

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

March 14, 2016

A regular meeting of the Amity Regional Board of Education will be held on Monday, March 14, 2016, at 6:30 p.m. in the Presentation Room at the District Offices.

AGENDA


1. Call to Order
2. Pledge of Allegiance
3. Swearing in of New Board Member
4. Recognition of 2016 Superintendent's SCASA Award Recipients
5. Presentation on Quebec Trip – French Club
6. Approval of Minutes
 - a. Special BOE Meeting February 29, 2016 (Enclosure) pg. 3
7. Public Comment
8. Student Report
9. Correspondence
10. Superintendent's Report
 - a. Personnel Report (Enclosure) pg. 9
 - b. Other
11. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABB
 3. Curriculum
 4. Facilities
 - a. Facilities Dept. Monthly Report, February, 2016 (Enclosure) pg. 11

- 5. Finance
 - a. Discussion and Possible Action on Proposed 2016-2017 Budget pg.12
 - b. Report on Awarding of Extension of Electricity Rate and Term
 - c. Update on District Lighting Project pg.18
 - d. Discussion of Monthly Financial Statements pg.20
 - e. Director of Finance and Administration Approved Transfers Under \$3,000 pg.53
 - f. Discussion and Possible Action on Budget Transfers of \$3,000 or More pg.55
- 6. Policy
- 7. Personnel

12. Items for the Next Agenda

13. Adjournment

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



Charles Dumais, Ed.D.
Superintendent of Schools

CD/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, Mr. Steven DeMaio, Mr. Thomas Hurley, Ms. Tracey Lane Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Ms. Robin Berke.

Staff members present: Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Claude Roy, Mr. Kevin Keller, Mr. Matt Delany, Mr. Shawn DeRosa, Dr. Marie McPadden, Ms. Mary Raiola, Ms. Kathleen Cutler and Ms. Anna Mahon.

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy, Mr. R. J. Kaoud and other members of the public.

A special meeting of the Amity Regional Board of Education (BOE) was held on Monday, February 29, 2016 at 6:30 pm at Amity Middle School, Orange Campus.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:35 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Swearing in of new Board member**
Mr. Blake stated that the new Board member, Ms. Berke, is ill tonight, so this item will be pushed to the next agenda.
4. **Approval of minutes.**
 - A. **Regular BOE meeting, January 11, 2015 (enclosure)**

Motion by Ms. Cohen, 2nd by Mr. Stirling, to approve the minutes as submitted.

Vote unanimous (abstentions Mr. Hurley, Ms. Russo)

Motion carried

5. **Public Comment**

Mr. Leahy, vice-chairman of the Orange Board of Finance, presented an overview of Amity for the last 3 years (attachment). He stated that the feeling on the Orange Board of Finance is that Amity has been over-budgeting for the last 3 years by amounts that are too large.

6. **Student Report**

Mr. R. J. Kaoud gave an update on events at Amity High School and the two middle schools over the past month, as well as informing the Board of upcoming events. At Amity High School:

The Senior internship program is moving along quickly and the deadline for applications is April 15th.

Delegates from the Century School in China visited the high school and both middle schools.

Athletes participated in pink and blue cancer awareness week in January.

A Program of Study showcase was hosted at the high school to facilitate course choices for underclassmen.

The SAT for juniors is March 2nd, which is replacing the SBAC test.

Parent night at the high school took place on February 25th.

The spring theatre production of Into The Woods is coming up.

A School Climate survey was given out and responses will be tabulated.

At the middle schools:

Bethany Middle School concert took place on February 11th.

The Math and Debate teams competed and Math Team is going on to the State competition.

A "Meet the Author" event took place at both middle schools.

The production of The Lion King Junior is coming up in Bethany; Beauty and the Beast Junior was performed in Orange. An 8th grade Parent Night was held at Amity High school in January.

