

**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***December 12, 2016*

A regular meeting of the Amity Regional Board of Education will be held on Monday, December 12, 2016, at 6:30 p.m. in the cafeteria at Amity Regional High School.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of National Merit Scholar Program Semi-Finalists and Commended Students
4. Approval of Minutes
  - a. Regular BOE Meeting, November 14, 2016 (Enclosure) pg . 3
5. Public Comment
6. Student Report – Ms. Ananya Kachru
7. Presentation by Technology Department
8. Assessment Data Presentation – Dr. E. Marie McPadden
9. Correspondence
10. Superintendent’s Report
  - a. Personnel Report (Enclosure) pg . 8
  - b. Superintendent’s Monthly Report (Enclosure) pg . 9
  - c. Other
11. Chairman’s Report
  - a. Committee Reports
    1. ACES
    2. CABE
    3. Curriculum
    4. Facilities
      - a. Facilities Dept. Monthly Report, November, 2016 (Enclosure) pg . 13

5. Finance

- a. Superintendent’s 2017-2018 Budget Update pg . 14
- b. Discussion and Possible Action on Ala Carte Pricing pg . 24
- c. Discussion of Monthly Financial Statements pg . 26
- 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. Bonding Update
  - 2. Information on Cost Savings Related to Building Maintainer pg . 55
  - 3. Follow Up on the Contract to Procure Natural Gas
  - 4. Update on Financial Audit

6. Policy

- a. First Read of Unchanged and New Policy Recommendations: 9123, 9124, 9127, 9132.2, 9132.3, 9132.41, 9132.5, 9212, 9240, 9250, 9271, 9272, 9311, 9312, 9313, 9314, 9321, 9322, 9325.3, 9330, 9340, 9360, 9400
- b. First Read of Edited Policy Recommendations: 9020, 9110, 9120, 9121, 9122, 9132.6 (Enclosures) pg . 56

7. Personnel

12. Items for the Next Agenda

13. Adjournment



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, Mr. John Belfonti, Ms. Robyn Berke (departed at 7:15 pm), Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Sheila McCreven and Mr. James Stirling.

**BOARD MEMBERS ABSENT:** Ms. Tracey Russo and Ms. Diane Urbano.

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

**Also present:** Ms. Ananya Kachru, Mr. Rich Adinolfi and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, November 14, 2016 at 6:30 pm in the presentation room at the District Offices.

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

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

**3. Recognition of Connecticut Association of Public School Superintendents (CAPSS) Award recipients**

Dr. Dumais introduced the principals of both middle schools and the high school to present the CAPSS awards.

Dr. Dellinger, principal, Amity Middle School-Bethany Campus – Jonathan Fischman and Gabriella Urbano.

Ms. Fuller-Cutler , principal, Amity Middle School-Orange Campus – Abigail Ganum and Max Kruger.

Ms. Mahon, principal, Amity Regional High School – Andrew Hague, Jacob Hollander, Bailey MacNamara, Carly Mastrangelo, Alekya Menta and Jacob Okolo.

Dr. Dumais stated that the complete student biographies are included in the packet. Mr. Blake congratulated all the students and their families on behalf of the Board.

**4. Financial Award presentation** – Mr. Rich Adinolfi of Horace Mann explained that the company is like USAA for educators. He presented the Association for School Business Officials award to Mr. Scott Cleary for achieving his School Finance and Operation (SFO) certificate. Mr. Cleary was congratulated by Mr. Blake on behalf of the Board and by all those present.

Mr. Blake called for a 5-minute recess to allow family and friends to depart. The Board meeting was called back to order at 6:47 pm.

**5. Approval of minutes.**

**A. Regular BOE meeting, October 17, 2016 (enclosure)**

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

**Vote unanimous with abstentions by Mr. DeMaio, Mr. Belfonti and Mr. Stirling**

**Motion carried**

**B. Special BOE meeting, October 25, 2016 (enclosure)**

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

**Vote unanimous with abstentions by Mr. Browe, Mr. Belfonti and Mr. Stirling**

**Motion carried**

**6. Public Comment** – none.

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

**8. Presentation by Ms. Kathleen Fuller-Cutler, Principal, Amity Middle School, Orange Campus (attachment)**

Ms. Fuller-Cutler gave an overview of the special concerns of middle school students and highlighted one team in particular at Amity Middle School-Orange Campus, the support services team. Some members of the team were present at the meeting and Ms. Fuller-Cutler introduced them and described their excellent contributions to the student body.

Ms. Fuller-Cutler answered questions from the Board members. Mr. Blake thanked Ms. Fuller-Cutler and the support services team on behalf of the Board. Dr. Dumais noted that Ms. Fuller-Cutler has announced her intention to retire as of June 2017.

**9. Discussion of CABE Delegate Assembly 2017 proposed resolutions (enclosure)**

***Motion by Mr. Browe, 2<sup>nd</sup> by Mr. DeMaio to appoint Ms. McCreven as the CABE representative for the Amity Board of Education.***

Discussion was held between the Board members regarding the resolutions themselves.

**Vote unanimous**

**Motion carried**

**10. Discussion and possible action on 2017-2018 calendar (enclosure)**

***Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cardozo to accept the proposed calendar for 2017-2018.***

**Vote 9 in favor, 1 against (Mr. Browe)**

**Motion carried**

Dr. Dumais stated that the calendar will be posted online and will be sent to families in the District.

**11. Discussion and possible action of funding of school resource officer (SRO).**

Mr. Blake explained the current funding arrangement for the SRO (memorandum of understanding with the town of Woodbridge). Mr. Hurley explained that the Policy Committee discussed the current arrangement versus establishing funding for the SRO within the school budget due to possible conflicts with upcoming policy changes. Lengthy discussion and questions followed. Dr. Dumais stated that Board counsel will look at the current documents.

***Motion by Mr. Browe, 2<sup>nd</sup> by Mr. DeMaio that the Board acquire and look at the last three years of funding of the SRO from the Town of Woodbridge.***

Mr. Blake stated that the motion was out of order and asked for an appeal vote to sustain the motion. A vote in favor will sustain the appeal/be in favor of the Chair's position; a vote against would overturn the appeal.

A number of Board members gave their opinion regarding the motion and the appeal.

**Vote in favor of the appeal - Ms. Cardozo, Ms. Cohen, Ms. Esposito, Mr. Hurley, Ms. McCreven and Mr. Stirling.**

**Vote to overturn the appeal – Mr. Browe, Mr. DeMaio, Mr. Belfonti**

**Appeal sustained**

**12. Correspondence - None**

**13. Superintendent's Report****A. Personnel Report – (enclosure)****B. Superintendent's monthly report (enclosure) –** Dr. Dumais requested feedback regarding the amount of content in his monthly report.

He stated that instructional rounds have continued and have received positive reviews from those who are being observed as well as those doing the observation.

**C. Other****14. Chairman's Report -****A. Committee Reports**

**1. ACES –** Ms. Cohen reported that the calendar had been finalized and that there were focus groups being formed regarding equity and equal access.

**2. CAFE -** Seven Board members and Dr. Dumais will be attending the CAFE convention later this week.

**3. Curriculum –** The Curriculum Committee met on October 27<sup>th</sup> and had a short meeting this evening as well. Mr. Browe gave the Board a synopsis of the meeting.

**4. Facilities****A. Facilities Department monthly report, October 2016 (enclosure)****5. Finance****A. Discussion and Possible Action on Contracts of \$35,000 or More**

**1. Copiers and print management –** Ms. Lumas explained the changes in the Xerox contract. Mr. Stirling stated that the Finance Committee voted unanimously in favor of this contract. There were questions and discussion among the Board members regarding the new contract specifications versus what is currently in place; all questions were answered.

***Motion by Mr. Stirling, 2<sup>nd</sup> by Mr. Belfonti to recommend the Amity Board of Education authorize the Superintendent of Schools to sign the Xerox contract for copiers, the laser printer management program, and the PaperCut Print Management solution, for the monthly charge of \$14,570.66 for the period of January 01, 2017 through December 31, 2021, inclusive. The Board's bidding requirement is waived.***

Vote unanimous

Motion carried

**B. Discussion and possible action to authorize Superintendent to sign and contract to procure natural gas.** Ms. Lumas stated that she was seeking Board approval for the Superintendent to have the authority to decide whether or not the terms of the contract are acceptable. Dr. Dumais stated that this deal would likely be time-sensitive and move quickly (before the next Board meeting) and it is therefore prudent to have this approval in place. Mr. Stirling stated that the Finance Committee had approved this.

***Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Cohen that Titan Energy be authorized to seek out and recommend the most favorable contract for a natural gas supplier; further, the Superintendent of Schools be authorized to enter into a one year or multi-year contract, not to exceed three years, with a natural gas supplier provided the Superintendent of Schools deems the terms of the contract to be in the best interest of the District.***

There was further discussion regarding having Titan Energy being specified. After discussion and consensus of the Board, Mr. Browe amended his motion:

*Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Cohen that the Superintendent and staff be authorized to seek out and recommend the most favorable contract for a natural gas supplier; further, the Superintendent of Schools be authorized to enter into a one year or multi-year contract, not to exceed three years, with a natural gas supplier provided the Superintendent of Schools deems the terms of the contract to be in the best interest of the District.*

Vote 8 in favor, Ms. McCreven against

Motion carried

**C. Discussion of Monthly Financial Statements**

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

**E. Information on second quarter 2016 executive summary review of Amity Pension Fund, Sick and Severance Account and OPEB Trust.** - Mr. Stirling stated that the Finance Committee had no questions about the summary review.

**F. Other**

**1. Information on Health Insurance Collaborative**

Ms. Lumas stated that Amity was approached to join a health insurance collaborative. Amity already belongs to a stop-loss group. It was determined that joining this health insurance collaborative group would not be advantageous for Amity at this time. Observation will continue to see if the group actually forms.

**2. Update on financial audit**

Ms. Lumas stated that the draft is complete with the exception of a few more items that need to be plugged in. Once that happens, the final copy will be ready for sign-off.

**3. Update on budget development**

Dr. Dumais stated that the initial budget numbers submitted are conservative and that since they are so low which is positive, but this could make cuts more challenging. There will be a full administrative staff meeting on November 28<sup>th</sup> to begin the task. Due to the change in average daily membership for each member town this year, Orange will be paying more, just as Bethany and then Woodbridge have in turn.

Mr. DeMaio asked if any savings could be realized by offering early retirement as has been done in the past. Dr. Dumais answered that savings in 2010-2011 budget was because staff positions for those that took the offer were not replaced.

**6. Policy**

Mr. Hurley stated that the Policy Committee will meet on November 21<sup>st</sup> at 5:30 pm with a plan to get through the 9000 series, which is the Board bylaws. He asked Board members to bring any concerns to that meeting.

**7. Personnel**

Ms. Cohen stated that the Committee is preparing for negotiations with the administrators.

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

Mr. Blake wished everyone a Happy Thanksgiving.

**16. Adjournment**

*Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. DeMaio to adjourn at 9:00 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

*Attachment: Presentation, Ms. Fuller-Cutler, AMSO BOE presentation 11-14-2016*

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



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

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**December 12, 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:  
 Alicia Piselli ~ Literacy Tutor (47 days total ~ Dec. 2016 – Mar. 2017)
- Amity Reg. Middle School – Orange: NONE

**+ NEW HIRES-SUBSTITUTES: NONE**

**+ NEW HIRES-CLASSIFIED: NONE**

**+ NEW HIRES-COACHES:**

**Todd Patterson**, Assistant Varsity Wrestling Coach (winter) ~ Amity Regional High School  
**Kate Mrowka**, Assistant Girls Ice Hockey Coach (winter) ~ Amity Regional High School

**+ LEAVE(S) OF ABSENCE: NONE**

**+ RESIGNATION(S):**

**Kimberly Bennett** – F/T Social Studies Teacher: Amity Regional Middle School-Orange,  
 eff. 12/31/16

**+ RETIREMENT(S):**

**Thomas Slowik** ~ F/T Special Education Teacher: Amity Regional High School, eff. 7/1/17



**AMITY REGIONAL SCHOOL DISTRICT NO. 5**  
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*Charles S. Dumais, Ed.D.*  
*Superintendent of Schools*

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

Superintendent's Report – December 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**

**Hour of Code.** Amity Middle School students will be participating in the *Hour of Code* over the next few weeks to introduce students to computer science. The program is designed to demystify code by demonstrating that anybody can learn the basics of computer programming.

**Blue Ribbon Schools of Excellence.** Amity Regional High School Principal Anna Mahon presented at the National 2016 Blue Ribbon Schools of Excellence conference on December 1, 2016. The high school was invited to apply to present at this conference as a result of earning the 2014 National Blue Ribbon Award. The focus of her presentation was the work that has been done at the high school since earning the honor of Blue Ribbon status in 2014 to help move our outstanding academic institution into a superb learning community by focusing on improving climate for students, faculty, and parents.

