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

Dr. Charles Dumais
Superintendent of Schools

PLEASE POST

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AMITY REGIONAL BOARD OF EDUCATION
June 12, 2017

A regular meeting of the Amity Regional Board of Education will be held on Monday, June 12, 2017, at 6:30 p.m. in the Presentation Room at the District Offices.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Jack B. Levine Efficiency Awards of Excellence (Enclosure) *Page 3*
4. Recognition of Award of Excellence Recipients
 - a. Kevin Berean
 - b. Karen Terni
5. One Book, One Amity Presentation
6. Board Member Recognition
7. Approval of Minutes
 - a. Regular BOE Meeting, May 8, 2017 (Enclosure) *Page 4*
 - b. Special BOE Meeting, Board Self-Evaluation May 16, 2017 (Enclosure) *Page 12*
 - c. Superintendent Evaluation, June 6, 2017 (Enclosure) *Page 16*
8. Public Comment
9. Student Report – Ananya Kachru
10. Athletics Presentation
11. Discussion and Vote on District Goals/Objectives (Enclosure) *Page 17*
12. Election of Board of Education Vice Chair (and Resulting Vacancies, if any)
13. Correspondence
 - a. ABOE Resignation (Enclosure) *Page 23*
 - b. Response to ABOE Resignation (Enclosure) *Page 27*
 - c. Amity Alumni – Sharing the Good News (Enclosure) *Page 33*
 - d. Orange Board of Finance Letter (Enclosure) *Page 34*
14. Superintendent's Report
 - a. Personnel Report (Enclosure) *Page 35*
 - b. Superintendent Report (Enclosure) *Page 36*

15. Chairman's Report

a. Committee Reports

1. ACES
2. CABE
3. Curriculum
4. Facilities
 - a. May Facilities Report (Enclosure) *Page 40*
5. Finance
 - a. Discussion of Capital Reserve Appropriations (Enclosure) *Page 41*
 - b. Discussion and Possible Action on Healthy Foods Certification (Enclosure) *Page 44*
 - c. Discussion and Possible Action on Contracts of \$35,000 or More (Enclosure) *Page 47*
 1. Stop Loss Insurance
 2. Food Service Contract – renewal
 3. Web Design
 4. Student Accident Insurance
 - d. Discussion of Monthly Financial Statements (Enclosure) *Page 51*
 - e. Director of Finance and Administration Approved Transfers Under \$3,000 (Enclosure) *Page 78*
6. Policy
 - a. Second Reading of the Following:
 1. 1000 (Enclosure) *Page 82*
7. Personnel
 - a. Discussion of Non-Union Salary/Benefits (Executive Session)
 - b. Discussion of Superintendent Written Evaluation (Executive Session)
 - c. Discussion of Superintendent Contract (Executive Session)
 - d. Possible Action on Non-Union Salary/Benefits
 - e. Possible Action on Superintendent Written Evaluation
 - f. Possible Action on Superintendent Contract

16. Items for the Next Agenda

17. Adjournment

NOTE: All Board Members are invited to attend committee meetings.
A quorum of the Board may be present.



Charles Dumais, Ed.D.
Superintendent of Schools

CD/pjp

pc: Town Clerks: Bethany / Orange / Woodbridge

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

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

JACK B. LEVINE EFFICIENCY AWARD OF EXCELLENCE

Our District's goal has always been to provide an exceptional educational program to our students and still be mindful of the financial impact on the taxpayers. The District has had to find cost savings and efficiencies each year to offset the rising costs of education. We developed a process to foster a District culture of maximizing cost savings and efficiencies. This has helped to provide supplies and equipment, and infrastructure (both buildings and technology) so our students excel.

Tracy Lane-Russo, a former Board member, recommended we seek ideas from students. She has offered to provide the funds to reward the students with the best ideas. This is the second year of the award and we have selected five students to be honored.

Over the past month, we received 47 applications, some students providing more than one idea. Great participation from the students!

2017 AWARD WINNERS

ALESSANDRO RIVERA, an 8th Grade student at Amity Middle School – Bethany Campus recommended “the school can save money by installing solar panels”. He provided information about the number of schools in Connecticut that have installed solar panel and estimates of the electrical savings.

WILLIAM LIVESAY, an 8th Grade student at Amity Middle School – Bethany Campus recommended “the school can save money capturing the light energy”. He suggested installing solar panels on the roof to gather the energy.

MACAELAN RAHN, an 8th Grade student at Amity Middle School – Orange Campus recommended, “to replace the paper towel dispensers in the bathrooms”. Rahn provided cost estimates for operating paper dispensers versus air hand dryers. She also provided information regarding hygiene on of air hand dryers. The District is planning to implement the air dryers over the summer.

COREY RICHARDS, a 7th Grade student at Amity Middle School – Orange Campus, recommended, we “replace the paper towels in the bathroom with hand dryers”. He noted the hygiene benefits, the savings on the purchase of paper towels and the reduction to landfill waste. The District is planning to implement the air dryers over the summer.

BEN SAUBERMAN, a 9th Grade student at Amity Regional High School. He noted that “Amity would become a remarkably more productive community if students better contributed to taking care of the school facilities.” Ben went on to note that student partake in community service and this may be way to complete in-school service. The Director of Facilities will work with the high school administration to provide this opportunity.

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti (departed 9:05 pm), Ms. Robyn Berke, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: None

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

Also present: Other members of the public.

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

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:33 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of Connecticut Association of Boards of Education (CABE) Student Leadership Awardees**

Dr. Dumais listed the qualifications for this award, which include: a willingness to take on challenges ,capability to make difficult decisions, concern for others, ability to work with others, willingness to commit to a project, diplomacy, ability to understand issues clearly, and ability to honor a commitment. Dr. Dumais introduced Ms. Cutler, Dr. Dellinger and Ms. Mahon, principals of the District schools, to announce the awardees.

Amity Regional Middle School, Orange – Philip (PJ) London and Lauren Ronai

Amity Regional Middle School, Bethany – Kevin Liu and Wendy Zhang

Amity Regional High School – Ian Carpenter and Jessica Foster

Mr. Blake congratulated the award recipients and their families on their achievements. Mr. Blake announced a break in the meeting (6:45 pm) to allow parents and students to depart. The Board reconvened at 6:53 pm.

4. Presentation of Amity Regional High School Senior Service Learning Project (SSLP)

Dr. Dumais introduced the SSLP project and Ms. Mahon. Ms. Mahon gave an overview of the program and introduced Ms. Karen Waterman, College and Career counselor at Amity High School. Ms. Waterman presented the details of the program including requirements to participate (grade point average of 2.0 or higher, attitude, etc.) The students must complete 114 hours interning in four weeks time. She then introduced students Audrey Regan, Caitlyn Schultz, and Maggie Reames, who spoke briefly about why they had decided to participate in SSLP, where they would be going and how this factored in to helping them decide on a college major and/or career path. Ms. Waterman and Ms. Mahon answered questions regarding the current program and spoke about their vision for expanding the program in the future.

5. Approval of minutes.

- A. **Regular BOE meeting, January 09,2017 (enclosure)**

Motion by Ms. Cohen, second by Mr. Stirling to approve the minutes of January 09, 2017 as submitted.

Vote in favor, 11-0 (abstention, Ms. Cardozo)

Motion carried

B. Regular BOE meeting, February 13, 2017 (enclosure)

Motion by Mr. Hurley, second by Ms. Cohen, to approve the minutes of February 13, 2017 as submitted.

Vote in favor, 11-0 (abstention, Ms. Cardozo)

Motion carried

C. Regular BOE meeting, March 13, 2017 (enclosure)

Motion by Mr. Stirling, second by Ms. Russo, to approve the minutes of March 13, 2017 as submitted.

Vote in favor, 12-0

Motion carried

D. Regular BOE meeting, April 17, 2017 (enclosure)

Motion by Ms. Cohen, second by Ms. Russo, to approve the minutes of April 17, 2017 as submitted.

Ms. Berke requested one correction on page 3 of the minutes, item 8.A.5. A. 5., "bid price \$2,20 per square foot"; comma in the dollar figure should be a period.

Mr. Blake called for a vote to accept the minutes as amended.

Vote in favor, 10-0 (abstentions Ms. Berke and Ms. Urbano)

Motion carried

[minutes were amended and re-submitted]

E. Annual District meeting on the budget, May 02, 2017 (enclosure)

Motion by Ms. Russo, second by Mr. Hurley to approve the minutes of May 02, 2017 as submitted

Vote in favor, 8-0 (abstentions Mr. Belfonti, Ms. Berke, Ms. Cohen and Ms. Esposito)

Motion carried

F. Special BOE meeting, May 02, 2017 (enclosure)

{Mr. Browe raised a point of order regarding a Board member's ability to vote on minutes of a meeting that he or she did not attend.}

Mr. Blake asked Mr. Hurley to check Robert's Rules on this subject and report back to the Board.

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 at this especially busy time at the end of the school year.

8. Correspondence – none.**7. Superintendent's Report****A. Personnel Report – (enclosure)**

B. Other

Dr. Dumais highlighted some items in his written monthly report including: Amity Regional Schools recognition as Red, White and Blue Schools; STEAM Day; Amity Enterprise; records storage project.

8. Chairman's Report**A. Committee Reports**

1. **ACES** - Ms. Cohen reported that the summer ACES program will be held at Amity once again this summer.
2. **CABE** - Ms. McCreven made the Board aware of upcoming CABE events, May 25th and June 13th. May 19th is the deadline to apply to have a robotics team from Amity at the CABE Convention .
3. **Curriculum** – Mr. Browe had nothing to report from the Curriculum Committee.
4. **Facilities** - Ms. Russo reported that the Facilities Committee did not meet as scheduled. Dr. Dumais noted that there is information included in the packet regarding some facility items.
 - A. **Facilities Department monthly report, April 2017 (enclosure)**

5. Finance**A. First quarter 2017 Executive Summary Review of Amity Pension Fund, Sick and Severance Account and Other Post-Employment Benefits (OPEB) Trust (enclosure)**

Mr. Stirling reported that the Finance Committee heard a report from Mr. Mike Goss from Fiduciary Investment Advisors; Mr. Goss stated that the benchmarks for each fund were met or exceeded and the the Finance Committee was very satisfied with the investments.

B. Discussion and possible action on the Healthy Food Certification Statement for July 01, 2017 through June 30, 2018

Discussion began.

{Mr. Blake raised a point of order and called for a motion to be made prior to discussion}

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

There was discussion regarding whether or not Amity should stay in the program and what other options might be considered in terms of food and finances should Amity decide to discontinue their participation.

Vote in favor, 12-0

Motion carried

Motion by Ms. Cardozo, second by Ms. Cohen, to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education will meet said standards during the period of July 01, 2017 through June 20, 2018.

There was further discussion regarding Amity's participation in this program and concern about the amount of food wasted and the cost. Ms. Lumas stated that if Amity were to opt out, there would be an approximately \$100,000 "hole" in the financing that would have to be made up because opting out would mean a loss of State and Federal grant monies.

Motion by Mr. Browe, second by Ms. Esposito, to table this motion.

Vote in favor, 8 (Mr. Belfonti, Ms. Berke, Mr. Browe, Mr. Demaio, Ms. Esposito, Mr. Hurley, Ms. McCreven, and Ms. Russo)

Vote opposed, 4 (Ms. Cardozo, Ms. Cohen, Mr. Stirling and Ms. Urbano)

Motion tabled.

C. Discussion and possible action on the tuition rate for 2018-2019

Motion by Ms. Cohen, second by Ms. Cardozo, to approve the non-resident tuition rate for the 2017-2018 school year at \$17,692.00

There was discussion; questions were answered by Dr. Dumais. The proposed tuition rate is 100% of the actual cost per student.

Vote in favor, 12-0

Motion carried

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

Mr. Stirling reported that all ten of these items were passed by the Finance Committee after discussion and questions without dissent.

1. Snow removal, ice control and sanding services

Motion by Ms. Urbano, second by Mr. Hurley, to award the snow removal, ice control and sanding services to Denny Landscaping, Ltd. Of Orange, Connecticut, for July 02, 107 to June 30, 2018.

There was discussion with questions answered by Ms. Lumas.

Vote in favor, 10-0 (abstentions, Mr. Browe and Ms. Russo)

Motion carried

2. District chiller maintenance contract

Motion by Mr. Belfonti, second by Mr. Stirling, to award the district chiller maintenance contract to Trane Building Services (local Trane office in Rocky Hill, Connecticut) for the first year of a three-year contract commencing June 2017, through May 2018, for \$13,110. The total of the three-year contract is \$40,524. This is the current year pricing that is being first year of the contract. This is a sole source vendor for the District's Trane equipment, and thereby, the sealed bid requirements are not required. The Board reserves the right to cancel the contract if Trane Building Services fails to perform in a satisfactory manner.

Discussion and questions followed.

Vote in favor, 11-0 (abstention, Mr. Hurley)

Motion carried

3. Siemens building controls

Motion by Ms. Cohen, second by Mr. Belfonti, to award the building controls contract to Siemens Industry, Inc. for the first fiscal year of a three-year contract at the price of \$25,528.00. The Board reserves the right to cancel the contract if Siemens Industry, Inc. fails to perform in a satisfactory manner.

Discussion was held.

Vote in favor, 11-0; opposed, 1 (Mr. Hurley)

Motion carried

4. Septic systems and grease pit services

Motion by Mr. Browe, second by Ms. Cohen, to award the septic systems and great pit services to Country Septic Service of North Haven, Connecticut for the second year of a three-year contract at the bid price of \$11,840.00.

Vote in favor, 12-0

Motion carried

5. Site-based grounds maintenance program

Motion by Ms. Russo, second by Ms. Cardozo to award the site-based grounds maintenance program for July 01, 2017 to June 20, 2018 to Sports Turf of Connecticut of Orange, Connecticut, at the bid price of \$218,000 for the second year of a three-year contract. The Board reserves the right to cancel the contract if Sports Turf of Connecticut of Orange, Connecticut fails to perform in a satisfactory manner.

Vote in favor, 12-0

Motion carried

6. Trash and recycling removal services

Motion by Mr. Browe, second by Ms. Cohen, to award the trash and recycling removal service to All American Waste LLC of New Haven, Connecticut for the third year of a three-year contract at the bid price of \$115,844.94, not including extra charges for additional pick-ups. The annual payment will be \$38,614.98, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven, Connecticut fails to perform in a satisfactory manner.

Discussion followed.

Ms. Russo made a motion for a friendly amendment to the wording of the motion, second by Ms. Cohen, to read...to award the trash and recycling removal service to All American Waste LLC of New Haven, Connecticut for the third year of a three-year contract at an annual cost of \$38,614.98, not including extra charges for additional pick-ups. The Board reserves the right to cancel the contract if All American Waste of New Haven, Connecticut fails to perform in a satisfactory manner.

Vote in favor, 12-0

Motion carried

7. Athletic training contract

Motion by Mr. Hurley, second by Mr. Belfonti to authorize the Director of Finance and Administration to award the contract for all of the services of a certified athletic trainer to Rehabilitation Associates, Inc., of Fairfield, Connecticut for the 2017-2018 academic year at the annual fee of \$59,091. The Board waives bidding this contracted service. The Board reserves the right to cancel the contract if Rehabilitation Associates, Inc., of Fairfield, Connecticut fails to perform in a satisfactory manner.

There was discussion regarding the hours and duties of the trainer and his/her supervision, and questions regarding entering into a contract directly versus using Rehabilitation Associates. Questions were answered by Ms. Lumas and Dr. Dumais.

Vote in favor, 12-0

Motion carried

8. Workers' compensation and liability, automotive, property insurances.

Motion by Mr. Stirling, second by Mr. Browe to award the workers' compensation insurance for July 01, 2017 to June 30, 2018 to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 6.0% plus the payroll audit; award the liability, automobile and property insurance for July 01, 2017 to June 30, 2018, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 6.0% plus any additional exposure changes.

Discussion followed, with questions answered by Ms. Lumas.

Vote in favor, 11-0 (Mr. Hurley recused himself)

Motion carried

9. Health and welfare benefits consultant for medical and dental insurance

Motion by Mr. Browe, second by Mr. Demaio to award the health and welfare benefits consultant at the bid price of \$29,000 for July 01, 2017 to June 30, 2018. The Board reserves the right to cancel the contract if USI Insurance Services, LLC, fails to perform in a satisfactory manner, as determined by the Superintendent of Schools.

Mr. Browe amended his motion to add the name (USI Insurance Services, LLC to the motion as it was inadvertently left out of the first line in the motion written in the packet). Amended motion reads:

to award the health and welfare benefits consultant to USI Insurance Services, LLC, in Meriden, Connecticut, at a the bid price of \$29,000 for July 01, 2017 to June 30, 2018. The Board reserves the right to cancel the contract if USI Insurance Services, LLC, fails to perform in a satisfactory manner, as determined by the Superintendent of Schools.