Since Mr. Kaoud mentioned it in his report, Mr. Hurley stated that he and Ms. McCreven attended a CABE meeting in February and two subjects in particular were brought up; school climate surveys and shared services proposals. Mr. Hurley asked about the school climate survey in light of what they heard at the CABE meeting from Senator Slossberg regarding student stress levels. Ms. McCreven explained that Ms. Slossberg reported on "high student stress levels" on her visit to some classes at Amity High School. The question is whether or not this is a legitimate concern for the Board regarding Amity students. Dr. Dumais asked Ms. Mahon to answer the question. Ms. Mahon was present when Senator Schlossberg made a presentation to the critical issues class at Amity High School regarding what she does in her job as a legislator. There was a conversation about SBAC testing as part of this class and the subject of student stress levels came up. Ms. Mahon did not witness students saying that they were stressed at Amity. There was some discussion by the Board members about whether this is an issue that needs to be pursued further. There was also discussion about the previous survey of graduates and whether or not there has been a presentation of that complete data and follow up. Mr. Blake stated that he feels we are looking for a problem that does not exist and that the Board should rely on Dr. Dumais or Ms. Mahon to come to the Board if there was indeed something that needed to be addressed in regards to student stress levels. Dr. Dumais stated that there would indeed be follow up on the graduate survey. He stated further that the administration, particularly Ms. Mahon, have a sense of what is going on at the high school. There will be a follow up at the April PTSO meeting to which Ms. Slossberg has been invited, along with some students.

Ms. Russo stated that there is a hearing on dyslexia on March 2nd and she would welcome any emails that have information or testimony on dyslexia.

7. **Correspondence – none.**

8. **Superintendent's Report**

A. **Personnel Report – (enclosure)**

B. **Other**

Dr. Dumais highlighted the items in his report.

9. **Chairman's Report -**

A. **Committee Reports**

1. **ACES** - Ms. Cohen asked about the requirement for setting a graduation date. The recommendation is that the graduation date be set in April. Amity is working with ACES and partner towns to coordinate summer school programs.
2. **CABE** - Day On The Hill is March 2nd. Other CABE information was discussed above, after the student report.
3. **Curriculum** – The Curriculum Committee met in January. There is no future meeting scheduled at this time.
4. **Facilities** – The Facilities Committee will meet tomorrow night, March 1st.
5. **Finance**

A. **Discussion and possible action on proposed 2016-2017 budget**

Mr. Blake stated that the Finance Committee met earlier this evening and they recommended waiting for a vote until the Board meeting in April. The floor was open for discussion and questions about the budget.

Ms. Russo asked about some of the changes in the budget that seem to be uneven, i.e., the budget for art, technical classes are going up at the high school but going down at the middle school level. Dr. Dumais and Ms. Kathleen Cutler answered these concerns.

Ms. Urbano asked if the budget process works from the bottom to top or top to bottom. Dr. Dumais and Mr. Levine explained the process; it begins with principals, department heads and teachers, goes back to principals/directors and

the superintendent as a team. This facilitates understanding across the board by all departments about all of the needs in the district.

Mr. Hurley asked Dr. Dumais to explain the slight change in the budget increase, which is now at 2.76%, approximately \$50,000 less than at last month's meeting, which he did as written in the revised budget.

Mr. Stirling stated that 3 of the 5 members of the Finance Committee present at the meeting earlier this evening were in favor of reducing the budget, one member was noncommittal and one was not in favor of making any cuts until looking at specific line items.

Mr. Blake, who was present for most of the Finance Committee meeting, said the Committee did not give a specific number but that they felt a 0% increase was not enough and that 2.76% was too high.

Mr. Stirling feels that the budget as presented will fully fund the programs but that he thinks a signal in the form of a budget reduction should be sent to try to change the culture and find alternatives to the current educational methods; he does not feel that the current methods are sustainable and that they need to change.

Ms. McCreven stated that what Mr. Stirling said is the same thing that what was said at the last CAFE meeting, along with combining service and beginning discussions about regionalization.

Ms. Russo stated that she does not think this budget is irresponsible and that it should be supported; the conversation should focus on the reasons for the increase, one of which is unfunded State mandates.

Mr. Hurley agreed that unfunded State mandates are a big issue and asked Dr. Dumais to comment on that; Dr. Dumais stated that the current list of State mandates numbers about 380.

Mr. Blake stated that the challenge is to let the public know that the Board is spending the public's money wisely. He is confident that Amity voters understand the value that they get from their education dollars.

Mr. DeMaio commented that he would like to see any surplus funds go back to the towns at the end of the year. A 2.76% increase with no money rolled over from the previous year is good; he has no issue with either lowering the budget or keeping it the same.