**Instructional Rounds.** At each school, instructional rounds are expanding to include a greater number of teachers. Teams are faithfully implementing the protocol for rounds and are preparing to move the initiative to teacher teams next fall.

**Curriculum Articulation.** Within the District, teams have met to work on articulation of the English Language Arts curriculum. Across BOWA, teams have met to work on articulation of the Social Studies and Mathematics curricula.

**Math, Debate, Robotics, Research, and More.** Students in all of our schools have been competing, and performing very well, in regional and state academic competitions.

**Physical Education Testing.** State physical education fitness testing has been completed at Amity Middle Schools, with approximately 70% of students passing all four tests!

**Student-Centered Learning.** Professional Learning Communities (PLCs) at the high school are groups of teachers from various departments working together to address ways to enhance instructional practices and heighten student learning. An example of one group's work includes efforts to improve students' ability to self-assess through the use of an online mathematics

program (Desmos) to answer open-ended questions and then create their own questions. Additionally, the administration has incorporated professional learning opportunities into faculty meetings, such as workshops, to explore the characteristics of high functioning student-centered classrooms.

**Creativity through Design.** Students in the Amity Middle School Bethany Engineering and Technology Club participated in the SchoolsNEXT Architectural Design Competition, creating a design for a school that enhances learning, conserves resources, is environmentally responsive, and engages the surrounding community.

**Students in the Community.** The Amity Regional High School Transition Program has expanded its interaction with our community, improving instruction, cultivating creativity, enhancing student engagement and performance.

### Resources

**Online Athletic Registration.** The athletic department has completed its initial implementation of the online athletic registration system by utilizing it for winter sports registration this year. Information collection, processing, and distribution has been streamlined, saving time and physical resources.

**PowerSchool & PowerSchool Assessment and Analytics.** Lisa Lassen and Stephanie Kilburn have been working with building leadership teams and groups of teachers from all schools to develop and record individual student intervention plans, and maximize their effective use of PowerTeacher.

**Water Bottle Filling Stations.** District maintenance staff have replaced existing water fountains with combination units that include a water bottle filling station.

**Security Cameras.** Multiple varieties of replacement cameras are being evaluated by the Directors of Facilities and Technology.

**Navigate.** Principals participated in a demonstration of the *Navigate* software, and have received login information for the system. The Director of Facilities is currently scheduling individual time with each principal to facilitate preparations for use of the product during a drill or actual emergency.

**Budget.** The entire District leadership team met, as it has annually for the past three years, to engage in an in-depth conversation of classroom, building, and district needs to better reallocate and reduce funds to meet the financial needs of our instructional and extracurricular programs and supports. This exercise has not only expanded perspectives and heightened awareness of needs across school, but has produced tangible savings.

**Online Services.** Substitute Teacher Management and Employee Time Management software is being considered for use in the next academic year. (Early implementation will allow us to take advantage of considerable savings)

**Fixed Asset Inventory.** The fixed asset inventory is still in progress. Conflicts between database records and actual inventory are being addressed and corrected.

**Copiers.** Over the next four to six weeks, district copiers will be replaced as part of our recently negotiated document service agreement with Xerox.

### Climate

**Clergy Breakfast.** The district leadership team hosted a breakfast for clergy members from our three Member Towns. Nearly a dozen clergy, representing the spectrum of area religious centers, joined the superintendent, principals, and directors in a conversation on how we can work together to meet the social/emotional needs of our students.

**Captains' Council.** Amity winter sports captains participated in the Southern Connecticut Conference Captains' Council, a leadership development program for captains from all schools in our athletic conference (SCC).

**Charity.** Homerooms, clubs, teams, and other groups at each school have been actively collecting hundreds of pieces of clothing, sacks full of toys, hundreds of non-perishable food items, and thousands of dollars to support local families and local/international organizations.

**Class Act Schools.** Amity coaches nominated fifteen junior student-athletes to participate in the Connecticut Interscholastic Athletic Conference (CIAC) sportsmanship summit, focusing on student-led leadership initiatives to foster a sportsmanship for all athletes and fans.

**Amity Youth Survey.** Students in grades seven, nine, and eleven have taken the Amity Youth Survey. The survey includes questions about risky behavior that will inform the Amity staff to review curriculum and health programs, and inform the community about the social and emotional well-being of their youth. The results will be analyzed by epidemiologists at the Alliance for Prevention and Wellness, and a presentation will be prepared for the Board of Education for a spring meeting. Consistent with district policy, parents were given the choice to opt out of the survey; fewer than 10 parents chose this option.

**Homecoming.** One indication of school spirit is the attendance at events. This year's Amity Regional High School Homecoming Dance attracted more than 550 students, exceeding attendance at a school dance for the last decade.

**26 Days of Kindness.** Students and staff at Amity Middle School Orange are engaged in their annual effort to encourage the school community to find daily ways to participate in and recognize acts of kindness.

**Student Goal Setting.** As part of our efforts to enhance Student Success Planning, Amity Regional High School students developed one academic and one personal goal which they recorded in their personal Naviance profiles using the "SMART" (Specific, Measurable, Achievable, Relevant, Time-bound) goal protocol. The goals will be reviewed and reflected upon at least twice between now and the end of the school year.

**Sexual Abuse Training and Reporting.** Educators from the Milford Rape Crisis Center have worked with Amity teachers and administrators to implement the mandatory staff training on sexual abuse training and reporting. BOWA curriculum directors have met to discuss the implementation of required student education for sexual abuse.

**University Relationships.** Amity continues to build partnerships with area universities and colleges. Amity will host student teachers and interns from Quinnipiac University, Albertus Magnus College, Southern Connecticut State University, University of New Haven, and Central Connecticut State University. Additionally, Dr. McPadden serves as a member of the Albertus Magnus College Advisory Panel, helping to advise the development and enrichment of pre-service teacher experiences.

**Thanksgiving Luncheon.** Ms. Edwards and the Fabulous Friends Club hosted a Thanksgiving Luncheon for the Amity Middle School Orange *VOCAL* [**V**ocational **A**daptive **L**ife Skills] students, Amity Regional High School transition students, and select Woodbridge students.

**Narrative 4.** A team from Amity Middle School Bethany [Brian Goldstein, Michelle Ortiz, Kathy Habersang, Gail Huitt, and Amy Benton] received a Connecticut Association of Schools Recognition of Excellence Award for their work with Narrative4, a program designed to teach students empathy.

### Superintendent

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

**CAS Board of Directors.** Having served as Chairman of the Connecticut Association of Schools Principals' Center Board of Control and Technology Committee, I am pleased to announce that they have invited me to serve as a Superintendent Consultant member of the Connecticut Association of Schools Board of Directors.

**CABE/CAPSS Conference.** With seven of our Board of Education members, I attended the annual CABE/CAPSS Conference, participating in sessions on legal aspects of Boards of Education, the Freedom of Information Act, and personalized instruction.



*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.*

November, 2016

## Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

### Facilities Department Monthly Report

#### Completed Projects:

- The cooling tower at Amity Regional High School was shut down for the year and winterized.
- The first phase of the drinking fountain replacement project at all three schools was completed.
- The deteriorated sidewalk junction by the Athletic Director's entrance at Amity Regional High School was replaced.
- All site work around the fuel cell area was completed, including sidewalks, curbing, grass planting, and stone backfill.
- A roof leak in the music room at Amity Middle School, Orange Campus, was identified and repaired.
- Fall leaf cleanup District-wide took place, including the fenced in areas where HVAC equipment is stored.

#### Projects in process:

- The HVAC upgrade project at Amity Middle School, Orange Campus, is in process. We are about 95% complete.
- 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. All exterior lighting is now done, all of the interior lighting at Amity Middle School, Bethany Campus, is done, all interior lighting except the gym at Amity Middle School, Orange Campus, is done, and 90% of the interior lighting at Amity Regional High School is done.
- 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.
- The new carpet for the District Office was ordered. We expect to start a three-phase installation within six weeks.

#### Outstanding issues to be addressed:

- During the November heavy rains, some storm drains backed up at Amity Regional High School. Our contractor will be vacuuming leaves and sand from the basins.

Amity Regional School  
District No. 5

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

From: Theresa Lumas, Director of Finance and Administration

Re: Major Budget Drivers and Risk Factors

Date: December 5, 2016

The initial budget requests from all departments increased total expenditures by \$1,600,403, or 3.35 percent. We met with the administrative team in late November to prioritize what is most needed. We recognize the department requests address many necessary items to move the District forward. However, combined with the loss of transportation revenue from the State, the original budget request increased the town allocations by 3.94%. We are also very cognizant of the enrollment shifts that impact the towns. The Town of Orange will have a \$480,200 increase in fiscal year 2017-2018 due to enrollment shifts. The Town of Woodbridge saw an increase of \$487,371 in their allocation this fiscal year. 2016-2017 due to an enrollment shift and the Town of Bethany experienced an enrollment shift increase of \$336,996 in the 2014-2015 fiscal year.

Over \$200,000 was cut as a result of our budget discussions. The Superintendent's Budget for 2017-2018 now represents an increase of \$1,369,680 or a 2.86% increase. The member town's assessments will increase by 3.44%.

**Major Budget Drivers:**

- A **\$223,518** decrease in other revenue from the State of Connecticut. The State has eliminated most transportation reimbursements to the District. This is a loss of approximately \$75,000 in revenue. Special education expenses are projected to be lower next year and the corresponding reimbursement grant will be lower.
- Contractual or anticipated increases of current staff total **\$537,162**;
- One new position is included for a strings teacher budgeted at **\$56,574**. There is growth in the strings program and this position allows for a full-time strings teacher at Amity High School (up from .80 FTE), and the remaining .80 FTE to be shared at the middle school level.
- Expected medical costs for current staff are higher by **\$383,313**;
  - We are proposing a ½ % increase to the reserve to bring it to a level of 20.5% of total expected claims. Our insurance consultant recommends increasing our reserve due to the smaller population. There is typically more volatility in a smaller group. We have had several retirees and current staff migrate off of our plan in the past 2 years. Reserve levels are generally set in a range from 20% at the low end and 45% at the high end, (see documentation attached). The ½% increase equates to \$23,557, which is included above. We are targeting a 25% reserve level with ½% increases annually in reserve funding.

- The District now pays for internet connections previously provided free by the State of Connecticut. This is an additional cost annually of **\$68,400** for the three schools.
- Heating oil and diesel fuel is up **\$43,340**. Budget includes an estimate of \$2.34 per gallon based on 18-month price projection. Oil will be bid shortly and the exact price will be known.
- The defined contribution retirement plan was established in the current fiscal year as a result of negotiations. This is a budget item estimated at **\$54,384**. The District will save money in the long term with a defined contribution plan versus a defined benefit plan.
- Professional technical services are up **\$120,629**. Worker's compensation and general liability rates are up 6%, which was the cap provided by the insurer. The District had a number of claims that are driving the rate up. Legal services are expected to increase due to teacher negotiations. Occupational therapy costs are higher based on student needs.
- Site improvements, site repairs, furniture & equipment accounts are up **\$305,953**. These budget items include replacing more VCT floor tile in the high school, replacing the pole vault pit at the high school, a maintenance vehicle, a server, Chromebook carts, chairs and tables for the library media center at the high school, security and safety equipment for all the schools.

### **Risk Factors:**

**Staff turnover, vacancies and leave-of-absences** savings are estimated. The number of retirements and resignations are not completely known until after the budget is adopted. When an employee takes a leave-of-absence, the savings is predicated on the employee having used all of their sick days and being temporarily replaced by a substitute at a lower salary. This is not always the case. Over the past five years, we have averaged a total of 5.4 retirements and resignations. There was a low of 4 retirements in fiscal years 2011-2012 and 2014-2015 to a high of 7 retirements in fiscal years 2012-2013 and 2013-2014. We have budgeted 5 retirements in the current budget.

**Special education** expenditures are based on identified students, who are expected to return to school and incoming 6<sup>th</sup> graders from member towns. We can only guess at the number and cost of new students moving into the District. The State reimbursement rate is subject to change by the Governor and Legislature. With the projected large State budget deficit, there is a higher probability some State grant funds will be reduced. To this point, the Commissioner of Education notified districts on December 5, 2016 that the State is not legally required to fund residential placements and may determine not to do so in certain cases. In these cases, the State indicating they will refer parents to the LEA (local education agency) to request a planning and placement team (PPT) for their child.

**Medical claims** are projected based on Anthem's rolling average of expected claims and a trend (i.e., rising medical costs) assumption. We have individual stop-loss coverage of \$150,000 and aggregate stop-loss coverage of 120 percent of expected claims excluding dental. It is possible a 'bad claim year' could wipe out the Self-Insurance Reserve Fund, which would necessitate replenishing the fund. We targeted a reserve ratio of 20.5 percent of expected claims. If claims exceed budget in the current fiscal year, the starting reserve balance for the next fiscal year will be lower than budgeted. We have incorporated over \$80,000 of the forecasted savings on the medical line in this year's budget toward funding next year. These savings can be wiped out if our claims end up at budget or over budget by June 30<sup>th</sup>, leaving a shortfall in the proposed budget.

