539	(50,768)	47,588,771	(246,928)	UNF

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
LINE	CATEGORY	2015-2016	2016-2017	SEPT '16	CHANGE	OCT '16	VARIANCE	FAV
		ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	19,988,408	20,577,557	20,577,557	(77,661)	20,499,896	(77,661)	FAV
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,390,379	(24,045)	4,366,334	(24,045)	FAV
3	SALARIES	24,126,624	24,967,936	24,967,936	(101,706)	24,866,230	(101,706)	FAV
4	5200-MEDICARE - ER	326,618	334,538	334,538	21,417	355,955	21,417	UNF
5	5210-FICA - ER	257,153	259,642	259,642	19,507	279,149	19,507	UNF
6	5220-WORKERS' COMPENSATION	220,492	230,851	230,851	0	230,851	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	4,080,297	4,171,526	4,264,716	(106,558)	4,158,158	(13,368)	FAV
8	5860-OPEB TRUST	152,104	157,272	157,272	0	157,272	0	FAV
9	5260-LIFE INSURANCE	41,159	42,123	42,994	1,623	44,617	2,494	UNF
10	5275-DISABILITY INSURANCE	8,698	8,790	9,038	80	9,118	328	UNF
11	5280-PENSION PLAN - CLASSIFIED	772,191	862,404	862,404	0	862,404	0	FAV
12	5281- DEFINED CONTRIBUTION RETIREMENT PLAN	0	0	0	41,074	41,074	41,074	UNF
12	5282-RETIREMENT SICK LEAVE - CERT	110,446	25,900	25,900	0	25,900	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	2,062	2,062	0	2,062	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	110,586	33,100	33,100	0	33,100	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	18,599	15,000	15,000	0	15,000	0	FAV
16	BENEFITS	6,098,343	6,143,208	6,237,517	(22,857)	6,214,660	71,452	UNF
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,489	16,750	16,750	0	16,750	0	FAV
18	5327-DATA PROCESSING	71,261	79,062	79,062	0	79,062	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,011,021	1,075,935	1,092,435	0	1,092,435	16,500	UNF
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	74,430	102,581	102,581	0	102,581	0	FAV
21	5510-PUPIL TRANSPORTATION	2,580,938	2,957,249	2,792,171	19,738	2,811,909	(145,340)	FAV
22	5521-GENERAL LIABILITY INSURANCE	199,448	220,548	220,548	0	220,548	0	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	97,324	114,924	114,924	0	114,924	0	FAV
24	5560-TUITION EXPENSE	3,137,962	3,757,143	3,505,732	(7,723)	3,498,009	(259,134)	FAV
25	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	0	84,845	0	FAV
26	PURCHASED SERVICES	7,249,910	8,409,037	8,009,048	12,015	8,021,063	(387,974)	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 2016-2017**

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
LINE	CATEGORY	2015-2016 ACTUAL	2016-2017 BUDGET	SEPT '16 FORECAST	CHANGE INCR./(DECR.)	OCT '16 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,388,788	1,249,213	1,249,213	0	1,249,213	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,355,000	3,460,000	3,460,000	0	3,460,000	0	FAV
29	DEBT SERVICE	4,743,788	4,709,213	4,709,213	0	4,709,213	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	699,464	806,764	800,422	(72,143)	728,279	(78,485)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	713,049	714,645	714,645	0	714,645	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	358,124	392,007	392,007	0	392,007	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,643	212,565	212,565	0	212,565	0	FAV
34	5620-OIL USED FOR HEATING	38,676	36,500	36,500	0	36,500	0	FAV
35	5621-NATURAL GAS	86,932	93,706	93,706	0	93,706	0	FAV
36	5627-TRANSPORTATION SUPPLIES	95,812	109,740	109,740	0	109,740	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	143,620	73,769	73,769	0	73,769	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	20,968	22,257	22,257	0	22,257	0	FAV
39	5690-OTHER SUPPLIES	486,416	501,394	501,394	0	501,394	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,844,704	2,963,347	2,957,005	(72,143)	2,884,862	(78,485)	FAV
41	5730-EQUIPMENT - NEW	67,742	28,128	28,128	0	28,128	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	271,167	145,032	145,032	0	145,032	0	FAV
43	EQUIPMENT	338,909	173,160	173,160	0	173,160	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	61,496	32,000	32,000	0	32,000	0	FAV
44a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
44b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	115,203	29,000	29,000	0	29,000	0	FAV
46	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
46a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	(41,074)	(41,074)	(41,074)	FAV
47	IMPROVEMENTS / CONTINGENCY	176,699	311,000	311,000	(41,074)	269,926	(41,074)	FAV
48	5580-STAFF TRAVEL	16,587	24,050	24,050	0	24,050	0	FAV
49	5581-TRAVEL - CONFERENCES	26,593	36,120	36,120	0	36,120	0	FAV
50	5810-DUES & FEES	83,338	98,628	98,628	0	98,628	0	FAV
51	DUES AND FEES	126,518	158,798	158,798	0	158,798	0	FAV
52	5856-TRANSFER ACCOUNT	427,713	0	0	0	0	0	FAV
53	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
54	TOTAL EXPENDITURES	46,133,208	47,835,699	47,523,677	(225,765)	47,297,912	(537,787)	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 2016-2017**