Vote in favor to amend, 11-0 (Mr. Hurley recused himself)

Motion carried

Vote on the motion, in favor 9-0 (Mr. Hurley recused himself) (abstentions, Mr. Stirling, Ms. Urbano) Motion carried

10. Investment consulting services

Motion by Ms. Cohen, second by Mr. Browe to award the investment consulting services for the 2017-2018 school year to Fiduciary Investment Advisors, LLC, of Windsor, Connecticut, for the bid price of \$19,000. This is the first year of a three-year contract. The Board reserves the right to cancel the contract if Fiduciary Investment Advisors, LLC, of Windsor, Connecticut, fails to perform in a satisfactory manner.

Vote in favor, 10-0 (Mr. Hurley recused himself) (abstention, Mr. Stirling)

Motion carried

E. Discussion of monthly financial statements

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

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

Motion by Mr. Hurley, second by Mr. Stirling to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts, and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers that are made to the Amity Finance Committee and the Amity Board of Education.

Vote in favor, 12-0

Motion carried

H. Other**1. Update on results from budget referendum of May 03, 2017**

Mr. Blake noted that the budget passed in all three towns and he thanked the citizens of Bethany, Orange and Woodbridge for their continued support.

2. Update on electricity pricing

Ms. Lumas stated that the Superintendent signed a contract on Thursday, May 04, 2017 at a rate of 0.7925 per kilowatt hour for 24 months.

3. Update on capital projects

Ms. Lumas' memo of April 24th to Dr. Dumais details the projects that are currently being managed, those that are getting underway and possible use of the fund balance in the capital fund.

4. Other**6. Policy****A. First read of the following policy recommendation****1. 1000 (enclosure)****B. Second read of the following policy recommendation****1. 0050 (recommended for deletion)****2. 5142.4**

Motion by Ms. Urbano, second by Ms. Cohen to approve policy 5142.4

Vote in favor, 10; opposed, 2 (Mr. Browe and Ms. Russo)

Motion carried

Motion by Mr. Browe, second by Ms. Cohen to delete policy 0050.

Vote in favor, 12-0

Motion carried

Motion by Mr. Hurley, second by Ms. Cardozo to move into Executive Session and invite Dr. Dumais to join the session at 9:03 pm.

Vote in favor, 12-0

Motion carried

C. Discussion of School Resource Officer (SRO) Memorandum of Understanding (MOU) [Executive Session]

The Board returned from Executive session at 10:05 pm

D. Possible action on SRO MOU.

Motion by Mr. Hurley, second by Ms. Urbano, to approve the MOU between the Amity Board of Education and the Woodbridge Police Department.

Motion by Mr. DeMaio, second by Ms. McCreven to table.

Vote to table

In favor, 5 (Mr. Browe, Ms. Cohen, Mr. DeMaio, Ms. Esposito, Ms. McCreven)

Opposed, 5 (Mr. Belfonti, Ms. Berke, Ms. Cardozo, Mr. Hurley, Mr. Stirling, Ms. Urbano)

Abstention, 2 (Mr. Belfonti, Ms. Russo)

Mr. Blake voted in favor break the tie

Motion failed

Vote on motion

In favor, 5 (Ms. Berke, Ms. Cardozo, Mr. Hurley, Mr. Stirling, Ms. Urbano)

Opposed, 4 (Mr. Browe, Ms. Esposito, Ms. McCreven, Ms. Russo)

Abstention,3 (Mr. Belfonti, Ms. Cohen, Mr. DeMaio)

Motion carried

7. Personnel

Dr. Dumais stated that there would be a review of contracts later this month.

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

10. Adjournment

Motion by Mr. Stirling , second by Mr. Browe to adjourn at 10:08 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary



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

Special Meeting
May 16, 2017, 5:30 p.m.
MINUTES

Board Members Present: Bill Blake, Chris Browe (6:00), Amy Esposito, Tom Hurley, Jamie Stirling, Steve DeMaio, Sheila McCreven, Robyn Berke, Sue Cohen (6:52), Diane Urbano

Board Members Absent: John Belfonti, Pat Cardozo

Also Present: Charles Dumais

1. Call to Order: Chairman Blake called the meeting to order at 5:45 p.m.
2. Board Members discussed the past and future work of the Board in the context of the Board of Education Self Evaluation Instrument from CABA
3. Motion to Adjourn: Chris Browe, 2nd Robyn Berke, Unanimous
4. Meeting was adjourned at 8:20 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.
Superintendent



Board of Education Self-Evaluation

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided on Page 3.

Vision		5	4	3	2	1	Not Sure
1.	The Board has a vision/mission for the school district with a primary focus on student achievement.						
2.	The vision/mission and goals are developed collaboratively with staff and the community.						
3.	The Board institutes a process for long-range and strategic planning that aligns with the vision/mission for the district.						
4.	The Board uses the district policy manual to create a culture that supports the vision and goals of the district.						
5.	The Board expresses in the vision/mission the belief that high quality instruction in every classroom is the foundation for high achievement for all students.						
6.	The Board communicates clearly the goals and expectations for the district, staff, and students with an emphasis on high achievement for all students in the district.						
7.	The Board develops goals that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities.						
Total - Vision							
Community Leadership		5	4	3	2	1	Not Sure
8.	The Board communicates and interprets the school district's vision/mission to the public and listens, and incorporates appropriate community perspectives into board action.						
9.	The Board works to promote the accomplishments of the district within the district and community at large.						
10.	The Board advocates at the national, state and local levels for students and the school district and promotes the benefits of public education.						
11.	The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.						
12.	The Board provides community leadership on educational issues by creating strong linkages with appropriate organizations, agencies, and other groups to provide for healthy development and high achievement for all students.						
Total - Community Leadership							

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided on Page 3.

	Board Operations	5	4	3	2	1	Not Sure
13.	The Board ensures the District policy manual manual is up-to-date and comprehensive.						
14.	The Board conducts meetings that are efficient, effective and focus primarily on student achievement and other district priorities.						
15.	The Board makes decisions based on analysis of relevant research and data.						
16.	The Board adopts a fiscally responsible budget based on the district's priorities and regularly monitors the fiscal health of the district .						
17.	The Board collectively executes its legal responsibilities and ensures the district adheres to all federal and state laws and board policies.						
18.	The Board provides appropriate support (including quality professional development) for programs and inniatives consistent with the vision/mission of the district.						
19.	The Board conducts a comprehensive orientation to familiarize new board members with their role on the team.						
20.	The Board conducts an effective annual self-evaluation.						
21.	The Board participates in professional development specifically regarding its roles and responsibilities and on relevant content areas.						
22.	The Board belongs to, actively supports and participates in professional organizations.						
	Total - Board Operations						
	Board Ethics	5	4	3	2	1	Not Sure
23.	The Board establishes a <i>Code of Ethics</i> and conducts business in accordance with the code.						
24.	The Board members maintain confidentiality regarding sensitive communications.						
25.	The Board members honors board decisions even when the vote is not unanimous.						
26.	The Board does not let politics interfere with district business.						
27.	The Board deals with both internal and external conflicts openly, honestly and respectfully.						
	Total - Board Ethics						

Check the most appropriate rating box on a scale of 5-1 (5 representing the highest rating, 1 the lowest) for each question. A "NA" rating is also provided if you are unable to rate an item for any reason. A space for comments is also provided on Page 3.

	Board Superintendent Team	5	4	3	2	1	Not Sure
28.	The Board works effectively with the superintendent as a collaborative leadership team to focus priorities around high achievement for all students in the district.						
29.	The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.						
30.	The Board demonstrates support and respect for the superintendent's role as the chief executive officer of the district.						
31.	The Board provides direction to the superintendent as a whole, not from individual board members.						
32.	The Board follows the chain of command as identified by board policy.						
	Total - Board Superintendent Team						

Grand Total						
AVG.						

Please add any additional comments here (comments will be shared with participants):

Vision: _____

Community Leadership: _____

Board Operations: _____

Board Ethics: _____

Board/Superintendent Relations: _____

General Comments: _____



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

Special Meeting
June 6, 2017, 5:30 p.m.
MINUTES

Board Members Present: John Belfonti, Robyn Berke (6:25), William Blake, Pat Cardozo, Sue Cohen, Tom Hurley, Sheila McCreven, Jamie Stirling, Diane Urbano

Board Members Absent: Chris Browe, Steve DeMaio, Amy Esposito

Also Present: Charles Dumais

1. Call to Order: Chairman Blake called the meeting to order at 5:40 p.m.
2. Motion to Enter Executive Session with Superintendent to Conduct Superintendent Evaluation and Discuss Superintendent Contract: Sheila McCreven, 2nd Tom Hurley, Unanimous
3. Entered Executive Session at 5:41
4. Exited Executive Session at 8:30
5. Motion to Adjourn: Tom Hurley, 2nd Jamie Stirling, Unanimous
6. Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.
Superintendent

#	Subject	Objective	Need	Action	Measure	Indicator	Goal			Site				Level 17					
							Instructional	Resource	Social/Emotional	District	Bethany	Orange	Woodbridge	Individual	Classroom	School	District	BOWA	
1	Academic Integrity	Decrease reported rate of academic dishonesty, including plagiarism and cheating	Amity Youth Survey: 10.1% of AMSB and AMSO seventh graders reported that they cheat on tests; 37% of juniors reported cheating on a test or quiz in the previous year	Through PBIS & Climate Committee Programs, educate students on cheating impact	Student Climate Survey	Decrease reported cheating by 5% in grade 7 & 8	X		X		X	X		X	X	X			
2				Professional Learning for staff on development of Authentic Assessments	Use of Authentic Assessments	Increase the use of authentic assessments	X		X		X	X	X	X	X	X	X		
3				Include a question on the annual school climate survey regarding cheating and ways students cheat	Result of the school climate survey question	A list of ways students cheat	X		X		X	X		X	X	X			
4				Spartan seminar programming	Amity Youth Survey 2018-2019	Decrease reporting of cheating by 10% for 9th and 11th grade students	X		X				X	X	X	X			
5				Work at departmental level on developing effective performance assessments that negate the opportunity for academic dishonesty	Amity Youth Survey 2018-2019	Decrease reporting of cheating by 10% at 9th and 11th grades	X		X				X	X	X	X			
6				Instructional programming regarding plagiarism and academic dishonesty	Disciplinary referral rate for academic dishonesty	Decrease by 25%	X		X				X	X	X	X			
7				Continued use of turnitin.com resources to prevent plagiarism/copying	turnitin.com reports	Fewer than 10% of total submitted papers will be flagged for overlap with online sources	X		X				X	X	X	X			
8				Parent University on academic integrity	Parent University	Attendance and feedback from event	X		X	X								X	X
9				Engage student government and National Honor Society in proactive campaign regarding academic integrity	Amity Youth Survey 2018-2019	Decrease reporting of cheating by 10% at 9th and 11th grades	X		X				X	X	X	X			
10	Art Course Access	Increase art course access	Arts access is 54.9% according to the 2015-2016 Next Generation Accountability Report	Continue to research and create course offerings that fit with students needs and interests	2017-2018 Next Generation Accountability Report	Target index of 60%	X					X			X				
11	Chronic Absenteeism	Decrease Chronic Absenteeism for all students	8.1% absenteeism for all AMSB students and 4.7% for all AMSO students in 2015-2016 School Profile	Better and more frequent communication to parents that includes an educational component and enforcement of state guidelines	Chronic Absenteeism Rate	Decrease below 5% for all students			X		X		X	X	X				
12				Use PowerSchool to generate absent letters and to track chronically absent students	Chronic Absenteeism Rate	Decrease below 5% for all students			X			X		X	X	X			
13		Decrease Chronic Absenteeism for high needs students	22.6% high needs student absenteeism for AMSB and 7.9% for AMSO in 2015 - 2016 School Profile	Better and more frequent communication to parents that includes an educational component and enforcement of state guidelines	Chronic Absenteeism Rate	Decrease below 5% for all students			X		X		X	X	X				
14				Use PowerSchool to generate absent letters and to track chronically absent students	Chronic Absenteeism Rate	Decrease below 5% for all students			X			X		X	X	X			
15		Decrease Chronic Absenteeism	2015-2016 Next Generation Accountability Report	Pilot school reengagement program	Number of students successfully reengaged	Dependent upon number of chronically absent students			X		X	X				X			
16				Parent University on chronic absenteeism and school anxiety	Parent University	Attendance and feedback from event			X	X	X	X	X				X	X	

#	Subject	Objective	Need	Action	Measure	Indicator	Goal			Site				Level 19						
							Instructional	Resource	Social/Emotional	District	Bethany	Orange	Woodbridge	Individual	Classroom	School	District	BOWA		
32	Enhance Security Infrastructure	Increase surveillance camera coverage in buildings and on grounds	Eliminate blind spots on interior of building and limited exterior camera coverage	Installed more security cameras	The number of blind spots	Known problem areas are covered			X		X	X	X	X	X	X	X			
33		Automate student attendance recording	Update manual system of recording students arriving late to an electronic process	Use Kiosk to integrate with student information system for self check-in	Late students transition quicker to class upon arrival	Less wait time at attendance desk		X				X	X	X						
34		Minimize time during which free building access is available	Improve building security by limiting access to the building at all times including morning arrival	RFID badges for students	All doors are secure and less security incidents	All visitors are registered		X				X	X	X						
35		Increase emergency preparedness	Update Emergency Response Protocols	Utilize Navigate in order to have up to date and mobile access to emergency response protocols	Drills, safety teams review, data pulled from SIS, and local law enforcement input	24 hour accessibility; anecdotal feedback on drills; professional feedback on drills		X	X	X	X	X	X	X	X	X	X	X		
36		Improve parent awareness of safety and security protocols	Questions that arise as families transition from elementary districts to Amity	Parent University session on safety and security protocols	Parent University	Attendance and feedback from event			X	X	X	X	X			X	X	X		
37	Experiential learning	Increase experiential learning opportunities for all students	Teacher Evaluation results indicate we are very good at traditional education, but need work on more progressive ways to prepare students for life after compulsory education	Performance Assessment Design Initiative (PADI) participation for faculty members of Amity	Classroom observational evidence	Observational information will indicate a greater percentage of classroom time is effectively controlled by students	X		X		X	X	X	X	X	X				
38				Continue to develop/enhance participation in the senior service learning program and/or capstone projects	Capstone project participation	100% of students in the graduating class of 2021 will participate in a capstone experiential learning project	X		X			X	X	X	X					
39				Increase exposure to manufacturing jobs throughout the high school experience (especially during career fair) which will lead to a greater number of students having access to a manufacturing experience for Senior Service Learning Program (SSLP)	Connections with manufacturing companies throughout the area and the state; student participation in manufacturing internships	Increased number of manufacturing experiences for students	X		X			X	X	X	X					
40				Parent University on experiential learning	Parent University	Attendance and feedback from event	X					X			X	X	X			
41	Graduation Rate	Increase Graduation Rate for all students	Graduation rate was at 95.9% for the class of 2016	Ensure students are meeting with success both academically and socially/emotionally	Graduation rate for class of 2017 and beyond	96.5% or higher	X		X			X	X	X	X					
42				Continue to enhance the developmental counseling program to ensure students are receiving support when they are struggling emotionally and/or academically	Graduation rate for class of 2017 and beyond	96.5% or higher	X		X			X	X	X	X					
43	Implementation of a one-to-one digital device initiative	One-to-one device initiative	Absence of a technical device integration plan	Create a document that identifies district one-to-one objectives regarding curriculum, professional learning, and implementation by March 1, 2018	Clearly defined objectives with defined targets and indicators	Presentation of the plan to the Board of Education by May 2018		X		X	X	X	X			X	X			
44		Establish single electronic learning platform	Absence of a common learning platform for students and staff to deliver curriculum, create content and collaborate	Supply the district teachers, students and parents with a single learning platform that will allow for a central repository for all digitally delivered curriculum during the 2017-2018 school year	All teacher class workspaces contain updated content and are being actively used to deliver curriculum. Class room observations.	All teachers aware of new system and have begun professional learning before the start of the 2017-2018 school year. System fully operational and available to all teachers by September 1, 2017. System in full use by all teachers and students by January 1, 2018.	X	X	X	X	X	X	X	X	X	X	X			
45		Creation of a student led help desk to support the one-to-one initiative	Opportunity for student leadership development and technical skill development. Increased technical service to staff	Use a student led help desk in the format of a semester long course to support devices in the district	All district devices receive support in an acceptable time frame	Student learning and curriculum delivery is not slowed or halted due to off-line resources waiting for repair. Increased evidence of student leadership and enhances learning experiences.	X	X	X		X	X	X	X	X	X				
46		Improve awareness of technology needs and technology vision for parents and community members	Implementation of new initiative	Parent University on technology vision, technology use in instructional practice, devices, and applications	Parent University	Attendance and feedback from event	X	X		X							X	X		
47	Inclusive Community	Create a more inclusive community that celebrates community members' differences	On the fall, 2016 climate survey: 65.52% of students reported peers in school respect each other's differences	Continue to intentionally plan climate and whole-school programming to address the way community members treat and perceive each other	Climate survey results	Increase the percentage of students who report that "students in our school respect each other's differences" to 75% or more			X			X	X	X	X					