**Snow removal** budget is based on the past five-years (excluding snow and ice removal from the roofs and removing snow from the sites). When all costs are included, the five-year average is \$66,795 compared to the budget of \$67,500. We have exceeded the snow removal budget in three of the past five years. The costs have ranged from a low of \$30,925 in 2011-2012 to a high of \$98,975 in 2012-2013.

**Large, unbudgeted facilities repairs**, such as the District Offices air handler unit, have been paid out of the year end unspent fund balance. We have a number of aging air handlers that are scheduled for replacement but there is no guarantee they will not fail prior to funding being in place. We now have a facilities contingency account of \$100,000. Furthermore, we are issuing a bond to pay for \$2,065,000 of large-ticket items. However, we cannot predict with certainty when a high cost facilities repair will be needed.

**Major Budget Balancers:**

- Special Education tuition for outplaced students is **down \$419,953** due to students aging out of the program.
- Electricity is **down \$103,534** due to our energy savings initiatives, most recently the installation of LED lighting across the District.
- Heating estimates are down again due to our energy savings initiatives. The fuel cell is near completion and expected to supply much of the heat that is wasted to our system. The budget is **\$39,861 lower**.
- The actuarial net contribution (ARC) for OPEB Trust under a ‘pay-go’ is \$110,837, **down \$46,435**; The ARC is lower primarily due to a smaller population covered by the plan plus updated mortality tables and other metrics that are used determine the ARC.

**MEMBER TOWN ALLOCATIONS  
With a 2.86% Percent Budget Increase**

<b>Member Town</b>	<b>Enrollment Shift</b>	<b>Lower Other Revenues</b>	<b>Budget Increase</b>	<b>Total Allocation Increase</b>
Bethany	(\$328,457)	\$ 45,987	\$269,545	(\$14,925)
Orange	\$480,200	\$111,261	\$681,791	\$1,273,252
Woodbridge	(\$151,743)	\$ 68,270	\$418,344	\$ 334,871
<b>Totals</b>	<b>\$0</b>	<b>\$223,518</b>	<b>\$1,369,680</b>	<b>\$1,593,198</b>

**ADM October 1, 2016**

	<b>Bethany</b>	<b>Orange</b>	<b>Woodbridge</b>	<b>Total</b>
October 2016	442	1,118	686	2,246
October 2015	461	1,102	698	2,261
<b>Net Change</b>	<b>(19)</b>	<b>16</b>	<b>(12)</b>	<b>(15)</b>
Fiscal Year 2017-2018	19.680%	49.777%	30.543%	100.000%
Fiscal Year 2016-2017	20.389%	48.740%	30.871%	100.000%
<b>Net Change</b>	<b>-0.709%</b>	<b>1.037%</b>	<b>-0.328%</b>	



## **SELF FUNDED HEALTH PLANS, RESERVE BALANCES, AND DIFFICULT BUDGETS**

### **Overview**

As the cost of Medical Plans continues to rise, self-funded benefit programs are receiving increasing attention. Plans that are presently Fully Funded (Insured) look to self-insuring as a means to reduce cost and control cash flow. Plans that are presently self-funded re-visit their cost management tools and re-assess their fund balance requirements.

Self-funding your health plan can offer advantages, depending on your plan's size, enrollment mix, demographics, claim history, and operating environment. However, to capture these advantages, and to avoid the pitfalls, self-funded programs need to be carefully (conservatively) nurtured.

### **Fund Balance (Reserves)**

A properly funded self-insured health plan will maintain an operating fund balance sufficient to meet its current needs. It should also maintain an appropriate Reserve fund balance to deal with unexpected activity as well as appropriate accounting guidelines.

A self-funded program should maintain a reserve fund, preferably as a designated item (internal service fund, or the like), sufficient to meet its obligations for:

- Incurred But Not Reported (IBNR) expenses, also known as run-out claims.
- Corridor Exposure (difference between Expected and Maximum Claims).
- Budget Stabilization (spreading loss adjustments over multiple cycles).

The challenge in difficult economic cycles is maintaining the fund at an appropriate level. There are temptations to re-direct deposits and/or make withdrawals.

## Tapping a Reserve Fund

Not making scheduled deposits or actually withdrawing previously deposited money are two ways of “tapping the fund”. Either will have an impact and the downstream implications can be significant.

From an accounting perspective, there are several possible ramifications:

- (1) Using an asset to fund an operating expense artificially reduces the current reported expense and understates “baseline budget” values,
- (2) Using an asset to fund an operating expense increases the likelihood of future “above average” adjustments in the “baseline budget”,
- (3) Using an asset reduces the ability to deal with future volatility and/or meet the accounting requirements at audit,
- (4) Anecdotal experience shows “tapping the fund” invariably results in higher claim activity.

While the accounting implications are real and important, there is another consideration that cannot be ignored: **participant contributions**.

When employees contribute towards Premiums or Premium Equivalents, their status must be considered before “tapping” any related fund balance(s). Generally speaking, funds contributed by participants must be used by the Plan for the benefit of the Plan and the Participants.

Diverting plan assets or contributions for uses that do not benefit the plan or participants may require that a proportionate share be returned to the participants. An example would be use of health plan reserves to purchase unrelated technology, update the automobile fleet, or cover non-plan operating expenses.

As the source of transferred funds includes participant contributions, the participants may be due a proportionate return. This might be achieved through a premium holiday or a direct reimbursement.

Sharing of fund assets and proper notification to participants cannot be ignored. It must be incorporated into any discussion about appropriate fund balances.

## **Summary**

The viability and effectiveness of self-funded plans depend on establishing and maintaining appropriate reserves and designated fund balances. During difficult economic cycles, nurturing these fund balances becomes even more important as unfavorable economics are often accompanied by unfavorable claims experience.

Should a decision be made to “tap the fund”, both the accounting and participant factors must be considered. This is especially so for ERISA Plans but PPACA (national health reform) has begun to extend these same requirements to non-ERISA programs.

We trust you find this helpful and welcome your questions.

Your GBS Team

## **FUNDING ALTERNATIVES AND RESERVE CONSIDERATIONS**

Review and Update: September 2015

### **Overview**

The present environment for medical trend rates is causing many plan sponsors to reconsider all aspects of their group benefit programs in an effort to reduce current and expected costs. This renewed focus on cost is understandable when an annual trend rate of 10-12 percent means a plan's medical expenses will double in 6 to 7 years.

Most of the current efforts in cost reduction emphasize factors that effect claim expense, such as plan design, network savings, and modification of participant behavior (e.g., wellness, disease management). Alternatives such as health savings accounts (HSAs) seek to encompass shifts in plan design, changes in behavior, and delivery of services.

As claim cost represents 85 to 90 percent of total plan expense for most midsize groups, this is an appropriate place to focus one's efforts. Involving the plan participants in efforts to reduce future cost increases is critical.

At the same time, however, many groups are also revisiting the funding methodology being used to support their medical plans. They are concerned about the administrative expense factors, their stop-loss costs, and control over their claim dollars. Consequently, more groups are once again reevaluating the change from an insured to self-funded financial arrangement.

### **Funding Alternatives**

Over the past few years, we have noticed a reduction in the types of funding arrangements offered to mid-sized employers. The primary funding arrangements available today are the fully funded (insured) and administrative-services-only (ASO) programs. While some vendors still provide an intermediate vehicle such as minimum premium, most plans are utilizing one of the first two alternatives.

The majority of fully funded arrangements for midsize plans track claim experience for rate-setting purposes but do not provide for a retrospective settlement of the plan's results. Those groups fortunate to experience positive claim results will see it reflected in their premium renewal but will not otherwise participate in the "surplus" accrued during the plan year. On the flip side, they are not responsible for a deficit should the claim experience be negative.

The loss of control over experience results can be a major concern in a high trend environment. If trend rates or other underwriting assumptions for a given cycle are overstated, the plan sponsor cannot recover those funds. The desire to have access to positive plan results, combined with the typically lower operating expenses of an ASO plan, is one of the reasons for the renewed interest in self-funding of medical benefits. The increasing prevalence of carve-out prescription plans is also contributing to an increase in self-funded plan financing.

### **Factors to Consider**

There are a variety of factors to consider when moving from an insured to self-funded plan environment. Some of these are strictly financial, while others involve the operations of the plan and the responsibilities of those who administer benefits for the group. Several key considerations include:

#### Financial - Plan Level

- volatility of historical claim patterns
- large claim history and current exposures
- volatility of covered population (acquisitions, layoffs, etc.)
- anticipated shifts in population (number of future retirees)

#### Financial - Plan Sponsor

- ability to manage and absorb cash flow volatility
- willingness to actively manage accumulated funds
- ability to maintain appropriate reserve levels
- ability to establish appropriate risk transfer arrangements

#### Plan Operations

- potential expansion of fiduciary responsibilities
- potential for increased HIPAA compliance duties
- increased administrative obligations

This list is by no means exhaustive, and the factors will have different value weights for any given plan. However, the decision to move to a self-funded plan should involve an extensive review and analysis of both the plan's needs and the sponsor's ability to support them. An extended time horizon must be part of the planning process and should consider "best-case" and "worst-case" scenarios for claim experience and business operations.

## **Reserve Levels for Self-funded plans**

As noted, there are many considerations that can affect the viability and value of a self-funded arrangement. One that does not receive enough attention during the planning phase is the plan sponsor's ability to maintain appropriate reserve levels. The ability to segregate and fund appropriate reserves is critical to the long-term viability of the funding arrangement.

In discussing reserve needs with clients, we refer to three types:

- contractual
- generally accepted accounting principle (GAAP) related
- discretionary

We consider contractual reserves those related to the plan's responsibility to fund claims. Most often, this is the difference in exposure between expected claims and the maximum under the aggregate stop loss (ASL). If actual claim results exceed the expected target for the plan year, the plan is contractually obligated to continue funding these claims until the attachment point is reached, assuming reimbursement begins as soon as the ASL limit is reached. In addition, clients need to be aware of any back-end exposure they have should their individual stop loss (ISL) or ASL contracts "max-out." The plan sponsor may choose to actually fund some or all of the spread between expected and maximum, depending on its ability to handle any negative results from operations.

GAAP-related reserves, while not contractually required under the arrangement with the self-funded vendor, are recommended for the plan to properly reflect its obligations. The most common reserve need in this category is the incurred but not reported (IBNR) claim reserve for run-out activity. It represents claims that would remain the obligation of the plan should it terminate the benefit program or revert to a fully funded arrangement at a later date. We normally recommend most of this reserve be maintained on a funded basis, though a portion may be addressed through operating funds.

Discretionary reserves are not required under contractual or GAAP provisions but may be maintained to provide additional flexibility in dealing with future plan and funding cycles. An example is an internal premium stabilization reserve (PSR) that would be established to help smooth the effect of a negative claim result over several renewal cycles. Typically, this reserve would be established from positive prior results and retained to mitigate any deterioration in future experience.

The target levels for these three reserve classes will vary based on plan design, group-specific claim patterns, and the operational flexibility of the plan sponsor. Assuming average exposure and a relatively risk-averse sponsor, the following could be used for planning purposes:

- Contractual: 10 to 25 percent of expected claims (depends on ASL)
- GAAP-related: 8 to 15 percent of expected claims
- Discretionary: 5 percent of expected claims

The suggested range of 20% to 45% of expected claims is one reason why many plans have difficulty establishing and maintaining appropriate reserve levels. However, for the midsize plan sponsor, proper reserve levels are crucial to starting and maintaining a viable self-funded program.

### **Additional Considerations**

For plans with postretirement health care obligations, there is another factor that needs to be considered in the decision to move from fully funded to self-funded health plans. The need to reflect the current value of such obligations under FAS 106 and GASB 43 represents a noticeable liability for many plan sponsors. The manner in which the postretirement benefits are funded may affect this obligation, especially if the participants are contributing most or all the postretirement premium.

The overall impact of the postretirement liability on a plan sponsor's operating statements and balances sheet can be significant. This liability requires an independent study and funding analysis but should not be overlooked when evaluating self-funding of the core benefit program.

### **Summary**

The volatility of today's market requires that a plan evaluate all options for containing costs. As with plan design and participant education, the assessment of funding alternatives must include not only the immediate potential for savings but also the long-term implications for the plan. Sustainability will require prudent budgeting and reverse guidelines.




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**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
INTEROFFICE MEMORANDUM**

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**TO:** DR. CHARLES S. DUMAIS, SUPERINTENDENT  
**FROM:** SCOTT CLEARY, ASST. DIRECTOR OF FINANCE  
& ADMINISTRATION  
**SUBJECT:** CAFÉ PRICE INCREASES  
**DATE:** 12/7/2016  
**CC:** MS. THERESA LUMAS, DIRECTOR OF FINANCE &  
ADMINISTRATION

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Annually, the District must review adult meal prices and a la carte item pricing to ensure these items are not subsidized by Federal or State reimbursements. The USDA's Pricing Tool for Non-Program foods is the required method to test our compliance with a la carte and adult lunch prices.