OCTOBER 2016

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$290,859 FAV** (previously **115,862 FAV**), which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues are **\$246,928 UNF** (previously **\$196,190 UNF**), which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on information from the State.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain low, but slightly higher than budgeted. The projected forecast is **\$1,000 FAV**

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2016	0.397 %	0.460 %
August 2016	0.400 %	0.460 %
September 2016	0.400%	0.360%
October 2016		
November 2016		
December 2016		
January 2017		
February 2017		
March 2017		
April 2017		
May 2017		

LINE 8 on Page 2: ATHLETICS:

The forecast is based on a historical analysis and actual revenue collected. The forecast projects the revenue will be down **\$7,500 UNF**

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on four tuition students, three at full tuition rate and one student at reduced employee rate. The actual tuition charged is higher than budgeted. *Three new tuition students enrolled in the District.* The projected variance is **\$52,302 FAV** (previously **\$2,934 FAV**).

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on historical data and the State cap. Transportation income decreased due to the State eliminating funding for most transportation. The projected forecast is \$25,185 resulting in a **\$49,718 UNF** (previously **\$59,876 UNF**) shortfall. The forecast is revised based on magnet school transportation reporting and prior year adjustments.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2016-2017 is not known at this time. The budget assumes a rate of 79.0 percent. The forecast estimates the reimbursement rate will be at 75% , **\$67,086 UNF** The forecast indicates grants will be lower based on current estimates of the outplacement costs. The forecast has been revised to reflect current costs and reimbursements, **\$265,149 UNF** (previously **\$137,500 UNF**)

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on a historical analysis and actual revenue collected. The projected variance is **\$17,500 FAV**.

LINE 18 on Page 2: OTHER REVENUE:

CIRMA issued Members' equity Distribution check to Amity in the amount of \$12,452. The projected variance is **\$5,000 FAV**.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures are **\$537,787 FAV**, (previously **\$312,022 FAV**), which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

Current projection is for \$77,661 FAV balance. Staff turnover exceed budget (\$6,135 FAV), two unpaid leaves of absences (\$44,038 FAV) at the start of the school year, two less full year coverage assignments (\$20,365 FAV) account for the favorable variance.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

Current project for classified staff is a favorable variance of \$24,045 FAV. Final contract settlements were under budget. Staff turnover resulted in savings of \$13,043 FAV. This is offset by the additional para position needed \$21,366 UNF.

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

The forecast is based on the actual staff salaries and the forecast projects these accounts will be over budget \$40,924 UNF.

LINE 6: 5220-WORKERS' COMPENSATION:

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

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with *actual claims (highlighted in bold, italics)*. The current projection is over budget \$13,368 FAV (previously \$93,190 UNF). August claims and fees are higher than budgeted. *September claims are under budget by \$122,227 FAV and fees are over budget \$15,669 UNF.*

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2016-2017 ACTUAL	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014-2015 ACTUAL
<i>JUL</i>	\$ 309,902	\$ 372,267	\$ (62,365)	\$ 424,798	\$ 311,067
<i>AUG</i>	\$ 466,996	\$ 372,267	\$ 94,729	\$ 298,314	\$ 336,053
<i>SEP</i>	\$ 250,040	\$ 372,267	\$ (122,227)	\$ 311,187	\$ 282,989
OCT	\$ 372,267	\$ 372,267	\$ -	\$ 316,592	\$ 368,169
NOV	\$ 372,267	\$ 372,267	\$ -	\$ 382,903	\$ 326,683
DEC	\$ 372,267	\$ 372,267	\$ -	\$ 416,646	\$ 419,537
JAN	\$ 372,267	\$ 372,267	\$ -	\$ 382,654	\$ 284,899
FEB	\$ 372,267	\$ 372,267	\$ -	\$ 253,140	\$ 330,398
MAR	\$ 372,267	\$ 372,267	\$ -	\$ 360,554	\$ 269,027
APR	\$ 372,267	\$ 372,267	\$ -	\$ 479,532	\$ 302,864
MAY	\$ 372,267	\$ 372,267	\$ -	\$ 370,820	\$ 291,612
JUN	\$ 372,271	\$ 372,271	\$ -	\$ 320,630	\$ 308,985
TOTALS	\$ 4,377,345	\$4,467,208	\$ (89,863)	\$4,317,770	\$3,832,283

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 FORECAST
103.8%	87.3%	99.88%	100.0%	98.0%