Ms. Urbano stated that she feels that money and achievement do not always equate. She wants to be responsible in spending and not end up in the crisis situation that we see on the State level.

Mr. Hurley commented that 66% of any surplus has gone back to the member towns over the past 3 years. However, the Board is not allowed to keep a surplus fund like each town is able to do. He asked what would happen if the 8 people predicted do not retire this coming year. If the people in the town are not seeing the money returned to the member towns it is because the towns are doing something else other than giving it back directly to the tax payer.

Mr. Blake stated that 3 big changes are in this budget as a response to the towns and Board input; eliminated \$150,000 rollover to the towns; added \$100,000 to the facility contingency fund and \$157,000 to fund OPEB.

Ms. Russo asked the Board to look at the end of budget presentation to see the fundamental change in the way the budget is produced; it is an honest budget and reflective of what the people in the members towns want.

Ms. Cohen spoke in favor of maintaining our facilities after all the construction that has taken place.

Mr. Blake thanked everyone for their input and stated that the members need to be ready to vote at the next meeting, March 14th.

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

1. Extension of electricity rate

Mr. Levine stated that Mr. Saisa met with a representative from Titan Energy to review utility performance and discuss future electric rates. A determination was made that approximately \$67,000 could be saved between December 2016 and December 2018 if the current contract with Constellation Energy is extended.

Mr. Stirling stated that the Finance Committee was unanimously in favor of this.

Motion by Mr. Stirling, 2nd by Mr. Belfonti to authorize the Superintendent of Schools to lock in a set price and term for electricity if he deems it in the best interest of the District. The Director of Finance and Administration will report the set price and term at the next Board meeting.

Vote unanimous

Motion carried

C. Discussion of monthly financial statements**D. Director of Finance and Administration approved transfers under \$3,000****E. Discussion and possible action on new funding requests**

Mr. Levine explained that Mr. Saisa received the retro-commissioning report from vanZelm and met with Dr. Dumais to discuss. One of the recommendations was that the ventilation problem with the acid neutralization tank for the Tech Lab at Amity High School be remedied. Dr. Dumais spoke with Board Chairman William Blake and he agreed with Dr. Dumais and Mr. Saisa that this should be accomplished as soon as possible to ensure the health and safety of students and staff. The total estimated cost is \$20,272. Mr. Levine noted that the Finance Committee was unanimously in favor of this motion.

It is noted that there is a contingency of \$100,000 budgeted in the Improvements to buildings account for the primary purpose of funding unanticipated facilities expenditures.

***Motion by Mr. Browe, 2nd by Mr. Hurley to make the following budget transfer of \$20,272 to pay for the engineering and installation of proper ventilation system for the tech lab at Amity Regional High School:
From account 05-14-2600-5715 Improvements to buildings to account 03-14-2600-5420, Repairs, maintenance and cleaning.***

Mr. Hurley commented that the Superintendent had the authority to address this as it was an emergency.

Ms. McCreven commented that there might be a conflict between the Board bylaws and the Finance Committee policy which states that a special meeting needs to take place. The Chair asked that the Policy Committee look at this at their next meeting.

There was further discussion regarding this situation and how it escalated to become an emergency. Mr. Saisa and Dr., Dumais explained the time line for the problem which originated when the drainage system was first installed and with increased use over time.

Vote unanimous

Motion carried

F. Other

Dr. Dumais gave an update on the status of the gym floor at Orange Campus. There was water damage to the gym floor and most of the cost will be paid by insurance. Mr. Saisa is waiting for the written report but the recommendation is that a moisture barrier be put in over the entire floor.

1. Update on savings from natural gas pricing decision

Mr. Levine told the Board about the cost savings for Amity resulting from a decision to stay on the fluctuating pricing standard for natural gas after the installation, rather than joining in bid sent out by the BOWA (Bethany, Orange, Woodbridge, Amity) consortium. Savings for this last calendar year amounts to \$94,464.32, showing that this was a good decision by Mr. Saisa, Mr. Levine and Dr. Brady.