As a result of analyzing our prices for a la carte and adult priced meals under the USDA formula, Amity Regional School District No 5. must adjust prices on a select number of foods. This is to ensure that the District is not using money made from the service of reimbursable meals to offset losses in non-program food sales (e.g., a la carte items, adult meals, catering). The USDA explanation is attached.

The following items are affected:

MENU ITEM	OLD PRICE	NEW PRICE
Sport Water	1.50	1.75
V-8 Juice	2.00	2.40
Frozen Yogurt	2.00	2.25

The above-mentioned **FEDERALLY REQUIRED** price increases will be implemented on January 3, 2017.

Enclosure



## Pricing Non-Program Foods Properly

*How do you determine if you are charging the correct amount for adult meals and a la carte items?*

When a student receives a lunch or breakfast at school, the School Food Authority (SFA) receives federal and state funding for each reimbursable meal served. These funds must be taken into account when pricing adult meals since these monies are not received when adults are fed.

When items are sold a la carte (outside of the school meals program), the SFA must ensure that the full cost of that item is recovered in the sale. The actual cost of a food item must be considered when setting a la carte prices. It is the decision of the SFA regarding how much to mark up an item, and determining the desired food cost percentage is often used. Typically the food cost can range from 30-60% of the price charged in school meals programs.

These pricing strategies should be used each year to set the appropriate price for non-program foods. The SFA cannot use money made from the service of reimbursable meals to offset losses in non-program food sales (e.g., a la carte items, adult meals, catering).

Attached is a worksheet that can be used when to assist school food service programs in determining the correct pricing.

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>NOV '16</b>	<b>CHANGE</b>	<b>DEC '16</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
2	OTHER REVENUE	255,240	190,215	172,771	(1,000)	171,771	(18,444)	UNF
3	OTHER STATE GRANTS	1,073,793	1,324,940	1,101,411	(133,696)	967,715	(357,225)	UNF
4	MISCELLANEOUS INCOME	189,039	24,480	50,129	0	50,129	25,649	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,620,375</b>	<b>(134,696)</b>	<b>47,485,679</b>	<b>(350,020)</b>	<b>UNF</b>
7	SALARIES	24,126,651	24,967,936	24,823,309	(19,059)	24,804,250	(163,686)	FAV
8	BENEFITS	6,098,343	6,143,208	6,094,539	(76,180)	6,018,359	(124,849)	FAV
9	PURCHASED SERVICES	7,249,910	8,409,037	7,890,667	7,326	7,897,993	(511,044)	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	2,884,862	0	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	269,926	(9,000)	260,926	(50,074)	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	<b>TOTAL EXPENDITURES</b>	<b>46,133,235</b>	<b>47,835,699</b>	<b>47,004,474</b>	<b>(96,913)</b>	<b>46,907,561</b>	<b>(928,138)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>740,022</b>	<b>0</b>	<b>615,901</b>	<b>(37,783)</b>	<b>578,118</b>	<b>578,118</b>	<b>FAV</b>
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	1,035	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	<b>NET BALANCE / (DEFICIT)</b>	<b>741,057</b>	<b>0</b>	<b>615,901</b>	<b>(37,783)</b>	<b>578,118</b>	<b>578,118</b>	<b>FAV</b>

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

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>NOV '16</b>	<b>CHANGE</b>	<b>DEC '16</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	BETHANY ALLOCATION	9,441,145	9,437,981	9,437,981	0	9,437,981	0	FAV
2	ORANGE ALLOCATION	22,400,894	22,561,538	22,561,538	0	22,561,538	0	FAV
3	WOODBIDGE ALLOCATION	13,506,655	14,290,054	14,290,054	0	14,290,054	0	FAV
4	<b>MEMBER TOWN ALLOCATIONS</b>	<b>45,348,694</b>	<b>46,289,573</b>	<b>46,289,573</b>	<b>0</b>	<b>46,289,573</b>	<b>0</b>	<b>FAV</b>
5	ADULT EDUCATION	3,425	3,405	3,042	0	3,042	(363)	UNF
6	PARKING INCOME	29,932	30,000	30,000	(1,000)	29,000	(1,000)	UNF
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	86,571	0	86,571	39,137	FAV
10	TRANSPORTATION INCOME	103,242	74,876	25,158	0	25,158	(49,718)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	<b>OTHER REVENUE</b>	<b>255,240</b>	<b>190,215</b>	<b>172,771</b>	<b>(1,000)</b>	<b>171,771</b>	<b>(18,444)</b>	<b>UNF</b>
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	1,101,411	(133,696)	967,715	(357,225)	UNF
15	<b>OTHER STATE GRANTS</b>	<b>1,073,793</b>	<b>1,324,940</b>	<b>1,101,411</b>	<b>(133,696)</b>	<b>967,715</b>	<b>(357,225)</b>	<b>UNF</b>
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	29,129	0	29,129	8,149	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	<b>MISCELLANEOUS INCOME</b>	<b>189,039</b>	<b>24,480</b>	<b>50,129</b>	<b>0</b>	<b>50,129</b>	<b>25,649</b>	<b>FAV</b>
21	<b>BUILDING RENOVATION GRANTS</b>	<b>6,491</b>	<b>6,491</b>	<b>6,491</b>	<b>0</b>	<b>6,491</b>	<b>0</b>	<b>FAV</b>
22	<b>TOTAL REVENUES</b>	<b>46,873,257</b>	<b>47,835,699</b>	<b>47,620,375</b>	<b>(134,696)</b>	<b>47,485,679</b>	<b>(350,020)</b>	<b>UNF</b>

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

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>NOV '16</b>	<b>CHANGE</b>	<b>DEC '16</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
1	5111-CERTIFIED SALARIES	19,988,435	20,577,557	20,469,803	(19,059)	20,450,744	(126,813)	FAV
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,353,506	0	4,353,506	(36,873)	FAV
3	<b>SALARIES</b>	<b>24,126,651</b>	<b>24,967,936</b>	<b>24,823,309</b>	<b>(19,059)</b>	<b>24,804,250</b>	<b>(163,686)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	326,618	334,538	344,202	0	344,202	9,664	UNF
5	5210-FICA - ER	257,153	259,642	271,544	0	271,544	11,902	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	4,057,395	(78,180)	3,979,215	(192,311)	FAV
8	5860-OPEB TRUST	152,104	157,272	157,272	0	157,272	0	FAV
9	5260-LIFE INSURANCE	41,159	42,123	44,617	0	44,617	2,494	UNF
10	5275-DISABILITY INSURANCE	8,698	8,790	9,118	0	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	41,074	0	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	5291-CLOTHING ALLOWANCE	0	0	0	2,000	2,000	2,000	UNF
17	<b>BENEFITS</b>	<b>6,098,343</b>	<b>6,143,208</b>	<b>6,094,539</b>	<b>(76,180)</b>	<b>6,018,359</b>	<b>(124,849)</b>	<b>FAV</b>
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,489	16,750	16,750	0	16,750	0	FAV
19	5327-DATA PROCESSING	71,261	79,062	79,062	9,000	88,062	9,000	UNF
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,011,021	1,075,935	1,092,435	0	1,092,435	16,500	UNF
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	74,430	102,581	102,581	0	102,581	0	FAV
22	5510-PUPIL TRANSPORTATION	2,580,938	2,957,249	2,742,463	4,329	2,746,792	(210,457)	FAV
23	5521-GENERAL LIABILITY INSURANCE	199,448	220,548	220,548	0	220,548	0	FAV
24	5550-COMMUNICATIONS: TEL, POST, ETC.	97,324	114,924	114,924	0	114,924	0	FAV
25	5560-TUITION EXPENSE	3,137,962	3,757,143	3,437,059	(6,003)	3,431,056	(326,087)	FAV
26	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	0	84,845	0	FAV
27	<b>PURCHASED SERVICES</b>	<b>7,249,910</b>	<b>8,409,037</b>	<b>7,890,667</b>	<b>7,326</b>	<b>7,897,993</b>	<b>(511,044)</b>	<b>FAV</b>

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

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

		<b>COLUMN 1</b>	<b>COLUMN 2</b>	<b>COLUMN 3</b>	<b>COLUMN 4</b>	<b>COLUMN 5</b>	<b>COLUMN 6</b>	<b>COL 7</b>
		<b>2015-2016</b>	<b>2016-2017</b>	<b>NOV '16</b>	<b>CHANGE</b>	<b>DEC '16</b>	<b>VARIANCE</b>	<b>FAV</b>
<b>LINE</b>	<b>CATEGORY</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>INCR./(DECR.)</b>	<b>FORECAST</b>	<b>OVER/(UNDER)</b>	<b>UNF</b>
28	5830-INTEREST	1,388,788	1,249,213	1,249,213	0	1,249,213	0	FAV
29	5910-REDEMPTION OF PRINCIPAL	3,355,000	3,460,000	3,460,000	0	3,460,000	0	FAV
30	<b>DEBT SERVICE</b>	<b>4,743,788</b>	<b>4,709,213</b>	<b>4,709,213</b>	<b>0</b>	<b>4,709,213</b>	<b>0</b>	<b>FAV</b>
31	5410-UTILITIES, EXCLUDING HEAT	699,464	806,764	728,279	0	728,279	(78,485)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	713,049	714,645	714,645	0	714,645	0	FAV
33	5611-INSTRUCTIONAL SUPPLIES	358,124	392,007	392,007	0	392,007	0	FAV
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	201,643	212,565	212,565	0	212,565	0	FAV
35	5620-OIL USED FOR HEATING	38,676	36,500	36,500	0	36,500	0	FAV
36	5621-NATURAL GAS	86,932	93,706	93,706	0	93,706	0	FAV
37	5627-TRANSPORTATION SUPPLIES	95,812	109,740	109,740	0	109,740	0	FAV
38	5641-TEXTS & DIGITAL RESOURCES	143,620	73,769	73,769	0	73,769	0	FAV
39	5642-LIBRARY BOOKS & PERIODICALS	20,968	22,257	22,257	0	22,257	0	FAV
40	5690-OTHER SUPPLIES	486,416	501,394	501,394	0	501,394	0	FAV
41	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,844,704</b>	<b>2,963,347</b>	<b>2,884,862</b>	<b>0</b>	<b>2,884,862</b>	<b>(78,485)</b>	<b>FAV</b>
42	5730-EQUIPMENT - NEW	67,742	28,128	28,128	0	28,128	0	FAV
43	5731-EQUIPMENT - REPLACEMENT	271,167	145,032	145,032	0	145,032	0	FAV
44	<b>EQUIPMENT</b>	<b>338,909</b>	<b>173,160</b>	<b>173,160</b>	<b>0</b>	<b>173,160</b>	<b>0</b>	<b>FAV</b>
45	5715-IMPROVEMENTS TO BUILDING	61,496	32,000	32,000	0	32,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	100,000	0	100,000	0	FAV
45b	TRSF. FROM FACILITIES CONTINGENCY	(100,000)	0	0	0	0	0	FAV
46	5720-IMPROVEMENTS TO SITES	115,203	29,000	29,000	0	29,000	0	FAV
47	5850-DISTRICT CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(41,074)	(9,000)	(50,074)	(50,074)	FAV
48	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>176,699</b>	<b>311,000</b>	<b>269,926</b>	<b>(9,000)</b>	<b>260,926</b>	<b>(50,074)</b>	<b>FAV</b>
49	5580-STAFF TRAVEL	16,587	24,050	24,050	0	24,050	0	FAV
50	5581-TRAVEL - CONFERENCES	26,593	36,120	36,120	0	36,120	0	FAV
51	5810-DUES & FEES	83,338	98,628	98,628	0	98,628	0	FAV
52	<b>DUES AND FEES</b>	<b>126,518</b>	<b>158,798</b>	<b>158,798</b>	<b>0</b>	<b>158,798</b>	<b>0</b>	<b>FAV</b>
53	<b>5856-TRANSFER ACCOUNT</b>	<b>427,713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
54	<b>ESTIMATED UNSPENT BUDGETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>
55	<b>TOTAL EXPENDITURES</b>	<b>46,133,235</b>	<b>47,835,699</b>	<b>47,004,474</b>	<b>(96,913)</b>	<b>46,907,561</b>	<b>(928,138)</b>	<b>FAV</b>

Column 7: FAV=Favorable Variance

Revenues: At or OVER budget

Expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2016-2017**



**DECEMBER 2016**

**OVERVIEW**

The projected unspent fund balance for this fiscal year is **\$578,118 FAV** (previously **\$615,901 FAV**), which appears on page 1, column 6, line 20.

**REVENUES BY CATEGORY**

The projected yearend balance of revenues are **\$350,020 UNF** (previously **\$215,324 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**

<b><u>Month</u></b>	<b><u>Peoples United</u></b>	<b><u>State Treasurer's Investment Fund</u></b>
July 2016	0.397 %	0.460 %
August 2016	0.400 %	0.460 %
September 2016	0.400%	0.360%
October 2016	0.400%	0.360%
November 2016	0.400%	0.420%
December 2016		
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. One tuition student moved into the District after two months. The projected variance is **\$39,137 FAV** (previously \$39,137 FAV).