#	Subject	Objective	Need	Action	Measure	Indicator	Goal			Site				Level 21						
							Instructional	Resource	Social/Emotional	District	Bethany	Orange	Woodbridge	Individual	Classroom	School	District	BOWA		
61	Meaningful connections with adults	Increase student perception of meaningful connections with adults outside of the school counselor	On the Fall 2016 climate survey: 66.82% of students reported having a trusted adult who they can go to or ask for help all or most of the time	Continue to work with teachers to provide a socially/emotionally safe environment and communicate that environment to their students	Climate survey results	Target of 80% of students will report having a trusted adults to whom they can ask for help all or most of the time			X				X	X	X					
62				Continue to work with coaches to provide a socially/emotionally safe environment and communicate that environment to their students	Climate survey results	Target of 80% of students will report having a trusted adults to whom they can ask for help all or most of the time			X			X	X	X						
63				On the Spring 2016 climate survey: 79.61% of students reported having a trusted adult who they can go to/ask for help on all or most of the time	Continue to work with teachers to provide a socially/emotionally safe environment and communicate that environment to their students	Climate survey results	Target of 80% of students will report having a trusted adults to whom they can ask for help all or most of the time			X		X	X	X						
64				On the Winter 2016 climate survey: 67.27% of students reported having a trusted adult who they can go to/ask for help all or most of the time	Continue to work with teachers to provide a socially/emotionally safe environment and communicate that environment to their students	Climate survey results	Target of 80% of students will report having a trusted adults to whom they can ask for help all or most of the time			X	X		X	X	X					
65	Records Retention	Minimize physical space needed for document storage; Maximize electronic accessibility for documents	Space is limited and documents are difficult to locate/search when needed	Implement various methods of electronic storage	Number of boxes stored and added to records room annually; Volume of electronic archives	Decrease the amount of records added by 10% and replace 10% of the existing files with electronic versions		X		X							X			
66	Science	Increase CMT/CAPT Science scores for all students including high needs	2015-2016 District results for CMT/CAPT Science was 67.6 for All Students including high needs	Analyze CMT Science data results and create an action plan for improvement for all students including high needs (CAPT will be reviewed - No CAPT in 2017-2018)	2017-2018 Next Generation Accountability Report	Increase district index to 75 for all students and 60 for high needs students	X			X			X	X	X	X	X			
67				Increase CMT Science scores for 2017-2018 all students including high needs	2015-2016 AMSB results for the CMT science performance index was 67.3 for all students and 53.3 for high needs students. The Connecticut target is 75.	Review and analyze CMT Science data results and create an action plan for improvement for all students including high needs	2017-2018 Next Generation Accountability Report	Increase AMSB index to 75 for all students and 60 for high needs students	X			X								
68				2015-2016 AMSO results for Science Index rate was 62 for all students and 50 for high needs students. The Connecticut target is 75.	Review and analyze CMT Science data results and create and create an action plan for improvement for all students including high needs	2017-2018 Next Generation Accountability Report	Increase AMSO index to 75 for all students and 60 for high needs students	X				X								
69				Effective transition to Next Generation Science Standards	Beginning next year, there will be a new standardized measure for students' preparation for next generation science standards	Grade 7-12 Science teachers will work to realign curriculum, assessment and in-class experiences to effectively transition to Next Gen Science Standards and include grade 6 BOWA as part of the realignment process	Curriculum review for grades 6-12	20% of activities (including labs) documented in ATLAS will be "phenomenon" based activities (i.e. student self-discovery) for grades 7-12	X					X	X	X	X			
70	Security Guard Training	Improve operations to ensure the highest quality of practice and procedures	Absence of district-wide protocol for monitoring buildings	Work with local agencies to schedule training during Professional Learning days	Guard activities are uniform throughout the District	School climate improvement. No errors in incident management		X	X	X	X	X	X	X	X	X	X			
71	Wellness	Improve Wellness Policy implementation in all schools	Gaps identified in results of the Well SAT 2.0 policy instrument at the end of the 2016-2017 school year	Present Well SAT 2.0 results to ABOE	Presentation to ABOE	Presentation to ABOE by September 2017			X	X							X			
72				Identify target areas, strategies, and timeline for plan improvement	Spring 2018 reevaluation results of Well SAT 2.0 School Assessment Tool for District Wellness Policy Implementation	Full implementation of the policy by the spring of 2017-2018 as evidenced by improved ratings on the Well SAT 2.0 instrument at the district and building levels.			X	X	X	X	X	X	X	X	X			
73				Improve Parent Communication related to Wellness	Anecdotal lack of awareness of wellness policy	Parent University on Wellness and Social/Emotional topics	Feedback from parents attending Parent University sessions	Increase parent attendance at Parent University sessions			X		X	X	X	X	X	X	X	
74	Student Obligations	Improve collection and recordkeeping process for school offices	Decrease the number of stale obligations and replace manual collection system	Coordinate two existing software systems to record obligations to the District, report to Parent/Student with cost identified, collect funds and update student records	Decreased number of unfulfilled obligations	No long office lines, revenue collection or item returns increase		X		X	X	X	X	X	X	X				
75				Improve collection and recordkeeping process for athletics	Decrease the amount of obligations and replace manual collection system	Utilize PowerSchool for uniform/equipment tracking	Decreased number of unfulfilled obligations	Revenue collection or item return increase		X				X	X	X	X			

#	Subject	Objective	Need	Action	Measure	Indicator	Goal			Site				Level 22				
							Instructional	Resource	Social/Emotional	District	Bethany	Orange	Woodbridge	Individual	Classroom	School	District	BOWA
76	Student Success Plan	Every Amity student will have a Student Success Plan (SSP)	Currently we have the components, but not a document called a Student Success Plan (SSP)	Create tasks in Naviance for all components of the Student Success Plan (SSP)	A Student Success Plan (SSP) for every student	A formal Student Success Plan (SSP) Portfolio will be set up in Naviance for every student grades 7-12 by the end of the 2017-2018 school year	X		X		X	X	X	X	X	X	X	X
77				Parent University on student led conferences and student success plans	Parent University	Attendance and feedback from event	X		X	X	X	X				X	X	X
78	Student-led conferences	Middle School student led conferences	Currently no defined mechanism for students to share their work at parent-teacher conferences	Research systems for electronic student portfolios, which will provide a framework for student sharing of work at conferences.	Plan for implementation of student led conferences	Presentation of plan to Board of Education by March 2018	X				X	X		X	X	X		
79				Parent University on student led conferences and student success plans	Parent University	Attendance and feedback from event	X		X	X	X	X				X	X	X
80	Substitute scheduling and payroll records	Reduce time spent filling substitute needs and correcting payroll records	Manual process reliant on one staff member	Implement software and train staff	Fewer payroll corrections, higher substitute fill rate, greater teacher satisfaction	Aesop reporting, teacher feedback, decreased teacher coverage costs, staff time used more effectively		X			X	X	X	X		X	X	X
81	Next Generation Accountability Report	Improve parent communication related to Next Generation Accountability Report	State measure is new	Parent University on elements of Next Generation Accountability Report	Feedback from parents attending Parent University sessions	Increase parent attendance at Parent University sessions	X		X	X							X	X
82	Resource Efficiency	Explore opportunities to offset taxpayer burden through increased revenue	Challenging fiscal times	District administration will investigate opportunities to coordinate services, share facilities, and expand area programs	Report to Board of Education	Increased resource/program/facility sharing		X			X					X	X	X

Tracey Russo
154 Englewood Drive
Orange, Connecticut 06477

May 9, 2017

Dr. Charles Dumais
Superintendent of Schools
Amity Regional School District No. 5
25 Newton Road
Woodbridge, Connecticut 06525

The Honorable William Blake
Chairman Board of Education
Amity Region School District No. 5
25 Newton Road
Woodbridge, Connecticut 06525

RE: Resignation from the Amity Regional School District No. 5 Board of Education

Dear Dr. Dumais and Chairman Blake:

Please accept this correspondence as confirmation of my resignation from the Amity Regional School District No. 5 Board of Education (“BOE”) in accordance with Board Policy 9222. I apologize for not providing notification of my intent to resign in advance of the May 8, 2017 Board of Education Meeting however, it was not until last night that I appreciated the full weight that the April 24, 2017 Memorandum of Understanding By and Between Amity Regional School District No. 5 and Woodbridge Police Department (“MOU”) would have upon me. I would like to take this opportunity to fully articulate the basis for my decision to resign so that it may become part of the public record and, most importantly, serve as a reminder to victims of sexual assault that they are not alone.

Let me begin by plainly stating that I do not believe that the BOE – collectively or by and through the individual members – agrees that a verbal warning is an appropriate response to sexual assault. Unfortunately, because the MOU as drafted can lead to such a conclusion, I must resign from the board because I would find it difficult if not impossible to disentangle this decision which I cannot support from my overarching obligation to support the BOE.

The MOU includes a Graduated Response Model Chart¹ which: (1) identifies three categories of student behavior; (2) the corresponding individual(s) responsible for addressing that particular

¹ The Connecticut legislature has required board of educations to set forth a graduated response model however, it did not require them to potential criminal activity such as sexual assault and assign corresponding “potential interventions” in response to those criminal acts. On March 18, 2014, the Connecticut General Assembly’s Office of Legislative Research surveyed school districts in an effort to identify those that had entered into an MOU regarding the district’s use of Student Resource Officers who are employees of local police departments.

category of student behavior; and (3) levels of intervention in response to that student behavior that ranges from classroom intervention to arrest. Of particular importance to me, the MOU identifies “*sexual assault*” as a Student Behavior for which the “*Police (usually in conjunction with school administrator)*” may determine that a “verbal warning” is the appropriate intervention/response.

To fully appreciate the significance of the approved language, I would be remiss if I did not state in plain language what we are talking about. The Connecticut General Statutes provide that a person commits sexual assault when he or she:

Uses or threatens to use force to engage in sexual intercourse;

Engages in sexual intercourse with someone under age 13 and who is more than two years younger;

Engages in sexual intercourse with someone mentally incapable of consenting;

Uses force or the threat of force against a victim or third person to compel the victim to submit to sexual contact; and

When a person has sexual contact with someone who is under age 15, mentally incompetent, physically helpless, under age 18 and under his care of supervision, with someone without consent, a school student and the actor works at the school.

(Conn. Gen. Stat. §§ 53a-70, 53a-70a, 53a-71, 53a-72b, 53a-73a, 53a-54b, and 53a-54c; see also OLR Research Report December 6, 2005 *Sexual Abuse, Harassment, and Assault*; and a March 5, 2015 U.S. News & World Report Article entitled *High Schools and Middle Schools are Failing Victims of Sexual Assault* (“the CDC has revealed that 30 percent of female rape victims were first raped between the ages of 11 to 17. According to Justice Department statistics, nearly 20 percent of girls between the ages of 14 and 17 have been victims of sexual assault or attempted sexual assault.”)).

In response to those who are inclined to dismiss my concern by pointing out that we have mandatory reporting laws to protect victims, respectfully, that misses the point and ignores what happened less than 15 miles away at Choate Rosemary Hall. It was not until 2010 when the school *finally* reported incidents of reported sexual assault over decades to authorities; common sense and mandatory reporting laws failed the Choate students.

I believe that our schools will continue to protect our students and make all necessary reports of abuse or suspected abuse as required by law. That being said, what makes no sense to me is why we would approve a document that adopts the idea that, under certain circumstances, a “verbal warning” may be an appropriate intervention/response in the context of a sexual assault. Stated another way, why wouldn’t we clarify this to emphatically state that a verbal warning is not an appropriate response to sexual assault?

<https://www.cga.ct.gov/2014/rpt/pdf/2014-R-0103.pdf> This is a helpful resource to see what other districts have done and how they have addressed the task of creating a Graduated Response Model.

It is of no moment that the residents of Orange, Woodbridge, and Bethany cannot imagine anyone in our community concluding that a “verbal warning” is an appropriate response to sexual assault – the reality is that such an outcome is a real possibility:

In June 2016, Santa Clara County Superior Court Judge Aaron Persky imposed a 6-month jail sentence on Brock Turner after concluding that “a prison sentence would have a severe impact on him” and that the judge did not think he would be “a danger to others.” Mr. Turner, a Stanford University swimmer, sexually assaulted an unconscious woman. In advance of his sentencing, Mr. Turner’s father wrote a letter in support of his son saying that his son “will never be his happy go lucky self with that easy going personality and welcoming smile’ and that “his life will never be the one that he dreamed about and worked so hard to achieve. That is a steep price to pay for 20 minutes of action out of his 20 plus years of life.”

In August 2016, David Becker of Massachusetts was sentenced to two years’ probation. Mr. Becker pleaded guilty to sexually assaulting two women who were asleep on a bed after drinking at a party. Mr. Becker was a high school athlete at the time he assaulted them.

Also in 2016, former University of Colorado student Austin Wilkerson was convicted of raping a female student in 2014 and was sentenced to 2 years on work or school release instead of the 4-12 year prison sentence that he was eligible for.

Earlier this year in Boise, Idaho, Judge Randy Stoker sentenced John R. K. Howard -- a student who had been charged with sodomizing a disabled teen with a clothes hanger along with two other defendants in a high school locker room – to probation and community service.

There is not one part of me that believes our BOE concluded that a verbal warning is an appropriate response to sexual assault. Unfortunately, our MOU does not make that clear.

For those young women and men reading this letter, let me state plainly, this happened to me almost thirty (30) years ago and, even though the details of the incident will always be with me, they long ago ceased to define me. For those who have been assaulted or know someone who has gone through this experience, consider raising your voice not in opposition to our BOE, but in support of the victims who are on their journey to recovery.

As Henry David Thoreau wrote in Civil Disobedience and Other Essays, “*Men generally . . . think that they ought to wait until they have persuaded the majority to alter [unjust laws]. . . Why is not more apt to anticipate and provide for reform? Why does it not cherish its wise minority? Why does it cry and resist before it is hurt? Why does it not encourage its citizens to be on the alter to point out its faults, and do better than it would have them?*”


On this one issue, I am happily in the minority and hope that one day, as Thoreau wrote, the majority will be persuaded to adopt an MOU that places a higher value on clarity and precision so that our students know – without a doubt – that our BOE does not think, for one second of one day, that a verbal warning is an appropriate response to sexual assault.

For the past six years I have worked with talented and inspiring administrators, staff who truly value our students and community, and teachers who are our very own heroes. To my fellow board

members, thank you for listening to me and for creating a board that places a higher value on arriving at compromise than on being right. Thank you to my husband for his continued support and to my children for reminding me every single day that the words we chose to use matter.

Most importantly, I want to thank the residents of Orange who trusted me to represent them. This job has been one of the most rewarding experiences of my life.

Sincerely,



Tracey Russo

cc: James Zeoli, *First Selectman of Orange*
Members of the Amity Board of Education

From: [REG5BOE.Thomas.Hurley](#)
To: [Tracey.Russo](#)
Cc: [Belfonti, John](#); [Patricia Cardozo](#); [Stirling, James](#); [James Zeoli](#); [Kathleen Fuller-Cutler](#); [Marie McPadden](#); [Charles Dumais](#); [Berke, Robyn](#); [William\(Bill\) Blake](#); [Browe, Christopher](#); [Cohen, Sue](#); [Esposito, Amy](#); [Lane Russo, Tracey](#); [Sheila McCreven](#); [Steven DeMaio](#); [Urbano, Diane](#); [Thomas Hurley](#)
Subject: RE: Resignation from BOE
Date: Monday, May 15, 2017 4:43:34 PM

I am terribly sorry that Tracey has read the Memorandum of Understanding (MOU) much differently from its intended meaning. The column she refers to simply identifies the tools available to the escalation person in the MOU. It does not specify what tool will be used in each individual case or in each infraction nor is it intended to. We would have to list the entire CT general statutes and punishments in order to read this as she has chosen to interpret it. It should also be noted that student discipline issues are covered extensively in our board policies and state statute. The case she mentions, Sexual Assault, is very serious and the likely tool the SRO or police would use is an arrest after an investigation or witnessing such an event, which is one of the many tools listed as being available to the SRO role. A verbal warning would not comply with state statute! (wrong tool) The list in column three is **not** a graduated list of escalation **within** the identified responsibilities of teachers, school administrators and the police (including the SRO). The tool list is provided to show examples of the various tools available to the teacher, administrator and SRO and students should expect that the appropriate tool will be used based on their infraction, state statutes, Amity Region 5 regulations and Board Policy. This table is graduated only to the extent that it defines the three roles and the tools available to each role. It is expected that the individuals fulfilling their roles as teacher, administrator and SRO will comply with state statutes, Region 5 regulations and Board Policy, which are quite clear in this area, and should preclude the example in her resignation letter from occurring at AMITY Region 5.