2. Planned budget presentations to member town Boards of Finance

Mr. Blake stated that budget presentations have been made to the Finance Boards of Woodbridge and Bethany and a presentation will be made in Orange tomorrow night, March 1st, a 7 pm. There has been some useful feedback from the first two meetings.

3. Information on fourth quarter 2015 executive summary review of Amity Pension Fund, Sick and Severance account and OPEB Trust.

Mr. Levine stated that Mr. Goss gave an update at the Finance meeting earlier this evening. Mr. Stirling reported the figures for the three trust funds as stated by Mr. Goss at the meeting. The pension fund balance as of December 31, 2015 was 9.2 million, Sick and Severance \$750,000 and OPEB 1.5 million.

6. Policy

A. First reading of the following: (enclosure)

- 1. 3542.331 – Food vendors**
- 2. 3542.22 – Food service personnel – code of conduct**
- 3. 1212 – school volunteers**

Mr. Hurley highlighted the three policies, their origin and what is contained in them.

Mr. DeMaio asked what would happen if something happened within one of the groups that rents any of the Amity facilities. Mr. Blake answered that the group would have to have insurance for special events to indemnify them so that the school would not be liable.

Ms. Russo asked about ongoing certification or follow-up of volunteers and stated that this might need to be added; she also asked if there was any requirement for periodic review or re-certification for volunteers.

There was some discussion regarding a wider scope of periodic checks and if that should include staff.

Ms. Russo asked if a definition of a "sex offender" is included. Dr. Dumais stated that the checks are done through DCF and in some cases the FBI is involved. Ms. Russo stated that there should be a change on the form to include the word "registered" in the question "are you a sex offender?"

There was further discussion regarding the volunteer and vendor policy regarding convicted felons being eligible to volunteer and be on school grounds.

Mr. Blake asked what policies are required by the State. Mr. Hurley answered that the food service policy is required by the State along with the code of conduct; the vendor policy is Amity's own policy.

Ms. Russo recommended that the volunteer policy be reviewed by an outside attorney for consistent language and what should happen to the information once it is obtained.

Mr. Stirling stated that the language of the vendor form should be changed so that the onus is not on the superintendent to decide who can be on school grounds. He recommended that the language in the policy regarding the superintendent be removed.

There was further discussion about the vendor policy and whether or not to require fingerprints of anyone employed by the vendor.

Ms. Cardozo stated that she read this as being in regards to food trucks being allowed at the high school after hours.

Ms. Urbano feels that the food trucks should not be allowed on the campus. While she acknowledges that there are students at the school late into the evening who are hungry, which is part of what was driving the formation of this policy. There is also a conflict with the fund-raisers that take place such as selling food at sporting events.

Mr. Belfonti stated that at his company everyone must have a background check in order to be allowed on any construction site and the client can audit the background checks any time they like.

It was decided that these would go back to the Policy Committee and have a 2nd reading at the full Board meeting in April.

Ms. Esposito asked if the policy could be made to apply to special events only; Mr. Hurley invited her to bring that idea to the next Policy meeting.

The policies will be sent back to the Policy Committee for further review and editing and will have a 2nd reading at the April meeting.

7. Personnel**A. Discussion of nurses' contract – executive session**

Motion by Mr. Hurley, 2nd by Mr. Browe to move into executive session and to invite Dr. Dumais.

Vote unanimous

Motion carried

The Board went into executive session at 8:50 pm and returned to public session at 9:03 pm.

B. Vote on nurses' contract

Motion by Mr. Browe, 2nd by Ms. Russo to approve the contract as negotiated with the nurses by the Personnel Committee.

Vote unanimous (Mr. DeMaio abstained)

Motion carried

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

11. Adjournment

Motion by Ms. Cohen, 2nd by Mr. Belfonti to adjourn at 9:05 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

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



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

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March 14, 2016

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

New Hire(s):

Amity Reg. District Offices – Woodbridge:

Lisa Toto – Ms. Toto is recently employed as a long-term substitute in the Fine Arts Department and will join the Amity staff on a permanent basis with the start of the 2016-17 school year as the photography teacher. She received her Bachelor's and Master's in Visual Arts/Photography from the University of Bridgeport.

