

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
 25 Newton Road, Woodbridge Connecticut 06525
 (203) 397-4811

Dr. Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

September 21, 2015

A regular meeting of the Amity Regional Board of Education will be held on Monday, September 21, 2015, at 6:30 p.m. in the Presentation Room at the District Offices.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes - pg. 3
 - a. Regular BOE Meeting, August 10, 2015 (Enclosure)
4. Public Comment
5. Student Report
6. Annual Facilities Report (Enclosure) - pg. 9
7. Correspondence
8. Superintendent's Report
 - a. Personnel Report (Enclosure) - pg. 15
 - b. Other
9. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities

- 5. Finance - pg.17
 - a. Discussion of Appointment of Auditor for Next Financial Audit
 - b. Presentation of Revised Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures
 - c. Discussion and Possible Action on Contracts of \$35,000 or More
 - 1. Snow Removal Equipment
 - 2. Amity Regional High School Coping Repairs
 - 3. Heat Exchanger at Amity Regional High School
 - d. Discussion of Monthly Financial Statements
 - e. Director of Finance and Administration Approved Transfers Under \$3,000
 - f. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 - g. Other
 - 1. Update on Financial Audit
- 6. Policy - pg. 56
 - a. Policy 7551 - Naming of Amity Facilities - Second Read (Enclosure)
- 7. Personnel

- 10. Discussion of Lease Agreement (Executive Session)
- 11. Possible Action on Lease Agreement
- 12. Items for the Next Agenda
- 13. Adjournment



Charles Dumais, Ed.D.
Superintendent of Schools

CD/kfw
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 397-4811.

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Diane Crocco, , Ms. Rita Gedansky, Mr. Thomas Hurley, Ms. Tracey Lane Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Mr. Steven Demaio.

Staff members present: Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Ernie Goodwin, Mr. Shawn DeRosa, Mr. Kevin Keller, Mr. Peter Downhour, Dr. Marie McPadden, Coach Sal Capola, Ms. Jill LaPlante, Mr. Frank Baretta, and Ms. Anna Mahon.

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy (vice-chairman of the Orange Board of Finance), and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, August 10, 2015 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:40 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of 2015 State Champion Amity Regional High School Baseball Team (enclosure)**
Mr. Goodwin gave a recap of the baseball season, congratulating the team and coaches. Mr. Capola thanked the Board and the administration and congratulated the team members. Plaques were presented to all the team members and coaches by Dr. Dumais, Mr. Goodwin, Ms. Mahon and Mr. Blake.
4. **Recognition of 2015 State Champion Amity Regional High School Boys Tennis Team (enclosure)**
Mr. Goodwin recapped the boys tennis season and congratulated the players. Coach Chris Raffone congratulated the players and thanked the Board. Plaques were presented to all the team members by Mr. Dumais, Mr. Goodwin, Ms. Mahon and Mr. Blake.

Mr. Blake said the Board would take a 5-minute break at 7:05 pm to allow visitors to leave. The meeting was called back to order at 7:10 pm.

5. **Swearing in of new Board member Diane Urbano.** Mr. Blake welcomed new Board member Diane Urbano and swore her in as a Board member.
6. **Discussion of appointment of Amity Regional High School Assistant Principal (executive session).**

Motion by Ms. Gedansky, 2nd by Ms. Cohen to adjourn to executive session at 7:13 pm with Dr. Dumais invited to join them.

The Board returned from executive session at 7:20 pm and the meeting was called back to order.

7. **Possible action on appointment of Amity Regional High School Assistant Principal**
Motion by Ms. Cardozo to 2nd Mr. Hurley to appoint Mr. Baretta as Assistant Principal of Amity High School with a start date of August 17, 2015 at a salary of first step on administrators contract.

Vote unanimous

Motion carried

8. **Approval of minutes.**
 A. **Regular BOE meeting, June 08, 2015 (enclosure)**

Motion by Ms. Gedansky, 2nd by Mr. Hurley to approve the minutes from June 08, 2015.

Vote unanimous (Ms. Urbano abstained)

Motion carried

- B. **Special BOE meeting June 16, 2015 (enclosure)**

Motion by Mr. Stirling, 2nd by Ms. Crocco to approve the minutes of the meeting of June 16, 2015.

Vote unanimous (Ms. Urbano, Ms. Cohen and Mr. Hurley abstained)

Motion carried

9. **Public Comment - none**

10. **Student Report**

Mr. R. J. Kaoud, the new student representative, introduced himself and gave the Board a report regarding the new Senior Lounge and what he hopes to do as the liaison to the Board in 2015-2016.

11. **Update on report on teacher evaluation ratings 2014-2015 (enclosure)**

Dr. McPadden reported on the evaluation ratings as delineated in the enclosure. Questions by the Board members were answered by Dr. McPadden and Dr. Dumais.

12. **Technology report – network security update (enclosure)**

Mr. Sean Derosa presented his report as is in the packet. Questions were asked and answered.

13. **Correspondence – none.**

14. **Superintendent's Report**

A. **Personnel Report – (enclosure)**

Dr. Dumais highlighted the new hires/returning staff on the personnel report.

B. **Other**

Dr. Dumais spoke about the BOE goals that were being actively worked on even during the summer, as outlined in his report. Questions regarding the report were answered by Dr. Dumais.

15. **Chairman's Report -**

A. **Committee Reports**

1. **ACES - none.**

2. **CABE – CABE hosted a conference attended by Mr. Blake, Ms. Cohen and Dr. Dumais.**

3. **Curriculum – The Curriculum Committee has not met.**

4. **Facilities – The Facilities Committee has not met.**

A. **Facilities Department monthly report, June-July 2015 (enclosure)**

Questions regarding moisture incursions mentioned in the facilities report were answered.

B. **Inspection reports – Amity Regional High School, Amity Middle School Bethany Campus and Amity Middle School Orange Campus (enclosure)**

5. **Finance**

A. **Presentation and discussion of 2016-2017 budget calendar.**

Dr. Dumais highlighted the changes and new information on the 2016-2017 budget calendar.

There was discussion regarding the usefulness and cost of continuing to have referenda in each town versus a town meeting. This is addressed in the budget calendar as a decision to be considered by the Board on March 14, 2016.

B. Presentation of Annual Report on reserve fund for capital and nonrecurring expenditures.

C. Discussion and possible action on recommended uses of 2014-2015 year-end available funds.

Mr. Levine presented his report and explained his recommended use of year-end funds. The recommended uses of the preliminary, unaudited fund balance are, as follows:

1. **\$854,350** – 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 Finance Committee unanimously recommended putting \$175,000 in the OPEB Trust instead of \$351,000, so this would mean an additional approximately \$150,000 returned to the member towns. Mr. Stirling explained the thinking of the Finance Committee as they came to this decision and the concern regarding the confidence of member towns in funding the budget.

Motion by Mr. Browe, 2nd by Ms. Russo to change the purpose of the \$57,950 in the Reserve Fund for Capital and Nonrecurring Expenses from 'Engineering study for fuel cell waste heat use at Amity Regional High School' to 'Purchase and installation of heat exchanger at Amity Regional High School'.

Discussion followed regarding transferring this amount versus waiting until the Board has more information regarding the loans and grants that are assumed to be available to defray the cost of this project as well as perhaps putting the engineering cost out to bid. The consensus of the Board was that this would go back to the Facilities Committee.

Motion by Ms. Russo to table the current motion, 2nd by Ms. Cardozo.

Vote all in favor except for Mr. Browe opposed.

Motion carried

Motion by Mr. Stirling, 2nd by Ms. Cardozo to make the budget transfer of \$236,790 from accounts to be determined by the Director of Finance and Administration to account 05-15-000-5856 for the Reserve Fund for Capital and Nonrecurring Expenditures and designate these funds for the purchase and installation of a heat exchanger at Amity Regional High School.

The motion was discussed and Mr. Stirling informed the Board of the rationale of the Finance Committee on this subject and their recommendation to make the transfer. There were questions and discussion regarding whether this amount of money will be needed. Dr. Dumais pointed out that the statement that unused funds go back to the towns is in his August 5th memo to Mr. Levine.

Motion by Mr. Browe, 2nd by Ms. McCreven to amend the motion to include the stipulation that any excess funds from this amount be returned to the member towns as soon as possible.

Vote in favor all except Mr. Hurley and Ms. Urbano opposed

Motion carried

Question called by the chair – Original motion with amendment: to make the budget transfer of \$236,790 from accounts to be determined by the Director of Finance and Administration to account 05-15-000-5856 for the Reserve Fund for Capital and Nonrecurring Expenditures and designate these funds for the purchase and installation of a heat exchanger at Amity Regional High School and that any excess funds from this amount be returned to the member towns as soon as possible.

Vote unanimous

Motion carried

Motion by Mr. Stirling 2nd by Mr. Browe to transfer \$175,000 from account number 05-15-2512-5255, Medical and Dental Insurance for the purpose of putting the funds into account number 05-15-0000-5860, OPEB Trust.

Lengthy discussion followed with Mr. Stirling explaining the Finance Committee's recommendation and the feeling that this was a good compromise.

Vote all in favor except Mr. Hurley opposed

Motion carried

Motion by Mr. Stirling, 2nd by Mr. Belfonti to return \$1,300,865 (214,636 to Bethany, 507,361 to Orange, and \$308,868 to Woodbridge) to member towns as delineated in Mr. Levine's memo to Dr. Dumais of August 5th.

Vote all in favor, Mr. Hurley opposed

Motion carried

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

1. Heat exchanger at Amity Regional High School - see item 5C, above.

2. Food service contract

Dr. Dumais presented the amendment to the food service contract. It needs to be approved before school begins.

Motion by Mr. Browe, 2nd by Ms. Crocco to approve the amendment to the contract as negotiated with Chartwell and Amity Regional Schools and authorize the Superintendent to sign it .

Vote unanimous

Motion carried

Mr. Stirling brought to the Board's attention that Amity District #5 was the recipient of the Malcolm Bainbridge state-wide award for innovative approaches in publicizing cost savings and making that part of the Amity culture.

Motion by Ms. Cohen, 2nd by Ms. Crocco to transfer of \$28,648 from 02-14-2600-5620, Oil used for heating, to account 02-14-2600-5621, Natural Gas, to purchase natural gas for Amity Middle School – Orange Campus.

Vote unanimous, Ms. Urbano abstained

Motion carried

E. Discussion of monthly financial statements

1. Fiscal year 2014-2015

2. Fiscal year 2015-2016

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

1. Fiscal year 2014-2015

2. Fiscal year 2015-2016

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

1. Fiscal year 2014-2015 - see item 5C above.

2. Fiscal year 2015-2016 – see item 5C above.

H. Other

1. Update on MicroGrid project and heating, ventilation and air-conditioning (HVAC) upgrades at Amity Middle School Orange Campus.

Dr. Dumais stated that Amity is close to an agreement with UI with a probable conference call tomorrow.

2. Update on financial audit

Mr. Levine stated that this is close to completion (September) and thanked to Ms. Lumas and her staff for their excellent work.

6. Policy**A. Policy 6146.2 Statewide Proficiency/Mastery Examinations – second read (Enclosure)**

Mr. Hurley and Dr. Dumais explained that this policy as presented takes Amity as far as it can go at this point with the information currently available from the state.

Motion by Ms. Cohen, 2nd by Hurley to accept policy 6146.2 as amended.

Vote unanimous

Motion carried

B. Policy 7551 – Naming of Amity Facilities – first read (enclosure)

Mr. Dumais explained that no changes were made to this policy. Lengthy discussion took place regarding the policy as presented by the Committee. There were questions regarding the idea that no time limit was set in the policy as presented. Mr. Hurley explained that the Committee was split 50-50 to vote for this policy with no time limit, so therefore no change was made. Since this is a first read, this policy will return to Committee for further revision to consider the question of time.

C. Discussion of Board of Education Committee structure (enclosure)

Mr. Hurley explained that there are several types of committees – committees-of-the-whole, state-defined committees and committees defined by the Board. For the purposes of Amity's Board, if there are 7 people on a Committee, this constitutes a meeting of the full Board. Possible solutions were presented and discussed.

After lengthy discussion, the Board consensus is to limit the number of committee members to 5, that the chair not be included to establish a quorum and that the chair can vote. This will go back to Policy Committee. Mr. Blake will work with Dr. Dumais to reassign members to make committees of 5 as a trial. This will be reviewed and implemented as a policy if it is deemed to be working well for the Board.