I hope this clears up any confusion here. It is regrettable that Tracey has chosen to resign over this and she will be missed, but I wanted to make sure that what the MOU actually states is interpreted correctly.

I also request that this be entered into the next Amity Board meeting correspondence along with Tracey's letter.

Thomas P Hurley Amity Region #5 Board Member 203-605-3947(C) 203-795-0178
Policy Chair

On Tue, May 09, 2017 at 09:11 AM, tracey@russolawct.com wrote:

Dear Chip, Bill, Jim, and members of the Board of Education:

I have attached my letter of resignation – this was a difficult decision because I am not a quitter but, on balance, this is the right decision for me. I have made a knowing decision to ask that this letter become part of the BOE correspondence / record because, when I was younger, I wish someone had done this for me.

My work on the BOE has been one of the most rewarding experiences of my life and I want to thank Jim and the town of Orange for giving me the opportunity. To my fellow BOE members and our administration, thank you for your patience and for always listening.

All my best,

Tracey

Charles Dumais

From: tracey@russolawct.com
Sent: Tuesday, May 16, 2017 2:34 PM
To: REG5BOE Thomas Hurley
Cc: Belfonti, John; Patricia Cardozo; Stirling, James; James Zeoli; Kathleen Fuller-Cutler; Marie McPadden; Charles Dumais; Berke, Robyn; William(Bill) Blake; Browe, Christopher; Cohen, Sue; Esposito, Amy; Lane Russo, Tracey; Sheila McCreven; Steven DeMaio; Urbano, Diane; Thomas Hurley; Anna Mahon; Richard Dellinger; MNicefaro@aol.com; Marie McPadden
Subject: RE: Resignation from BOE

Dear Tom:

Thank you for including me on your response to my letter of resignation. I am profoundly disappointed that you have characterized by decision to resign as one arising out of and being related to “confusion” over the intent of the MOU. The fact that you needed to provide a comprehensive response rather than relying on the plain language of the document itself may, eventually should this issue be litigated, prove my point which was and always has been that the language of the MOU does not reflect the values and decisions of the Amity BOE. For that reason alone it should not have been approved. As with my prior letter, I ask that this be incorporated into and made a part of the record.

As a preliminary matter, I must take this opportunity to ask that in the future you refrain from summarizing – on my behalf – why I resigned from the Board of Education. According to the handful of people that have approached me over the past week, it has been reported to me that you have advised them that I resigned from the Board of Education because I did not “understand” the MOU. I find that to be an inaccurate and over-simplification of the reasons set forth in my letter of resignation regarding my decision to resign. Going forward, I would appreciate it if you would simply refer anyone with questions to my actual letter of resignation or to me directly.

As to the substance of your email, I make the following observations:

You claim that a verbal warning in response to a sexual assault “would not comply with state statute!” Kindly advise our community stakeholders of the statute that you rely upon in making such a sweeping observation that under no circumstances may a police officer or SRO issue a verbal warning in response to sexual assault.

You assert that the list in “column three is not a graduated list of escalation within the identified responsibilities of teachers, school administrators and the police (including the SRO).” Stripping the chart down to its essence, how can it be anything but that?

Student Behavior	Responsible Individual	Intervention
Code of Conduct Violations consisting of classroom rule violations and general rules (tardiness, etc.)	Classroom teacher	Classroom interventions may include . . .
Code of Conduct Violations consisting of “larger	School administrator	In addition to classroom interventions listed above . . .

attendance issues” and behavior that is disruptive to the school		
Criminal Acts/Any Legal Violations	Police (usually in conjunction with school administrator)	Potential interventions:

Stated another way, what is the purpose of the chart if not to create a grid illustrating “student behavior” and the corresponding appropriate list of intervention options available to the “responsible individual” in response to that student behavior?

You reject the idea that my observation on this point has value by flippantly declaring that the Graduated Response Model “does not specify what tool will be used in each individual case or in each infraction **nor is it intended to.** We would have to list the entire CT general statutes and punishments in order to read this as **she has chosen to interpret it.**” (Emphasis supplied.) I ask again, what is the intent of the chart? Why did you include “verbal warning” in response to “sexual assault” if it will never be an appropriate response?

We cannot run away from the plain language of the agreement that was adopted by the BOE which says that the parties to the agreement “**agree**” that the “response to student misconduct should be a graduated response” and that the “response is outlined in the following chart.”

Your response goes on to assert that the table “is graduated only to the extent that it defines the three roles and the tools available to each role” – how can this be true? If that is the case, why does the MOU articulate/identify the student behavior? To read the chart in a manner that is consistent with your position would require the reader to disregard the first column altogether which is at odds with the language of the agreement itself which provides that the “response” to “student behavior” is outlined in the chart.

I also note that even you do not clearly say that there are no circumstances under which an SRO or police officer would issue a verbal warning in response to a sexual assault because you know that we cannot make such assertions because their response is not within our control. The most that you can say is that the “likely tool” that would be used by these individuals is “an arrest.”

Perhaps what bothers me most about your email is that you close it by explaining that you “hope this clears up any confusion here. It is regrettable that Tracey has chosen to resign over this . . .” To distil my decision to resign from the BOE down to your conclusion that I am “confused” over the language of the MOU rather than the fact we could have and should have demanded an unambiguous MOU out of deference and concern for people who have been sexually assaulted is difficult to accept.

As I reflect on the past six years, I believe that I have demonstrated a level of commitment to our community and to the Amity BOE that should have, at some level, garnered sufficient respect from you to consider, for one moment, that I did not make my decision over a trivial matter arising out of confusion. Instead, that I took a reasoned approach, spent hours upon hours reviewing MOUs in Connecticut that are public (none of which have this language), and requested time within which to confirm the necessity of the specification of these 9 “criminal acts” in lieu of any others, and, finally, explaining to my colleagues based upon personal experience the potential impact that such a “misunderstanding” could have upon a young teenage student.

From: REG5BOE Thomas Hurley [mailto:tphurley2@optonline.net]

Sent: Monday, May 15, 2017 4:44 PM

To: tracey@russolawct.com

Cc: Belfonti, John <jcbelfonti@eei-hvac.com>; Patricia Cardozo <patcardozo@snet.net>; Stirling, James <Jstirling@stirlingbenefits.com>; James Zeoli <jzeoli@orange-ct.gov>; Kathleen Fuller-Cutler <Kathleen.Fuller-Cutler@reg5.k12.ct.us>; Marie McPadden <Marie.McPadden@reg5.k12.ct.us>; Charles Dumais <Charles.Dumais@reg5.k12.ct.us>; Berke, Robyn <robynberke@optonline.net>; William(Bill) Blake <wtb@quidproquo.com>; Browe, Christopher <chris.browe@me.com>; Cohen, Sue <suelc2@gmail.com>; Esposito, Amy <amye1030@gmail.com>; Lane Russo, Tracey <traceylanerusso@gmail.com>; Sheila McCreven <sheila.mccreven@gmail.com>; Steven DeMaio <Steven.DeMaio@reg5.k12.ct.us>; Urbano, Diane <yapperdca@gmail.com>; Thomas Hurley Board <thomas.hurley@reg5.k12.ct.us>

Subject: RE: Resignation from BOE

I am terribly sorry that Tracey has read the Memorandum of Understanding (MOU) much differently from its intended meaning. The column she refers to simply identifies the tools available to the escalation person in the MOU. It does not specify what tool will be used in each individual case or in each infraction nor is it intended to. We would have to list the entire CT general statutes and punishments in order to read this as she has chosen to interpret it. It should also be noted that student discipline issues are covered extensively in our board policies and state statute. The case she mentions, Sexual Assault, is very serious and the likely tool the SRO or police would use is an arrest after an investigation or witnessing such an event, which is one of the many tools listed as being available to the SRO role. A verbal warning would **not** comply with state statute! (wrong tool) The list in column three is **not** a graduated list of escalation **within** the identified responsibilities of teachers, school administrators and the police (including the SRO). The tool list is provided to show examples of the various tools available to the teacher, administrator and SRO and students should expect that the appropriate tool will be used based on their infraction, state statutes, Amity Region 5 regulations and Board Policy. This table is graduated only to the extent that it defines the three roles and the tools available to each role. It is expected that the individuals fulfilling their roles as teacher, administrator and SRO will comply with state statutes, Region 5 regulations and Board Policy, which are quite clear in this area, and should preclude the example in her resignation letter from occurring at AMITY Region 5.

I hope this clears up any confusion here. It is regrettable that Tracey has chosen to resign over this and she will be missed, but I wanted to make sure that what the MOU actually states is interpreted correctly.

I also request that this be entered into the next Amity Board meeting correspondence along with Tracey's letter.

Thomas P Hurley Amity Region #5 Board Member 203-605-3947(C) 203-795-0178
Policy Chair

On Tue, May 09, 2017 at 09:11 AM, tracey@russolawct.com wrote:

Dear Chip, Bill, Jim, and members of the Board of Education:

I have attached my letter of resignation – this was a difficult decision because I am not a quitter but, on balance, this is the right decision for me. I have made a knowing decision to ask that this letter become part of the BOE correspondence / record because, when I was younger, I wish someone had done this for me.

My work on the BOE has been one of the most rewarding experiences of my life and I want to thank Jim and the town of Orange for giving me the opportunity. To my fellow BOE members and our administration, thank you for your patience and for always listening.

All my best,

Tracey

From: notification@sharpschool.com
To: [Charles Dumais](#)
Subject: Sharing good news about Amity Students
Date: Monday, May 15, 2017 7:58:51 PM

Hello Superintendent Dumais,

I am writing to share some exciting news about some Amity grads. On April 29, 2017 the University of Connecticut held its Honors Program Medals Ceremony, during which 392 UCONN Seniors were recognized as UCONN Honors Scholars. Amity Regional High School class of 2013 was exceptionally well represented, with 7 students receiving recognition as Honors Scholars: Brian Liang, Amanda Craig, Evan Fox, Madeline Tremblay, Paige Forcie , Derek Roy Davis and Zachary McKinstry. Brian Liang was also named a University Scholar, one of only 22 UCONN graduates to receive this highest academic honor. The Honors Scholars have completed a minimum of twelve honors credits in their major, done individual research or other work with a professor culminating in a Senior Honors Thesis and maintained excellent academic records. They were obviously well prepared by their high school experiences. Amity should proud of its students' continued successes.

I thought that you and the Amity Board of Education would want to know that its students were well prepared for their academic careers.

-Robin Fox, Amity class of 1981

Sent By: Robin Fox

Sent From: robinskf@optonline.net



Town of Orange, Connecticut
Accounting Department

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

RECEIVED

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

MAY 22 2017

AMITY REGION #5
 OFFICE OF SUPT.

May 22, 2017

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

Dr. Dumais:

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

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

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

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

Sincerely

John M. Cifarelli
 Director of Finance
 Town of Orange

CC. Orange Board of Finance members
 James Zeoli

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



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

charles.dumais@reg5.k12.ct.us
 phone: 203.392.2106
 fax: 203.397.4864

June 12, 2017

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

+ NEW HIRES-CERTIFIED:

- Amity Reg. High School – Woodbridge:
John Cobleigh – F/T Physics Teacher – John brings to the Amity staff over 25 years of teaching experience in the field of physics. He joins Amity from Portland, Maine where he spent the majority of his teaching career. John earned his Bachelor of Science Degree in Plastics Technology from the University of Massachusetts and his Masters of Science and 6th Year Degree from the University of Southern Maine.
- Amity Reg. Middle School – Bethany: NONE
- Amity Reg. Middle School – Orange: NONE

+ NEW HIRES-SUBSTITUTES:

Paul Tripodi – Long Term Substitute Teacher-Social Studies, 026 Certification Pending – Bethany

+ NEW HIRES-CLASSIFIED: NONE

+ NEW HIRES-COACHES:

Robert Burns – Asst. Boys Cross Country Coach – 2017 Fall Season-Amity Reg. High School
Alicia Soderquist – Head Cheerleading Coach – 2017 Fall/Winter Season-Amity Reg. High School

+ TRANSFERS:

Sandra Goncalves – F/T Spanish Teacher from Amity Regional High School to Bethany Middle School, eff. 2017-18 school year
Pamela Pero – 10 month secretary at Orange Middle School to District Office Category III Secretary eff. June 12, 2017
Diana DiGangi – F/T Physical Education Teacher from Orange Middle School to Amity Regional High School, eff. 2017-18 school year

+ RESIGNATION(S):

Xiaoqian Kong – Chinese Language Teacher – Amity Regional High School
Patricia Doheny – Co-Ed Cross Country Coach & Girls Track & Field Coach – Orange Middle School
Pat Romano – Freshman Boys Soccer Coach – Amity Regional High School
Samantha Bomba – Benched Substitute Teacher – Bethany Middle School

+ RETIREMENT(S):

Laura Alsdorf – F/T Science Teacher: Amity Regional High School, eff. 6/30/17
Barbara Ravski – F/T Speech/Language Pathologist: Amity Regional High School, eff. 6/30/17

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



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

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

Superintendent's Report – June 2017

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

Enhance the efficient and effective use of resources.

Foster a supportive climate for students and adults.

Instruction

Adjudication. The Amity Middle School Orange band, choir, and strings earned *excellent* ratings, and the AMSO chamber choir earned a *superior* rating at their adjudication in Hadley, Massachusetts. The Amity Middle School Bethany jazz band, strings, concert choir, and chambers singers earned *platinum* ratings, and the AMSB band earned a *gold* rating at their adjudication.

CT HS Musical Theater Awards (CTHSMTA). The Amity Creative Theater production of *Fiddler on the Roof* was nominated for 14 awards by the CTHSMTA organization, including best direction, best leading actor, best supporting actress, and outstanding production of the year.

One Book One Amity. This summer's whole-school read at Amity Regional High School, *Every Day*, was revealed during the final Spartan Seminar of the school year. Every household will be given a copy of the book and whole-school programming has already been planned for the fall.

District Level Committee Meetings. The District Wellness Committee met on May 24, 2017, to review the Wellness Policy implementation instrument for all three district schools. The implementation information has been forwarded to the Rudd Center at UCONN for a review and scoring process.

Excellence. Dr. Keith Smolinski, Amity Middle School Bethany seventh grade science teacher, was a finalist for the Connecticut Association of Schools Middle Level Exemplary Educator Award for 2017-2018.

Multi-District (BOWA) Meetings. Meetings for May/June included BOWA Science. Teachers met to review the Next Generation Science Standards (NGSS) and decided which curriculum areas [Life Science, Earth Science, or Physical Science] will be covered by 6th, 7th, and 8th grade teachers beginning in the fall.

Apiary. The students and staff of the Alternative School at Amity Regional High School investigated, planned, and installed an apiary, which they will monitor and maintain.

STEAM Day. Amity Regional High School hosted an exposition of Science, Technology, Engineering, Arts, and Mathematics (STEAM) achievements and opportunities on May 24, 2017. Fifth graders from Bethany, Orange, and Woodbridge joined our students and staff, as well as several community organizations to learn more about STEAM.

Cohort 2017 SAT Results and AP Test Participation. The results are in for the spring 2017 SAT school-wide administration. This year, the average for the class of 2018 was an 1184/1600, with an average reading and writing score of 599, an average math score of 591, and ten students earning a perfect 800 on the math portion. In addition, there were 791 AP tests administered to 415 students, the most ever in Amity Regional High School history.

Mathematics Competition. The Amity Middle School Bethany 8th grade Mathematics Team placed second out of 90 schools and first in New Haven/Fairfield County in the New England Math League Contest. Arnav Paliwal placed first in New Haven/Fairfield County; Hanna Skiba placed second; Josh Feuerstein and Tam Vu tied for third place. The 7th grade Mathematics Team placed 29th out of 91 schools and second in New Haven/Fairfield County.

Instructional Rounds. During the upcoming administrative retreat, school and district leaders will plan for Phase III of the implementation of instructional rounds at the teacher level (the first year was implementation at the district level; the second year was implementation at the school level). In the 2017-2018 school year, “all teachers, all classrooms.”

Memorial Day Observances. The Amity Middle School Orange marching band participated in the 2017 Orange Memorial Day Parade. The Amity Middle School Bethany marching band was scheduled to participate in the Bethany Memorial Day Parade, but the event was cancelled due to weather.