Note: 2016-2017 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

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

MONTH	2016-2017 ACTUAL	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014- 2015 ACTUAL
<i>JUL</i>	\$ 79,407	\$ 60,023	\$ 19,384	\$ 95,297	\$ 85,723
<i>AUG</i>	\$ 101,465	\$ 60,023	\$ 41,442	\$ 87,514	\$ 88,370
<i>SEP</i>	\$ 75,692	\$ 60,023	\$ 15,669	\$ 73,583	\$ 96,853
OCT	\$ 60,023	\$ 60,023	\$ -	\$ 76,154	\$ 97,604
NOV	\$ 60,023	\$ 60,023	\$ -	\$ 41,351	\$ 55,394
DEC	\$ 60,023	\$ 60,023	\$ -	\$ 40,224	\$ 47,437
JAN	\$ 60,023	\$ 60,023	\$ -	\$ 29,552	\$ 47,120
FEB	\$ 60,023	\$ 60,023	\$ -	\$ 38,454	\$ 46,962
MAR	\$ 60,023	\$ 60,023	\$ -	\$ 39,472	\$ 46,314
APR	\$ 60,023	\$ 60,023	\$ -	\$ 39,177	\$ 46,798
MAY	\$ 60,023	\$ 60,023	\$ -	\$ 28,560	\$ 46,805
JUN	\$ 60,024	\$ 60,024	\$ -	\$ 28,670	\$ 47,120
TOTALS	\$ 796,772	\$ 720,277	\$ 76,495	\$ 618,008	\$ 752,500

LINE 9: 5260-LIFE INSURANCE:

The forecast is based on the current staff. The projected variance is *\$2,494 UNF based on updated salary information (previously \$871 UNF)*.

LINE 10: 5275-DISABILITY INSURANCE:

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

LINE 11: 5281-DEFINED CONTRIBUTION RETIREMENT PLAN:

The District negotiated into most of the classified contracts the establishment of a defined contribution pension plan. Fiduciary Investment Advisors was contracted to bid the services. International City Management Associate (ICMA-RC) was selected to administer the plan. The attorneys are reviewing the contract and the plan will be opened to employees soon. The establishment of the defined contribution plan was not in the budget but is expected to save the District money over time. The current forecast projects the District's contribution will be \$41,074 UNF.

LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:

The financial audit premium is reduced by \$2,500. The minimum threshold for Federal grant testing has been increased. The District's Federal grants do not meet the threshold so less field work is required. *Special Education legal costs are projected to exceed the budget by \$15,000 UNF. Board directed legal services are \$1,820 for YTD, Administrative legal services are \$5,110 YTD, Negotiation legal services are \$336 YTD,*

Personnel legal services are \$252 YTD and Special Education legal services are \$12,580 YTD. The projected variance is \$16,500 UNF

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of **\$145,340 FAV (previously \$165,078 FAV)**. The forecast is based on the current transportation needs of the students. There are likely to be changes throughout the year.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of **\$259,134 FAV (previously \$251,411 FAV)**. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of **\$38,070 FAV (previously \$38,070) FAV**.

	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 BUDGET	FY16-17 FORECAST
Sound	8	7	5	4	5	3
Trumbull	2	2	2	3	4	3
Nonnewaug	2	2	1	3(5) ^a	3	2
Common Guard Charter HS	0	0	1	1	1	0
ACES Wintergreen Magnet	2	1	0	0	0	0
King Robinson Magnet	0	0	0	1	1	0
Engineering Science Magnet	0	0	0	0	1	1
Totals	14	12	9	12(14)	15	9

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

ECA has a projected variance of **\$36,450 FAV**.

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

Public (ACES) and private out-of-district placements has a projected variance of **\$184,614 FAV (previously \$176,891) FAV**.

	FY12-13	FY13-14	FY14-15	FY15-16	FY15-16	FY15-16

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	FORECAST
Public SPED	8	6	10	6	7	6
Private SPED	21	25	24	26	31	28(27)
Totals	29	31	34	32	38	34

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

The 2016-2017 budget for electricity assumes the use of 3,888,929 kilowatt hours at an average price of \$0.1909 per kilowatt hour, or a cost of \$743,506. The forecast projects 3,866,501 kilowatt hours will be used for a savings of \$5,442 FAV. *Last year we used 3,651,004 KWH. To date we have used 671,932 at an average price of \$0.1814/KWH. This is 42,219 KWH less than last year. Jim Saisa, Facilities Director, now estimates we will use 3,608,785 KWH at the year-to-date average price of \$0.1814 for a total of \$654,633 or a favorable balance of \$83,431. FAV*

ELECTRICITY (KILOWATT HOURS)

MONTH	2016-2017 FORECAST	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014-2015 ACTUAL
JUL	308,892	352,346	(43,454)	339,296	321,976
AUG	363,040	363,649	(609)	374,855	331,999
SEP	363,425	363,425	-	361,951	349,784
OCT	305,266	305,266	-	293,904	292,657
NOV	292,634	292,634	-	276,758	287,227
DEC	297,359	297,359	-	269,037	297,565
JAN	309,596	309,596	-	273,192	290,906
FEB	315,360	315,360	-	291,283	319,356
MAR	313,935	313,935	-	297,274	321,785
APR	311,573	311,573	-	276,797	304,672
MAY	328,343	328,343	-	300,487	318,196
JUN	335,443	335,443	-	296,170	336,991
Totals	3,844,866	3,888,929	(44,063)	3,651,004	3,773,114

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

The budget assumes there will not be a Load Shed credit. *There were two load shed events this summer. We participated fully in one event. UI will calculate the credit later in the year but is not expected to be significant.*

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

Sewer costs are budgeted at \$32,000, which is the forecast.