Motion by Mr. Browe, 2nd by Ms. Cardozo to add item 7B to the Executive session.

Vote unanimous

Motion carried

Motion by Ms. Cohen, 2nd by Ms. Crocco to go into executive session on items 7A, B and C with Mr. Dumais invited to join the session for items 7 A and B.

Vote unanimous

Motion carried

The Board adjourned to executive session at 9:40 pm.

7. Personnel**A. Discussion of non-union salaries (executive session)****B. Discussion of para-educator tentative agreement****C. Discussion of superintendent's evaluation and superintendent's contract (executive session)**

Board returned from executive session at 10:30 pm.

D. Possible action of non-union salaries

Motion by Mr. Hurley, 2nd by Ms. Cardozo to approve the superintendent's recommendation for non-union salaries.

Vote unanimous, Ms. Urabno abstained

Motion carried

E. Possible action on para-educator tentative agreement

Motion by Ms. Cohen 2nd by Mr. Browe to approve the para-educator tentative agreement.

Vote unanimous

Motion carried

F. Possible action on superintendent's evaluation**G. Possible action on superintendent's contract**

Motion by Ms. Cohen, 2nd by Ms. Gednsky, to approve the proposed Superintendent's evaluation and contract 7C.

Vote unanimous

Motion carried

16. Items for next agenda – Please forward items for the next agenda to Mr. Dumais or Mr. Blake.

17. Adjournment

Motion by Ms. Cohen , 2nd by Ms. Crocco to adjourn at 10:35 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Five page attachment – "Amendment Number One"

August, 2015
Volume 8, Issue 1

Amity Regional School
District No. 5



Inside this issue:

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Special points of interest:

- 27 projects were finished during the spring and summer of 2015
- The water bottle filler additions to only two drinking fountains at Amity Regional High School have resulted in 17,113 bottles filled in just the first year!

Amity High School (AHS) Summer Project Wrap-up

It was a busy summer at AHS with numerous projects being accomplished at the same time summer school, Woodbridge summer camps, and Community Ed were going on. Listed below are some of the improvements that staff and students will realize for the 2015/16 school year:

- Damaged stairwell doors were replaced
- The Siemens Control Panel replacement project continued with three more panels being replaced
- Locker repairs were done in the locker rooms and field house
- Concrete repair was done on salt-damaged curbing and sidewalks
- Four security cameras were replaced
- The obsolete wrestling mat hoist had failed during the school year and was replaced
- Electric hand dryers were installed in the multiple-stall bathrooms to enhance the restroom appearance
- Asphalt replacement was done to a large portion of the teacher parking area
- The main kitchen HVAC



Freshly painted columns building-wide

controls were updated to provide better year-round thermal comfort

- A door was relocated in the Guidance area to accommodate better student supervision

Other Improvements at AHS

The stone coping repairs were accomplished during the spring. The biggest part of the project will take place over the late summer and fall. A new roof access hatch was installed to allow the maintenance personnel safer access to the science wing HVAC units. A 500

foot section of fencing along the soccer and lacrosse fields was repaired or replaced due to age and deterioration. The retro-commissioning study of the older HVAC equipment is underway, with the recommendations coming prior to the budget season. Emergency

disconnects were installed in the Consumer Science classroom to provide a means to shut the stoves off in case of emergency. The library blinds were repaired to allow for remote opening and closing. Blinds were installed in Art rooms 370 and 371.

Bethany Summer Accomplishments



New speed humps at Bethany

The combined efforts of High School and Bethany Middle School custodians resulted in a clean school to be proud of. In addition to summer cleaning several other projects were completed as well. The damaged backstop on one of the baseball fields was replaced. The chain link fencing was replaced to ensure safety. A large portion of damaged asphalt was replaced due to frost heaving and damage. In addition, two speed bumps were

added to slow down traffic in the bus loop and parent drop-off locations of the front parking lot. Concrete repairs were facilitated due to damage from salt. A sink was added to one of the special education rooms to help with the life-skills training of students. One of the auxiliary air conditioning units supplying cooling to one of the computer rooms had failed and was replaced. Two of the faculty bathrooms did not have heat after the construction

project. Due to concerns of cold restrooms, we installed a radiant panel, tied to the hot water heating system, in each of the restrooms. All corridors were touched up paint-wise. Two new soccer goals that were ordered were assembled and placed on the field ready for use. A stone-dust track was installed around the perimeter of the athletic fields to ensure students had a safe path to walk and take their physical fitness tests.

Orange Summer Recap

The combined custodial staff efforts made Orange shine. The cafeteria was completely repainted. The new appearance really enhances the atmosphere of the dining area. The basement corridor was always cold during the winter months. Radiant heating panels had been installed during construction, but have proved not to be effective. We replaced the

radiant panels with fan-powered units to help circulate the heat better. The UI company ran natural gas to Amity Middle School, Orange Campus, free of charge. The heating boilers as well as the domestic hot water boiler was converted from oil and propane to natural gas. This will result in utility savings, as well as more efficient operation.

The kitchen equipment was also converted from propane to natural gas. One of the auxiliary air conditioning units that feeds a computer room was replaced due to failure. All summer preventive maintenance was performed on the HVAC equipment building-wide. Preventive maintenance was performed on the kitchen equipment.

"The facility at AMSB was in pristine condition for the opening of school. The building was bright, clean, and the floors sparkled. I know the custodians worked long and hard all summer long. The maintenance crew also added heaters to two faculty bathrooms. The media center was re-organized giving students and teachers much more room to work and collaborate. Finally, safety speed bumps were added to the driveway and drop off areas in front of the building. Great job!"

Dr. Dellinger
Principal
Amity Middle School Bethany

New Heater and Fresh Paint at Orange



New classroom sink at Bethany



Successful Summer Cleaning Program

The Amity Facilities Team did a fantastic job preparing the buildings for the start of school. This summer presented different challenges as Amity High School successfully hosted the Woodbridge Elementary School summer camps while their building is being renovated. The Woodbridge camps occupied our buildings and grounds for five weeks. After much advance planning and collaboration with the custodial crew, a successful

plan was put into place. A three member team from the high school was dispatched to the middle schools for two-week blocks. The team had their own equipment with them so as not to hold up production. The high school team and the middle school team at each building worked in separate corridors of the building so as not get in each other's way. The result was the middle schools were both mostly done by the end of July. We then

reassigned two people from each middle school to work at the high school for the first three weeks of August. Four teams were working concurrently in different parts of the building, each with their own equipment. In addition, we had a traveling gym floor refinishing team. This allowed each building to prep the floors and the traveling team applied the finish utilizing new technology. The result was clean and pristine school buildings.



New gym finish applicator being used to prepare for another great school year

Efficiencies Implemented by the Facilities Department

Many efficiency measures have been implemented by the Facilities Department at Amity. Automatic flush valves and electric hand dryers were installed in the Amity Regional High School Field House to ensure a much cleaner atmosphere and to decrease vandalism. A team cleaning concept was initiated to reallocate the custodial resources during the

summer to accommodate the Woodbridge Summer Camps and still get our buildings properly prepared for school. Retrofitting of drinking fountains has begun to add fillers for water bottles. This cuts down on the amount of plastic waste to be recycled and eliminates water spillage around the fountains. The exterior lights on the Amity Regional High

School Field House were changed to LED fixtures to decrease maintenance costs and improve the lighting conditions. Reflective window tinting was added to a Guidance Office to eliminate the thermal heating of the room by the afternoon sun. It was a fraction of the cost of adding additional HVAC equipment and satisfied the counselor.

"Each year, as the summer use of the building increases and the length of the summer seems to decrease, our custodial and maintenance staff exceeds our expectations for both the quality and the quantity of the work that they complete. The Facilities department does an outstanding job of maintaining and improving our physical structures so that we may continue to provide the highest quality education for Amity students".

Chip Dumais
Superintendent
Amity Regional School District

Exterior Wall Rehab at Bethany



Bob Carbone Wins Award of Excellence

Bob started working at Amity in January, 2004, as the day custodian at Amity High School. In the last eleven years Bob has developed outstanding relationships with the staff, administrators, and students. His hard work is valued and recognized. Not a week goes by without somebody making a positive verbal or written compliment on something Bob has done. Bob not only excels at his regular daily schedule. He tackles maintenance work and

any other facilities needs that may arise with enthusiasm. Bob frequently takes on a leadership role and fills in as the head custodian when the need arises. His organizational skills and ability to multi-task enable the department to function smoothly under his leadership. Whenever a crisis may arise, Bob is the first one on the scene and his calm demeanor helps quickly solve whatever problem it is he may be facing. Bob has been an active mem-

ber of his union. He has been a board member with the AF-SCME union since 2005, and he has been the union president since 2009. Bob's leadership has fostered a very smooth working relationship between the custodial union and the district administration. In addition to his great work, Bob also volunteers at the JR Prom, is a member of the chain gang at Amity football games, and has actively participated in Relay for Life events.



Cost Savings Initiatives

The Facilities Department has saved the District hundreds of thousands of dollars by recommending and implementing many initiatives. Terminal re-heat strategies have been instituted in the heating plants. Large scale lighting retrofits have been implemented in all three buildings. Natural gas was installed at Amity High School and Amity Middle

School, Orange Campus, resulting in cutting our heating bills by more than half. Chiller optimization programs were developed for the cooling plants at all three schools. We have used our employees ingenuity and improved our older tools and equipment to be more efficient instead of buying new. New custodial equipment was purchased to make

the work processes more efficient and less time consuming. The results are better and less man hours are needed. We have successfully used our Building Management Systems to "close the window" during non-occupied times. This saves energy by not having to heat or cool large amounts of outside air. Auditing every invoice results in savings.

"The ARHS crew worked diligently through the month of August to get the building prepared and ready to go for the school year. They always do an impressive job, but this year they worked hard in a short amount of time due to the building use conflicts throughout July. We were up and running for the start of school, as I knew we would be!"

Anna Mahon
Principal
Amity Regional High School

Parking Lot Replacement at Amity High School



Communication is Key

Communication is the key to the successful operation of the Facilities Department. We want to keep all stakeholders informed of the activities, requests, and future plans and needs. One tool we use is the SchoolDude work order system. When a request is made, the work order is routed to the appropriate technician by the type of work requested. The requester is notified of every status change until completion so they are kept up to date on

the progress. Another valuable tool is reporting. The Director of Facilities submits monthly reports to the Director of Finance and Administration and the Superintendent. The report is then shared with the BOE at the monthly meetings. The use of a Five Year Capital Improvement Plan alerts the BOE and the taxpayers of capital needs within the infrastructure of the District. This is a fluid plan that changes as needs and priorities change.

The head custodians conduct quality inspections to ensure building occupants are satisfied with the cleanliness of their rooms. Feedback, both negative and positive, is shared and any corrective plans needed are implemented. The Tools for Schools program is another valuable communication tool. Any IAQ concerns are communicated via the building committee members and results are shared with the teams.



Getting prepared for natural gas at Orange

Indoor Air Quality Program is Tops

The award winning Indoor Air Quality Program is alive and thriving at Amity. Each building has a committee made up of a principal, teacher, nurse, paraeducator, administrative assistant, student, parent, custodian, building maintainer, and representatives from the District Office. The teams meet quarterly to review build-

ing issues that have been reported. An annual inspection with the local health official is conducted at all three buildings each fall. All of the reports reflect that the schools are maintained in pristine condition and that the effectiveness of the Tools for Schools committees should be modeled in all schools in the State. All

staff is encouraged to report any issues that they are aware of. Issues range from a wet ceiling tile to rooms being abnormally warm or cold. A Mold Protocol was developed and implemented so all custodians and principals know what to do in case a potential problem is detected.

"AMSO has never looked better. From the locker rooms to the classrooms, Phil, Paul, Alex and Boris have made the school shine! Even the hallway walls and the café were painted this summer. Throughout the school year the AMSO team sets the bar in terms of making sure students and staff enjoy a clean and safe learning environment."

Kathi Fuller-Cutler

Principal

Amity Middle School Orange

New Natural Gas Burners at Orange



Amity Regional School District No. 5

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Tennis Court Project

The tennis courts at Amity High School suffered large crack damage due to the abnormally cold winter and the depth of the frost. All of the large cracks were cleaned and repaired. The smaller cracks were filled and repainted. The entire court system was then power washed and the repaired areas were painted. Once that was done the lines were repainted in repaired areas and the courts were returned to a safe playable condition.