Resources

Coach Education. The Athletic Director is now certified to teach Module 4 (Liability) of the Coaching Education Units to our coaches. This module is required of coaches in order to maintain Connecticut certification.

Grant. The Individuals with Disabilities Education Act (IDEA) grant application has been completed and submitted. This grant accounts for nearly \$400,000 of revenue for the district.

AESOP and Veritime. Training and implementation for the back office setup of AESOP and Veritime is complete. Data continues to be reviewed in preparation for uploading into Absence Management (new AESOP name).

Professional Development. In partnership with teachers from Milford Public Schools and Stratford Public Schools, a group of Amity teachers from each of our three schools will be

participating in the Performance Assessment Design Initiative (PADI). The districts will share the cost of this professional learning.

Senior Gifts. This year, the senior graduation gifts are being partially produced by the graphics class. The base of the gift was bought from an outside company, but the design and final production is being completed in house. It is not only an Amity original, it is personalized to this year's graduating class.

Records Storage. Special Education records and some records in the Finance Department will be the first to be scanned and stored utilizing DocuShare. Document scanning will commence prior to the end of June.

Security. Additional cameras have been installed on the exterior of the high school. Additional cameras will be installed on the interior of the middle schools over the summer.

Professional Development. Amity Director of Finance and Administration, Terry Lumas, attended the regional conference for school business officials (held with Connecticut's CASBO and Massachusetts' MASBO), and learned about current issues in Safe & Sound Schools, school transportation, situational leadership, and legislative changes.

Security Personnel. Training for the security guards at all three schools was conducted by the Capitol Region Education Council (CREC) on Staff Development Day in May. Another full day session will be scheduled during one of the staff development days in August.

Climate

Sixth Grade. Incoming sixth grade classes from all three Orange Elementary Schools spent a day in Amity Middle School Orange classrooms. They enjoyed student-led tours of the building, heard a presentation about organization and scheduling, and ate lunch in the café. Ms. Burke, incoming Amity Middle School Orange principal greeted students and staff. Incoming sixth grade classes from the Bethany Community School enjoyed student-led tours of the building and field day activities at Amity Middle School Bethany.

Mental Health for Athletes. The Athletic Director has been working with a family therapist (and Amity graduate) to create a program to assist athletes and their families in dealing with issues related to athletes who fail to make a team or want to quit a sport.

Middle School Unified Sports Banquet. Amity Middle School Orange hosted a Unified Sports awards night. The Unified Sports athletes and friends received certificates of participation and enjoyed a wonderful dinner prepared by our staff.

Chronic Absenteeism. Support staff from across the district participated in a webinar produced and delivered by the Connecticut Department of Education which presented strategies for confronting and addressing chronic absenteeism issues.

Creativity, Collaboration, Innovation. Dr. Dumais, Dr. McPadden, Ms. Mahon, and Dr. Dellinger attended the first annual Teacher Leader Fellowship Program Institute Conference at Central Connecticut State University (CCSU) on May 30, 2017. The institute focused on teacher leaders as enablers of creativity, collaboration and innovation in their classrooms and beyond.

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 170 classrooms (and other activities for non-classroom certified employees) across all of the buildings.

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

Teaching. I was invited to teach Organizational Leadership for the University of Connecticut NEAG School of Education (Educational Leadership Program) in the fall.

Professional Development. As an active participant in the Connecticut Association of Public School Superintendents (CAPSS) Early Career Superintendent program for more than three years, I have been invited to participate in the organization's Advanced Leadership Development Institute to engage in a superintendent community of practice.

State Commission on Educational Technology. I have been recommended by the Connecticut Association of Public School Superintendents (CAPSS) to the Governor to sit on the Connecticut Commission on Educational Technology (the seat is appointed by the Governor).

Community. I participated with Woodbridge First Selectman Scalettar at the Connecticut Convention Center in the ceremony recognizing winners of the Connecticut Department of Energy & Environmental Protection's Green Circle Sustainability Award for our collaboration on the Fuel Cell/Microgrid Project.

New England Research Association. I have been invited by Central Connecticut State University to serve as Chair of a session on entitled CT SEED: Perceptions and Practices of a Statewide System for Teacher Evaluation and Development at the New England Research Association Conference in the fall.



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.

May, 2017

CLEAN

SAFE

HEALTHY

SCHOOLS

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



Amity Regional School District No. 5

Facilities Department Monthly Report

Completed Projects:

- The chiller at Amity Middle School, Bethany Campus, experienced communications problems. Troubleshooting by Trane technicians revealed excessive corrosion on the ribbon cables and sensors. This is due to age and being exposed to the elements. The problem was repaired by splicing in new wires. A larger repair to replace all of the ribbon cables and sensors will be scheduled Fall, 2017 at both middle schools. The parts are ordered and will be kept on hand in case of another failure during the summer.
- New signage was ordered and installed outside the offices in Amity District Offices
- One of the chillers at Amity Regional High School experienced excessive purge cycles. Trane technicians ran many diagnostic tests and replaced a sensor. We are continuing to monitor to ensure no further problems arise.
- Salt-damaged curbs at Amity Regional High School were repaired by in-house personnel.
- The exterior lighting contactors failed at Amity Middle School, Bethany Campus. They were rebuilt by in-house personnel.
- Damaged door closers were replaced at Amity Regional High School.

Projects in process:

- The HVAC upgrade project at Amity Middle School, Bethany Campus, is in progress. The initial wiring is completed and the new drives and sensors are being installed in each room.
- The bids for the bond referendum projects were awarded at the April 2017 Board meeting. The Facilities Director is coordinating work with each of the vendors to commence after the school year ends.
- De-stratification fans were ordered for the Student Street corridor at Amity Regional High School. These fans mounted on the ceiling will push the warm air back down to the occupied space. This will enhance building occupant comfort and save money on heating the area.

Outstanding issues to be addressed:

- The day prior to changing the water meters at Amity Regional High School, the vendor arrived to pump out the meter vault of ground water and a leak in the water main was discovered. The leaks have been repaired and the new valves were installed. We expect the water company to install the new meters around June 8.

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



To: Dr. Charles Dumais, Superintendent of Schools
 From: Theresa Lumas, Director of Finance & Administration
 Date: June 6, 2017
 Re: Reserve Fund for Capital and Nonrecurring Expenditures

I recently contacted the auditors and bond counsel in regards to the rebates recorded in the Capital and Nonrecurring Fund (CNRF). The auditors have confirmed that recording the rebates against the expense line is **acceptable and consistent** with our accounting practices. Bond counsel deferred to the auditor's opinion on the rebates and did not take issue with the rebates going into the CNRF or excluding rebates from the 1% limit on appropriation from the general fund to the CNRF if the rebates were treated as creating unexpended balances of specific CNRF project appropriations.

I reviewed our practices of transferring End of Year (EOY) funds into the CNRF with bond counsel when I inquired about the rebates and the 1% of the general operating budget limit on appropriations into the CNRF. Some changes are required in how the District appropriates funds to the CNRF and authorize uses of CNRF funds in order to comply with the applicable statute (C.G.S. § 10-51(d)(2)). The District's bond counsel, Douglas Gillette, Attorney at Law, with Day Pitney, LLP provided the following insight:

- First, the funding mechanisms. *The CNRF is funded by means of an appropriation to the fund.*
 - *The appropriation to the CNRF generally is made as part of the annual budget.*
 - *In addition, supplemental appropriations to the CNRF may be made from estimated fiscal year end surplus in operating funds. The District should keep in mind the process for approving supplemental appropriations as contrasted with the process to approve transfers.*
 - *The aggregate amount of annual and supplemental appropriations to the CNRF may not exceed 1% of that current year's annual budget.*
 - *Interest and earnings from the investment of the CNRF are retained in the fund without further action, i.e., they do not need to be appropriated to the CNRF and are not counted against the 1% of current budget cap.*

- Secondly, funds held in the CNRF may be used *for capital and nonrecurring expenditures, restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment.*
 - *There is no explicit statutory authorization to use CNRF funds to pay debt service.*
 - *To use CNRF funds for a project, the Regional Board must recommend and approve such specific use, upon which an appropriation is set up for that purpose.*
 - *There is no need to take additional actions to approve the appropriation, i.e., District Meeting approval is not required.*
 - *The appropriation does not lapse at the end of the fiscal year, but rather is continued until:*
 - *the project or acquisition is completed, or*
 - *in the event that through unforeseen circumstances the completion of the project or acquisition is impossible to attain, the Regional Board, by a majority vote of its members, terminates the appropriation.*
 - *The unexpended portion of the appropriation remaining after completion of the project or acquisition reverts to the CNRF without further action, i.e., they do not need to be appropriated to the fund and are not counted against the 1% of current budget cap.*
- *Upon the recommendation and approval of the Regional Board, the CNRF may be discontinued, at which point any balances held in the CNRF shall be transferred to the District's general fund.*
 - *Note that there is no statutory provision for flowing CNRF balances directly to the Member Towns.*

The FYE 2018 budget packet included the Administration's recommendations for District Board consideration at the EOY of a transfer of FYE 2017 surplus funds to the CNRF. The proposed FYE 2018 budget submitted to the voters did not include a line item amount for funding the CNRF. Therefore, the 2017 EOY transfer is not part of the voter-approved annual budget and does not meet the requirement that funds must be "appropriated" into CNRF. Therefore, should the Board wish to appropriate funds to the CNRF, the Board must call a District Meeting to consider and vote on a supplemental appropriation from estimated FYE 2017 operating surplus to the CNRF.

The timeline I recommend is the following. Once the fiscal year is closed on the financial software and the audit is in progress, during a regular Board meeting in September or October, the Board sets a District Meeting date. At the District Meeting, the residents of the member towns vote to

appropriate a portion of the estimated FYE 2017 operating surplus, not in excess of 1% of the FYE 2017 operating budget.

If the appropriation is approved, the funds would be transferred from the general operating fund into the CNRF. If the appropriation fails, the remaining FYE 2017 operating surplus would be returned to the Member Towns as part of the undesignated fund balance through the audit process.

The Board may adopt a resolution to recommend and approve use of all or a portion of available CNRF balance for a specific capital and nonrecurring expenditure, restricted to the funding of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. Upon the adoption of the resolution an appropriation for that specific purpose is established.

The summarized timeline is:

September 2017:

1. Board sets a District Meeting to appropriate all or a portion of the estimated FYE 2017 operating surplus (but not in excess of the statutory cap) to the CNRF. 5 days is the required notice for posting a District Meeting.

September/October 2017:

1. District Meeting held:
 - a. Board presents resolution for supplemental appropriation of FYE 2017 operating surplus to the CNRF.
 - b. Residents of the member towns vote on supplemental appropriation resolution.
2. If voters present at the District Meeting vote in favor of a supplemental appropriation to CNRF, Finance Department can transfer the funds from the general operating budget to the CNRF. If the voters at a District Meeting do not vote in favor of a supplemental appropriation, the Finance Department will return the unappropriated funds along with any balance of FYE 2017 operating surplus to Member Towns through the audit process.

From time-to-time:

1. Amity Finance Committee acts to recommend to the Amity Board of Education use of available CNRF balances.
2. Board by resolution recommends and approves specific use of available CNRF balances.
3. Finance Department sets up appropriation for such specific use.

Balances available from completed projects and terminated projects (if any), and interest and earnings from the investment of CNRF balances remain in the CNRF without further action.

The paying of debt service out of the CNRF is not explicitly authorized by statute, nor is the return of CNRF balances to the Member Towns. Upon the discontinuance of the CNRF by the Board any balances held in the CNRF are transferred to the District's general fund.

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



To: Dr. Charles Dumais, Superintendent of Schools

From: Theresa Lumas, Director of Finance & Administration

Date: May 30, 2017

Re: Healthy Food Certification Statement for July 1, 2016 through June 30, 2017

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, inter-district magnet schools and endowed academies.

Last month, the Board requested a projection of the program costs if the District did not participate in the National School Lunch Program.

There are currently 179 of the 195 eligible school districts and schools in Connecticut, or 92% participating in the Healthy Foods Certification Program. There are a few districts in the State that have gradually moved off the National School Lunch Program (NSLP). Districts tend to start operating their high schools off program first, since this is where the most ala carte items are sold. A few districts in subsequent years move the middle schools off program and I am aware of one school moving their K-5 off program. Lunch prices increased at all schools that went off the NSLP in order to recover the lost revenues. At this point in the school year, if the District were to move off the NSLP, it would need to do so 7-12. A switch of just 9-12, leaving 7 & 8 on program would be considered a material change in the contract and the State would require we rebid the service. There is not enough time to do that before July 1.

The losses from Federal and State programs that the District should expect to incur are approximately \$125,000. The sources of these funds are:

- \$72,720 in straight reimbursements
- \$11,621 in the healthy dime monies
- \$41,156 in commodities

Factoring enrollment changes, some growth participation based on trends in other Districts, and no price increase, Chartwell's District Manager Solange Morrissette predicts an \$88,000 deficit. The projected deficit could be reduced to approximately \$70,000 with a .20 cents per meal price increase. The District would need to supplement either of these scenarios from the general operating budget. There is currently nothing in the general operating budget for food services. There is a healthy balance of \$78,000 in the School Lunch Fund to sustain maintenance and

equipment in the food service areas. This would likely be completely depleted in the first year off the NSLP. Funding of new equipment, equipment maintenance and funding operational deficits would need to be added into the general fund operating budget.

Additional data that the District maintains regarding program reimbursements and participation:

TOTAL FEDERAL AND STATE REIMBURSEMENTS & COMMODITIES	
FISCAL YEAR	
2014*	\$ 98,321.65
2015	\$ 121,843.52
2016	\$ 127,493.79
2017 ^	\$ 129,424.93
*District was <u>not</u> participating in Healthy Foods Certification	
^Actual through April, Projected through June	

PARTICIPATION BY FISCAL YEAR					
SCHOOL	AVERAGE FY14*	AVERAGE FY15	AVERAGE FY16	AVERAGE FY17^	
Amity High School	28.7%	30.4%	28.9%	28.6%	
Bethany Middle School	42.4%	32.1%	34.4%	29.6%	
Orange Middle School	22.1%	27.6%	30.4%	24.5%	
DISTRICT WIDE AVERAGE	31.0%	30.1%	31.2%	27.6%	
*District was not on Healthy Foods Certification program					
^Actual participation thru April, projected through June					

Participation percentage is defined as the students who purchase a meal divided by the total building student population. The high school's participation rate is adversely affected by the increasing number of student doing a Student Service Learning Project. The middle school has variations from year to year as a new class enters and one class exits each year. The year over year comparisons are not referring to the same student body.

The inclusion of locally grown food into the lunch program was also raised at the May Board meeting. According to District Manager, Solange Morrissette, "The dedicated crops program is unique to Chartwells, we have partnered with farmers in each New England State to plant crops specifically for our students. In CT we are working with Chicarelli Farms who is planting corn, potatoes and kale for us. Though our partnership Nelson Chicarelli is breaking ground on additional acreage to grow these vegetables. Your students as well as the rest that we serve around the state will enjoy fresh local corn on the cob in September, Potatoes in

October and Kale in November. He is happy to welcome our schools on field trips to see the farm!”

Based on this research and data, I am recommending the District *does not* leave the National School Lunch Program (NSLP) or the Healthy Foods Certification (HFC) program and assume the costs of funding the program at any level. I am recommending that the District participate in the National School Lunch Program and the Healthy Foods Certification (HFC) program. If the District were to remain in the NSLP but not the Healthy Food Certification program, there would not be many changes to the menu. The NSLP and the HFC program are nearly identical when comparing menu restrictions. The recommendation to remain in the HFC program must be done annually and is listed below:

The Amity Finance Committee approved recommending participation in the Healthy Foods Certification program in May.

For Amity Board of Education:

- 1. Motion to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2017 through June 30, 2018.***
- 2. Motion to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.***

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



Theresa Lumas
Director of Finance and Administration
terry.lumas@reg5.k12.ct.us

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

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

From: Theresa Lumas, Director of Finance and Administration

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

Date: May 30, 2017

I recommend the following contracts over \$35,000 be awarded by the Amity Board of Education in accordance with the Board's Policy on purchasing procedures:

1. Stop Loss Insurance:

The Board approved the District's recommendation in June of 2015 to utilize a third-party vendor for individual and aggregate stop-loss coverage for health insurance. The individual stop-loss threshold is \$150,000 and the aggregate stop-loss threshold is 120% of claims. Anthem Blue Cross Blue Shield of CT had lowered their stop-loss coverage quote by \$96,000 at that time, but Sunlife was still an additional \$32,000 savings. Savings over \$100,000 easily justified the anticipated additional paperwork and time lapses involved when using a third party provider. Sun Life has been our provider for two years.

However, we experienced a catastrophic claim in our first year with Sun Life as well a 3 other claimants surpassing the \$150,000 threshold. Our renewal rate was 19% for the current budget year, 2016-2017.