The budget for water is \$33,700, which is the forecast.

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

The budget for snow removal and sanding is \$67,500.

DEGREE DAYS: The number of degree days are not yet available.

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

The budget is \$36,500. Bethany Middle School is budgeted to use 20,000 gallons, at a price of \$1.75 per gallon, or \$35,000. The budget includes \$1,500 for the generators at all three schools.

LINE 36 on Page 4: 5621-NATURAL GAS:

The budget for natural gas is \$93,703, which is the forecast. Once the fuel cell is live, a further review will be done to determine if there are additional savings. The 2016-17 budget assumes there will be \$35,000 in savings.

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

The facilities contingency has a budget of \$100,000. The forecast assumes these funds will be entirely used. 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 \$108,926 including the requested budget transfer in the month's report.

- *\$41,074 UNF for the District's contributions to the Defined Contribution Retirement Plan.*

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

TOTAL ANNUAL SAVINGS TO-DATE OF: \$ 53,659

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

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

\$19,325: One of the high school teachers, Jeremy Iverson, applied for and received a grant from Frontier Communications. The grant is to be used to purchase production equipment for the film courses and production room. This reduces the amounts that would be funded through the general fund.

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

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

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

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

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:

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

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

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

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

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

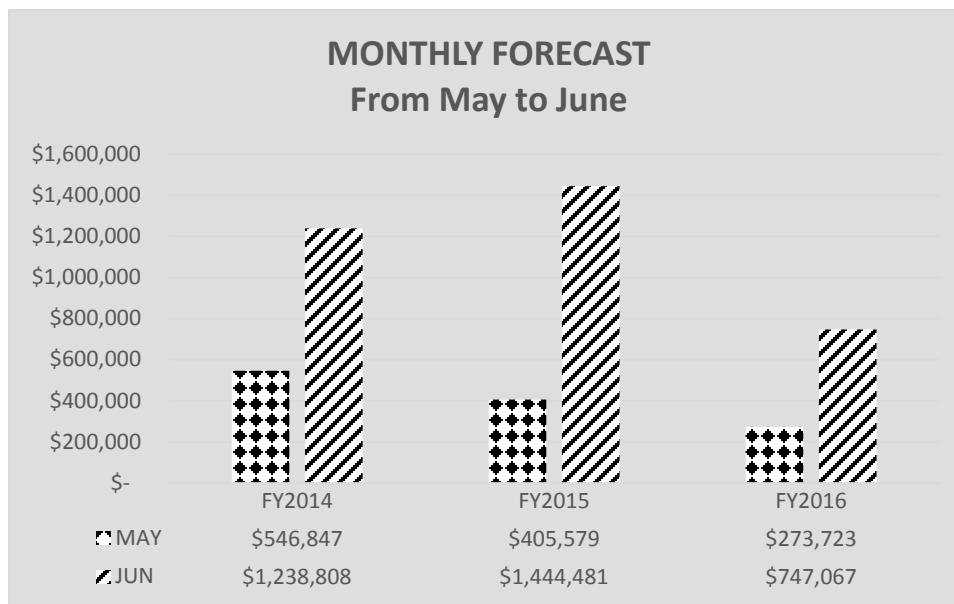
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

HISTORICAL:

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



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

FY2014:

The actual fund balance was \$1,238,808. The monthly forecast for May 2014 projected a fund balance of \$546,847, or **\$691,961 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:

- **\$114,915:** 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.
- **\$473,674:** Most of the funds budgeted for the OPEB Trust were transferred into the Self-Insurance Reserve Fund.
- **\$148,398:** Electricity usage and water usage were lower than forecasted. The May and June invoices were received after the May forecast.

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 projected fund balance is \$1,319,866. 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.

APPENDIX C

RECAP OF 2013-2014

Return Unspent Fund Balance:

The cancellation of 2012-2013 encumbrances of \$62,660 has been returned to the Member Towns. We encumber funds for goods and services received by June 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. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

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

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

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

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

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

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

APPENDIX D

RECAP OF 2014-2015

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

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

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

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

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

OTHER: **\$ 996,945**

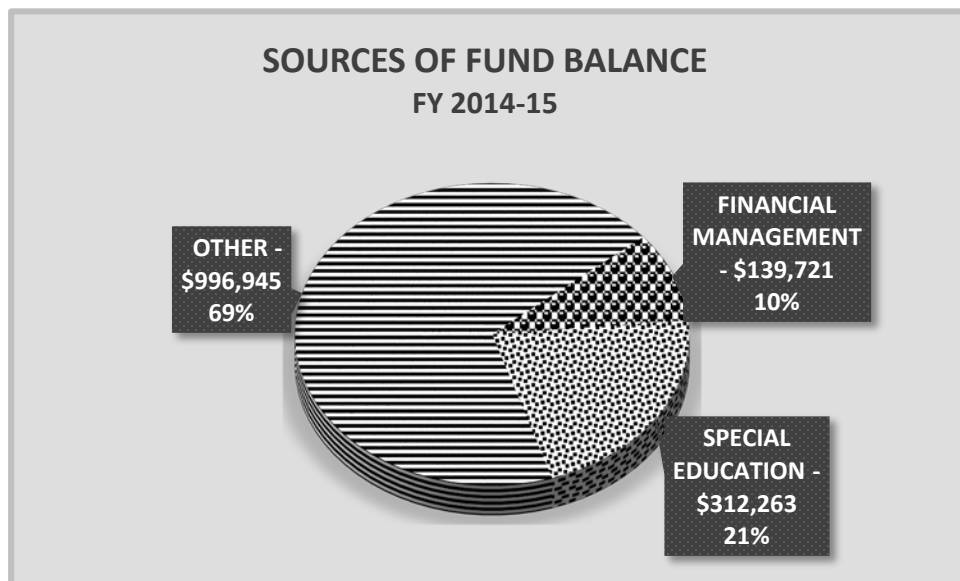
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