Preventive Maintenance is key to proper and efficient equipment operation. Not only is properly maintained equipment more energy efficient, the life of the equipment is greatly extended. Our team is diligent about making sure all of the building equipment is in top running condition. Filter changes to keep dust and dirt out of the equipment and breathing spaces, belt changes, motor lubrication, diagnostic reports on motor efficiency, software updates on the Building Management Systems, and periodic cleaning of the air handlers are some of the processes that are regularly undertaken to ensure our equipment operates at the peak of efficiency.

Refurbished Cooling Tower at Amity Regional High School



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



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

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September 21, 2015

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

New Hire(s):

Amity Reg. District Offices – Woodbridge: NONE

Amity Reg. High School – Woodbridge:

Biology / General Science – Jacqueline Cappiello – Ms. Cappiello comes to Amity from North Haven Public Schools. She received both her BS and MA from Quinnipiac University. Ms. Cappiello did her student teaching at Amity Regional High School.

Math Teacher / Math Department Head – Dameon Kellogg – Amity welcomes Mr. Kellogg to the Amity staff. He was employed by the Shelton Public Schools for several years before joining Amity. Mr. Kellogg received in BS in Mathematics from Eastern Connecticut University, his MA in teaching from Sacred Heart University and his 6th year degree from Southern Connecticut State University.

Amity Reg. Middle School – Bethany: NONE

Amity Reg. Middle Schools – Orange:

Michelle Lockwood – Paraprofessional – Ms. Lockwood is a 2010 Amity Graduate. She attended Gateway Community College taking Liberal Arts courses and obtaining a Child Development Associate Credential.

Coaches:**Amity Reg. High School – Woodbridge:**

Samantha Emery – Asst. Varsity Girls' Soccer
Michael Cofrancesco – Asst. Varsity Girls' Volleyball
Mohamedou Moustapha – Asst. Varsity Boys' Soccer
Michael Epstein – Asst. Varsity Boys' Soccer
Janica Quillia – Varsity Coach for both Indoor & Outdoor Girls' Track
Gary Pope – Varsity Coach for Boys' Outdoor Track
Nora Curley – Asst. Varsity Girls' Basketball

Amity Reg. Middle Schools – Bethany / Orange:

Christina Ruenhorst – Girls' Cross Country
Michael Stockmal – Girls' Volleyball
Charles Ubaldi – Girls' Soccer

Leave(s) of Absence:

Resignation(s): NONE

Certified:**Classified:****Coaches:**

Anthony Carbone – Asst. Varsity Girls' Ice Hockey
Michael Cofrancesco – Varsity Boys' Volleyball

Retirement(s): NONE

CSD/pfc

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 Fax (203) 397-4864

To: Charles S. Dumais, Ed.D., Superintendent of Schools
 From: Jack B. Levine, Director of Finance and Administration
 RE: Appointment of Auditor for Next Financial Audit
 Date: September 11, 2015

At the April 13, 2015 meeting, the Amity Board of Education awarded the professional auditing services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for the fiscal year ending June 30, 2015 at the bid price of \$33,000. This was the first of two option years. The final option year has a bid price of \$33,500.

The Board may decide to award the second and final option year to Mahoney Sabol & Company, LLP at the bid price of \$33,500 or put the professional auditing services out to bid. We would normally award the option year unless the service has not be satisfactory. Mahoney Sabol & Company, LLP has provided the audit financial reports in a timely manner, responded to the Board's questions and been a valuable resource to the Finance Department when any issues arise.

A question had been raised regarding whether or not the auditors should be changed. The issue was the value of having a 'different set of eyes' so-to-speak looking at the District's financial records. In fact, Mahoney Sabol & Company, LLP has changed the partner, manager and staff over their engagement.

Recommendation:

I recommend Mahoney Sabol & Company, LLP be appointed to be the auditor for the fiscal year ending June 30, 2016.

Move to award the professional auditing services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for the fiscal year ending June 30, 2016 at the bid price of \$33,500.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



*Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us*

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Reserve Fund for Capital and Nonrecurring Expenditures - **REVISED**
Date: August 21, 2015

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

Enclosure

**Reserve Fund for Capital and Nonrecurring Expenditures
For Fiscal Year Ended June 30, 2015**

Net Balance as of June 30, 2014	\$ 358,818.99
<u>Plus: 2014-2015 Appropriations:</u>	
Amity Regional High School Fuel Cell	\$ 105,260.00
Amity Middle School – Orange Campus Natural Gas Conversion	\$ 4,395.00
Subtotal	<u>\$ 109,655.00</u>
<u>Less: 2014-2015 Expenditures & Encumbrances:</u>	
Fixed Asset Accounting Module	\$ (21,182.00)
Amity High School Cooling Tower Refurbishment	\$ (85,793.00)
Asphalt Sealing and Crack Repairs	\$ (25,000.00)
Residual Balance Due to Member Towns	\$ (3,802.99)
Subtotal	<u>\$ (135,777.99)</u>
Net Balance as of June 30, 2015	<u>\$ 332,696.00</u>
<u>Net Balance:</u>	
Amity Middle School – Orange Campus HVAC Upgrade	\$ 156,261.00
Fixed Asset Accounting Module	\$ 8,830.00
<i>Amity Regional High School Fuel Cell</i>	<i>\$ 105,260.00</i>
<i>Engineering Study for Fuel Cell Waste Heat Use at High School</i>	<i>\$ 57,950.00</i>
Amity Middle School – Orange Campus Natural Gas Conversion	\$ 4,395.00
Net Balance as of June 30, 2015	<u>\$ 332,696.00</u>

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



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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 of More
Date: September 11, 2015

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

Snow Removal Equipment

The District's snow removal equipment is aging and in need of replacement. After extensive research on the best commercial grade equipment to suit Amity's needs, we bid large Husqvarna snow blowers, small Toro snow blowers, and a Kioti tractor with necessary implements. Three vendors submitted quotations. One vendor, Lock, Stock, & Barrel, of Bethany, Connecticut, submitted a bid for all of the specified equipment. Two other vendors submitted bids for alternate equipment. After analyzing all bids and equipment submittals, Facilities Director Jim Saisa recommends the snow removal equipment bid be awarded to Lock, Stock & Barrel, of Bethany, Connecticut, for the total bid price for all equipment of \$36,375.60. The 2015-2016 budget includes \$40,500 for the replacement of the snow removal equipment.

Move to award the snow removal equipment to Lock, Stock & Barrel, of Bethany, Connecticut for the bid price of \$36,375.60.

Amity Regional High School Coping Repairs

Damage and deterioration to the joints of the approximately 750 feet of stone coping at Amity Regional High School warranted bidding a large repair project. We had sought a quote from our roofing vendor of record, Tremco. The quotation was for \$94,950. We bid the repair project. Five vendors submitted bids. The bids ranged in price from \$13,320 to \$93,000. The low bidder, Scholar Painting and Restoration, did not schedule or conduct a site visit prior to bidding as required. They also submitted an "or-equal" product for waterproofing that is inferior to the specified Tremco product. The second lowest bidder, Quality Waterproofing, bid a price of \$14,200 and intended to use the Tremco products. However, they are not certified by Tremco and cannot provide a product warranty for this job. The third lowest bidder, F.J. Dahill Company Inc. of New Haven, Connecticut, bid a price of \$29,970. They will use the Tremco products and have a full product warranty. Facilities Director Jim Saisa has worked extensively with the F.J. Dahill Company and has always had excellent results with any roof or building envelope work they have done. Mr. Saisa recommends the bid be awarded to F.J. Dahill. The budget amount for this project is \$95,000.

Award of Contracts of \$35,000 or More
September 11, 2015
Page 2

Move to award the stone coping repair project to F.J. Dahill Company, Inc. of New Haven, Connecticut for the bid price of \$29,970.

Heat Exchanger at Amity Regional High School:

UIL Holdings Corporation bid the purchase and installation of a fuel cell at Amity Regional High School. FuelCell Energy of Danbury, Connecticut was selected as the preferred vendor by UIL Holdings Corporation. We would like to award the contract for the heat exchanger to the same company. There are several advantages to doing this. First, the heat exchanger can be tied into the fuel cell equipment by the same company. Second, FuelCell Energy will service the heat exchanger and the fuel cell. This will provide the most efficient and coordinated on-going maintenance. Third, if we were to bid the heat exchanger, we would need to pay for an engineering study for fuel cell waste heat use at Amity Regional High School rather than use these funds towards the purchase and installation of a heat exchanger. There is \$57,950 in the Reserve Fund for Capital and Nonrecurring Expenditures.

Enclosed please find a letter from FuelCell Energy regarding their commitments to Amity Regional School District No. 5. It includes a commitment to a not-to-exceed budget for the fuel cell exhaust heat recovery portion of the project and to transparency in the bidding process.

We are not foregoing the bidding process. As described in the enclosed letter, FuelCell Energy has agreed Amity will review the bid specifications prior to sending them to vendors, provide Amity with a list of the vendors from which bids will be solicited, and have an Amity representative present when the sealed bids are opened. The work will be awarded to the lowest qualified bidder. This procedure is consistent with the bidding process used by the District. At its September 9, 2015 meeting, the Facilities Committee supported this bidding process.

Move to award the contract for the purchase and installation of a heat exchanger at Amity Regional High School to FuelCell Energy of Danbury, Connecticut, at a price not to exceed \$391,682.00. The Amity Board of Education waives the bidding requirement.

Enclosure



September 10, 2015

Dr. Charles Dumais
 Superintendent
 Amity Regional District #5
 Bethany-Orange-Woodbridge
 25 Newton Road, Woodbridge, CT 06525

Subject: Heat Recovery Equipment for Fuel Cell Installation

Dear Dr. Dumais:

On behalf of FuelCell Energy Inc., we sincerely appreciate the support of Amity Regional District #5 for the proposed fuel cell project with United Illuminating at Amity High School. As the manufacturer, installer, and service provider for the fuel cell power plant, we are proud to be providing best in class energy technology manufactured in Connecticut, in a resilient microgrid for Amity High School and the Town of Woodbridge. The purpose of this letter is to provide FuelCell Energy's commitment to a not-to-exceed budget for the fuel cell exhaust heat recovery portion of the project, and to transparency in the bidding process.

As you are aware, a key part of the fuel cell project at Amity is heat recovery. The fuel cell's clean exhaust heat is being converted to hot water and piped to the Amity HS boiler room for use by the school. This will offset natural gas purchased for heating by the school district, reducing energy costs and carbon emissions by the school. FuelCell Energy (FCE) will have turnkey responsibility for installing the heat recovery equipment, associated ducting and hot water piping, and tying in the hot water piping into the Amity HS hot water system.

We want to support the decision making process to enable the project to move forward. Our fiscal year end is October 31, 2015. Since December 2014 when we were the successful bidder under UI's RFP, we have incurred substantial costs without a contract in place; additionally there is much work still to be done to meet the current project schedule in the context of site access limitations that are necessary and appropriate in a school environment. Therefore, on the condition that the site lease agreement is concluded with UI by September 30, we agree to make the following commitments to Amity Regional District #5:

1. The cost of the full scope of exhaust heat recovery equipment, including piping necessary to tie in to the Amity hot water system, shall not exceed \$391,682.00 (three hundred ninety-one thousand six hundred eighty two dollars), the "Project Amount". Our understanding is that a portion of this work (within the fuel cell perimeter block wall) will be contracted between Amity and UI, and a portion of the work (exterior to the fuel cell perimeter block wall) will be contracted between Amity and FCE via purchase order. FCE commits that the cost of the total work (inside and outside the fuel cell perimeter wall) paid by Amity shall not exceed the Project Amount. Cost overruns for this work will be absorbed by FCE unless directly caused by Amity (i.e., increase in scope).

FuelCell Energy, Inc.	phone 203 825.6000
3 Great Pasture Road	fax 203 825.6100
Danbury, CT 06813-1305	www.fuelcellenergy.com



2. FCE will solicit at least three bids for the scope of work described in items 2, 3 and 4 of the Attachment 1. We agree to provide a written request for proposal document to Amity for review prior to sending to vendors, and to provide Amity with a list of the vendors from which we will be soliciting bids. We will request the bidders to submit their bids in sealed envelopes, and unseal the bids with an Amity representative present.
3. In the event that the actual costs to complete the work by responsible, qualified bidders are below the amounts indicated in items 2, 3 and 4 of Attachment 1, FCE agrees to pass along the savings to Amity, provided that the amounts in items 1 and 5 shall be paid in full to FCE as indicated.