Amity Reg. High School – Woodbridge: NONE

Amity Reg. Middle School – Bethany: NONE

Amity Reg. Middle Schools – Orange: NONE

Coaches:

Amity Reg. High School – Woodbridge:

Sara Hale – Interim Varsity Softball
 Kyle Saggio – Asst. Varsity Boys' Lacrosse
 Lisa Toto – Varsity Boys' Volleyball

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence:

Personnel Report – Page 2

March 14, 2016

Resignation(s):

Certified:

Marissa Smith – English – Amity Regional High School (Effective 7-1-16)

Classified: NONE

Coaches:

Brett Dowty – Asst. Varsity Boys' Lacrosse

Craig Brown – Asst. Varsity Boys' Volleyball

Nicholas Fedor – Asst. Varsity Boys' Track

Mark Pigatt – Asst. Varsity Boys' Track

Retirement(s): NONE

CSD/pfc

February, 2016

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- Two deep potholes were repaired at Amity Regional High School.
- New compressor air lines were run in the Metal Fabrication shop at Amity Regional High School to allow more flexibility with tool usage.
- A water leak was discovered in the book storage room at Amity Middle School, Bethany campus. It turned out to be a leaking sink manifold in an adjoining restroom. The manifold was removed and repaired by in-house personnel.
- A brief power outage caused inadvertent program changes in the building management system at Amity Regional High School. This resulted in malfunctions in the District Offices. Program maintenance was done to remedy the problem.
- The remainder of the electric hand dryers were installed in the large student restrooms at Amity Regional High School.

Projects in process:

- Part of the retro-commissioning report listed a storage room in the Industrial Arts room at Amity Regional High School as having inadequate ventilation. Three initiatives were completed during the February, 2016 break. A new cover for the tank is being ordered.
- A new plasma cutter was ordered for use in the Metal Fabrication classes at Amity Regional High School. New ventilation hoods have been ordered and will be installed upon arrival.

Outstanding issues to be addressed:

- A comprehensive energy efficiency project with lighting upgrades and installation of the heat exchanger associated with the fuel cell project is being developed. Bids were issued for the new light bulbs and fixtures to upgrade to all LED technology. The bids were opened and the comprehensive energy calculation spreadsheets were submitted to the utility companies for project rebate consideration.
- The ripples in the gym floor at Amity Middle School, Orange Campus, did not settle back to normal level as thought by the vendors that looked at the problem. Our gym floor vendor cut out a three foot by three foot section during the Holiday break. There is a high amount of moisture under the floor. Flooring was replaced so the gym will be fully functional for the remainder of the school year. The Facilities Director pursued an insurance claim to replace the floor and it looks like the insurance company will honor the claim.

Amity Regional School
District No. 5

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



Charles S. Dumais
Superintendent of Schools

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203.392.2106

To: Amity Finance Committee

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

Re: Proposed Revisions to Superintendent's 2016-2017 Budget

Date: March 9, 2016

I am recommending these revisions based on updated information.

ACCOUNT	DESCRIPTION	AMOUNT
Salaries	Adjust budgeted salaries for Director of Finance and Administration, District Student Database Specialist and cover part of a salary formerly paid by a grant	\$21,757
Medical & Dental Insurance	Revise budget based on February 2016 claims and fees	(\$58,401)
Utilities, Excluding Heat	Lower electricity expenses due to the extension of the supply contract	(\$30,000)
Equipment - Replacement	Eliminate budget for MBC panels. We plan to replace the old Siemens MBC Panels in this fiscal year rather than next fiscal year. These panels are located throughout the high school and control all of the programming and function of the entire HVAC system. Facilities Director Jim Saisa recommends this repair be done now so we do not run the risk of a whole panel failing and making it impossible to control an area of the building before an emergency repair can be done. We will use some of the unspent portion of the snow removal budget to purchase the MBC panels.	(\$25,000)
CHANGE IN EXPENDITURES		(\$91,644)

Enclosed is the Excel spreadsheet of the revised proposed Superintendent's 2016-2017 budget.