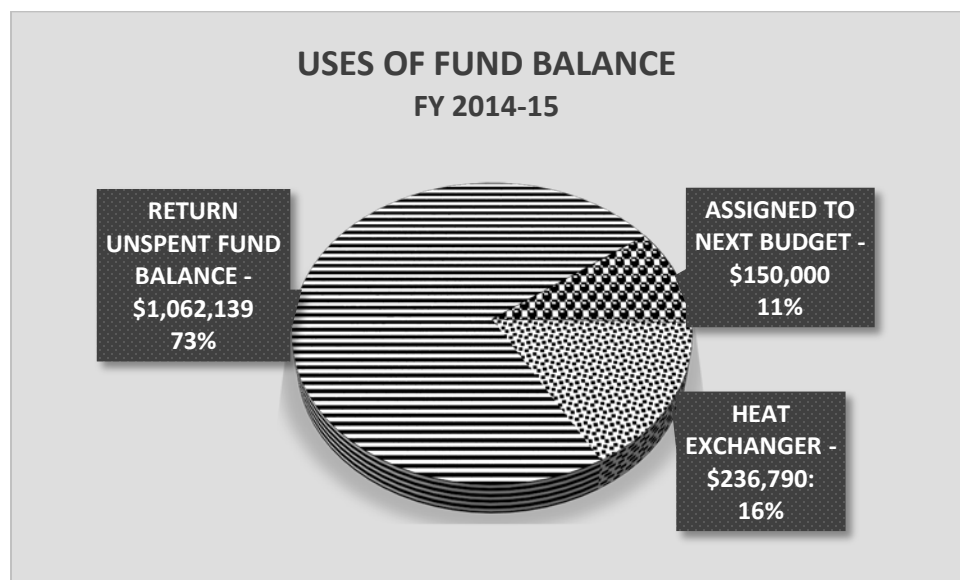
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX E

RECAP OF 2015-2016**Return Unspent Fund Balance:**

The cancellation of 2014-2015 encumbrances of \$1,035 will be returned to the Member Towns. We encumber funds for goods and services received by June 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 *preliminary, unaudited* fund balance for 2015-2016 is \$1,319,985. 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:**\$ 650,257**

\$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.

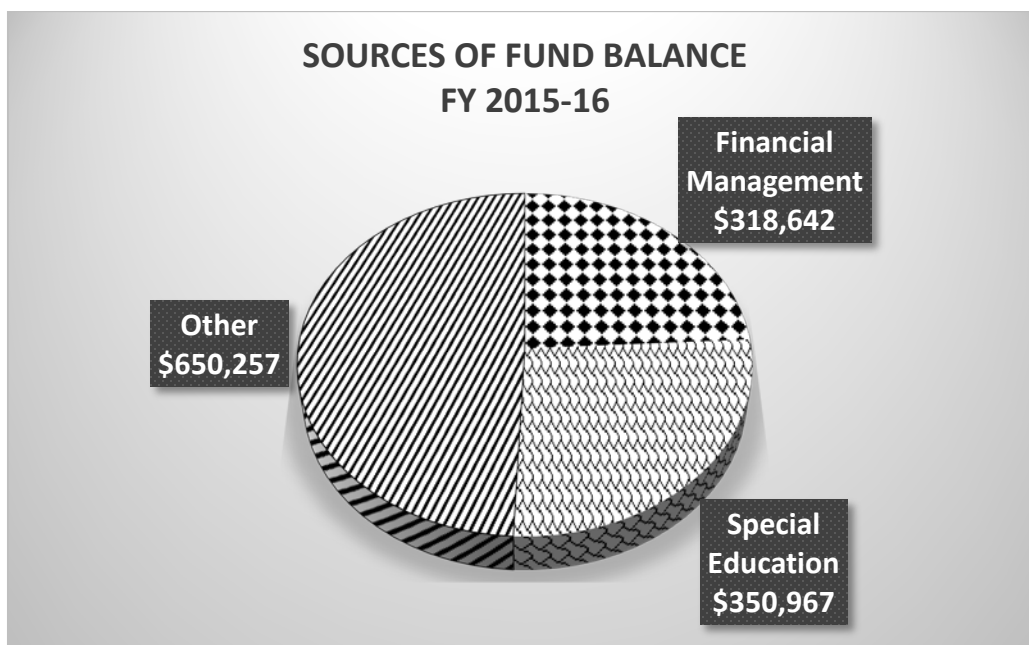
\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

\$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.