Please note that we do not intend to bid the Cain Industries model HRSR exhaust heat recovery unit depicted in Attachment 2. Cain Industries is a manufacturer of waste heat recovery systems with over 30 years experience supplying solutions to the markets of gas and diesel cogeneration systems, boiler exhaust stack economizer systems, and fume incineration systems. Cain has been supplying heat recovery units to FCE directly for a decade with a direct spend of close to \$1.5 Million, and indirectly to FCE customers and developers for use with FCE fuel cells for close to fifteen years. FCE's formal cross-functional Supplier Risk Management program has determined Cain Industries to be a 'Low Risk' supplier due to their historical on-time delivery performance, lack of quality defects, and favorable commercial status. The price appearing in Attachment 2 has been pre-negotiated by FCE, and we are confident in the Cain system's quality and performance.

I hope the above is helpful towards implementation of the project. We are really excited about the project and think it will be a showcase for clean energy microgrids for Connecticut. We look forward to collaborating with the Amity community to highlight the advantages and get students excited with us about a clean energy future.

Respectfully,

Ben Toby
Vice President, Sales

Direct: 203.825.6114
Cell: 203.482.0637
btoby@fce.com



Attachment 1: Cost Estimate

ITEM	COST	EXT COST
1. Cain Industries model HRSR exhaust heat recovery unit (HRU) to recover exhaust heat from the fuel cell and heat a glycol/water return loop (specification attached)	\$149,682	\$149,682
2. Breach ducting connecting fuel cell exhaust to the HRU, including modulating bypass damper and necessary support structures	\$160,000*	\$309,682
3. Above-grade hot water supply and return piping running from the HRU to the fuel cell installation perimeter block wall (boundary of United Illuminating leased area); pump system	\$30,000*	\$339,682
4. Above-grade hot water supply and return piping running from fuel cell perimeter block wall to the Amity High School boiler room; plate-and-frame heat exchanger to indirectly transfer heat from glycol-water mix running from fuel cell to Amity hot water system; valves and related controls to integrate with the Amity High School control system (Siemens); cooperate with Siemens engineers on initial tuning to make the system operational at start-up; and other work necessary to make the project turnkey for Amity. <i>Note: FCE shall not be responsible for any work outside the fuel cell plant perimeter block wall (i.e. the UI leased area) after the successful initial start-up.</i>	\$30,000*	\$369,682
5. FCE Engineering & Admin Fee (10% of items 2, 3 and 4)	\$22,000*	\$391,682

* Estimated amounts; actual costs shall be based on bids received as described above



Attachment 2: Specifications for Cain Heat Exchanger

"Manufacturing Waste Heat Transfer Products To Save Energy"
 Boiler Economizer Systems - Gas & Diesel Cogeneration Systems - Furnace Incineration Systems
 Exhaust Steam Generators - Finned Tubing



DFC3000 Exhaust Heat Recovery
**** Glycol/Water Return Loop Preheater ****

Ref: 59383
 Rep: 999
 Rev: 1

Date: 7/9/2015
 Page: 1

Engineered For:

FuelCell Energy, Inc.
 3 Great Pasture Rd.
 Danbury, CT 06810-8153

Attn: Allen Adriani
 Ph: (203) 830-4722

End User:

Amity High School
 25 Newton Rd.
 Woodbridge, CT 06525

Ph: (203) 379-4830

System Description:

Cain Industries is pleased to propose the following HRSR model exhaust heat recovery unit to recover exhaust heat from a fuel cell and heat a glycol/water return loop.

The HRSR features: a full port exhaust gas bypass; individually removable type 316 stainless steel tubes with 304 stainless steel fins; a stainless interior shell; 4" of factory insulation (less liquid headers); a 10 gauge stainless steel exterior shell; and a hinged, full face, access door for inspecting and/or cleaning the finned tubing.

The finned tubes are compression fitted to the inlet and outlet header. Tube replacement does not require any welding.

The exhaust gas bypass is stainless steel with stainless steel flanges.

The exhaust gas bypass will have 4" thickness blanket wrap insulation. The heat exchanger section has 4" thickness factory insulation. The liquid headers are not insulated and field insulating is recommended.

The Liquid Temperature Control Assembly (LTCA) automatically modulates the exhaust gas bypass to control the temperature of the heated glycol/water leaving the heat exchanger. A desired maximum temperature is entered on the digital indicating controller. The controller has a continuous temperature display, an alarm output (high temp.), a 4-20mA auxiliary output signal, and MODBUS/TCP/IP communications. The thermocouple will be dual element. The bypass actuator has a position feedback signal which is wired to the electrical panel. The electrical panel will be UL approved.

The electrical will be NEMA 4 and the unit will be painted with an outdoor topcoat paint. Freeze protection, if required due to ambient temperatures, is to be provided by others.

The annual operating hours and the cost per therm (100,000 Btu) of natural gas were assumed.

PO Box 180 • W194 N1126 McCormick Dr. • Canton, NH, US 03022 • USA • 262-251-0251 • 800-555-8810 • FAX: 262-251-0258 • sales@fuelcell.com • www.fuelcell.com

FuelCell Energy, Inc. phone 203 825.6000
 3 Great Pasture Road fax 203 825.6100
 Danbury, CT 06813-1305 www.fuelcellenergy.com



Attachment 2: Specifications for Cain Heat Exchanger (continued)

"Manufacturing Waste Heat Transfer Products To Save Energy"

Boiler Economizer Systems - Gas & Diesel Cogeneration Systems - Fume Incineration Systems
Exhaust Steam Generators - Ferrous Tubing

cain
industries

DFC3000 Exhaust Heat Recovery
** Glycol/Water Return Loop Preheater **

Ref: 59383
Rep: 999
Rev: 1

Date: 7/9/2015
Page: 2

Quotation:

Qty	Part #	U/M	Description
1		EACH	HRSR-360D26SSP -INCLUDING: Full Port Exhaust Gas Bypass Condensate Drain Stainless Inner Wall Single Fintube Row Design -SYSTEM COMPONENTS:
1	962020	EACH	ASME Stamp-SEC.VIII;DN.1('U)
1	967150	EACH	Stainless Exterior Shell
1	964030	EACH	4" Thks. Factory Insulation
1	964546	EACH	Bypass Insulation HRSR-X60 4" T
1	912019	EACH	Stainless Steel Bypass Construction HRSR-60
1	912055	EACH	HRSR Hinged Access Door Assy.
48	912100	EACH	C.F.T.: Price x Tube Qty.
1	966040	EACH	Liq. Temp. Cntl. Assy.
1	430602	EACH	1" NPT ASME Relief Val:150 PSI
2	467205	EACH	T-METER,5"Dial 200-1000°F
2	480190	EACH	3"Dial, bimetal 50-300 w/well

TOTAL PRICE (USD) **\$149,682**

ANNUAL RETURN ON INVESTMENT 132%
5 YEAR SAVINGS \$986,055
10 YEAR SAVINGS \$1,972,110
PAYBACK PERIOD, MONTHS 9.1

Terms of Sale:

- * Estimated Shipping: 8-10 weeks after submittal approval
- * Payment Terms: See "Terms of Sale" Bul. #25500
- * See Bulletin 25500 including "Warranty and Performance Guarantee".

13:53:jrn

Representative

Jiri Kozanski
Cain Industries

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2015-2016

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2014-2015 UNAUDITED	2015-2016 BUDGET	AUG '15 FORECAST	CHANGE INCR./(DECR.)	SEP '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
2	OTHER REVENUE	249,582	215,266	219,226	0	219,226	3,960	FAV
3	OTHER STATE GRANTS	1,103,952	1,157,411	1,059,531	0	1,059,531	(97,880)	UNF
4	MISCELLANEOUS INCOME	315,176	174,480	174,480	0	174,480	0	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	45,883,883	46,902,342	46,808,422	0	46,808,422	(93,920)	UNF
7	SALARIES	23,648,355	24,522,504	24,522,504	(140,847)	24,381,657	(140,847)	FAV
8	BENEFITS	5,406,642	5,837,134	5,816,407	308	5,816,715	(20,419)	FAV
9	PURCHASED SERVICES	7,097,357	7,862,820	7,285,951	168,007	7,453,958	(408,862)	FAV
10	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,978,913	3,051,561	3,037,451	(588)	3,036,863	(14,698)	FAV
12	EQUIPMENT	286,369	245,855	245,855	(1,796)	244,059	(1,796)	FAV
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	493,000	(65,030)	427,970	(65,030)	FAV
14	DUES AND FEES	119,828	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	0	0	0	0	FAV
16	TOTAL EXPENDITURES	44,693,072	46,902,342	46,290,636	(39,946)	46,250,690	(651,652)	FAV
17	SUBTOTAL	1,190,811	0	517,786	39,946	557,732	557,732	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	16,880	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(150,000)	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	1,057,691	0	517,786	39,946	557,732	557,732	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 2015-2016

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2014-2015 UNAUDITED	2015-2016 BUDGET	AUG '15 FORECAST	CHANGE INCR./ (DECR.)	SEP '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	9,204,690	9,441,145	9,441,145	0	9,441,145	0	FAV
2	ORANGE ALLOCATION	21,758,187	22,400,894	22,400,894	0	22,400,894	0	FAV
3	WOODBIDGE ALLOCATION	13,245,805	13,506,655	13,506,655	0	13,506,655	0	FAV
4	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
5	ADULT EDUCATION	3,434	3,405	3,405	0	3,405	0	FAV
6	PARKING INCOME	30,181	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	2,799	1,500	1,500	0	1,500	0	FAV
8	ATHLETICS	27,258	32,500	32,500	0	32,500	0	FAV
9	TUITION REVENUE	75,864	72,985	76,945	0	76,945	3,960	FAV
10	TRANSPORTATION INCOME	110,046	74,876	74,876	0	74,876	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	249,582	215,266	219,226	0	219,226	3,960	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	1,059,531	0	1,059,531	(97,880)	UNF
15	OTHER STATE GRANTS	1,103,952	1,157,411	1,059,531	0	1,059,531	(97,880)	UNF
16	RENTAL INCOME	26,025	3,500	3,500	0	3,500	0	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	23,151	20,980	20,980	0	20,980	0	FAV
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	315,176	174,480	174,480	0	174,480	0	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	45,883,883	46,902,342	46,808,422	0	46,808,422	(93,920)	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 2015-2016**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2014-2015 UNAUDITED	2015-2016 BUDGET	AUG '15 FORECAST	CHANGE INCR./.(DECR.)	SEP '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,725,054	20,383,773	20,383,773	(113,266)	20,270,507	(113,266)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,138,731	(27,581)	4,111,150	(27,581)	FAV
3	SALARIES	23,648,355	24,522,504	24,522,504	(140,847)	24,381,657	(140,847)	FAV
4	5200-MEDICARE - ER	317,397	327,104	327,104	135	327,239	135	UNF
5	5210-FICA - ER	245,870	253,321	253,321	173	253,494	173	UNF
6	5220-WORKERS' COMPENSATION	191,924	250,807	230,080	0	230,080	(20,727)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,491,099	4,080,297	4,080,297	0	4,080,297	0	FAV
8	5860-OPEB TRUST	175,000	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	40,513	45,520	45,520	0	45,520	0	FAV
10	5275-DISABILITY INSURANCE	8,623	9,602	9,602	0	9,602	0	FAV
11	5280-PENSION PLAN - CLASSIFIED	738,934	772,191	772,191	0	772,191	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	80,780	39,000	39,000	0	39,000	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	0	2,000	2,000	0	2,000	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	96,402	47,292	47,292	0	47,292	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	20,100	10,000	10,000	0	10,000	0	FAV
16	BENEFITS	5,406,642	5,837,134	5,816,407	308	5,816,715	(20,419)	FAV
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,663	26,810	26,810	0	26,810	0	FAV
18	5327-DATA PROCESSING	65,367	78,138	78,138	0	78,138	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	903,582	1,118,120	1,118,120	0	1,118,120	0	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	88,876	96,195	96,195	0	96,195	0	FAV
21	5510-PUPIL TRANSPORTATION	2,518,664	2,831,153	2,608,844	40,278	2,649,122	(182,031)	FAV
22	5521-GENERAL LIABILITY INSURANCE	207,565	205,831	199,901	0	199,901	(5,930)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	92,021	111,362	111,362	0	111,362	0	FAV
24	5560-TUITION EXPENSE	3,127,149	3,323,310	2,974,660	127,729	3,102,409	(220,901)	FAV
25	5590-OTHER PURCHASED SERVICES	76,470	71,901	71,901	0	71,901	0	FAV
26	PURCHASED SERVICES	7,097,357	7,862,820	7,285,951	168,007	7,453,958	(408,862)	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 2015-2016