Our current insurance consultant gathered quotes from 5 carriers for our July 1, 2017 renewal of stop-loss coverage. The premium quotes range from \$448,382 to \$500,966. Sunlife is the lowest quote which represents a 13% increase and Anthem quoted \$462,672, a 17% increase. One of the pieces needed to work through claims exceeding the stop-loss threshold is sharing the information from Anthem to a third party. There is a \$2,000 charge for each report requested. We are still resolving our catastrophic claim from last year and it was recently determined one report was still needed. Our consultants have recommended that we design the plan to have the reports sent monthly to avoid delays with a third party provider. This would add an additional \$24,000 to doing costs with a third party provider and makes Anthem the lowest option.

Switching back to Anthem generates some efficiencies that are inherent in having the medical/rx carrier manage the stop loss coverage:

- i. Claims are automatically adjudicated

- ii. No process to have to follow in order to get reimbursement
- iii. Guarantee that there will be no conflicts in the stop loss coverage not covering all contract stipulations within the medical and Rx benefit document

I am recommending Anthem Blue Cross Blue Shield of CT of Wallingford, CT provide the stop-loss coverage for July 1, 2017 through June 30, 2018.

	Budget	Sun Life	Sun Life w/reports	Anthem
FY17 actual	\$ 432,000	\$ 396,331	\$ 396,331	\$ 396,331
FY18 quote	\$ 459,084	\$ 448,382	\$ 472,382	\$ 462,672
\$ variance	\$ 62,753	\$ 52,051	\$ 76,051	\$ 66,341
% variance	16%	13%	19%	17%

Additionally, I am having conversations with the insurance consultants regarding continuing the aggregate coverage in 2018-2019. This portion of the stop loss covers the District should claims exceed 120% of expected claims. Our short history in self-insurance environment indicates we have not come close to the cap. If this coverage is eliminated, it could save approximately \$43,000 in fees. However, eliminating the aggregate coverage does open up greater exposure to the District and warrant a larger reserve. After the current year is complete we will work with the consultants to formulate a recommendation for 2018-2019 budget.

Amity Finance Committee

Move to recommend to the Amity Board of Education, award the Individual and Aggregate Stop-Loss to Anthem Blue Cross Blue Shield of CT, of Wallingford, CT for the 2017-2018 fiscal year at a price of \$462,672.

Amity Board of Education

Move to award the Individual and Aggregate Stop-Loss to Anthem Blue Cross Blue Shield CT, of Wallingford, CT for the 2017-2018 fiscal year at a price of \$462,672.

2. Website:

The 2017-2018 budget includes \$ 18,000 for the restructuring the District's website. Finalsite provides web solutions for schools. It is the software used by each of the elementary schools in the three member towns. Finalsite has offered a \$10,000 setup cost plus a five-year term at \$8,000 each year of support. Shaun DeRosa, Director of Technology is recommending using Finalsite because it will provide K-12 web presence consistency throughout the BOWA districts in keeping with the Board goals to increase communication between the school district and the community. Finalsite is a superior product used by the majority of the school districts in the State. It is based on current best practices concerning website content management systems.

Amity Finance Committee

Move to recommend to the Amity Board of Education waive the bidding requirement and authorize the Superintendent enter into a contract with Finalsight for website services for the 2017-2018 fiscal year at a price of \$18,000; \$10,000 for setup and \$8,000 for five years support. Total five-year cost is \$50,000.

Amity Board of Education

Move to waive the bidding requirement and authorize the Superintendent enter into a contract with Finalsight for website services for the 2017-2018 fiscal year at a price of \$18,000; \$10,000 for setup and \$8,000 for five years support. Total five-year cost is \$50,000.

3. Food Service Contract:

The District is entering year two of a five-year contract with Chartwells, a division of Compass Group USA, Inc. The State Department of Child Nutrition reviews and approves a food service bid documents, contract language and amendments. The amendment is currently under review at the State level and is expected back prior to July 1. The amendment proposes a 2.2% consumer price index (CPI) increase as outlined in the original agreement. The increase applies to the Management Fee rate and the Administrative Fee rate.

“Section 6.1 (C) is being amended to reflect that Chartwells Management Fee shall be a flat rate of Two Thousand and Ninety-Two Dollars (\$2,092) per month for 10 months (September through June).

This increase is based on Article VI, Section 6.1(G) of the Agreement permitting the CPI adjustment of 2.2%, or \$44.50 added to the existing Management Fee of \$2,047.50.

Section 6.1 (D) is being amended to reflect that Chartwells Administrative Fee shall be a flat rate of Seven Thousand Six Hundred and Sixty-Five Dollars (\$7,665) per month for 10 months (September through June).

This increase is based on Article VI, Section 6.1(G) of the Agreement permitting the CPI adjustment of 2.2%, or \$165.00 added to the existing Administrative Fee of \$7,500.”

Amity Finance Committee

Move to recommend to the Amity Board of Education, to award year two of the five-year contract for food services to Chartwells, a division of Compass Group, Inc. for the 2017-2018 fiscal year at a price of \$20,920 for Management fees and \$76,650 for Administrative fees.

Amity Board of Education

Move to award year two of the five-year contract for food services to Chartwells, a division of Compass Group, Inc. for the 2017-2018 fiscal year at a price of \$20,920 for Management fees and \$76,650 for Administrative fees.

4. **Student Accident Insurance:**

The Amity Board of Education awarded the Student Accident Insurance contract to Abbate Insurance Associates of New Haven, Connecticut for the 2015-2016 school year for \$28,792.00 and in the 2016-2017 school year for \$34,881 (premium later reduced to \$29,827). Coverage includes Catastrophic Accident Insurance. There is one remaining option year. The 2017-2018 budget is \$34,548. Actual claims experience has been high and therefore the insurance premium will significantly increase for 2017-2018 by \$4,328 or 14.5 percent over the 2016-2017 actual premium. Abbate provided 3 additional quotes from different carriers which were higher than Zurich.

Amity Finance Committee

Move to recommend to the Amity Board of Education, to award the Student Accident Insurance for the 2017-2018 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$34,155.00, which includes Catastrophic Accident Insurance. The carrier is Zurich Insurance Company. This is the second of two option years. The Board reserves the right to cancel the contract if Abbate Insurance Associates of New Haven fails to perform in a satisfactory manner.

Amity Board of Education

Move to award the Student Accident Insurance for the 2017-2018 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$34,155.00, which includes Catastrophic Accident Insurance. The carrier is Zurich Insurance Company. This is the second of two option years. The Board reserves the right to cancel the contract if Abbate Insurance Associates of New Haven fails to perform in a satisfactory manner.

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2015-2016	2016-2017	MAY '17	CHANGE	JUNE '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./ (DECR.)	FORECAST	OVER/(UNDER)	UNF
1	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
2	OTHER REVENUE	255,240	190,215	177,708	(1,293)	176,415	(13,800)	UNF
3	OTHER STATE GRANTS	1,073,793	1,324,940	924,239	88,263	1,012,502	(312,438)	UNF
4	MISCELLANEOUS INCOME	189,039	24,480	52,129	3,819	55,948	31,468	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	46,873,257	47,835,699	47,450,140	90,789	47,540,929	(294,770)	UNF
7	SALARIES	24,126,651	24,967,936	24,726,673	(40,112)	24,686,561	(281,375)	FAV
8	BENEFITS	6,098,343	6,143,208	5,824,813	77,664	5,902,477	(240,731)	FAV
9	PURCHASED SERVICES	7,249,910	8,409,037	7,715,820	(78,589)	7,637,231	(771,806)	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	2,817,589	8,485	2,826,074	(137,273)	FAV
12	EQUIPMENT	338,909	173,160	173,160	0	173,160	0	FAV
13	IMPROVEMENTS / CONTINGENCY	176,699	311,000	252,651	0	252,651	(58,349)	FAV
14	DUES AND FEES	126,518	158,798	158,798	(5,000)	153,798	(5,000)	FAV
15	TRANSFER ACCOUNT	427,713	0	345,000	0	345,000	345,000	UNF
16	TOTAL EXPENDITURES	46,133,235	47,835,699	46,723,717	(37,552)	46,686,165	(1,149,534)	FAV
17	SUBTOTAL	740,022	0	726,423	128,341	854,764	854,764	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	1,035	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	0	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	741,057	0	726,423	128,341	854,764	854,764	FAV

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2015-2016	2016-2017	MAY '17	CHANGE	JUNE '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./(DECR.)	FORECAST	OVER/(UNDER)	UNF
1	BETHANY ALLOCATION	9,441,145	9,437,981	9,437,981	0	9,437,981	0	FAV
2	ORANGE ALLOCATION	22,400,894	22,561,538	22,561,538	0	22,561,538	0	FAV
3	WOODBIDGE ALLOCATION	13,506,655	14,290,054	14,290,054	0	14,290,054	0	FAV
4	MEMBER TOWN ALLOCATIONS	45,348,694	46,289,573	46,289,573	0	46,289,573	0	FAV
5	ADULT EDUCATION	3,425	3,405	3,042	135	3,177	(228)	UNF
6	PARKING INCOME	29,932	30,000	29,000	942	29,942	(58)	UNF
7	INVESTMENT INCOME	3,432	2,000	13,995	0	13,995	11,995	FAV
8	ATHLETICS	23,076	32,500	23,000	230	23,230	(9,270)	UNF
9	TUITION REVENUE	92,133	47,434	86,571	0	86,571	39,137	FAV
10	TRANSPORTATION INCOME	103,242	74,876	22,100	(2,600)	19,500	(55,376)	UNF
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	255,240	190,215	177,708	(1,293)	176,415	(13,800)	UNF
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,073,793	1,324,940	924,239	88,263	1,012,502	(312,438)	UNF
15	OTHER STATE GRANTS	1,073,793	1,324,940	924,239	88,263	1,012,502	(312,438)	UNF
16	RENTAL INCOME	20,610	3,500	20,000	1,000	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	32,129	2,819	34,948	13,968	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	189,039	24,480	52,129	3,819	55,948	31,468	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	46,873,257	47,835,699	47,450,140	90,789	47,540,929	(294,770)	UNF

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2015-2016	2016-2017	MAY '17	CHANGE	JUNE '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
1	5111-CERTIFIED SALARIES	19,988,435	20,577,557	20,400,640	(19,457)	20,381,183	(196,374)	FAV
2	5112-CLASSIFIED SALARIES	4,138,216	4,390,379	4,326,033	(20,655)	4,305,378	(85,001)	FAV
3	SALARIES	24,126,651	24,967,936	24,726,673	(40,112)	24,686,561	(281,375)	FAV
4	5200-MEDICARE - ER	326,618	334,538	343,743	0	343,743	9,205	UNF
5	5210-FICA - ER	257,153	259,642	271,168	0	271,168	11,526	UNF
6	5220-WORKERS' COMPENSATION	220,492	230,851	232,413	0	232,413	1,562	UNF
7	5255-MEDICAL & DENTAL INSURANCE	4,080,297	4,171,526	3,780,595	59,804	3,840,399	(331,127)	FAV
8	5860-OPEB TRUST	152,104	157,272	157,272	0	157,272	0	FAV
9	5260-LIFE INSURANCE	41,159	42,123	44,624	0	44,624	2,501	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	45,414	7,500	52,914	52,914	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	10,360	25,360	10,360	UNF
16	5291-CLOTHING ALLOWANCE	0	0	2,000	0	2,000	2,000	UNF
17	BENEFITS	6,098,343	6,143,208	5,824,813	77,664	5,902,477	(240,731)	FAV
18	5322-INSTRUCTIONAL PROG IMPROVEMENT	7,489	16,750	16,750	0	16,750	0	FAV
19	5327-DATA PROCESSING	71,261	79,062	88,062	(6,500)	81,562	2,500	UNF
20	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	1,011,021	1,075,935	1,094,435	(50,000)	1,044,435	(31,500)	FAV
21	5440-RENTALS - LAND, BLDG, EQUIPMENT	74,430	102,581	102,581	(3,700)	98,881	(3,700)	FAV
22	5510-PUPIL TRANSPORTATION	2,580,938	2,957,249	2,753,049	(21,138)	2,731,911	(225,338)	FAV
23	5521-GENERAL LIABILITY INSURANCE	199,448	220,548	220,548	(3,005)	217,543	(3,005)	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	3,240,626	5,754	3,246,380	(510,763)	FAV
26	5590-OTHER PURCHASED SERVICES	70,038	84,845	84,845	0	84,845	0	FAV
27	PURCHASED SERVICES	7,249,910	8,409,037	7,715,820	(78,589)	7,637,231	(771,806)	FAV

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

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

		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2015-2016	2016-2017	MAY '17	CHANGE	JUNE '17	VARIANCE	FAV
LINE	CATEGORY	ACTUAL	BUDGET	FORECAST	INCR./((DECR.)	FORECAST	OVER/(UNDER)	UNF
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	DEBT SERVICE	4,743,788	4,709,213	4,709,213	0	4,709,213	0	FAV
31	5410-UTILITIES, EXCLUDING HEAT	699,464	806,764	680,231	13,485	693,716	(113,048)	FAV
32	5420-REPAIRS, MAINTENANCE & CLEANING	713,049	714,645	724,420	0	724,420	9,775	UNF
33	5611-INSTRUCTIONAL SUPPLIES	358,124	392,007	392,007	(5,000)	387,007	(5,000)	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	64,706	0	64,706	(29,000)	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	SUPPLIES (INCLUDING UTILITIES)	2,844,704	2,963,347	2,817,589	8,485	2,826,074	(137,273)	FAV
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	EQUIPMENT	338,909	173,160	173,160	0	173,160	0	FAV
45	5715-IMPROVEMENTS TO BUILDING	61,496	32,000	32,000	0	32,000	0	FAV
45a	5715-FACILITIES CONTINGENCY	100,000	100,000	90,225	0	90,225	(9,775)	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	(48,574)	0	(48,574)	(48,574)	FAV
48	IMPROVEMENTS / CONTINGENCY	176,699	311,000	252,651	0	252,651	(58,349)	FAV
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	(5,000)	93,628	(5,000)	FAV
52	DUES AND FEES	126,518	158,798	158,798	(5,000)	153,798	(5,000)	FAV
53	5856-TRANSFER ACCOUNT	427,713	0	345,000	0	345,000	345,000	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	46,133,235	47,835,699	46,723,717	(37,552)	46,686,165	(1,149,534)	FAV

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

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



JUNE 2017

2016-2017 FORECAST

Potential Use of Unspent Fund Balance:

The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to set a District Meeting to propose a supplemental appropriation from the estimated fiscal year 2017 fund balance into the Reserve for Capital Nonrecurring Expenditures. The Amity Finance Committee and Amity Board of Education will be asked to consider this request at their September meeting.

The District hired vanZelm's Engineering to evaluate the airhandler units. A list of priority projects was included in the recent bond referendum and will be scheduled soon. Many other airhandlers are now 24 years old, surpassing the estimated 20 year life use.

The forecast includes \$195,000 UNF of the unspent fund balance will be designated to purchase airhandlers in the capital plan. In this way, there are funds set aside to repair air handlers if they should fail prior to being funded in two or three years. This removes an increase in the capital improvement plan for the 2018-2019 and keeps the plan more level funded.

The forecast includes the first phase of funding a 1:1 device plan at \$150,000. The plan details will be presented later in the calendar year. This appears on page 4, column 6, line 54.

OVERVIEW

The projected unspent fund balance for this fiscal year is **\$854,764 FAV** (previously **\$726,423 FAV**), which appears on page 1, column 6, line 20.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$294,770 UNF** (previously **\$385,559 UNF**), which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based actual State payments received.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain low, but slightly higher than budgeted. The projected forecast is **\$13,995 FAV previously \$13,995 FAV**

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
July 2016	0.397 %	0.460 %
August 2016	0.400 %	0.460 %
September 2016	0.400%	0.360%
October 2016	0.400%	0.360%
November 2016	0.400%	0.420%
December 2016	0.394%	0.450%
January 2017	0.394%	0.584%
February 2017	0.400%	0.640%
March 2017	0.377%	0.646%
April 2017	0.378%	0.810%
May 2017	0.377%	0.837%
June 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 **\$9,270 UNF previously \$9,500 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 \$19,500 resulting in a **\$55,376 UNF (previously \$52,776 UNF)** shortfall. ***The forecast is revised based on magnet school transportation reporting and the final payment received from the State.***

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

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

LINE 16 on Page 2: RENTAL INCOME:

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

LINE 18 on Page 2: OTHER REVENUE:

CIRMA issued Members' equity Distribution check to Amity in the amount of \$12,452. The District received a check for load shed participation for the second quarter of the calendar year in the amount of \$3,149. A vendor refund for \$3,861 was received. The projected variance is **\$13,968 FAV (previously, \$11,149 FAV).**

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$1,149,534 FAV (previously \$1,111,982 FAV)**, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

Current projection is for \$196,374 FAV (previously \$176,917 FAV) balance. Staff turnover exceed budget (\$6,135 FAV), two unpaid leaves of absences (\$44,038 FAV) at the start of the school year, two less full year coverage assignments (\$20,365 FAV) account for the favorable variance. Staff vacancy of \$4,587 and assignment changes account for \$23,850 for a partial position not needed. Forecast reflects an additional unpaid leave of absence. Forecast for substitutes was lowered by \$16,000 FAV and staff turnover savings increased by \$5,000 FAV. A few coaching positions at the middle school were vacant in the fall and winter season resulting in \$14,741 savings FAV. ***\$19,457 additional savings due to a staff vacancy and unpaid leaves.***

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

Current projection for classified staff is a favorable variance of \$85,001 FAV, (previously \$64,346 FAV). Final contract settlements were under budget. Staff turnover resulted in savings of \$13,043 FAV. This is offset by the additional para position needed \$21,366 UNF. The new paraeducator's salary is \$5,000 less based on actual start date and staff vacancies account for \$7,800. ***The forecast reflects adjustments to the overtime estimate and vacant positions due to staff turnover.***

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 **\$20,731 UNF (previously \$19,745 UNF)** The accounts are based on the current salary forecast.