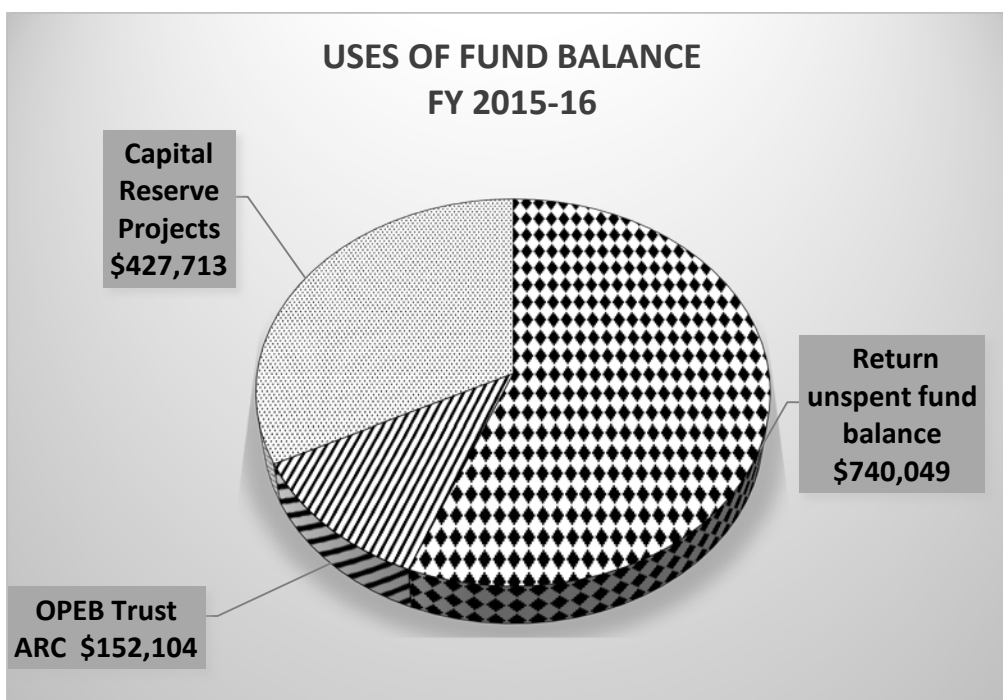
\$42,438: Transportation costs were less for athletics and less diesel fuel was used for all bus services than anticipated.

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



1. **\$740,049** - Estimated return of unspent fund balance pending audit and approval of funding requests
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 *preliminary, unaudited* unspent fund balance will be returned to the Member Towns, as follows:

Bethany	\$ 154,071
Orange	\$ 365,562
Woodbridge	\$ 220,416
Total	\$ 740,049

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

52

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2016	154	03111017	5611	INSTRUCTIONAL SUPPLIES	\$ 1,000.00 8/8/16 BOE APPROVED Trans
August 2016	154	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00 8/8/16 BOE APPROVED Trans
August 2016	43	03111013	5731	EQUIPMENT - REPLACEMENT	\$ -400.00 Sci Transfer
August 2016	43	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -1,900.00 Sci Transfer
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 400.00 Sci Transfer
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 1,900.00 Sci Transfer
August 2016	86	01111009	5810	DUES & FEES	\$ 100.00 MATH COUNTS MATH CLUB
August 2016	86	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00 MATH COUNTS MATH CLUB
August 2016	120	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 1,065.00 SUPPLIES FOR COMMON CORE
August 2016	120	02111014	5641	TEXTBOOKS	\$ -1,065.00 SUPPLIES FOR COMMON CORE
September 2016	104	01132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -200.00 Author Visit for entire school
September 2016	104	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 200.00 Author Visit for entire school
September 2016	106	04121200	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,360.00 PROF DEV READING INSTRUCTION
September 2016	106	04121200	5581	TRAVEL - CONFERENCES	\$ 1,360.00 PROF DEV READING INSTRUCTION
September 2016	158	01111010	5420	REPAIRS, MAINTENANCE & CLEANING	\$ -500.00 Supplies needed
September 2016	158	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00 Supplies needed
September 2016	200	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00 TESTING MATERIAL BASC 3
September 2016	200	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00 TESTING MATERIAL BASC 3

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: New Funding Requests for Fiscal Year - **2016-2017**

Date: October 4, 2016

I would like to recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request for contributions to the Defined Contribution Retirement Plan:

Defined Contribution Retirement Plan:

The District negotiated into most of the classified contracts the establishment of a Defined Contribution Retirement Plan. Fiduciary Investment Advisors was contracted to bid the services. International City Management Association Retirement Corporation (ICMA-RC) was selected to administer the plan. The attorneys are reviewing the contract and the plan will be opened to employees soon. The establishment of the Defined Contribution Retirement Plan was not in the budget but will offset costs to the District over the long term as this will succeed the Defined Benefit Pension Plan. The current forecast projects the District's contribution will be **\$41,074 UNF**.