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

The forecast is based on historical data and the State cap. Transportation income decreased due to the State eliminating funding for most transportation. The projected forecast is \$25,185 resulting in a **\$49,718 UNF** (previously **\$49,718 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, based on the most recent information. *Revenue is estimated to be \$357,225 UNF (previously \$223,529 UNF) based on the December SEDAC-G report filed with the State.*

**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 District received a check for load shed participation for the second quarter of the calendar year in the amount of \$3,149. The projected variance is **\$8,149 FAV** (previously, **\$5,000 FAV**).

**EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures are **\$928,138 FAV** (previously **\$831,225 FAV**), which appears on page 4, column 6, line 55.

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

*Current projection is for \$126,813 FAV (previously \$107,754 FAV) balance.* Staff turnover exceed budget (\$6,135 FAV), two unpaid leaves of absences (\$44,038 FAV) at the start of the school year, two less full year coverage assignments (\$20,365 FAV) account for the favorable variance. Staff vacancy of \$4,587 and assignment changes account for \$23,850 for a partial position not needed. *Forecast reflects an additional unpaid leave of absence.*

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

*Current projection for classified staff is a favorable variance of \$36,873 FAV, (previously \$36,873 FAV). Final contract settlements were under budget. Staff turnover resulted in savings of \$13,043 FAV. This is offset by the additional para position needed \$21,366 UNF. The new paraeducator's salary is \$5,000 less based on actual start date and staff vacancies account for \$7,800.*

**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 ***\$21,568 UNF (previously \$21,568 UNF)*** The accounts were reviewed and calculated again to correct the prior estimate.

**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 under budget ***\$192,311 FAV (previously \$100,763 FAV)***. ***November claims are under budget by \$64,959 FAV and fees are under budget \$13,221 FAV.***

**CLAIMS OF CURRENT EMPLOYEES AND RETIREES**

<b>MONTH</b>	<b>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<b><i>JUL</i></b>	<b><i>\$ 309,902</i></b>	\$ 372,267	<b><i>\$ (62,365)</i></b>	\$ 424,798	\$ 311,067
<b><i>AUG</i></b>	<b><i>\$ 466,996</i></b>	\$ 372,267	<b><i>\$ 94,729</i></b>	\$ 298,314	\$ 336,053
<b><i>SEP</i></b>	<b><i>\$ 250,040</i></b>	\$ 372,267	<b><i>\$ (122,227)</i></b>	\$ 311,187	\$ 282,989
<b><i>OCT</i></b>	<b><i>\$ 250,625</i></b>	\$ 372,267	<b><i>\$ (121,642)</i></b>	\$ 316,592	\$ 368,169
<b><i>NOV</i></b>	<b><i>\$ 307,308</i></b>	\$ 372,267	<b><i>\$ (64,959)</i></b>	\$ 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
<b>TOTALS</b>	<b>\$ 4,190,744</b>	<b>\$ 4,467,208</b>	<b>\$ (276,464)</b>	<b>\$ 4,317,770</b>	<b>\$ 3,832,283</b>



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

<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>2016-2017 FORECAST</b>
103.8%	87.3%	99.88%	100.0%	<b>93.8%</b>

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

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

<b>MONTH</b>	<b>2016-2017 ACTUAL</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<i>JUL</i>	\$ 79,407	\$ 60,023	\$ 19,384	\$ 95,297	\$ 85,723
<i>AUG</i>	\$ 101,465	\$ 60,023	\$ 41,442	\$ 87,514	\$ 88,370
<i>SEP</i>	\$ 75,692	\$ 60,023	\$ 15,669	\$ 73,583	\$ 96,853
<i>OCT</i>	\$ 46,802	\$ 60,023	\$ (13,221)	\$ 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
<b>TOTALS</b>	<b>\$ 783,551</b>	<b>\$ 720,277</b>	<b>\$ 63,274</b>	<b>\$ 618,008</b>	<b>\$ 752,500</b>

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

The forecast is based on the current staff. The projected variance is **\$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 19: DATA PROCESSING:** *The forecast includes the implementation costs for the AESOP and Veritime modules to automate the substitute coverage process while recording of staff attendance. \$9,000 UNF*

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

The financial audit premium is reduced by \$2,500. The minimum threshold for Federal grant testing has been increased. The District's Federal grants do not meet the threshold so less field work is required. *Special Education legal costs are projected to exceed the budget by \$15,000 UNF. Board directed legal services are \$1,820 YTD, Administrative legal services are \$8,393 YTD, Negotiation legal services are \$336 YTD, Personnel legal services are \$484 YTD and Special Education legal services are \$12,580 YTD. The forecast reflects savings from the Xerox contract for the remainder of the fiscal year. \$2,458 FAV* The projected variance is *\$16,500 UNF previously (19,015 UNF)*

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

Special Education Transportation is a projected variance of **\$214,786 FAV (previously \$145,340 FAV)**. The forecast is based on the current transportation needs of the students. There continue to be changes throughout the year.

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

Tuition has a projected variance of **\$320,084 FAV (previously \$259,134 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 **\$38,601 FAV (previously \$38,070) FAV**.

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

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

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

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

Public (ACES) and private out-of-district placements has a projected variance of **\$245,032 FAV** (previously **\$184,614**) FAV.

	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 ACTUAL</b>	<b>FY15-16 BUDGET</b>	<b>FY15-16 FORECAST</b>
Public SPED	8	6	10	6	7	6
Private SPED	21	25	24	26	31	27(28)
<b>Totals</b>	<b>29</b>	<b>31</b>	<b>34</b>	<b>32</b>	<b>38</b>	<b>33(34)</b>

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

The 2016-2017 budget for electricity assumes the use of 3,888,929 kilowatt hours at an average price of \$0.1909 per kilowatt hour, or a cost of \$743,506. The forecast projects 3,866,501 kilowatt hours will be used for a savings of \$5,442 FAV. Last year we used 3,651,004 KWH. To date we have used 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)**

<b>MONTH</b>	<b>2016-2017 FORECAST</b>	<b>2016-2017 BUDGET</b>	<b>VARIANCE</b>	<b>2015-2016 ACTUAL</b>	<b>2014-2015 ACTUAL</b>
<i><b>JUL</b></i>	<i><b>308,892</b></i>	352,346	<i><b>(43,454)</b></i>	339,296	321,976
<i><b>AUG</b></i>	<i><b>363,040</b></i>	363,649	<i><b>(609)</b></i>	374,855	331,999
<i><b>SEP</b></i>	<i><b>336,638</b></i>	363,425	<i><b>(26,787)</b></i>	361,951	349,784
<i><b>OCT</b></i>	<i><b>280,809</b></i>	305,266	<i><b>(24,457)</b></i>	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
<b>Totals</b>	<i><b>3,793,622</b></i>	<i><b>3,888,929</b></i>	<i><b>(95,307)</b></i>	<i><b>3,651,004</b></i>	<i><b>3,773,114</b></i>

**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 *\$2,406*, or *\$594 FAV* under budget.

Sewer costs are budgeted at \$32,000, *the forecast reflects the most recent billing information with a total cost of \$37,486 which is \$5,846 UNF.*

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 181 fiscal year to date compared to 224 degree days last year.

**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 \$99,926 which includes the new funding request in the month's packet.**

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

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

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**TOTAL ANNUAL SAVINGS TO-DATE OF:     \$ 66,012**

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

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

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

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

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

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

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

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

**\$6,800:** The T-8 bulbs are being replaced in the District with LED with our recent lighting project. The retired bulbs would cost \$0.64 per bulb to recycle. We have offered them to other school districts to avoid this cost. Many of the available bulbs have been picked up by 3 different districts.

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

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

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

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

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

## APPENDIX B

### MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

#### **PURPOSE & METHODOLOGY:**

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

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

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

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

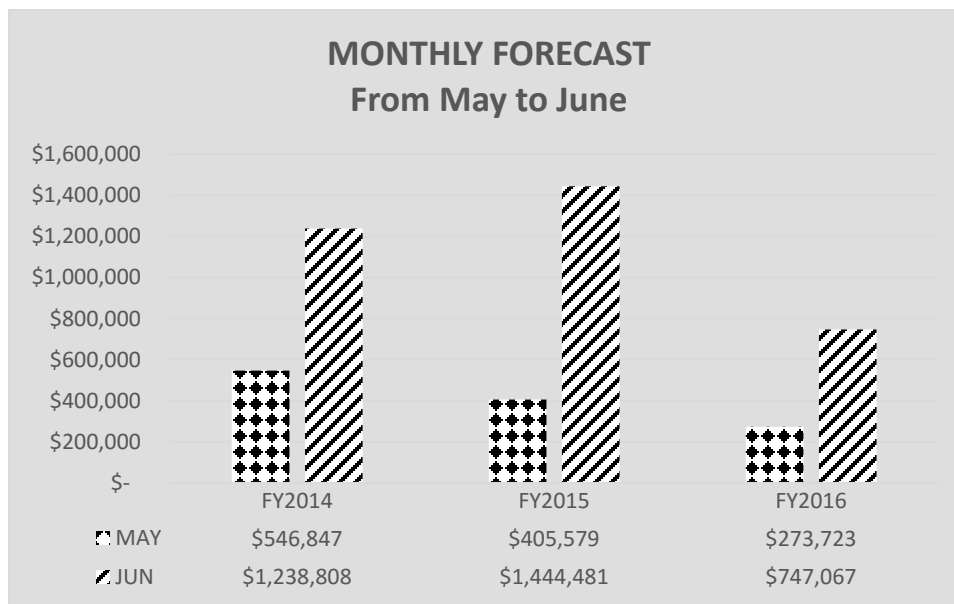
Prudent financial management is necessary. We need to be sure the total expenditures budget is never overspent (and may need to be underspent if revenues are below budget because total expenditures cannot exceed total revenues). It is imperative we 'hold back' on spending any of the Contingency Account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

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



**HISTORICAL:**

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



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

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

- **\$237,904:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$107,099:** Purchased services were lower than forecasted. Athletics held fewer home contests, did not have a need for assistant coaches in a few middle school sports and cheerleading did not field a squad. Intern were fewer than budgeted. Less than anticipated need for psychiatric consults and other consultants at PPTs.

- **\$85,857:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year. The reimbursement rate was 77.63% which is higher than the budgeted rate of 75%. The prior year adjustment was positive as were the changes in student placements.

## APPENDIX C

### RECAP OF 2013-2014

#### Return Unspent Fund Balance:

The cancellation of 2012-2013 encumbrances of \$62,660 has been returned to the Member Towns. We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

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

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

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

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

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

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

## APPENDIX D

### RECAP OF 2014-2015

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

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

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

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

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

**OTHER:** **\$ 996,945**

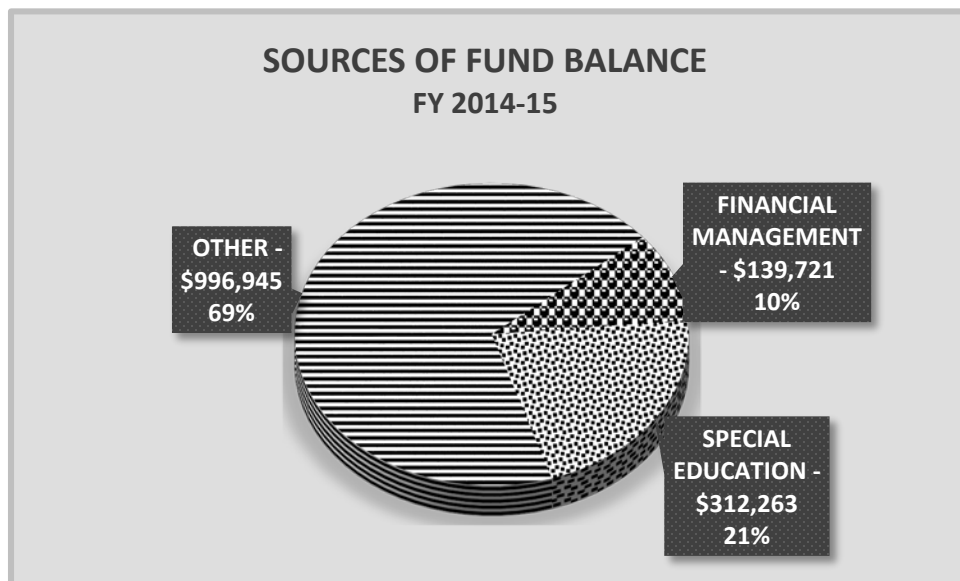
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