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2014-2015 UNAUDITED	2015-2016 BUDGET	AUG '15 FORECAST	CHANGE INCR./(DECR.)	SEP '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,514,303	1,388,788	1,388,788	0	1,388,788	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,285,000	3,355,000	3,355,000	0	3,355,000	0	FAV
29	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	846,736	822,839	822,839	(760)	822,079	(760)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	729,937	703,182	703,182	0	703,182	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	366,819	0	366,819	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	0	206,478	0	FAV
34	5620-OIL USED FOR HEATING	122,271	87,016	44,258	172	44,430	(42,586)	FAV
35	5621-NATURAL GAS	86,384	97,000	125,648	0	125,648	28,648	UNF
36	5627-TRANSPORTATION SUPPLIES	167,967	132,785	132,785	0	132,785	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	39,066	126,149	126,149	0	126,149	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	23,356	20,797	20,797	0	20,797	0	FAV
39	5690-OTHER SUPPLIES	432,978	488,496	488,496	0	488,496	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,978,913	3,051,561	3,037,451	(588)	3,036,863	(14,698)	FAV
41	5730-EQUIPMENT - NEW	63,160	39,170	39,170	0	39,170	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	206,685	(1,796)	204,889	(1,796)	FAV
43	EQUIPMENT	286,369	245,855	245,855	(1,796)	244,059	(1,796)	FAV
44	5715-IMPROVEMENTS TO BUILDING	0	160,000	160,000	0	160,000	0	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	183,000	(65,030)	117,970	(65,030)	FAV
46	5850-CONTINGENCY	0	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	0	0	0	0	FAV
48	IMPROVEMENTS / CONTINGENCY	9,860	493,000	493,000	(65,030)	427,970	(65,030)	FAV
49	5580-STAFF TRAVEL	23,436	20,157	20,157	0	20,157	0	FAV
50	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232	0	FAV
51	5810-DUES & FEES	72,093	100,291	100,291	0	100,291	0	FAV
52	DUES AND FEES	119,828	145,680	145,680	0	145,680	0	FAV
53	5856-TRANSFER ACCOUNT	346,445	0	0	0	0	0	FAV
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,693,072	46,902,342	46,290,636	(39,946)	46,250,690	(651,652)	FAV

Column 7: FAV=Favorable Variance
Unfavorable: 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 2015-2016**



SEPTEMBER 2015

This monthly financial report provides a comprehensive analysis of current and projected revenues and expenditures. New or revised comments and figures will be highlighted in *boldface italics* for future monthly reports for this fiscal year.

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2015-2016 FORECAST

OVERVIEW

The total cost savings and efficiencies for 2015-2016 to-date are \$108,411. Please refer to Appendix B for the complete list of initiatives.

The projected unspent fund balance for this fiscal year is **\$557,732 FAV**, which appears on page 1, column 6, line 20. The primary reasons for the projected fund balance are, as follows:

- **\$140,847 FAV:** *“Turnover savings” from replacing teachers and other staff who retired or resigned is over budget.*
- **\$65,030 FAV:** *The bid for the stone coping repair project at Amity Regional High School was under budget.*
- **\$26,657 FAV:** Bid prices for workers’ compensation and general liability insurance were competitive and below budget. The bids were received after the budget was adopted.

- **\$305,052 FAV:** Special Education Transportation and Tuition net of Special Education Grants – We had several students who were budgeted to be outplaced but were not for a number of reasons. 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. Any one of these events can have a significant impact, positive or negative, on the District’s special education expenditures.

REVENUES BY CATEGORY

The projected yearend balance of revenues are **\$93,920 UNF**, which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

The budget is based on the expectation interest rates will remain low.

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer’s Investment Fund</u>
June 2015	0.350 %	0.043 %
July 2015	0.250 %	0.150 %
<i>August 2015</i>	<i>0.400 %</i>	<i>0.170 %</i>

LINE 9 on Page 2: TUITION REVENUE:

The budget is based on six tuition students, five at full tuition rate and one student at reduced employee rate. The actual tuition charged is higher than budgeted.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2015-2016 is expected to be 79.0 percent. The estimated decrease in revenues is **\$97,880 UNF** based on projections of special education transportation and tuition at the budgeted rate of 79.0 percent.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures are **\$651,652 FAV**, which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

“Turnover savings” from replacing teachers, who retired or resigned, and leaves-of-absence is over budget by \$113,266 FAV.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

“Turnover savings” from replacing classified staff, who retired or resigned, is over budget by \$27,581 FAV.

LINES 3 & 4 on Page 3: MEDICARE & FICA:

The forecast is based on current staffing.

LINE 6: WORKERS' COMPENSATION:

The bid price for workers' compensation insurance premium was \$20,727 FAV under budget. The forecast assumes the audit premium will be \$10,807, which is the same as budgeted.

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

The forecast assumes actual claims of current employees and retirees will be the same as budget except for months with *actual claims (highlighted in bold, italics)*.

CLAIMS OF CURRENT EMPLOYEES AND RETIREES

MONTH	2015-2016 ACTUAL	2015-2016 BUDGET	2015-2016 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	\$424,798	\$360,250	\$64,548	\$311,067	\$430,267
AUG	\$298,314	\$360,250	(\$61,936)	\$336,053	\$381,584
SEP		\$360,250		\$282,989	\$306,379
OCT		\$360,250		\$368,169	\$312,668
NOV		\$360,250		\$326,683	\$327,966
DEC		\$360,250		\$419,537	\$416,061
JAN		\$360,250		\$284,899	\$402,402
FEB		\$360,250		\$330,398	\$238,891
MAR		\$360,250		\$269,027	\$368,088
APR		\$360,250		\$302,864	\$374,121
MAY		\$360,250		\$291,612	\$314,836
JUN		\$360,250		\$308,985	\$315,712
TOTALS		\$4,323,000	\$2,612	\$3,832,283	\$4,188,975

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST
88.9%	103.8%	87.3%	100.0%	100.1%

Note: 2015-2016 FORECAST is based on actual year-to-date claims plus budgeted claims for the remainder of the year.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$182,031 FAV.

LINE 22 on Page 3: 5521-GENERAL LIABILITY INSURANCE:

The bid price for liability, automotive and property insurance premium was \$1,972 UNF over budget. The bid price for student accident insurance premium was \$1,677 UNF over budget. The Connecticut Interlocal Risk Management Agency (CIRMA) has notified the District that we will be receiving a rebate of \$9,579 FAV.

LINE 24 on Page 3: 5560-TUITION EXPENSE:

Tuition has a projected variance of \$220,901 FAV.

Tuition for the vo-ag schools has a projected variance of \$19,650 FAV.

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Sound	6	8	7	5	6	4
Trumbull	3	2	2	2	4	3
Nonnewaug	3	2	2	1	3	3(1)
Common Guard Charter HS	0	0	0	1	1	1
ACES Wintergreen Magnet	0	2	1	0	0	0
King Robinson Magnet	0	0	0	0	0	1(0)
Totals	12	14	12	9	14	12(9)

ECA has a projected variance of \$ 3,952 UNF.

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
ECA	26	26	26	26	26	26

Public (ACES) and private out-of-district placements has a projected variance of \$205,203 FAV.

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Public SPED	6	8	6	10	10	7
Private SPED	24	21	25	24	23	24(21)
Totals	30	29	31	34	33	31(28)

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

The 2015-2016 budget for electricity assumes the use of 3,913,193 kilowatt hours at an average price of \$0.1900 per kilowatt hour, or a cost of \$743,506. *The forecast assumes the use of 3,913,193 kilowatt hours at an average price of \$0.1900 per kilowatt hour, or a cost of \$743,506. There is no budget variance for electricity.*

ELECTRICITY (KILOWATT HOURS)

MONTH	2015-2016 ACTUAL	2015-16 BUDGET	2015-16 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	339,296	350,380	(11,084)	321,976	353,041
AUG		353,327		331,999	355,228
SEP		357,369		349,784	369,190
OCT		303,582		292,657	310,925
NOV		292,695		287,227	294,532
DEC		301,518		297,565	295,361
JAN		316,251		290,906	322,535
FEB		317,768		319,356	323,318
MAR		313,876		321,785	306,728
APR		323,607		304,672	300,730
MAY		338,033		318,196	324,543
JUN		344,787		336,991	329,909
TOTALS		3,913,193	(11,084)	3,773,114	3,886,040

Loan payments will total \$14,583. The budget assumes there will not be a Load Shed credit. No budget variance is expected.

The budget for propane is \$5,250. *The forecast is \$3,150, or \$2,000 FAV under budget.*

Sewer costs are budgeted at \$28,000. *The forecast is \$29,340, or \$1,340 UNF over budget.*

The budget for water is \$31,500, which is the forecast.

LINE 34 on Page 4: 5620-OIL USED FOR HEATING:

The budget is \$87,016. Each middle school is budgeted to use 20,000 gallons, or a total of 40,000 gallons, at a price of \$2.1379 per gallon, or \$85,516. The budget includes \$1,500 for the generators at all three schools. The installation of the natural gas line at Amity Middle School – Orange Campus will result of 20,000 gallons of heating oil not being needed. This is a favorable variance of **\$42,758 FAV** (20,000 gallons at the budget price of \$2.1379). The projected usage at Amity Middle School – Bethany Campus is 20,000 gallons, same as budgeted. However, the forecasted price is \$2.1465 per gallon, or an unfavorable price variance of **\$172 UNF**.

LINE 35 on Page 4: 5621-NATURAL GAS:

The installation of the natural gas line at Amity Middle School – Orange Campus will increase the use of natural gas. The forecast assumes the cost will be two-thirds of the cost of heating oil, or \$28,648 UNF.

LINE 42 on Page 4: 5731-EQUIPMENT-REPLACEMENT:

The bid price for snow removal equipment was \$4,124 FAV under budget. A 3-point spreader attachment for the Kioti tractor was purchased for \$2,328 UNF. This will make the spreading of salt and ice melt much more efficient and safer.

LINE 44 on Page 4: 5715-IMPROVEMENTS TO BUILDING:

The budget includes a \$100,000 facilities contingency for emergencies. To-date, there have been no expenditures.

LINE 45 on Page 4: 5720-IMPROVEMENTS TO SITES:

The bid price for the stone coping repair project at Amity Regional High School was \$65,030 FAV under budget.

LINE 46 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. To-date, there have no expenditures.

APPENDIX A

Amity Regional School District No. 5 won the 2015 CQIA Innovation Prize, Connecticut's Malcolm Baldrige National Quality Award for Fostering a District Culture of Maximizing Cost Savings and Efficiencies.

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 higher costs for salaries, medical insurance, special education, and unfunded mandates to name a few of the many budget drivers. We have had success in finding ways to hold down expenses, but the ideas have come mostly from the District Office.

We developed a process in 2014 to foster a District culture of maximizing cost savings and efficiencies. First, the Board of Education made it a District Goal for this fiscal year. Second, the administrative team embraced the concept, because they quickly understood the benefits to the District. Third, the District's staff is continually being encouraged to participate through group meetings, e-mails and one-on-one conversations. Fourth, the community at-large, including Town Officials, are learning about our efforts through monthly financial reports, local access television, and group and individual conversations. Fifth, the taxpayers have given us their 'vote of confidence' as evidenced by all three regional school district member towns voting overwhelmingly for the District's budget.

Our school district is proud of our students' achievements in art, academics and athletics. Our students are amazing. We have an obligation to provide the staff, supplies and equipment, and infrastructure (both buildings and technology) so our students can excel. We do just that by planning, implementing and following up on a day to day basis. Our goal is to find cost savings and efficiencies to make the resources available to help our students be the best they can be. Since the start of this initiative in September 2014, our staff has identified about \$140,000 of savings and efficiencies!

We continue to encourage our staff to provide their ideas to save money and improve efficiencies. The staff can contact Dr. Charles S. Dumais, Superintendent of Schools, or Jack B. Levine, Director of Finance and Administration, when they have any idea, big or small.

APPENDIX B

COST SAVINGS AND EFFICIENCIES
FOR FISCAL YEAR 2015-2016

TOTAL ANNUAL SAVINGS TO-DATE OF: \$108,411

\$63,500: The Director of Pupil Services combined special education transportation runs by sharing transportation with Orange and Woodbridge.