Amity Finance Committee:

Move to recommend the Amity Board of Education make the following budget transfer into the Defined Contribution Retirement Plan account to cover the District's contribution on behalf of employees.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-00-0000-5850	Contingency	\$41,074	
05-15-2512-5281	Defined Benefit Pension Plan		\$ 41,074

Amity Board of Education:

Move to make the following budget transfer into the Defined Contribution Retirement Plan account to cover the District's contribution on behalf of employees.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-00-0000-5850	Contingency	\$41,074	
05-15-2512-5281	Defined Benefit Pension Plan		\$ 41,074

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
AUDIT STATUS REPORT
JUNE 30, 2016**

Status Report as of October 6, 2016

	TESTWORK % COMPLETE	REVIEW % COMPLETE	STATUS/ISSUES
Planning Procedures	100%	100%	No issues noted. Partner review in process
Documentation and Testing of Internal Control			
Documentation of internal control and system walk throughs	100%	100%	No issues noted. Partner review in process
Non-Payroll Expenditure Testing	100%	100%	No issues noted. Partner review in process
Payroll Expenditure Testing	100%	100%	No issues noted. Partner review in process
Major Federal Program Compliance Testing			
IDEA	100%	75%	Test work in process.
Major State Program Compliance Testing			
Open Choice Grant	100%	75%	Test work in process.
high Quality School Start Up Grant	100%	75%	Test work in process.
Opinion Unit Substantive Testing			
Government-wide	90%	50%	Test work in process.
General Fund	100%	75%	Test work in process.
Internal Service Fund	100%	75%	Test work in process.
Aggregate Remaining Fund Information	100%	75%	Test work in process.
Financial Reporting			
Financial Statements	50%	0%	To be completed once substantive procedures are finalized.
Single Audit Reports	50%	0%	To be completed once substantive procedures are finalized.
ED001	90%	50%	To be completed once substantive procedures are finalized.

Items Needed for Completion of Audit

- 1 ED001 - State of CT Desk Audit Finding Reports are not released until mid-October. Testing to be finalized upon release of this information.
- 2 _____
- 3 _____

Potential Audit Hold-ups

- 1 No audit hold ups are anticipated.

Other

1 We will be implementing GASB Statement No. 79, Certain External Investment Pools and Pool Participants and GASB Statement No. 72, Fair Value Measurement and Application, in the current year. The implementation of these standards are not expected to have a material impact on the Town's financial position. Although GASB Statement No. 79 and GASB Statement No. 72 will result in enhanced disclosures regarding the valuation of the Town's investments.

Attached are the minutes from the following Board of Education Sub-Committee meetings:

Finance Committee 9/12/16

Facilities Committee 9/20/16

MINUTES

COMMITTEE MEMBERS PRESENT: Chairman James Stirling, Ms. Pat Cardozo (arrived at 5:40 pm), Mr. Matt Giglietti, Mr. John Grabowski and Mr. Joseph Nuzzo.

COMMITTEE MEMBERS ABSENT: Mr. John Belfonti.

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas, Mr. Scott Cleary, Mr. Ernie Goodwin, Dr. Marie McPadden (arrived at 5:45 pm) and Mr. Jim Saisa.

Also present: Board members: Mr. Tom Hurley, Ms. Sheila McCreven and Ms. Diane Urbano (arrived at 6:00 pm).

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, September 12, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Mr. Stirling called the meeting to order at 5:32 pm.

2. **Discussion and possible action on minutes.**

A. **Finance Committee Meeting - August 08, 2016**

Motion by Mr. Giglietti, 2nd by Mr. Nuzzo to accept the minutes as submitted.

Vote unanimous

Motion carried

3. **Public Comment** – none.

4. **Discussion of monthly financial statements**

Ms. Lumas highlighted the changes in the forecast as reported in the enclosed packet.

5. **Director of Finance and Administration –approved transfers under \$3,000**

6. **Discussion and possible action on budget transfers of \$3,000 or more**

Two transfers are being requested, one for technology and the other for facilities.

Motion by Mr. Grabowski, 2nd by Mr. Giglietti to make the following budget transfer to cover the cost of paying for network services provided the CT Education Network:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2350-5731	Equipment - Replacement	\$18,000	
05-14-2350-5690	Other Supplies		\$18,000

Vote unanimous

Motion carried

Motion by Mr. Nuzzo, 2nd by Mr. Grabowski to make the following budget transfer to cover the cost of paying for Schooldude software for scheduling facilities usage.

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5420	Repairs & Maintenance	\$ 3,570	
03-14-2600-5690	Other Supplies		\$ 3,570

Vote unanimous

Motion carried

7. To Consider and Act Upon a Resolution Concerning the Authorization of Refunding bonds for Payment of the Outstanding Principal of and Interest on all or a Portion of the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and Costs Related Thereto.

Ms. Lumas stated that there would be sizeable savings to the District by refinancing this debt at this time, as shown in the enclosed Estimated Cash Flow Savings chart.