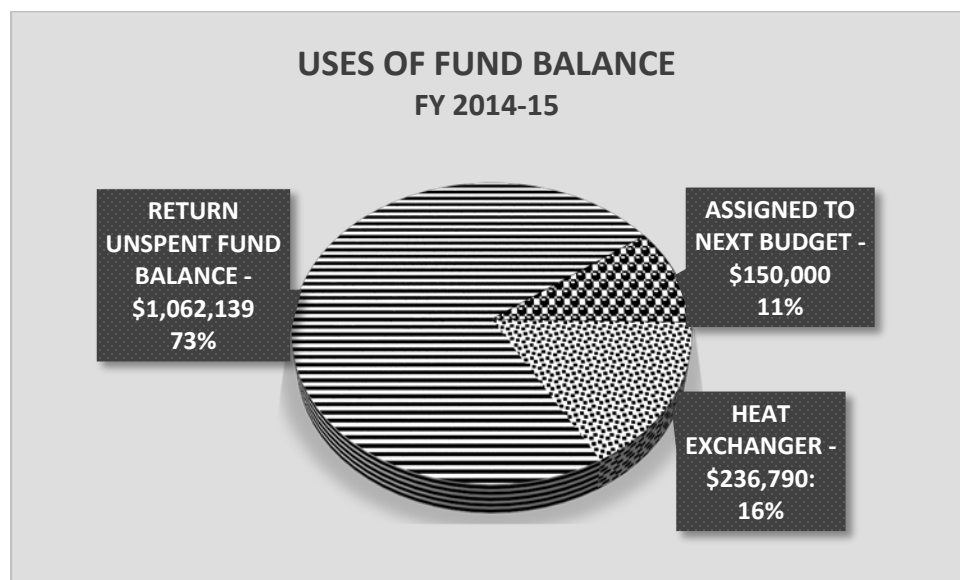
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

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

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



## APPENDIX E

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

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

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

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

**FINANCIAL MANAGEMENT:****\$ 318,642**

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

**SPECIAL EDUCATION (NET)****\$ 350,967**

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

**OTHER:****\$ 650,249**

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

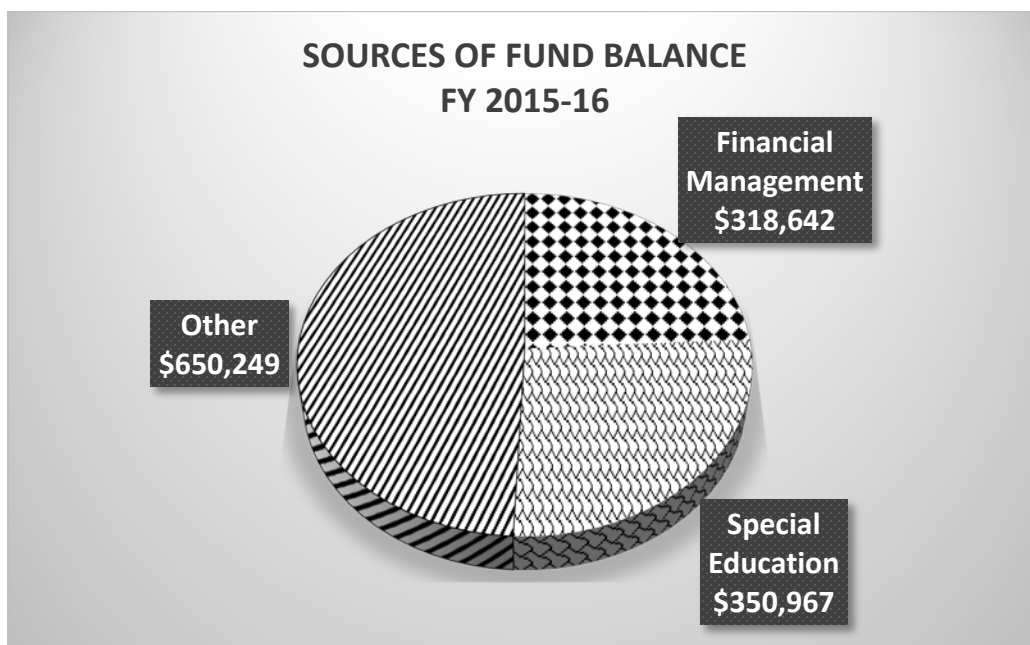
**\$30,315:** The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

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

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

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

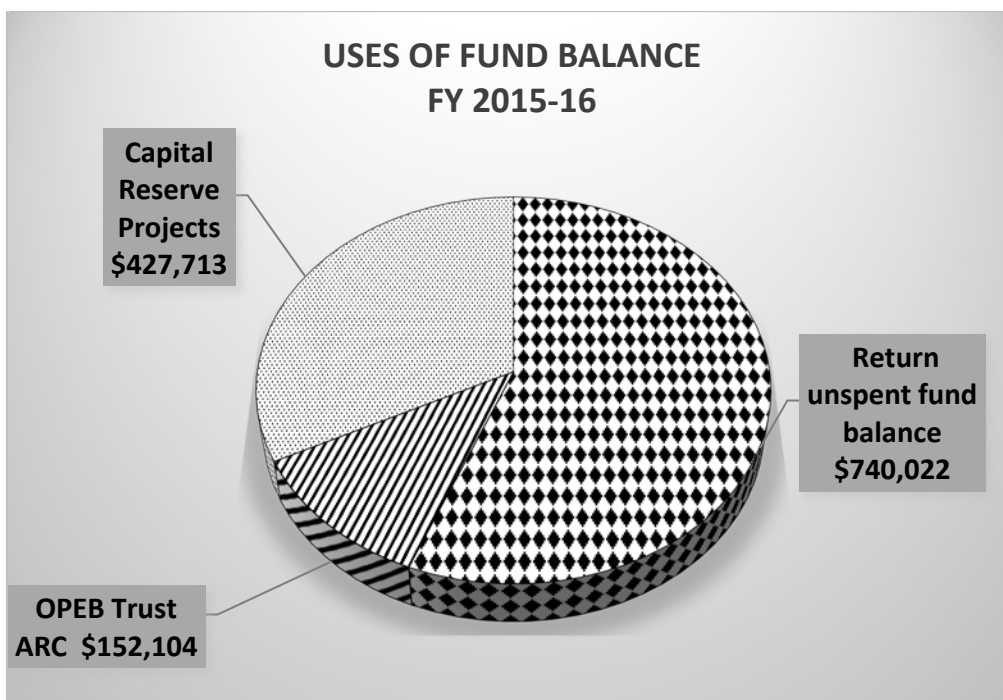
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



**Return Unspent Fund Balance:**

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

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

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2016	154	03111017	5611	INSTRUCTIONAL SUPPLIES	\$ 1,000.00 8/8/16 BOE APPROVED Trans
August 2016	154	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00 8/8/16 BOE APPROVED Trans
August 2016	43	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -1,900.00 Sci Transfer
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 1,900.00 Sci Transfer
August 2016	43	03111013	5730	EQUIPMENT - NEW	\$ 400.00 Sci Transfer
August 2016	43	03111013	5731	EQUIPMENT - REPLACEMENT	\$ -400.00 Sci Transfer
August 2016	86	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -100.00 MATH COUNTS MATH CLUB
August 2016	86	01111009	5810	DUES & FEES	\$ 100.00 MATH COUNTS MATH CLUB
August 2016	120	02111014	5641	TEXTBOOKS	\$ -1,065.00 SUPPLIES FOR COMMON CORE
August 2016	120	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 1,065.00 SUPPLIES FOR COMMON CORE
September 2016	104	01132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -200.00 Author Visit for entire school
September 2016	104	01132220	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 200.00 Author Visit for entire school
September 2016	106	04121200	5581	TRAVEL - CONFERENCES	\$ 1,360.00 PROF DEV READING INSTRUCTION
September 2016	106	04121200	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,360.00 PROF DEV READING INSTRUCTION
September 2016	158	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00 Supplies needed
September 2016	158	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -500.00 Supplies needed
September 2016	200	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00 TESTING MATERIAL BASC 3
September 2016	200	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00 TESTING MATERIAL BASC 3
October 2016	228	03111014	5810	DUES & FEES	\$ 279.00 Transfer Funds for ASCD member
October 2016	228	03111014	5611	INSTRUCTIONAL SUPPLIES	\$ -279.00 Transfer Funds for ASCD member
November 2016	195	04132190	5642	LIBRARY BOOKS & PERIODICALS	\$ -642.00 TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -340.00 TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121203	5730	EQUIPMENT - NEW	\$ 982.00 TRANSITION CLASS-STOVE/HOOD
November 2016	199	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,600.00 AED Replacement
November 2016	199	01142600	5731	EQUIPMENT - REPLACEMENT	\$ 1,600.00 AED Replacement

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

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

From: Theresa Lumas, Director of Finance and Administration

Re: New Funding Requests for Fiscal Year 2016-2017

Date: December 2, 2016

I recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request for implementation costs for an automated substitute service and time and attendance management systems. Frontline Education has developed programs specifically for school districts. We currently use the Applitrack software that Frontline Education offers for our electronic application process.

The District currently relies solely on one individual to manually receive absence data, search for a substitute, handle communications regarding building access, parking, and lesson plans. The employee has a two-step process of notifying the substitute coordinator of their absence and then logging into a system to record their absence for payroll purposes. The Aesop & Veritime modules makes this a one step process for the employee and drastically reduces the substitute coordinator's manual tasks. The same place they log in to report their absence, they will request their substitute and share lesson plans. Last minute or partial absences will require manual input to the system. The Veritime module interfaces with our Munis system for payroll reporting.

Last spring, a number of district employees made a site visit to Monroe Public Schools (MPS). Our contingent included a teacher, the Substitute Coordinator, Payroll Administrator, and the Assistant Director of Finance & Administration. We viewed these products and met with staff to discuss their transition and use of the products. Monroe Public Schools was selected after surveying other school districts that use one or more of these products. MPS is also a Munis user which means our interfacing and setup process would be identical to theirs. We asked many questions, viewed the products and established contacts for future reference.

In addition to the site visit, the group also participated in a web demonstration and a group discussion regarding the products. The feedback from our group was very positive. The process will reduce paperwork and manual data entry and assist the District in staying compliant with the Affordable Care Act. We will save \$1,000 in implementation costs by signing before December 31, 2016.

We thought the best time to implement would be the Spring of 2017 in preparation for the following fiscal year of 2017-2018. There is \$15,450 of annual subscription costs included in the 2017-2018 budget request to support these modules.

**AESOP and Veritime Software Modules:**

The District staff has researched implementing a software application that automates the substitute scheduling process and integrates the absence recording into the current payroll system.

*Amity Finance Committee:*

*Move to recommend the Amity Board of Education make the following budget transfer into the Data Processing account to cover the implementation of the AESOP and Veritime software modules.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-00-0000-5850	Contingency	\$9,000	
05-14-2510-5327	Data Processing		\$ 9,000

*Amity Board of Education:*

*Move to make the following budget transfer into the Data Processing account to cover the implementation of the AESOP and Veritime software modules.*

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-00-0000-5850	Contingency	\$ 9,000	
05-14-2510-5327	Data Processing		\$ 9,000

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

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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools  
 From: Theresa Lumas, Director of Finance and Administration  
 Re: Contract Service Savings  
 Date: November 30, 2016

There was a request at the October Board Meeting to review the cost savings obtained from the hiring of a third building maintainer. The Board inquired if our projected savings are being realized. The 2016-2017 budget projected savings of \$63,300. Jim Saisa, Director of Facilities, has compiled a list of the large projects that were completed by the third maintainer, Randy Joiner. There are many other smaller items that transpired each week but would be cumbersome to track.

- Drinking fountain installations at the high school, including refabricating the wall cavities to accept the new technology
- Renovation of the snack bar area of the Amity Regional High School field house
- Renovation of room 252 at Amity Regional High School to accommodate a science research computer lab
- Renovate the biology storage room at Amity Regional High School to better accommodate storage needs of the department
- Many concrete repairs District-wide
- Aid in the installation of the District's LED lighting initiative
- Completing locker repairs District-wide
- Has taken over most lock and door hardware repairs
- Preventive maintenance and service of all District-owned snow equipment and tractors
- Floor tile repairs District-wide
- Plumbing repairs District-wide
- Welding repairs and fabrication involving student desks, carts, and HVAC equipment
- Preventive maintenance on District-wide HVAC equipment

The above work that was accomplished in-house by the third maintainer hired in July 2016 has an estimated value of \$34,000. The hourly rate for an outside contractor would vary between \$50 per hour and \$85 per hour, depending on the job. We are on track to save more than projected.

*Suggested bylaw to consider.*

NEW

## **Bylaws of the Board**

### **Role of the Board and Member (Powers, Purposes, Duties)**

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

Legal Reference: Connecticut General Statutes

1-200 Definitions

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education.

10-221 Boards of education to prescribe rules

10-240 Control of schools

10-241 Powers of school districts

Bylaw adopted by the Board:

cps 4/99



NEW

*Suggested bylaw to consider.*

## **Bylaws of the Board**

### **Limits of Authority**

The Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

No member of the Board of Education shall be asked to perform any routine or clerical duties which may be assigned to an employee.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education.