\$7,661: The Director of Finance and Administration coordinated the negotiations of the STAR (Standardized Test for the Assessment of Reading) for Amity and the member towns' elementary school districts. Our District saved money with the lower prices.

\$3,800: The Assistant Director of Finance and Administration and Network Coordinator worked together to review all phone and fax lines throughout the District. The Network Coordinator identified lines that could be disconnected (old construction modules); fax lines settings that could be changed to the dial 9 for an outside line; and several reserve numbers that could be eliminated. In addition, all lines have been properly labeled.

In-Kind: An administrative assistant at Amity Middle School – Orange Campus obtained two new sets of the Town of Orange maps with street numbers. The maps can be used in a number of ways (e.g., Emergency Preparedness Plan; Transportation Review/Issues). These maps were laminated in the Media Center. In return for providing these maps, the school laminated a set of maps for the Town at no cost.

\$4,000: The Director of Technology decided not to hire two part-time summer interns. The new Technician is handling the work, which would have been done by the interns.

\$2,150: The blinds in the Amity Regional High School library atrium windows are battery operated. All of the batteries had failed. The cost of each battery was over \$100, and we needed 24 of them. Dino Gizzi, Building Maintainer, and Jim Saisa, Facilities Director, decided to purchase transformers and hard wire the blinds to building power, eliminating the need for batteries. We paid \$250 for materials and installed the transformers. We saved \$2,150 and never need to replace batteries again, saving labor and battery costs in the future.

\$10,000: Jim Saisa, Facilities Director, and Tracy Daigle, Facilities Coordinator, carefully reviews every invoice for the Facilities Department. Many companies bill us at the wrong State Contract amount or charge for trip or vehicle charges we should not pay. In addition, sales tax is frequently added to invoices, which should not be the case since we are tax exempt. Based on our audit of invoices, the Facilities Department saves a considerable amount of money every year.

\$300: All of the auto scrubbers, along with other cleaning equipment, run on batteries that need frequent distilled water additions. We used to buy cases of distilled water, but this took trips to the store (time) and the cost of the water. We purchased a water distiller for \$30. We now take normal tap water and distill it and no longer have to travel to purchase distilled water.

\$17,000: Our talented and properly trained Facilities staff prepares and refinishes our gym floors in-house. Most districts contract this service. We achieve excellent quality and do not pay a contractor to do this. We have trained a travelling gym floor crew to apply the finish in all of the gyms. We have four gyms.

APPENDIX C

COST SAVINGS AND EFFICIENCIES
FOR FISCAL YEAR 2014-2015

TOTAL ANNUAL SAVINGS OF:	\$139,721
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\$5,000: Curriculum and Staff Development eliminated the need for ProTrax (saving \$5,500 annually) by developing a seamless way to track Professional Development offerings on-line.

\$800: Amity Middle School – Bethany Campus reported a teacher shared Google docs and all TIP sheets rather than handing students paper copies of their task sheets.

\$1,500: Amity Middle School – Orange Campus reported the Media Center Administrative Assistant volunteered to check the large copier regularly for paper, cartridges and general checking of the room, supplies and machine. This has resulted in less ‘down-time’ for the copier and thereby, provides the teachers and staff greater efficiency in getting their needed copies.

\$2,500: We changed to automatic calendaring for the PPT meetings by the Guidance Administrative Secretary. This reduced the time it takes to create a list and continually update it. It has streamlined the process of scheduling meetings.

\$1,750: Amity Regional High School saved transportation money by not having a double bus run on the first day of school.

\$1,400: The Athletic Director is putting many of the department’s documents on-line rather than printing each one. This saves the cost of printing and makes it easy for parents and students to access the information.

\$13,000: Pupil Services Department reported a cooperative arrangement was made with Orange Elementary School District to share transportation costs to an out-of-district school.

\$8,000: We combined special education transportation runs.

\$9,000: The Finance Office is moving all the funds currently in Bank of America into People’s United Bank. This is being done to reduce fees, ease of transactions and security. In addition, we have been using a quasi-business-personal platform at Bank of America. Bank of America recommends we upgrade to their business platform. We would need to take these fees out of the student activity funds, which would be unfair to the students. By switching these funds to Peoples United, we do not need to pay the extra fees. Also, it would be more efficient to use one bank to collect funds using our online payment system.

\$5,050: We purchased a new online application called Applitrack, which will allow the District to receive and manage employment applications digitally. This recruiting tool allows us to post vacancies to social media sites, and job boards, including the #1 school job posting site. We expect this will cast a wider net in order to find the high-quality applicants we want at Amity. Applitrack helps us manage the entire application process in a much more efficient manner and will save on paper and copier costs.

\$2,000: The Technology Department reported Pilothouse Communications, LLC installed the District's new telephone system. We used them to remove, inventory and sell the old phones. This time-consuming process saved our busy Technology Department staff a lot of work.

\$950: The District negotiated to receive one-half of the sales price of the old phones.

\$5,000: We are implementing AlertSolutions into the PowerSchool deployment, which will allow us to contact students, teachers and parents via email, text messages or pre-recorded phone messages. It will also allow teachers to send mass e-mails to just their classes.

\$5,000: The network infrastructure upgrades have given us a true gigabit network which will allow teachers to fully utilize resources such as streaming video and digital media without bogging down or completely freezing the entire network.

\$10,000: We have purchased and installed print management software called PaperCut. This will allow us to manage and track printing activities across the District. The software will also allow us to provide quotas to staff and students that will help us control and reduce our paper and ink/toner consumption.

\$2,000: Facilities purchased and used new floor finish and gym finish techniques. We purchased new equipment, which allows the floor finish to be applied 37% faster than our previous methods. It also allows the gym finish to be applied up to 75% faster. This process and product has resulted in much smoother and shinier finish with no product waste.

\$1,000: Facilities implemented a team-cleaning concept to help us accommodate the Woodbridge Youth Summer Camps. Amity High School Custodians and equipment went to the Middle Schools, while the High School was occupied with summer camps. This allowed us to completely clean the Middle Schools by the end of July. Teams from the Middle Schools were then temporarily reassigned to the High School to fully implement our summer cleaning program. The school buildings are in pristine condition.

\$500: Automatic infrared flush valves were installed at the Stadium Field House. This will save on water and will ensure a much cleaner atmosphere in the public restrooms and locker rooms.

\$850: Electric hot air hand dryers were installed at the Stadium Field House. This will provide more sanitary conditions in the restrooms and save significant money on paper towel purchases. It should also cut down on vandalism and intentional clogging of fixtures, which will save money by not having the plumbing contractor frequently come to unclog drain lines.

\$750: One of our Custodians designed and implemented an inexpensive wood addition to some of our moving dollies. By spending a few dollars on lumber, we have converted our old dollies to functional moving dollies. This allows us to move desks, teacher desks, cabinets, etc., more safely and efficiently. This saved hundreds of dollars on purchasing new equipment from a vendor.

\$8,000: We have begun retrofitting drinking fountains by adding a water bottle filler kit to the existing drinking fountains to allow occupants to easily fill water bottles instead of having to buy them. This will cut down on the amount of recycling going into the recycling dumpster. It will also allow our staff and students to save money on purchasing water from a vending machine.

\$3,500: The SchoolDude work order system was revamped to streamline how work orders are disseminated and to improve communications with the work order originator. The previous approval process started with the Principal, then if approved was routed to Central Office for approval and scheduling with the appropriate technician or custodian. Now the general work orders are routed directly to the technician or custodian. The technician changes the status to "work in progress" and immediately knows of an issue. Once the work order is closed out as complete, the originator is immediately e-mailed the change in status. Large item requests are still routed through the Principal for consideration and approval. The new process has allowed quicker response time and better communication with the requesters.

\$6,720: Our new Health Benefits Consultant found out that Reliance commission payments of about \$560 per month were being paid to H.D. Segur. We took action to eliminate the payments and have the Amity premiums reduced accordingly.

\$6,000: Amity Regional High School had implemented a successful program Intervention Specialists for Math and Science for those students who needed tutoring. We had been paying a substitute rate for part of the day and tutor rate for part of the day. This became expensive. We changed to a single daily rate of \$140.72, which will save the District money.

\$450: The Guidance Offices in the three schools will be combining their orders of permanent record folders to take advantage of volume pricing.

\$375: The Middle Schools order student handbooks for both schools. This has saved money.

\$220: Amity Middle School – Bethany Campus provided parents with a ‘generic’ pocket folder to keep all handouts from teachers. In previous years, we used a customized printed pocket folder with the name of the school and Amity logo printed on the front cover.

\$500: The exterior wall pack lights on the Amity Regional High School Field House were problematic. There are seven fixtures all together. Each fixture would burn out once per year. As we looked for a better alternative, we found that the cost of the existing 70 watt metal halide bulb and ballast were equal to a new technology LED fixture, which is only 20 watts. We replaced all seven fixtures. The light quality is better; we decreased electricity usage by 65%; and the life expectancy of the LED fixture is ten years, so we have cost avoidance of bulb/ballast purchases and our electrician’s time.

\$938: The Finance Office has been actively pursuing vendors to switch to Electronic Funds Transfer (EFT) form of payment. Each mailed check costs 62.3 cents (i.e., 5.3 cents per check sheet; 8.0 cents per envelope; 49.0 cents for postage).

\$4,700: Amity Regional High School sends out documents by e-mail prior to a meeting and shows the documents on a screen at a meeting. This saves the paper and time to print the handouts.

\$300: Amity Middle School – Orange Campus will put all future editions of their new Students Newspaper online.

\$635: A few years ago, the Adult Education Program set up a merchant services account for patrons to pay for classes. We have closed this account and are now using the MyPaymentsPlus system.

\$1,250: The budget requests are being entered and verified by building staff. There is more detail being entered into the MUNIS budget module as backup information.

\$8,000: The Technology Department is moving as many printers as possible onto a Xerox print management contract, which will save on ink and paper.

\$600: The Athletic Department has added a section on PowerSchool to track athletes. This allows a direct uploading to the CIAC eligibility site, which saves about 4 hours of data input per season.

\$200: The toilet paper product was changed. We were finding the thin, single ply paper was shredding when being removed from the holder and those torn pieces were ending up on the floor. We need to be careful in the product we use, because we do not want students to clog the toilets with the paper. The Facilities Department believes we now have a better product. This suggestion came from an administrative assistant at Amity Middle School – Bethany campus.

\$14,400: An office in the Guidance Department at Amity Regional High School has had the temperature approach 90 degrees when the afternoon sun came around in both winter and summer. The design of the HVAC system is not adequate to control such a large thermal load. We had obtained a quote of \$15,000 to re-engineer the systems in that area. Another option was to install a small supplementary air conditioning system in that small office at a cost of \$4,000. We decided to try a reflective window film as studies have shown the film will reflect the majority of the heat away instead of allowing it to magnify through the window glass. It was installed at a cost of \$600. The results have been better than we expected. We solved a comfort problem for an employee at a fraction of the anticipated cost.

\$375: The Athletic Director has been looking at the overtime related to holding winter athletic practices on weekends and holidays. Mr. Goodwin decided to save 11 hours of overtime by ending Saturday practices at 3:00 p.m. instead of 4:00 p.m. Although the savings are relatively small, the effort will continue to take a close hard look at scheduling. This will be done without adversely affecting the athletic program or the time necessary for teams to practice.

\$500: We received a disposal of asset form for a computer cart that was no longer usable. High School Custodians Randy Joiner and Bob Carbone picked up the cart for disposal. They knew the art teacher was looking for a lockable, heavy duty cart to transport her ceramic and other art tools. They removed every other shelf in the cart making the size more appropriate to the teacher's needs and refastened a couple of other supports. The art teacher was ecstatic to get the cart for her use as a similar one would have cost over \$500 and it was not in the budget. Instead of throwing out an asset that was no longer usable to one department, we recycled it and put it into use in another department.

\$50: Amity Middle School – Bethany Campus teacher Helen Young noticed that the Xerox machine stapler automatically adjusts the amount of 'wire' it uses to staple documents and cuts off the excess, which is then deposited in a plastic waste container. The machine signals when the waste container should be replaced. An average used container has a mass of about 550 grams, which is approximately 1.21254 pounds. The teacher suggested bringing the 'waste' from all machine staplers to a recycling center.