LINE 6: 5220-WORKERS' COMPENSATION:

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

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with *actual claims (highlighted in bold, italics)*. The current projection is under budget \$331,127 FAV (previously \$390,931 FAV). *May claims are overbudget while fees remain under budget.* Other budget factors such as employer HSA contributions, and employee contributions are higher while retiree contributions are lower.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2016-2017 ACTUAL	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014-2015 ACTUAL
<i>JUL</i>	\$ 309,902	\$ 372,267	\$ (62,365)	\$ 424,798	\$ 311,067
<i>AUG</i>	\$ 466,996	\$ 372,267	\$ 94,729	\$ 298,314	\$ 336,053
<i>SEP</i>	\$ 250,040	\$ 372,267	\$ (122,227)	\$ 311,187	\$ 282,989
<i>OCT</i>	\$ 250,625	\$ 372,267	\$ (121,642)	\$ 316,592	\$ 368,169
<i>NOV</i>	\$ 307,308	\$ 372,267	\$ (64,959)	\$ 382,903	\$ 326,683
<i>DEC</i>	\$ 482,363	\$ 372,267	\$ 110,096	\$ 416,646	\$ 419,537
<i>JAN</i>	\$ 178,047	\$ 372,267	\$ (194,220)	\$ 382,654	\$ 284,899
<i>FEB</i>	\$ 308,703	\$ 372,267	\$ (63,564)	\$ 253,140	\$ 330,398
<i>MAR</i>	\$ 282,399	\$ 372,267	\$ (89,868)	\$ 360,554	\$ 269,027
<i>APR</i>	\$ 219,690	\$ 372,267	\$ (152,577)	\$ 479,532	\$ 302,864
<i>MAY</i>	\$ 449,993	\$ 372,267	\$ 77,726	\$ 370,820	\$ 291,612
JUN	\$ 372,271	\$ 372,271	\$ -	\$ 320,630	\$ 308,985
TOTALS	\$ 3,878,337	\$4,467,208	\$ (588,871)	\$4,317,770	\$3,832,283

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 FORECAST
103.8%	87.3%	99.88%	100.0%	86.8%

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.

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

MONTH	2016-2017 ACTUAL	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014- 2015 ACTUAL
<i>JUL</i>	\$ 79,407	\$ 60,023	\$ 19,384	\$ 95,297	\$ 85,723
<i>AUG</i>	\$ 101,465	\$ 60,023	\$ 41,442	\$ 87,514	\$ 88,370
<i>SEP</i>	\$ 75,692	\$ 60,023	\$ 15,669	\$ 73,583	\$ 96,853
<i>OCT</i>	\$ 80,902	\$ 60,023	\$ 20,879	\$ 76,154	\$ 97,604
<i>NOV</i>	\$ 46,802	\$ 60,023	\$ (13,221)	\$ 41,351	\$ 55,394
<i>DEC</i>	\$ 42,983	\$ 60,023	\$ (17,040)	\$ 40,224	\$ 47,437
<i>JAN</i>	\$ 41,762	\$ 60,023	\$ (18,261)	\$ 29,552	\$ 47,120
<i>FEB</i>	\$ 42,203	\$ 60,023	\$ (17,820)	\$ 38,454	\$ 46,962
<i>MAR</i>	\$ 42,080	\$ 60,023	\$ (17,943)	\$ 39,472	\$ 46,314
<i>APR</i>	\$ 42,032	\$ 60,023	\$ (17,991)	\$ 39,177	\$ 46,798
<i>MAY</i>	\$ 42,101	\$ 60,023	\$ (17,922)	\$ 28,560	\$ 46,805
<i>JUN</i>	\$ 60,024	\$ 60,024	\$ -	\$ 28,670	\$ 47,120
TOTALS	\$ 697,452	\$ 720,277	\$ (22,825)	\$ 618,008	\$ 752,500

LINE 9: 5260-LIFE INSURANCE:

The forecast is based on the current staff. The projected variance is *\$2,501 UNF based on updated salary information (previously \$2,494 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 Association (ICMA-RC) was selected to administer the plan. A meeting was held in January to provide participants information and to assist staff in activating their accounts. The activation process is ongoing. The establishment of the defined contribution plan was not in the budget but is expected to save the District money over time. *The current forecast projects the District's contribution will be \$52,914 UNF previously \$41,074 UNF.*

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

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

LINE 20: 5330-PROFESSIONAL TECHNICAL SERVICES:

The financial audit premium is reduced by \$2,500. The minimum threshold for Federal grant testing has been increased. The District's Federal grants do not meet the threshold so less field work is required. ***Legal costs are projected to exceed the budget by \$50,000 UNF. Board directed legal services are \$1,985 YTD, Administrative legal services are \$16,100 YTD, Negotiation legal services are \$11,122 YTD, Personnel legal services are \$2,815 YTD and Special Education legal services are \$58,989 YTD.*** The forecast reflects savings from the Xerox contract for the remainder of the fiscal year. \$2,458 FAV. There are not as many interns contracted as budgeted, a favorable variance of \$36,000. The projected variance is ***\$31,500 FAV previously (\$18,500 UNF)***. The forecast includes a transfer for OT/PT services \$12,000 UNF. ***The forecast reflects lower than estimated costs for the Transition Program. The District previously outsourced most of the services and has worked throughout the year to provide many of the services in-house.***

LINE 21: 5440-RENTALS, LAND, BLDG, EQUIPMENT: ***Rental charges are expected to be slightly less than budgeted. \$3,700 FAV***

LINE 22 on Page 3: 5510-PUPIL TRANSPORTATION:

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

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

LINE 25 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of ***\$510,763 FAV (previously \$516,517)***. The forecast is based on current students and their placements and will change throughout the year.

Tuition for the vo-ag schools has a projected variance of ***\$43,328 FAV (previously \$43,328) FAV.***

	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 ACTUAL	FY16-17 BUDGET	FY16-17 FORECAST
Sound	8	7	5	4	5	3
Trumbull	2	2	2	3	4	3

Nonnewaug	2	2	1	3(5) ^a	3	2
Common Guard Charter HS	0	0	1	1	1	0
ACES Wintergreen Magnet	2	1	0	0	0	0
King Robinson Magnet	0	0	0	1	1	0
Engineering Science Magnet	0	0	0	0	1	1
Totals	14	12	9	12(14)	15	9

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

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

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

Public (ACES) and private out-of-district placements has a projected variance of **\$421,985 FAV (previously \$427,739) FAV**.

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

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

The 2016-2017 budget for electricity assumes the use of 3,888,929 kilowatt hours at an average price of \$0.1909 per kilowatt hour, or a cost of \$743,506. The forecast projects 3,866,501 kilowatt hours will be used for a savings of \$5,442 FAV. Last year we used 3,651,004 KWH. To date we have used 2,397,421 at an average price of \$0.17/KWH. This is 82,855 KWH less than last year. *Jim Saisa, Facilities Director, now estimates we will use 3,539,495 KWH at the year-to-date average price of \$0.17 for a total of \$601,714 or a favorable balance of \$136,350 FAV (previously \$131,479 FAV).*

ELECTRICITY (KILOWATT HOURS)

MONTH	2016-2017 FORECAST	2016-2017 BUDGET	VARIANCE	2015-2016 ACTUAL	2014-2015 ACTUAL
<i>JUL</i>	<i>308,892</i>	352,346	<i>(43,454)</i>	339,296	321,976
<i>AUG</i>	<i>363,040</i>	363,649	<i>(609)</i>	374,855	331,999
<i>SEP</i>	<i>336,638</i>	363,425	<i>(26,787)</i>	361,951	349,784
<i>OCT</i>	<i>280,809</i>	305,266	<i>(24,457)</i>	293,904	292,657
<i>NOV</i>	<i>283,913</i>	292,634	<i>(8,721)</i>	276,758	287,227
<i>DEC</i>	<i>271,495</i>	297,359	<i>(25,864)</i>	269,037	297,565
<i>JAN</i>	<i>271,495</i>	309,596	<i>(38,101)</i>	273,192	290,906
<i>FEB</i>	<i>281,139</i>	315,360	<i>(34,221)</i>	291,283	319,356
<i>MAR</i>	<i>274,324</i>	313,935	<i>(39,611)</i>	297,274	321,785
<i>APR</i>	<i>271,093</i>	311,573	<i>(40,480)</i>	276,797	304,672
MAY	328,343	328,343	-	300,487	318,196
JUN	335,443	335,443	-	296,170	336,991
Totals	<i>3,606,624</i>	<i>3,888,929</i>	<i>(282,305)</i>	<i>3,651,004</i>	<i>3,773,114</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. The second load shed credit has been received in the amount of \$2,745.

The budget for propane is \$3,000. The forecast is ***\$2,456 UNF, (previously \$5,225, UNF)*** over budget. ***The in-ground tank at Bethany developed a leak and had to be removed. Four smaller above ground tanks were installed and had to be filled.***

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

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

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

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

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

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

The budget is \$36,500. Bethany Middle School 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. Now that the fuel cell is fully functional, the account will be monitored for savings. The 2016-17 budget assumes there will be \$35,000 in savings. The forecast projects an unspent balance of approximately \$29,000 FAV.

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

The facilities contingency has a budget of \$100,000. The forecast assumes these funds will be entirely used. The current balance is projected to \$90,225 pending a transfer for snow removal.

LINE 47 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. **The current balance is \$101,426 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.
- \$7,500 UNF (previously \$9,000) for the implementation of AESOP and VeriTime software modules to manage substitute coverage and staff attendance.

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

APPENDIX A

COST SAVINGS AND EFFICIENCIES FOR FISCAL YEAR 2016-2017

TOTAL ANNUAL SAVINGS TO-DATE OF: \$ 593,318

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\$2,836: The Finance Department has cancelled the student activities module with Tyler Technologies- Munis since it did not meet our needs. The student activities accounts are still recorded in Munis but within the standard general ledger module.

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

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

APPENDIX B

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

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

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

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

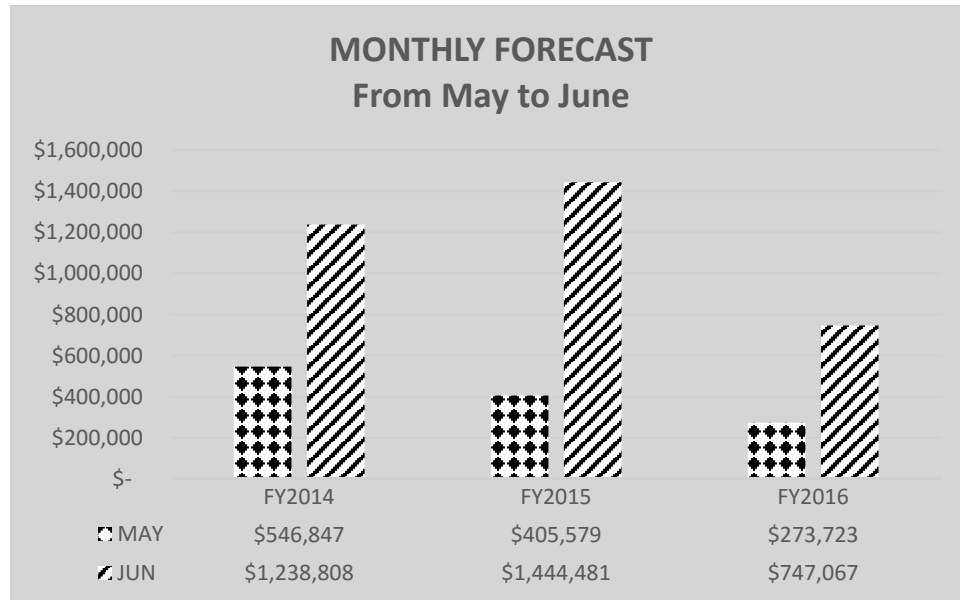
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

HISTORICAL:

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



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

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 30th but not yet billed. In some cases, the estimated amount encumbered varies from the actual invoice (e.g., utility bill; water bill) and we do not need to spend the entire encumbrance. The primary reason for the unspent funds was special education expenditures of \$42,860, which were not spent.

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

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

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

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

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

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

APPENDIX D

RECAP OF 2014-2015

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

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

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

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

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

OTHER: **\$ 996,945**

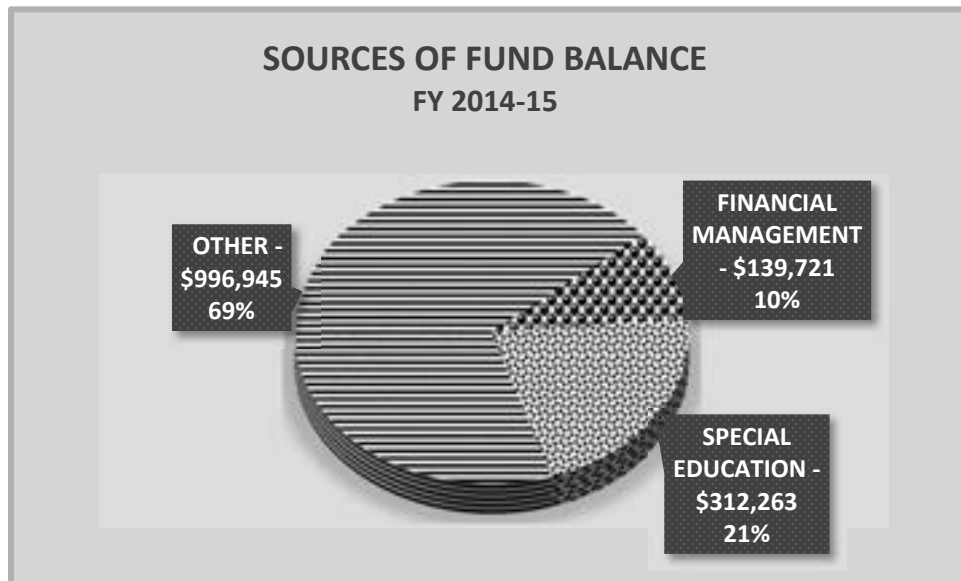
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

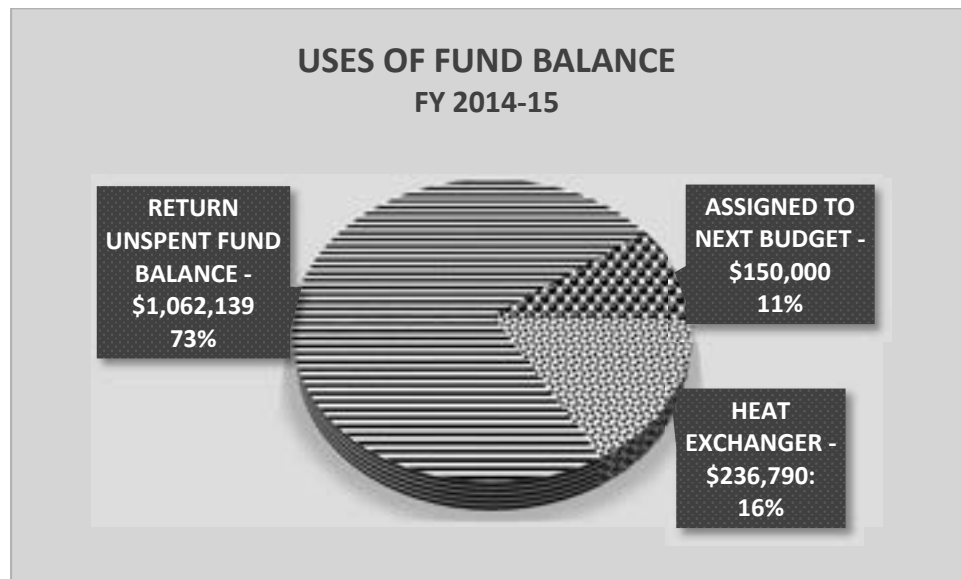
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