10-232 Restrictions on employment of members of the board of education.

Bylaw adopted by the Board:

EDIT  
Sample bylaw to consider.

## Bylaws of the Board

### Public Statements

AMITY REGIONAL

The \_\_\_\_\_ Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members, ~~and~~ parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson or the delegated agent of the Board.

(cf. 1112.2 - School News Releases)

(cf. 1120 - Board of Education Meetings)

and community

Bylaw adopted by the Board:

EDIT

*Existing bylaw, number 9110 adopted 3/10/08, appropriate as written.*

### **Bylaws of the Board**

#### **Number of Members, Terms of Office, Oath of Office**

The Amity Regional Board of Education consists of thirteen (13) members, apportioned to each town according to its percentage of the total student population.

Terms of the office are four (4) year overlapping terms. Members from Orange shall take office the first of December. Members from Bethany and Woodbridge shall take office on the first day of July. Before entering upon their official duties, members of the Board of Education shall take the oath of office before the Town Clerk or designee of their respective town.

Vacancies shall be filled by each representative town according to its town charter, **OR STATE**

Legal Reference:	Connecticut General Statutes	<b>STATUTE, AS APPROPRIATE</b>
	10-46 Regional board of education	
	10-63h Applicability to existing regional school districts	
	10-218a Oath of office	

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

EDIT

*Existing bylaws, number 9120 adopted 3/8/10, appropriate as written.*

## **Bylaws of the Board**

### **Officers**

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

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

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

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

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

Legal Reference: Connecticut General Statutes

10-46 Regional board of education

**(cf. 9222 - RESIGNATION/REMOVAL FROM OFFICE/CENSURE)**

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

EDIT

*Existing bylaw, number 9121 adopted 3/10/08, appropriate as written except for update to legal reference. Samples follow for comparison and consideration.*

## **Bylaws of the Board**

### **Chairperson**

The Board Chairperson shall preside at all meetings of the Board. He or she may call special meetings of the Board when necessary. The Chairperson, with the assistance of the Superintendent, shall prepare an agenda of the items of business to come before the Board at each regular and special meeting.

It is the duty of the Board Chairperson to sign official papers when so authorized by the Board.

Except as otherwise provided in Bylaw 9132, the Board Chairperson shall annually appoint standing committees and appoint chairs of the standing committees.

Ad Hoc committees may be established by the Board Chairperson with the approval of the Board of Education with a fixed objective and for a limited period of time. The Board Chair shall appoint the committee members and chair. The Board shall take formal action to dissolve such committees once the task has been resolved or completed.

The Chairperson may serve as an ex-officio member of any standing or ad hoc committee. As ex-officio, the Board Chairperson can make and second motions and can vote on motions but cannot be counted to comprise a quorum.

Moreover, the Chairperson shall perform all other duties imposed by state statute; and shall perform such other duties as may be prescribed by law or by action of the Board.

(cf. 9132 – Standing Committee)

Legal Reference: Connecticut General Statutes

10-46(d) Region boards of education

~~10-218 Officers, Meetings~~

UPDATED LEGAL REFERENCE

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

EDIT

62  
9122

*Existing bylaw, number 9122 adopted 3/10/08, appropriate as written. Samples follow for comparison and consideration.*


## **Bylaws of the Board**

### **Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson shall assume and carry out the duties and responsibilities of the Chairperson.

(cf. 9121 – Chairpersons)

Legal Reference:      Connecticut General Statutes  
   10-46(d) Regional board of education



IN THE EVENT THAT THE SECRETARY IS INCAPACITATED OR OUT OF STATE, THE VICE CHAIRPERSON'S SIGNATURE SHALL BE AN ALTERNATIVE SIGNATURE ON ALL LEGAL DOCUMENTS REQUIRING THE SIGNATURE OF THE SECRETARY.

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut



## Bylaws of the Board

### Amity Finance Committee

Recognizing the importance of rigorous financial reporting and scrutiny in the regional school district, the Board hereby establishes the Amity Finance Committee (the "AFC") with the obligations, rights, and governance as described in this Section, notwithstanding any other provision in Section 9132 to the contrary.

1. The AFC will consist of three members of the Board and one additional member appointed by each of the three Town Boards of Finance, for a total of six voting members on the AFC.
2. Each member of the AFC will have equal voting rights.
3. Each member of the AFC shall be selected by the Chairperson of the Board in accordance with the provisions of Sections 9132. The Chairperson of the Board shall endeavor to appoint such Board members to the AFC on the basis of demonstrated experience or qualifications in financial and/or risk management matters.
4. Four AFC members shall constitute a quorum.

The Chairperson of the Board shall appoint the AFC Chair. The AFC will elect a Vice Chairperson annually. The offices of AFC Chairperson or Vice-Chairperson shall not both be held simultaneously by either Board members of the AFC or by non-Board members of the AFC. The AFC Chairperson shall serve as liaison to the Board. In addition to the six voting members of the AFC, the school district's Director of Finance and Administration and the Superintendent shall serve as ex-officio non-voting members of the AFC and shall participate in all AFC meetings.

Notwithstanding any other Board bylaw to the contrary, or any provision of Robert's Rules of Order to the contrary, the Chairperson of the Board may serve as a member of the AFC, and such Board Chairperson shall be counted for quorum purposes and shall have the authority to make, second or vote upon motions at AFC meetings in such case where the Chairperson appoints himself/herself a member of the AFC.

All committees of the Board, including the Board as a whole, the Superintendent, and the Director of Finance shall submit in written form to the AFC any new proposed expenditure which lies outside of the Board's approved budget and/or budget category, with supporting information regarding financial implications, in order to enable the AFC to make a recommendation to the Board regarding such proposed expenditure.

EDIT

## Bylaws of the Board

### Amity Finance Committee (continued)

Amongst its functions, the AFC shall make a recommendation to the Board regarding any requested budget change or substitution or line item transfer. All such requests for budget changes, substitutions or line item transfers shall require approval by the Board prior to implementation.

Notwithstanding the foregoing, in the event of a health or safety emergency necessitating a line item transfer, the Director of Finance with the approval of the Superintendent shall have the authority to make the emergency line item transfer without prior approval of the AFC or the Board, provided that the Superintendent and/or Director of Finance shall promptly inform the Chairperson of the AFC and the Chairperson of the Board of the details of such transfer. In the event of such an emergency line item transfer, the Superintendent and/or the Director of Finance shall ~~request a special AFC meeting to consider recommendation of the emergency line item transfer to the full Board. The AFC shall further~~ report the emergency transfer for consideration and approval at the next regularly scheduled Board meeting.

The Board, Superintendent, or Director of Finance may propose new budget or fiscal policies to the AFC for consideration and its recommendation. Any recommendations by the AFC with respect to such suggestions or proposals shall be presented to the full Board for its final approval.

The AFC shall review compliance with the adopted budget on at least a monthly basis. Such review shall include, but not be limited to, a detailed line item review of the budget. A monthly written report by the Director of Finance detailing and substantiating deviations from the budget and other outstanding financial issues shall be submitted to the AFC for review. Such review may also include consideration, with the Director of Finance and Superintendent, of individual department compliance with the budget through interview and discussion with such individuals or vendors.

The AFC shall review and discuss the Superintendent's proposed annual budget on a timeline proposed by the Superintendent and agreed to by the AFC; provided that the Superintendent, after departmental review, shall provide to the AFC a proposed line item budget no later than January 15. Such review with Upon request from the AFC will include, the Superintendent and Director of Finance and Administration shall provide information necessary for the AFC to evaluate the proposed annual budget, including but not be limited to, interviews and presentations of each Department Chairperson, ~~with the Superintendent and Director of Finance, to the AFC.~~

~~Such presentations~~ The Superintendent's presentation of the proposed annual budget shall include a review of accomplishments over the past year and objectives for the subsequent year ~~by each department.~~ Such presentations shall also include an at least three-year plan for most sequential purchases of equipment or textbooks by each department. The AFC shall have the right to request re-interviews or presentations with any such individuals during the budget process.



EDIT

## Bylaws of the Board

### Amity Finance Committee (continued)

The Superintendent shall provide to the full Board, and the AFC in particular, an Annual State of the District Report which details both the current accomplishments and going forward objectives and anticipated financial needs of the District in regard to the major academic, facility, and athletic programs and carrying out any other of the District's duties under Connecticut law. Such Report shall be provided to the AFC in concert with the annual budget determination by February first of each school year, or earlier if by mutual agreement between the AFC and the Superintendent.

The budget recommended by the AFC will be forwarded to the Board for its approval no later than March 1. The Board shall deliberate and vote on the proposed Budget no later than March 15. Should the Board vote to not approve such proposal, the revised budget shall be returned to the AFC for further consideration. If the AFC approves the revised budget, it shall be and resubmitted to the Board for its approval. Such process shall continue until both the AFC and the Board have agreed on a budget proposal, provided that should the AFC and the Board not agree on the proposed budget by April 15 then the Board shall recommend its proposal to the district. In such case, the Board will provide public notice in local newspapers that the proposed budget was not recommended by the AFC. In the event that the Board wishes to amend its adopted budget between the time of initial adoption and the District Hearing, the proposed amendment shall be referred to the AFC for consideration before Board action. The Board takes final action on its budget after the District Hearing. Once the Board approves its budget, the Superintendent shall present the Board's budget to each town's Board of Finance at a public meeting held in each town.

Board members of the AFC will serve for a term of one year, subject to removal by the Board Chairperson in accordance with the bylaws of the Board. Board members who do not attend 75% of the regular AFC meetings during any one year will not be eligible for re-appointment to the AFC for the following year. Town Boards of Finance are encouraged to follow similar standards for replacement of Board of Finance appointed AFC members.

All AFC meetings shall have minutes duly recorded and available to the public in accordance with the Freedom of Information Act. The AFC will endeavor to provide for public comment at each of its public meetings. Board members are invited to attend AFC meetings. In the event that a quorum of the Board is present at any meeting of the AFC, the meeting shall be conducted as a meeting of the AFC and not as a meeting of the Board.

The AFC may go into executive session pursuant to the requirements of the Freedom of Information Act. The AFC shall report to the Board at each regularly scheduled meeting of the Board any material actions taken by the AFC and/or any motions considered and/or acted upon by the AFC at the preceding meeting of the AFC.

Effective upon the adoption of this bylaw by the Board, the AFC supersedes, and replaces, any Board budget or finance committee.

EDIT

## Bylaws of the Board

### Amity Finance Committee (continued)

- Legal Reference: Connecticut General Statutes
- 10-47 Powers of Regional Boards
  - 10-51 Fiscal Year, Budget
  - 10-56 Corporate Powers, Bond issues
  - 10-60 Borrowing in Addition to Bonds
  - 10-215 Lunches, breakfast and other feeding programs for public schools
  - 10-220 Duties of Boards of Education
  - 10-222 Appropriations and budget
  - 10-235 Indemnification of teachers, board members, employees
  - 10-236 Liability insurance
  - 1-200 through 1-241 of the Freedom of Information Act
  - 1-225 Meetings of government agencies to be public

Bylaw adopted by the Board:

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
Woodbridge, Connecticut

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

Finance Committee	11/14/16
Curriculum Committee	11/14/16
Policy Committee	11/21/16

MINUTES

**COMMITTEE MEMBERS PRESENT:** Chairman James Stirling, Mr. John Belfonti (arrived 5:35 pm), Ms. Pat Cardozo, Mr. Matt Giglietti (departed 5:55 pm), Mr. John Grabowski (arrived 5:40 pm) and Mr. Joseph Nuzzo.

**COMMITTEE MEMBERS ABSENT:**

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

**Also present:** Board members: Mr. Steve DeMaio.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, November 14, 2016 at 5:30 pm in the presentation room at the District Offices.

**1. Call to Order:** Chairman Stirling called the meeting to order at 5:30 pm.

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

**A. Finance Committee Meeting - October 17, 2016**

***Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to accept the minutes as submitted.***

Ms. Cardozo stated a correction needed to be made to the adjournment time, from 6:46 pm to 5:46 pm.

*Minutes corrected and re-submitted*

**Vote unanimous, abstention by Mr. Stirling**

**Motion carried**

**3. Public Comment - None**

**4. Discussion and possible action on contracts of \$35,000 or more**

**A. Copiers and print management.**

Ms. Lumas explained the changes in the Xerox contract. There were questions and discussion among the Committee members regarding the new contract specifications; all questions were answered.

***Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to recommend the Amity Board of Education authorize the Superintendent of Schools to sign the Xerox contract for copiers, the laser printer management program, and the PaperCut Print Management solution, for the monthly charge of \$14,570.66 for the period of January 01, 2017 through December 31, 2021, inclusive. The Board's bidding requirement is waived.***

**Vote unanimous**

**Motion carried**

**5. Discussion and possible action to authorize Superintendent to sign a contract to procure natural gas.**

Ms. Lumas stated that she was seeking Board approval for the Superintendent to have the authority to decide whether or not the terms of the contract are acceptable; since the decision will likely be time-sensitive, it is prudent to have this approval in place.