\$250: Amity Middle School – Orange Campus administrative assistant Debbie Estok needed to find a way to create a large building plan image and our copiers are not capable to make large prints. Ms. Estok happened to speak to Tim Smith, Orange Deputy Fire Chief. He offered to make and deliver several large prints of our building plan. When Ms. Estok mentioned that we would laminate the prints, Mr. Smith was excited to learn that we have a laminator that will accommodate the 23 inch copies. We are going to laminate a few things for him. Thus, we saved money, gained goodwill, and solved a couple of needs.

\$3,108: Eversource (previously CL&P) recently performed a Most Beneficial Rate review for the purpose of determining whether our account is being billed on the most economical rate available to the school district. Based on our kilowatt (kW) demand and kilowatt hour (kWh) level, we can switch to a Time of Use rate. This will save approximately \$259 per month on the distribution portion of our electric bill at Amity Middle School – Bethany Campus.

\$2,600: Marie McPadden, Director of Curriculum and Staff Development, negotiated the Gates retesting fee for all students in grades 7 through 10 for the spring and had the fee reduced.

APPENDIX D

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).

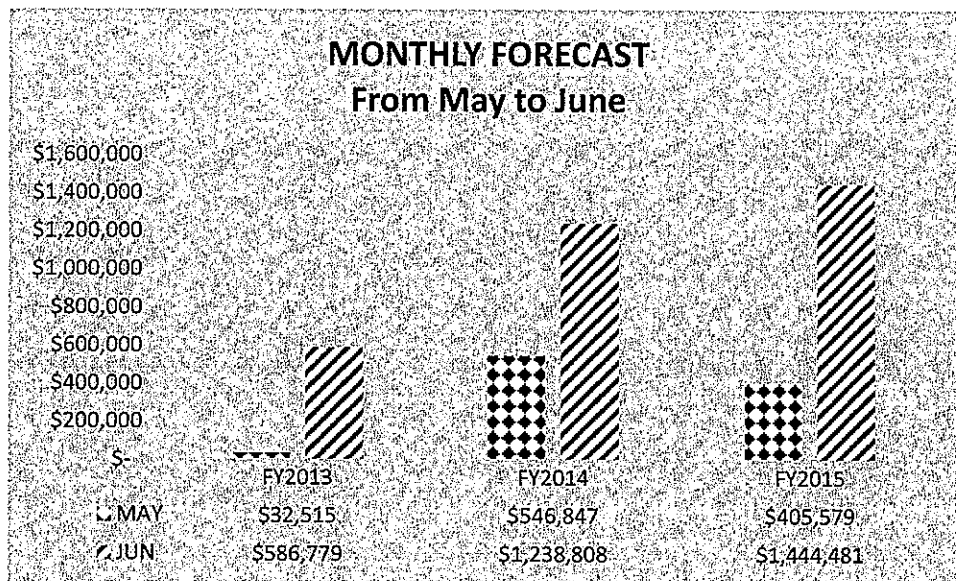
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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.

FY2013:

The actual fund balance was \$586,779, or **\$554,264 higher than the prior month's forecast**. The monthly forecast for May 2013 projected a fund balance of \$32,515. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$47,506:** FEMA notified us that they will reimburse 75 percent of the costs related to February 2013 blizzard. We did not know the amount or timing of any payment. The award notice was received in July.
- **\$111,095:** 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.
- **\$282,349:** Special Education transportation and tuition funds were forecasted for two students who were placed through IEP's in high-cost programs; however, both students remained in temporary lower cost programs throughout the year and did not transition as expected.

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 2014 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.

APPENDIX E

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 F

RECAP OF 2014-2015

The unaudited fund balance of **\$1,444,481 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: **\$ 992,497**

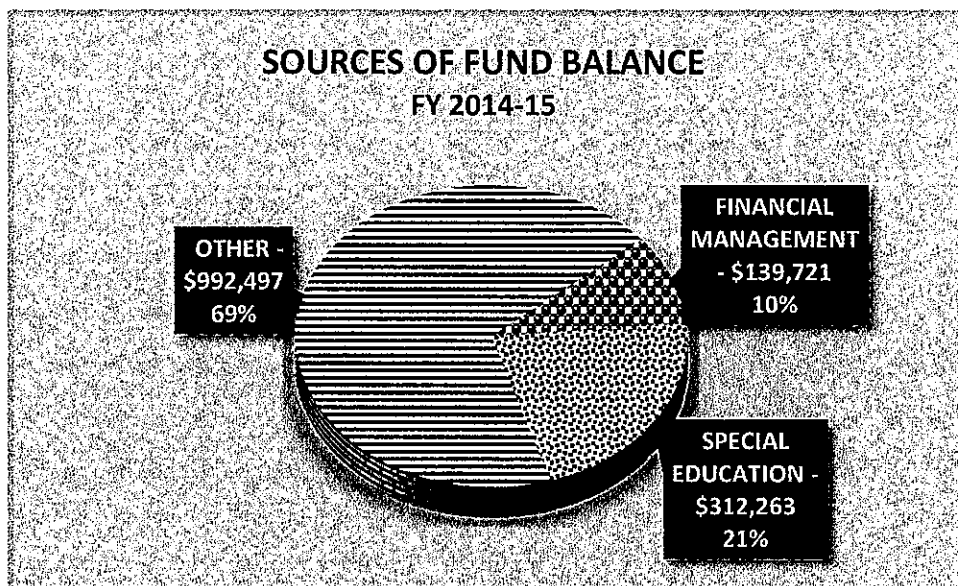
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

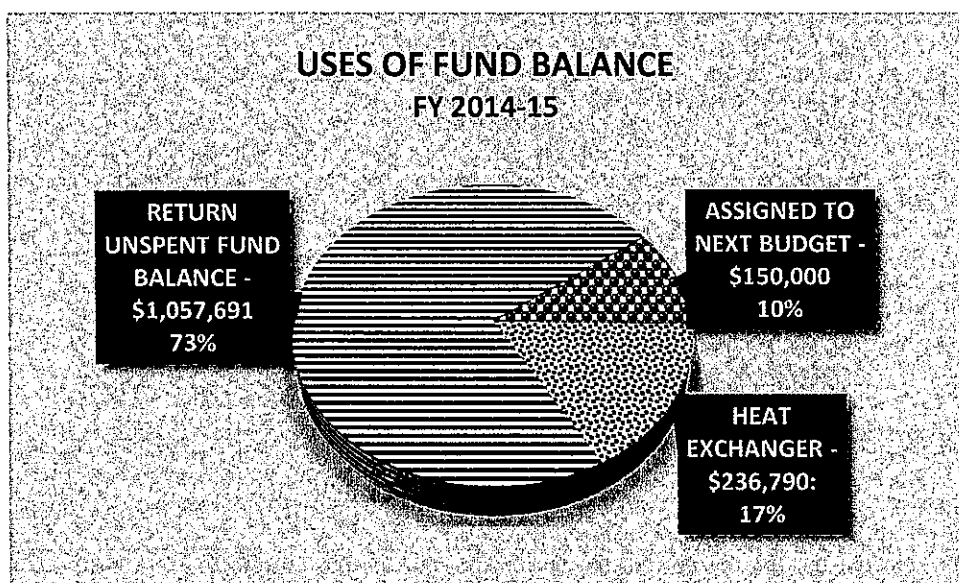
The primary sources of the fund balance are shown graphically below:



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

1. **\$1,057,691** – 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:

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

Bethany	\$ 220,221
Orange	\$ 520,564
Woodbridge	<u>\$ 316,906</u>
Total	\$1,057,691

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2015	64	03132220	5690 OTHER SUPPLIES	\$ -275.00	EasyBib license
July 2015	64	05142350	5690 OTHER SUPPLIES	\$ 275.00	EasyBib license
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 300.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 319.00	Databases
July 2015	65	03132220	5810 DUES & FEES	\$ -319.00	Databases
July 2015	65	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -300.00	Databases
July 2015	66	05132213	5641 TEXTBOOKS	\$ -57.00	Math Digital License
July 2015	70	05132213	5641 TEXTBOOKS	\$ -1,500.00	Spanish II and French II books
July 2015	70	03111006	5641 TEXTBOOKS	\$ 1,500.00	Spanish II and French II books
July 2015	71	03111014	5641 TEXTBOOKS	\$ 1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	71	05132213	5641 TEXTBOOKS	\$ -1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	129	04122151	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -250.00	Hearing kit
July 2015	129	04122151	5690 OTHER SUPPLIES	\$ 250.00	Hearing kit
August 2015	2	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	Replacement texts needed
August 2015	2	03111013	5641 TEXTBOOKS	\$ 1,000.00	Replacement texts needed
August 2015	29	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04126111	5560 TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -600.00	Purchase 7 books for Comp Pro
September 2015	35	03111009	5641 TEXTBOOKS	\$ 600.00	Purchase 7 books for Comp Pro

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



Jack B. Levine
Director of Finance and Administration
jack.levine@reg5.k12.ct.us

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: September 11, 2015

Heat Exchanger at Amity Regional High School:

Last August 2014, the Amity Board of Education transferred **\$57,950** into the Reserve Fund for Capital and Nonrecurring Expenses for the purpose of conducting an engineering study for fuel cell waste heat use at Amity Regional High School. FuelCell Energy plans to do the engineering work so the District can use these funds to purchase and install a heat exchanger at Amity Regional High School.

The Facilities Committee met on September 9, 2015 and supported this recommendation contingent on FuelCell Energy revising their bid process as requested by Amity.

Move to change the purpose of the \$57,950 in the Reserve Fund for Capital and Nonrecurring Expenditures from 'Engineering study for fuel cell waste heat use at Amity Regional High School' to 'Purchase and installation of heat exchanger at Amity Regional High School'.

Community / School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

Introduction

State law invests the ownership and responsibility for all Amity property in the Board of Education.

I. Purpose

This policy establishes a process and criteria for the consideration of requests to the Amity Regional Board of Education for the naming/renaming of District facilities or parts thereof, including rooms or small clusters of rooms, wings, other parts of the buildings, grounds and athletic facilities. The Superintendent will maintain a record of all requests and naming actions undertaken by the Board.

II. Responsibilities of the Amity Board of Education

It shall be the responsibility of the Amity Regional Board of Education to select names for all facilities and to authorize naming of school facilities and grounds to honor individuals or groups. The Board will solicit input from the community prior to naming facilities; however, final decisions on the naming of grounds, facilities and areas within facilities lies entirely with the Amity Regional Board of Education.

III. General Criteria

Facility naming shall be considered in cases when it has been recommended to honor a person or organization providing exemplary services or contributions to and having an affiliation with Amity Regional School District No. 5.

IV. Specific Criteria

Recommendations must meet the following specific criteria:

The individual(s) or group(s) recommended must have:

- a. Significantly enhanced the experience of Amity students in the area(s) Academics, Arts or Athletics.
- b. Made outstanding contributions to the heritage of the Amity Regional School District.
- c. Made contributions which will remain memorable long beyond the lifetime of those who propose the name.
- d. Significant community support.
- e. Length of service to Amity Community.

Community/School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

Historical perspective should be exercised before proposing name(s). Nominations whose claims are parochial, of recent date and untested by the passage of time, or based on personal enthusiasm should be avoided.

V. Naming of Facilities

Requests to attach a name to an aspect of the Amity Regional School District No. 5 facility shall be made in writing to the Superintendent of Schools. Requests must include the following:

- a. Rationale for the request with documentation supporting IV above.
- b. Specific aspect of the facility to be named: Requests should be consistent with an individual's contribution to Amity. For example, if the outstanding individual had been an exemplary science teacher, an appropriate request would be to name an aspect of the science wing.

Upon receipt of a completed request, the Superintendent will contact an existing family member or an appropriate contact for the namesake to discuss the request and seek approval.

The Superintendent will consult with appropriate members of the faculty and community to ascertain the level of support for the naming request.

When the Superintendent determines that the request is qualified, a meeting of the Facilities Committee will be convened to consider the request. It is within the sole discretion of the Facilities Committee to determine if the request should be recommended to the Amity Regional Board of Education for consideration.

VI. Board of Education Consideration

In cases where the Facilities Committee makes such recommendation, the Board will consider the recommendation during no less than two public meetings in order to provide sufficient notice to the community of their consideration.

If the Board acts favorably upon the recommendation of the Facilities Committee, the facility naming will be enacted by the Superintendent with a naming ceremony, including placement of an appropriate plaque identifying the individual's or group's unique contribution to Amity.