Motion by Mr. Giglietti, 2nd by Mr. Nuzzo that the Amity Finance Committee recommend that the Amity Board of Education consider and act upon a Resolution concerning the authorization of refunding bonds for payment of the outstanding principal of and interest on all or a portion of the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and costs related thereto.

**RESOLUTION OF BOARD OF EDUCATION
OF REGIONAL SCHOOL DISTRICT NUMBER 5**

AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$20,000,000 REFUNDING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST ON THE DISTRICT'S \$27,480,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2009, AND \$8,695,000 GENERAL OBLIGATION REFUNDING BONDS, ISSUE OF 2010 OF REGIONAL DISTRICT NUMBER 5, AND COSTS RELATED THERETO

(September 12, 2016)

RESOLVED,

(a) That Regional School District Number 5 issue its refunding bonds, in an amount not to exceed TWENTY MILLION DOLLARS (\$20,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, and to apply the balance held in such escrows, together with the investment earnings thereon, to the payment in whole or in part, as to be determined by the Chairman of the Board of Education and the Treasurer of the District, of the outstanding principal of and interest on the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, dated as of May 13, 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, dated as of April 6, 2010, including the payment of interest accrued on said bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 10-60a of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the District and its member towns, secured by the irrevocable pledge of the full faith and credit of the District and its member towns.

(b) The Chairman of the Board of Education and the Treasurer of the District shall sign the bonds by their manual or facsimile signatures. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds. The Chairman and the Treasurer are authorized to determine the bonds to be redeemed and the amount, date, interest rates, maturities, redemption provisions, form and other details of the refunding bonds; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds; to provide for the keeping of a record of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds.

(c) That the District hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Chairman and the Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(d) That the Chairman and the Treasurer are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(e) That the Chairman, the Treasurer, and other proper officers and officials of the District are authorized to take all other action which is necessary or desirable to enable the District to effectuate the refunding of all or a portion of the District's \$27,480,000 General Obligation Refunding Bonds, Issue of 2009, and \$8,695,000 General Obligation Refunding Bonds, Issue of 2010, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the District with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(f) That the above authorization to issue refunding bonds shall lapse on June 30, 2017.

Vote unanimous

Motion carried

8. Other

A. Information on Second Quarter 2016 Executive Summary Review of Amity Pension Fund, Sick and Severance Account and OPEB Trust

Mr. Chris Kachmar gave the Committee a review of the three funds (attachment). All three funds are up, between 1.6% to 2.2% for the 3rd quarter.

B. Self-insurance analysis

Mr. Bob Lindberg gave the Committee a summary of the analysis that was done (attachment). Being self-funded was a good decision and remains a viable option for the District.

C. Update on Financial Audit.

Ms. Lumas stated that the auditors were at the District offices last week and may be finished late this week or early next week.

9. Adjourn

Motion by Ms. Cardozo, 2nd by Mr. Grabowski to adjourn at 6:17 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Two attachments – review of Pension, Sick and Severance and OPEB Trust and self-insurance analysis report.

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. John Belfonti (arrived at 5:40 pm) Ms. Amy Esposito, Ms. Tracey Russo and Ms. Diane Urbano.

COMMITTEE MEMBERS ABSENT: Mr. Christopher Browe.

Staff members present: Dr. Charles Dumais, Ms. Theresa Lumas and Mr. Jim Salsa.

Also present: Ms. Pat Cardozo and Mr. William Blake.

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on September 20, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

1. Call to Order: Ms. Russo called the meeting to order at 5:35 pm.

2. Public Comment – none.

3. Facility Tour – The Committee agreed to move this item to the end of the agenda and to move to item #6, then #4 and #5.

6. Annual Facilities Report (enclosure) – Mr. Saisa highlighted the items in this annual report. He answered questions from the Committee members and others present about various items.

4. Discussion of HVAC projects in 2016 condition assessment (attachment)- Mr. Saisa presented a list of HVAC projects that need to be done so that the Committee could discuss them and make suggestions about how to accomplish them, i.e., through surplus funds, the use of rebate funds, etc.

5. Discussion of upcoming energy savings (attachment) – Dr. Dumais explained that the energy savings from United Illuminating (UI) in the form of rebates automatically go into the capital reserve fund and that these funds could be used to pay or facilities needs such as the HVAC projects discussed above (item #4). After discussion, the Committee reached a consensus that the HVAC projects from the list be put into the capital plan and that the money realized from the UI rebates be used to pay for these projects. Discussion also included whether or not the next bond should be made larger and if it should be pushed out further in the timeline.

Mr. Saisa and Ms. Lumas will finalize the list of HVAC projects so the information can be given to the full Board. Mr. Saisa reminded the Committee that there will be fees for engineering costs associated with these projects.

3. Facility Tour – Mr. Saisa took the Committee on a tour of Amity Regional High School to see some projects completed and some in progress: New gymnasium floor and new bleachers; new LED street/parking lot lights; Fuel cell area still under construction; new tile in the corridors.

7. Other - none

8. Adjourn

Motion by Ms. Urbano, 2nd by Mr. Belfonti to adjourn at 6:40 pm

Vote unanimous

Motion carried

Respectfully submitted,
Ruth E. Natzel, Recording Clerk