***Motion by Mr. Giglietti, 2<sup>nd</sup> by Mr. Belfonti to recommend that the Board authorize Titan Energy to seek out and recommend the most favorable contract for a natural gas supplier; further, the Superintendent of Schools be authorized to enter into a one year or multi-year contract, not to exceed three years, with a natural gas supplier provided the Superintendent of Schools deems the terms of the contract to be in the best interest of the District.***  
There was further discussion among the Committee members; all questions were answered.

**Vote unanimous**

**Motion carried**

Mr. Stirling asked that the Committee move back to item #3 in the agenda, Public Comment, to allow Board member Mr. DeMaio to speak.

Mr. DeMaio asked the Committee to pursue creative ways to keep the increase cost to the Town of Orange (\$400,000 due to increased student enrollment) down. He asked the Committee to look for savings early on in the budget process to get out in front of these cost increases.

**6. Discussion of monthly financial statements** - Ms. Lumas highlighted the changes from the previous month.

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

**8. Information on second quarter 2016 executive summary review of Amity Pension Fund, Sick and Severance Account and OPEB Trust. (enclosure, page 94)**

**9. Other**

**A. Information on health insurance collaborative**

Ms. Lumas stated that Amity was approached to join a health insurance collaborative. Amity already belongs to a stop-loss group. It was determined that joining this health insurance collaborative group would not be advantageous for Amity at this time. Observation will continue to see if the group actually forms.

**B. Update on financial audit**

Ms. Lumas stated that the draft is complete with the exception of a few more items that need to be plugged in. Once that happens, the final copy will be ready for sign-off.

**C. Update on budget development**

Dr. Dumais stated that the initial budget numbers submitted have been lower than expected, which is positive, but there is still much work to do. There will be a full administrative staff meeting on November 28<sup>th</sup> to begin the task.

Mr. Stirling asked the members of the Committee from the members towns if they could provide a range in terms of a budget number or a particular focus that their town would like to see. The three members stated that they would rely on the administration to provide a responsible budget and to make sure that needs of the district are met. There was some discussion about the declining enrollment numbers State-wide. There was some discussion about the idea of offering early retirement. Dr. Dumais stated that the last time this was offered for cost savings purposes, staff that retired early were not replaced; if the staff stays the same size there is not a real cost savings for the District and so this would not be in the best interest of the District at this time. Current staff demographics show that there are two groups of approximately 20 each who are close to retirement

Mr. Stirling mentioned that the new teacher's contract will be in place in the fall of 2017.

**10. Adjourn**

***Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Nuzzo to adjourn at 6:00 p.m.***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

**COMMITTEE MEMBERS PRESENT:** Mr. Christopher Browe, Ms. Robyn Berke, Ms. Amy Esposito and Mr. Tom Hurley.

**COMMITTEE MEMBERS ABSENT:** None.

**Staff members present:** Dr. Marie McPadden, Dr. Richard Dellinger, Ms. Kathi Fuller-Cutler, Ms. Jen Adelson and Ms. Heather Goldstein.

A meeting of the Curriculum Committee of the Amity Regional Board of Education (BOE) was held on Monday, November 14, 2016 at 5:45 pm in the District Office Conference Room.

**1. Call to order:** Chairman Browe called the meeting to order at 5:56 pm. Mr. Browe introduced middle school math teachers, Ms. Adelson and Ms. Goldstein, to make the presentation of middle math online text materials.

**2. Presentation of Grade 8 Math online materials** – Ms. Adelson and Ms. Goldstein showed the Committee examples of the online materials that students would be using. There will be considerable cost savings to the district by using online worksheets rather than consumable workbooks. The students will have access to many added materials such as glossaries, self-check quizzes and extra practice problems and they are already familiar with the website. The teacher side of the online text has an option to assign material specifically for each student.

There was discussion regarding the materials presented and questions from the Committee members were answered by Ms. Adelson and Ms. Goldstein.

The Committee asked for a summary of reasons for choosing this math resource. Reasons given: Familiarity for grades 7 through 12, meets all Common Core standards, it is skill- and application-driven and it is a good supplemental resource for students.

***Motion by Mr. Hurley to accept the Grade 8 Math online materials as part of the curriculum.***

**Vote unanimous**

**Motion carried**

**3. Other - None**

**4. Adjourn**

***Motion by Ms. Hurley, 2<sup>nd</sup> by Ms. Esposito to adjourn at 6:15 pm***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** Ms. Diane Urbano.

**Board members present:** Mr. Bill Blake (departed 7:50 pm), Mr. Christopher Browe (arrived 6:40 pm) Ms. Pat Cardozo, Mr. Steve DeMaio (departed 8:15 pm), Ms. Amy Esposito and Mr. Jamie Stirling.

**Staff members present:** Dr. Charles Dumais

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on November 21, 2016 at 5:30 pm in the Presentation Room at the District Offices.

1. **Call to Order:** Mr. Hurley called the meeting to order at 5:30 pm.

2. **Approval of minutes – October 24, 2016**

***Motion by Ms. McCreven, 2<sup>nd</sup> by Ms. Cohen to approve the minutes as submitted.***

Ms. McCreven noted a correction for the vote on item #4; she voted no making the vote unanimous.

*Minutes corrected and re-submitted*

**Vote unanimous to accept the minutes as amended.**

**Motion carried**

3. **Public Comment - None**

Ms. McCreven asked whether or not policy 5142.4 should be added to the agenda for this meeting; Mr. Hurley stated that this would be addressed under item #4 since this policy is in regards to the school resource officer memorandum of understanding.

4. **Discussion and possible action on Woodbridge School Resource Officer (SRO) memorandum of understanding (MOU).**

Dr. Dumais shared the updated MOU language that was changed/added at the direction of the Committee, III, two underlined sections (attachment). He reported that feedback from the Woodbridge Police Department regarding these changes was positive. The Committee discussed other possible language as presented to them in samples from CABA and other towns in Connecticut. The Policy Committee took this up because there is currently no policy regarding the MOU and CABA policy and guidance states that a policy should be in place because of a change in State law in July 2015. The MOU with the changes is a dramatic improvement from the previous one. A lengthy discussion was held regarding what is required by State statute versus what the policy should state. Further changes in language were discussed.

***Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Blake to change the language on page 1, III PD and SRO Responsibilities, first paragraph to read "The PD shall supply...The Superintendent will establish a chain of command in charge of security and will be..." and page 2 under III PD and SRO Responsibilities, 2<sup>nd</sup> paragraph to read "The Superintendent or his designee will set annual goals with the SRO."***

**Vote unanimous**

**Motion carried**

***Motion by Ms. McCreven to add a paragraph to the MOU for "Term" that specifies that either side can ask for the agreement to be opened up.***

After lengthy discussion, Ms. McCreven withdrew her motion as this was covered already in the MOU.

**Policy 5142.4** was tabled at the October meeting and is therefore on the agenda for this meeting.

***Motion by Ms. McCreven that policy 5142.4 be added to the Policy Committee meeting agenda for the December 2016 meeting and that all members be notified and sent a copy of the policy prior to the meeting.***

**Vote unanimous**

**Motion carried**

***Motion by Ms. McCreven that policy 5131.11 be added to the Policy Committee meeting agenda for January 2017 meeting and that all members be notified and sent a copy of the policy along with legal/State statute references.***

**Vote unanimous**

**Motion carried**

**5. Discussion and possible action on Amity Board of Education policies, 9000 series (attachments 1 and 2)**

Mr. Hurley requested a motion to move 26 policies in the 9000 series by consent as listed, 9110-9400 to the BOE agenda for the December 2016 meeting.

***Motion by Ms. Cohen to move the listed policies in the 9000 series by consent as listed to the December 2016 BOE meeting.***

Discussion followed regarding these policies.

**Policy 9110** - change in language to "vacancies shall be filled...or State statute as appropriate."

**Policy 9322** – typographical error, change "personal" to "personnel" (IB)

**Vote unanimous to accept these changes**

**Policy 9132.6** – Mr. Hurley opened this policy for discussion (attachment 3)

Mr. DeMaio spoke in favor of adding members to the Finance Committee in a weighted fashion to total 2 more from Orange, 1 more from Woodbridge and Bethany to stay the same in order to balance the Committee in terms of how much they pay into the regional budget. Mr. Stirling stated that since each town pays exactly the same amount for each student, the current representation on the Committee is equal. There was no motion to change the policy.

Mr. Stirling addressed the changes (attachment 4) he suggested and were provided in advance to the Committee members with changes struck over and new text underlined.

***Motion by McCreven not to make any of these changes in Policy 9132.6b as outlined.***

**Vote 1 in favor, 2 against**

**Motion defeated**

***Motion by Mr. Blake to accept the language from Mr. Stirling in Policy 9132.6b regarding calling of emergency meetings.***

**Vote 2 in favor, 1 against**

**Motion carried**

***Motion by Mr. Blake to accept the second change in Policy 9132.6b as written with the typographical error correction.***

**Vote 2 in favor, 1 against**

**Motion carried**

***Motion by Ms. Cohen to accept the third change in Policy 9132.6b as noted.***

**Vote 2 in favor, 1 against**

**Motion carried**



***Motion by Mr. Blake to accept the change in Policy 9132.6b regarding newspaper notification.***

Lengthy discussion ensued regarding this change, i.e., whether or not a notice in the newspaper was necessary.

**Vote Mr. Blake in favor, Ms. McCreven against, Ms. Cohen abstained**

**Motion defeated**

Ms. Cohen recalled the question

**Vote Mr. Blake and Ms. Cohen in favor, Ms. McCreven against**

**Motion carried**

Committee members then discussed changes to Policy 9132.6 that had been submitted in writing by Ms. Russo (attachment 5).

***Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Blake to send Policy 9132.6 to the BOE for a first reading on the December agenda.***

**Vote 2 in favor, 1 against**

**Motion carried**

***Motion by Ms. McCreven to approve policy 9000 – BOE powers***

**Vote unanimous**

**Motion carried**

***Motion by Ms. McCreven to reject policy 9005 – Integrity of BOE members***

**Vote unanimous**

**Motion carried**

**Policy 9010 – Limits of Authority**

There was lengthy discussion about this policy. Some of the same information is in Policy 9271 but it does not include limits of authority or Committee of the Whole.

***Motion by Ms. McCreven to reject this policy.***

There was further discussion regarding this policy.

***Motion by Ms. Cohen to move Policy 9010 to the full Board meeting in December.***

There was further discussion.

**Vote unanimous**

**Motion carried**

**Policy 9011 – Accountability*****Motion by Ms. McCreven to accept one paragraph of this policy and to table this to June 2017.***

After further discussion the motion was withdrawn.

It was agreed that Policy 9011 would be put back on the list and that the Committee would return to discuss this policy at a later date.

**Policy 9012 – Legal Responsibilities of a Board of Education**

This policy is not recommended by the Superintendent.

**Policy 9020 – Public Statements**

*Motion by Ms. McCreven to use the language recommended by the Superintendent with changes as noted.*

**Vote unanimous**

**Motion carried**

**Policy 9020.1** – no action taken.

**Policy 9030 and 9030.1** – not recommended.

**Policy 9040 – Duties of the Board** – The Westport version was discussed with possible changes for a regional district versus a single town. Not recommended.

**Policy 9100** – not recommended

**Policy 9120 – Officers**

*Motion by Ms. McCreven to accept Policy 9120 with the changes.*

**Vote unanimous**

**Motion carried**

**Policy 9121 – Office of the Chairperson**

*Motion by Ms. McCreven to adopt Policy 9121 as it exists with the addition of a legal reference to State statute 10-218.*

The Committee discussed the current policy and the changes, including those in Policy Committee member Ms. Urbano's email.

**Vote unanimous**

**Motion carried**

**Policy 9122 – Office of the Vice-Chairperson**

*Motion by Ms. McCreven to keep the existing policy with added language allowing the vice-chairperson to sign legal documents if the secretary is incapacitated or out of State.*

**Vote unanimous**

**Motion carried**

Dr. Dumais summarized what is being moved forward to the full Board at the December meeting, as follows:

Policies 9110, 9123, 9124, 9127, 9132.2, 9132.3, 9132.41, 9132.5, 9212, 9240, 9250, 9271, 9272, 9311, 9312, 9313, 9314, 9321, 9322, 9325.3, 9330, 9340, 9360, 9400.

The Committee will begin with Policy 9125 at the next meeting on December 19, 2016.

**6. Adjournment**

*Motion by Ms. McCreven to adjourn at 9:05 p.m.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

*Attachments:*

1. *Memorandum of Understanding between Amity Region 5 and Woodbridge Police Department*
2. *Email from Ms. McCreven, November 21, 2016*
3. *Email from Ms. Urbano, November 21, 2016*
4. *Email from Mr. DeMaio, November 19, 2016*
5. *Bylaws of the Board 9132.6, changes per Mr. Stirling*
6. *Bylaws of the Board 9132.6, changes and questions per Ms. Russo*