The Board of Education shall retain its authority to name or rename a facility of the school district notwithstanding any action or lack thereof of the Facilities Committee.

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Naming of Amity Regional School District #5 No. 5 Facilities

VII. Renaming of Facilities

In most instances, naming approved by the Board of Education will remain in existence during the useful life of the facility. The Board has no obligation to continue a name in cases where there has been demolition or movement of a named facility. New naming requests would be open in such cases.

In the sole discretion of the Board, it may consider a request to rename a facility. There may also be instances when requests are made to name individual units within named facilities. For example, the media center may be named for an individual who met criteria outlined in IV above, but an appropriate request may be made to name a smaller unit within the center. If criteria outlined in IV above are met, the Superintendent would follow all steps outlined in V above before bringing such a request to the Facilities Committee for consideration.

In cases of renaming or naming of units within already-named facilities, if approved by the Board of Education, the Superintendent will enact the naming with a ceremony, including placement of a plaque identifying the individual's or group's unique contribution to Amity.

References:

Policy on Naming of Facilities and other Assets of the University of Tennessee
rev. 2/27/2009

Policy for Naming Facilities University of Nebraska - Lincoln 10/1/1990

Policy for Naming, Dedication, Sponsorship of City Facilities and Acceptance of
Donations, City of Vacaville, CA 1/27/2009

Naming Public School Facilities, Northampton, Massachusetts Public Schools
3/13/2003

Naming of School Facilities and Dedicating Areas of School Facilities or
Grounds, Fairfax County Public Schools 11/17/2008

Community / School Relations New Construction

Naming of Amity Regional School District #5 No. 5 Facilities

REQUEST TO NAME / RENAME

***** PLEASE PRINT *****

Name of person/group making request: _____

Contact Name: _____

Last

First

Contact Number(s): _____

Name Request: _____

Significant contributions: _____

(use additional sheet is more space required)

Rationale for request (based on criteria in section IV of Policy 1331 – Naming of Amity

Regional School District No. 5 Facilities): _____

(use additional sheet is more space required)

Signature: _____

Date: _____

Received in Superintendent's Office: _____

Board Action: _____ Approved _____ Not Approved Date: _____

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

Personnel Committee	8/5/15
Finance Committee	8/10/15
Facilities Committee	9/9/15

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
PERSONNEL COMMITTEE MEETING**

**BOARD OF EDUCATION
AUGUST 05, 2015**

MINUTES

A meeting of the Personnel Committee of the Amity Regional Board of Education was held on Wednesday, August 5, 2015, at 5:30 p.m. in the Superintendent's Conference Room at the Amity District Offices.

Committee Members present: Susan Cohen, William Blake, Patricia Cardozo, Tracey Lane Russo, Sheila McCreven, James Stirling

Other Board Members Present: -

School Personnel Present: Charles Dumais

1. Call to Order at 5:35 p.m. by Susan Cohen
2. Motion to move to Executive Session: Pat Cardozo, 2nd Jamie Stirling, Unanimous
3. Move to Executive session at 5:37 p.m. Invited Superintendent to join Committee
 - a. Assistant Principal Interview
 - b. Discussion of Non-Union Salaries and Benefits
 - c. Paraeducator Tentative Agreement
 - d. Superintendent Evaluation and Contract Negotiation (7:20, Superintendent left Executive Session)
4. Move to Regular Session at 8:05 p.m.
5. Motion to forward Superintendent's recommendation for Amity Regional High School Assistant Principal to full Board: Sheila McCreven, 2nd William Blake, Unanimous
6. Motion to forward Superintendent's recommendation for Non-Union Salaries and Benefits to full Board: Tracey Lane Russo, 2nd William Blake, Unanimous
7. Motion to forward Superintendent's recommendation for Paraeducator Tentative Agreement to full Board: James Stirling, 2nd William Blake, 5-1 (Russo opposed)
8. Motion to Adjourn; Sheila McCreven, 2nd Jamie Stirling, Unanimous.
9. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Charles S. Dumais, Ed.D.
Superintendent

MINUTES

COMMITTEE MEMBERS PRESENT: Chairman James Stirling, Ms. Pat Cardozo, Ms. Diane Crocco, Mr. Matt Giglietti, and Mr. Joseph Nuzzo.

COMMITTEE MEMBERS ABSENT: Mr. John Grabowski.

Board members present: Mr. William Blake and Ms. Sheila McCreven.

Staff members present: Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas and Dr. Marie McPadden.

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy (Board of Finance, Orange) and Mr. Kevin Moffat (Board of Education, Orange).

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, August 10, 2015 at 5:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Mr. Stirling called the meeting to order at 5 :30 pm.
2. **Discussion and possible action on minutes.**
 - A. **Finance Committee meeting - June 08, 2015**

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

Vote unanimous (abstention Ms. Cardozo)

Motion carried

Mr. Stirling welcomed Ms. Cardozo as a new member of the Finance Committee.

3. **Public comment** – Mr. Leahy commented on the Amity surplus, reading from prepared remarks. His remarks addressed the historical timing of the decision made regarding the surplus and gave the committee members a chart regarding the budget surplus (*one page attachment*). Mr. Leahy requested that the process for allocating the surplus be moved to the Board meeting for September or October.
4. **Presentation and discussion of 2016-2017 budget calendar (enclosure).** Mr. Dumais presented the plan for the budget in 2016-2017. There were questions and some discussion regarding the various meetings on the proposed calendar. The intent of the meetings on the calendar is to have towns be part of the building process of the budget.
5. **Presentation of Annual Report on reserve fund for capital and nonrecurring expenditures.** The MicroGrid number is included here and can be amended as needed, depending on the action of the full Board.
6. **Discussion and possible action on recommended uses of 2014-2-15 year-end available funds (enclosure)** Mr. Dumais commented on Mr. Leahy's graph and that one reason year-end funds have increased is due to a special-needs student moving out of the district this summer. Mr. Levine further explained and referred the committee members to part of his report included in the package (pages 15, 16 and 17 of August 5th report). He gave several other examples of extra funds such as a FEMA refund, leave of absences, etc.

Mr. Levine presented his report on recommended use of year-end funds. The recommended uses of the preliminary, unaudited fund balance are, as follows:

1. **\$854,350** – 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, not to exceed \$400,000.

There was discussion regarding the year-end surplus, what should be done with these funds as well discussion about meeting obligations for funding the Other Post-Employment Benefits (OPEB) Trust and funding the heat exchanger (which is a 5:1 return on investment).

Mr. Stirling asked for a consensus of the voting members regarding the use of the year-end funds.

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

- A. Heat exchanger at Amity Regional High School** – Mr. Levine explained the cost of the heat exchanger and referred the Committee to his July 7th memo August 5th memo to Dr. Dumais for the details of the awarding the contract and financing.

Motion by Ms. Crocco, 2nd by Ms. Cardozo to award the contract for the purchase and installation of a heat exchanger at Amity Regional High School to FuelCell Energy of Danbury, Connecticut, at a price not to exceed \$400,000. The Amity Board of Education waives the bidding requirement.

Vote unanimous

Motion carried

Motion by Mr. Giglietti, 2nd by Mr. Nuzzo to change the purpose of the \$57,950 in the Reserve Fund for Capital and Nonrecurring Expenses from 'Engineering study for fuel cell waste heat use at Amity Regional High School' to 'Purchase and installation of heat exchanger at Amity Regional High School'.

Vote unanimous

Motion carried

Motion by Ms. Crocco, 2nd by Ms. Cardozo to make the budget transfer of \$236,790 from accounts to be determined by the Director of Finance and Administration to account 05-15-000-5856 for the Reserve Fund for Capital and Nonrecurring Expenditures and designate these funds for the purchase and installation of a heat exchanger at Amity Regional High School.

There was extensive discussion regarding the surplus, funding the OPEB Trust and how much money, if any, should be transferred from the year-end surplus as outlines in Mr. Levine's memo to Dr. Dumais of August 5th. The Committee decided to recommend that approximately half the dollar amount recommended in the memo be transferred from Medical and Dental Insurance to the OPEB Trust.

Motion by Ms. Cardozo, 2nd by Ms. Crocco to transfer \$175,000 from account number 05-15-2512-5255, Medical and Dental Insurance for the purpose of putting the funds into account number 05-15-0000-5860, OPEB Trust.

Vote unanimous

Motion carried

- B. Food service contract – 5-page attachment**

Motion by Mr. Nuzzo, 2nd by Ms. Crocco, to approve the amendment to the contract as negotiated with Chartwell and authorize the Superintendent to sign it.

Vote unanimous

Motion carried

8. Discussion of monthly financial statements

- A. Fiscal year 2014-2015**
B. Fiscal year 2015-2016

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

- A. Fiscal year 2014-2015**

B. Fiscal year 2015-2016

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

A. Fiscal year 2014-2015 –These items were addressed above, under 7A.

B. Fiscal year 2015-2016

Motion by Mr. Giglietti, 2nd by Mr. Nuzzo, to transfer of \$28,648 from 02-14-2600-5620, Oil used for heating, to account 02-14-2600-5621, Natural Gas, to purchase natural gas for Amity Middle School – Orange Campus.

Vote unanimous

Motion carried

11. Other

A. Update on MicroGrid project and heating, ventilation and air-conditioning (HVAC) upgrades at Amity Middle School – Orange Campus. Mr. Dumais stated that they are very close to a lease Agreement, which is the last step.

B. Update on financial audit

C. Information on second quarter 2015 executive summary review of Amity Pension Fund, Sick and Severance account and Other Post-Employment Benefits (OPEB) trust.

Motion by Mr. Giglietti, 2nd by Ms. Crocco that any funds not designated be returned to the towns. The preliminary, unaudited total is \$1,300,865.

12 Adjourn

Motion by Mr. Giglietti, 2nd by Ms. Crocco to adjourn at 6 :30 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

One page attachment - "Amity surplus growth in June"

Five page attachment – "Amendment Number One"

MINUTES

COMMITTEE MEMBERS PRESENT: John Belfonti, Patricia Cardozo (co-chairwoman), Steve DeMaio, Tracy Lane-Russo Jim Stirling, William Blake (Board chairman and ex-officio member).

COMMITTEE MEMBERS ABSENT: Diane Urbano (it should be noted that Ms. Urbano's name was not included on the email notification list because she is brand-new to the committee and so was not aware of the meeting).

Staff members present: Charles Dumais, Jack Levine and Jim Saisa.

Also present: Ruth Natzel.

A meeting of the Facilities Committee of the Amity Regional Board of Education (BOE) was held on Wednesday, September 09, 2015 at 5:30 pm in the Superintendent's Conference Room, at the Amity District Offices.

1. **Call to Order:** Co-Chairwoman Pat Cardozo called the meeting to order at 5:46 pm.
2. **Facilities update –** Mr. Saisa presented his annual report regarding summer facilities projects (attached).

Ms. Lane-Russo arrived at 5:53 pm

There was some discussion and questions regarding the various projects covered in the report; there were also other questions from the committee regarding other upcoming projects or possible projects, all of which were answered by Mr. Saisa as well as Mr. Levine and Dr. Dumais.

There was discussion regarding the FuelCell project (prior to executive session). Mr. Saisa, Mr. Levine and Dr. Dumais answered all the questions the committee had regarding the history of the project, the costs, the bidding process and the possible rebates. All questions and explanations were given by Mr. Saisa, Mr. Levine and Dr. Dumais. After lengthy discussion, the Committee members requested a breakdown of the \$385,000 amount and asked for a guarantee that any cost over this amount would be paid by UI. Further, the Facilities Committee will support the recommendation to waive the bidding process as stated by Mr. Levine at this meeting and as will be presented as a motion at the Board of Education meeting on September 21, 2015.

Mr. Demaio left the meeting at 6:35 pm.

Mr. Blake asked for any reaction from the committee members regarding the photo renderings of Amity High School after the construction of FuelCell project. (attached) Committee members voiced their concerns and approvals.

Mr. Blake departed at 6:40 pm

3. **Discussion of United Illuminating (UI)/Amity FuelCell lease (executive session).**

Motion by Mr. Stirling, 2nd by Mr. Belfonti to adjourn to executive session and to invite Mr. Saisa, Mr. Levine and Dr. Dumais to join them.

Vote unanimous

Motion carried

Committee moved to executive session at 6:45 pm

4. Adjourn

Motion made and seconded to adjourn from executive session and adjourn the Committee meeting at 9:15 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Attachments: Facilities Summer Report
FuelCell photo renderings