APPENDIX E

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

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

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

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

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

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

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

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

OTHER:**\$ 650,230**

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

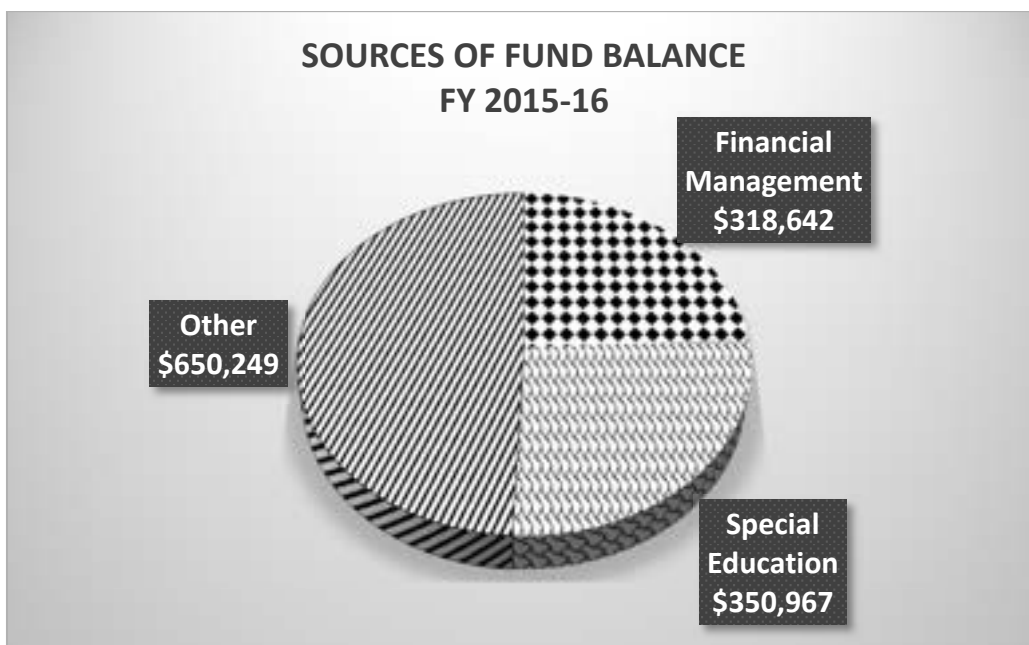
\$30,315: The bid price for workers' compensation insurance premium was under budget. The payroll audit premium was below budget.

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

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

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

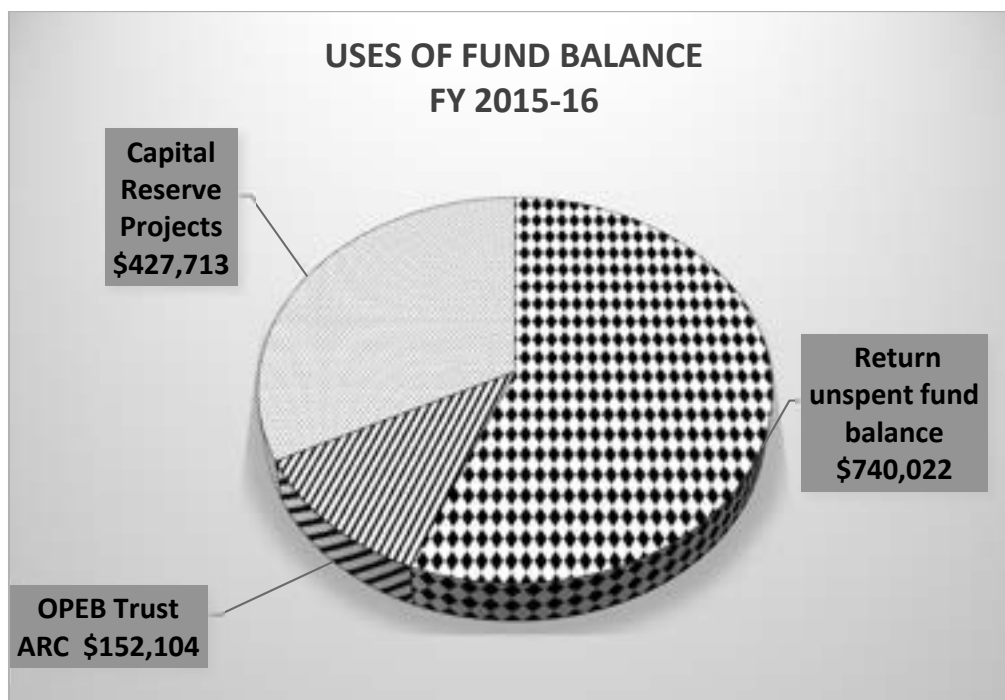
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

Bethany	\$ 154,065
Orange	\$ 365,549
Woodbridge	\$ 220,408
Total	\$ 740,022

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
August 2016	154	03111017	5611 INSTRUCTIONAL SUPPLIES	\$ 1,000.00	8/8/16 BOE APPROVED Trans
August 2016	154	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	8/8/16 BOE APPROVED Trans
August 2016	43	03111013	5730 EQUIPMENT - NEW	\$ 1,900.00	Sci Transfer
August 2016	43	03111013	5730 EQUIPMENT - NEW	\$ 400.00	Sci Transfer
August 2016	43	03111013	5731 EQUIPMENT - REPLACEMENT	\$ -400.00	Sci Transfer
August 2016	43	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -1,900.00	Sci Transfer
August 2016	86	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -100.00	MATH COUNTS MATH CLUB
August 2016	86	01111009	5810 DUES & FEES	\$ 100.00	MATH COUNTS MATH CLUB
August 2016	120	02111014	5641 TEXTBOOKS	\$ -1,065.00	SUPPLIES FOR COMMON CORE
August 2016	120	02111014	5611 INSTRUCTIONAL SUPPLIES	\$ 1,065.00	SUPPLIES FOR COMMON CORE
September 2016	104	01132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 200.00	Author Visit for entire school
September 2016	104	01132120	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	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ -150.00	TESTING MATERIAL BASC 3
September 2016	200	04132140	5611 INSTRUCTIONAL SUPPLIES	\$ 150.00	TESTING MATERIAL BASC 3
October 2016	228	03111014	5611 INSTRUCTIONAL SUPPLIES	\$ -279.00	Transfer Funds for ASCD member
October 2016	228	03111014	5810 DUES & FEES	\$ 279.00	Transfer Funds for ASCD member
November 2016	195	04132190	5642 LIBRARY BOOKS & PERIODICALS	\$ -642.00	TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121203	5730 EQUIPMENT - NEW	\$ 982.00	TRANSITION CLASS-STOVE/HOOD
November 2016	195	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ -340.00	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
November 2016	278	03142600	5410 UTILITIES, EXCLUDING HEAT	\$ -600.00	Bethany propane usage increase
November 2016	278	01142600	5410 UTILITIES, EXCLUDING HEAT	\$ 600.00	Bethany propane usage increase
December 2016	52	05142350	5730 EQUIPMENT - NEW	\$ -2,500.00	Frontier Fiber Cable
December 2016	52	05142350	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,500.00	Frontier Fiber Cable
December 2016	141	05142350	5690 OTHER SUPPLIES	\$ -2,500.00	CHROMEBOOKS
December 2016	141	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,500.00	CHROMEBOOKS
December 2016	193	02142219	5611 INSTRUCTIONAL SUPPLIES	\$ -44.00	SHIPPING CHARGES
December 2016	193	02111006	5611 INSTRUCTIONAL SUPPLIES	\$ 44.00	SHIPPING CHARGES
December 2016	194	02142219	5611 INSTRUCTIONAL SUPPLIES	\$ -94.00	SHIPPING CHARGES
December 2016	194	02111010	5611 INSTRUCTIONAL SUPPLIES	\$ 94.00	SHIPPING CHARGES
December 2016	195	05142600	5720 IMPROVEMENTS TO SITES	\$ 1,300.00	catch basins
December 2016	195	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -1,300.00	catch basins
January 2017	223	03111008	5730 EQUIPMENT - NEW	\$ 1,050.00	tool to bend metal safely
January 2017	223	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ -1,050.00	tool to bend metal safely
January 2017	65	01142600	5731 EQUIPMENT - REPLACEMENT	\$ 482.00	upgrade AED B/O taking 2 long
January 2017	65	01142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -482.00	upgrade AED (B/O taking 2 long
January 2017	79	01142700	5510 PUPIL TRANSPORTATION	\$ 235.00	Field Trip to Trinity College
January 2017	79	01132400	5581 TRAVEL - CONFERENCES	\$ -235.00	Field Trip to Trinity College
January 2017	81	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -1,800.00	Chromebooks for Math teachers
January 2017	81	05142350	5690 OTHER SUPPLIES	\$ 1,800.00	Chromebooks for Math teachers
January 2017	129	03132220	5690 OTHER SUPPLIES	\$ -500.00	Library Computer Logon Mgmt.
January 2017	129	05142350	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 500.00	Library Computer Logon Mgmt.
January 2017	134	03142700	5510 PUPIL TRANSPORTATION	\$ 215.00	Coach bus transportation
January 2017	134	03132400	5590 OTHER PURCHASED SERVICES	\$ -215.00	Coach bus transportation
January 2017	166	05142350	5690 OTHER SUPPLIES	\$ 1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	166	01111006	5611 INSTRUCTIONAL SUPPLIES	\$ -1,448.00	INSTR.&ADMIN PURPOSES-SURFACE
January 2017	204	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -2,392.00	Audio/visual upgrade-TV&Speakr
January 2017	204	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,392.00	Audio/visual upgrade-TV&Speakr
January 2017	219	05142700	5510 PUPIL TRANSPORTATION	\$ -166.00	TRANSPORTATION FOR ILR

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
January 2017	219	03142700	5510 PUPIL TRANSPORTATION	\$ 166.00	TRANSPORTATION FOR ILR
February 2017	4	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	METAL TOOL FOR ART
February 2017	4	03111008	5730 EQUIPMENT - NEW	\$ 1,000.00	METAL TOOL FOR ART
February 2017	14	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 715.00	LAPTOP TO REPLACE IPAD-ENGLISH
February 2017	14	01111005	5611 INSTRUCTIONAL SUPPLIES	\$ -715.00	LAPTOP TO REPLACE IPAD ENGLISH
February 2017	15	04126116	5510 PUPIL TRANSPORTATION	\$ 2,980.00	TRANSPORTATION TO WORK SITE
February 2017	15	04126117	5560 TUITION EXPENSE	\$ -2,980.00	TRANSPORTATION TO WORK SITE
February 2017	277	03111003	5611 INSTRUCTIONAL SUPPLIES	\$ 185.00	funds needed for add. supplies
February 2017	277	03111003	5581 TRAVEL - CONFERENCES	\$ -185.00	funds needed for add. supplies
February 2017	86	04122150	5611 INSTRUCTIONAL SUPPLIES	\$ 57.00	SHIPPING CHARGES
February 2017	86	04122150	5690 OTHER SUPPLIES	\$ -57.00	SHIPPING CHARGES
February 2017	123	01111005	5611 INSTRUCTIONAL SUPPLIES	\$ -1,469.00	SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	123	05142350	5730 EQUIPMENT - NEW	\$ 1,469.00	SURFACE3 ED BNDLE-WLD LNG-AMSB
February 2017	199	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,400.00	Replace broken xylophone
February 2017	199	02111010	5731 EQUIPMENT - REPLACEMENT	\$ 2,400.00	Replace broken xylophone
February 2017	233	05142350	5690 OTHER SUPPLIES	\$ -1,500.00	TV/SUB WOOFER
February 2017	233	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 1,500.00	TV/SUB WOOFER
March 2017	263	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ 286.00	use remaining funds for suppli
March 2017	263	03111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -286.00	use remaining funds for suppli
March 2017	66	05142320	5810 DUES & FEES	\$ 1,442.00	CABE Conference
March 2017	66	05142510	5521 GENERAL LIABILITY INSURANCE	\$ -2,000.00	Contracted Amount
March 2017	66	05152512	5291 Clothing Allowance	\$ 2,000.00	Contracted Amount
March 2017	66	05142310	5810 DUES & FEES	\$ -1,442.00	Cabe Conference
March 2017	194	01111016	5690 OTHER SUPPLIES	\$ 600.00	Classroom supplies needed
March 2017	194	01111016	5810 DUES & FEES	\$ -600.00	Classroom supplies needed
March 2017	206	03132220	5690 OTHER SUPPLIES	\$ -211.00	Database savings
March 2017	206	03132220	5731 EQUIPMENT - REPLACEMENT	\$ 211.00	Final purchase chairs
March 2017	207	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,094.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	207	01142219	5611 INSTRUCTIONAL SUPPLIES	\$ -189.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	207	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -1,905.00	PURCHASE CHROMEBOOKS & STANDS
March 2017	225	03111013	5581 TRAVEL - CONFERENCES	\$ -1,150.00	Replace Broken Equipment
March 2017	225	03111013	5731 EQUIPMENT - REPLACEMENT	\$ 1,150.00	Replace Broken Equipment
March 2017	229	03111005	5641 TEXTBOOKS	\$ 400.00	need to order replacement text
March 2017	229	03111005	5611 INSTRUCTIONAL SUPPLIES	\$ -400.00	need to order replacement text
March 2017	240	05132213	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ 2,600.00	G.STACK - AIA CONSULTANT
March 2017	240	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,600.00	G.STACK - AIA CONSULTANT
March 2017	246	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 1,000.00	Purchase resources for dept.
March 2017	246	03111016	5810 DUES & FEES	\$ -1,000.00	Purchase resources for dept.
March 2017	266	05132213	5611 INSTRUCTIONAL SUPPLIES	\$ -500.00	AWARD FOR EXCELLENCE
March 2017	266	05132213	5690 OTHER SUPPLIES	\$ 500.00	AWARD FOR EXCELLENCE
March 2017	275	03111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -400.00	transfer for concert music
March 2017	275	03111010	5611 INSTRUCTIONAL SUPPLIES	\$ 400.00	transfer for concert music
March 2017	276	03111001	5810 DUES & FEES	\$ -25.00	transfer to purchase book
March 2017	276	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ 25.00	transfer to purchase book
March 2017	282	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ 500.00	FOR AEROSPACE CURRICULUM
March 2017	282	02111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -500.00	FOR AEROSPACE CURRICULUM
March 2017	294	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ 842.00	Math XL Code purchases
March 2017	294	03111009	5641 TEXTBOOKS	\$ -842.00	Math XL Code purchases
March 2017	295	03111009	5810 DUES & FEES	\$ -31.00	Math XL Codes
March 2017	295	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ 31.00	Math XL Codes
March 2017	297	05142350	5730 EQUIPMENT - NEW	\$ 1,490.00	small Chromebook cart for COW6
March 2017	297	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -1,490.00	small Chromebook cart for COW6
March 2017	299	05132212	5590 OTHER PURCHASED SERVICES	\$ 2,900.00	CATERED- PD -FULL STAFF 3/17/1
March 2017	299	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,900.00	CATERED- PD -FULL STAFF 3/17/1

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
May 2017	176	05132213	5111	CERTIFIED SALARIES	\$ 1,200.00 PD Presenters - In House
May 2017	176	05132213	5581	TRAVEL - CONFERENCES	\$ -900.00 PD Presenters - In House
May 2017	176	05132213	5580	STAFF TRAVEL	\$ -210.00 PD Presenters - In House
May 2017	176	05132213	5810	DUES & FEES	\$ -90.00 PD Presenters - In House
May 2017	190	05142320	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 2,500.00 Transfer Postage Dollars CO
May 2017	190	05142320	5690	OTHER SUPPLIES	\$ -2,500.00 Transfer Postage Dollars CO
May 2017	350	03113202	5690	OTHER SUPPLIES	\$ 1,500.00 Boys Lacrosse Uniforms
May 2017	350	02113202	5690	OTHER SUPPLIES	\$ -1,500.00 Boys Lacrosse Uniforms

Existing policy, number 1000 adopted 6/13/05, appropriate as written.

Community Relations

Concept, Goals and Roles in Community Relations

The Board of Education recognizes that the community, ~~defined broadly as the State and specifically as the area served by the school system,~~ determines the quality of educational provisions available and the quality of the educational output. Hence, it is imperative that members of the community and of the school personnel cooperate in planning, policy development, implementing programs, and evaluating results.

~~School community relations, then, are not merely reporting and interpreting. Rather, they are the pursuit of a public enterprise in which members of the community and school personnel play their respective roles to further the best interest of the school.~~

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.