Enclosure

c: Jack B. Levine, Director of Finance and Administration
Terry Lumas, Assistant Director of Finance and Administration

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2016-2017 SUPERINTENDENT'S RECOMMENDED BUDGET**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
		2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST	2016-2017 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
1	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	46,558,619	1,209,925	2.67%
2	OTHER REVENUE	249,582	215,266	243,082	190,215	(25,051)	-11.64%
3	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	1,324,940	167,529	14.47%
4	MISCELLANEOUS INCOME	320,498	174,480	197,098	24,480	(150,000)	-85.97%
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	6,491	0	0.00%
6	TOTAL REVENUES	45,889,205	46,902,342	46,783,301	48,104,745	1,202,403	2.56%
7	SALARIES	23,646,038	24,522,504	24,438,330	24,987,314	464,810	1.90%
8	BENEFITS	5,417,449	5,837,134	5,805,777	6,143,208	306,074	5.24%
9	PURCHASED SERVICES	7,080,741	7,862,820	7,541,749	8,409,037	546,217	6.95%
10	DEBT SERVICE	4,799,303	4,743,788	4,743,788	4,733,881	(9,907)	-0.21%
11	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	2,992,066	2,963,347	(88,214)	-2.89%
12	EQUIPMENT	286,652	245,855	255,804	270,160	24,305	9.89%
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	404,493	439,000	(54,000)	-10.95%
14	DUES AND FEES	119,827	145,680	145,680	158,798	13,118	9.00%
15	TRANSFER ACCOUNT	346,445	0	445,086	0	0	0.00%
16	TOTAL EXPENDITURES	44,693,946	46,902,342	46,772,773	48,104,745	1,202,403	2.56%
17	SUBTOTAL	1,195,259	0	10,528	0	0	0.00%
18	CANCELLATION OF PRIOR YEAR'S ENCUMBRANCE	16,880	0	0	0	0	0.00%
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET	(150,000)	0	0	0	0	0.00%
20	NET BALANCE / (DEFICIT)	1,062,139	0	10,528	0	0	0.00%
21	AVERAGE DAILY MEMBERSHIP	2,343	2,301	2,286	2,294	(7)	-0.30%
22	PER PUPIL EXPENDITURE	15,955	17,091	17,224	17,617	526	3.08%

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2016-2017 SUPERINTENDENT'S RECOMMENDED BUDGET**

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 2015-2016 FORECAST	COLUMN 4 2016-2017 BUDGET	COLUMN 5 VAR. \$ TO BUDGET	COLUMN 6 VAR. % TO BUDGET
1	BETHANY ALLOCATION	9,204,690	9,441,145	9,441,145	9,492,837	51,692	0.55%
2	ORANGE ALLOCATION	21,758,187	22,400,894	22,400,894	22,692,671	291,777	1.30%
3	WOODBRIE ALLOCATION	13,245,805	13,506,655	13,506,655	14,373,111	866,456	6.42%
4	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	46,558,619	1,209,925	2.67%
5	ADULT EDUCATION	3,434	3,405	3,413	3,405	0	0.00%
6	PARKING INCOME	30,181	30,000	30,000	30,000	0	0.00%
7	INVESTMENT INCOME	2,799	1,500	2,000	2,000	500	33.33%
8	ATHLETICS	27,258	32,500	30,074	32,500	0	0.00%
9	TUITION REVENUE	75,864	72,985	92,134	47,434	(25,551)	-35.01%
10	TRANSPORTATION INCOME	110,046	74,876	85,461	74,876	0	0.00%
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0.00%
12	OTHER REVENUE	249,582	215,266	243,082	190,215	(25,051)	-11.64%
13	BESB GRANT	0	0	0	0	0	0.00%
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	987,936	1,324,940	167,529	14.47%
15	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	1,324,940	167,529	14.47%
16	RENTAL INCOME	26,025	3,500	25,000	3,500	0	0.00%
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	(150,000)	-100.00%
18	OTHER REVENUE	28,307	20,980	22,098	20,980	0	0.00%
19	TRANSFER IN	166	0	0	0	0	0.00%
20	MISCELLANEOUS INCOME	320,498	174,480	197,098	24,480	(150,000)	-85.97%
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	6,491	0	0.00%
22	TOTAL REVENUES	45,889,205	46,902,342	46,783,301	48,104,745	1,202,403	2.56%

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2016-2017 SUPERINTENDENT'S RECOMMENDED BUDGET

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 2015-2016 FORECAST	COLUMN 4 2016-2017 BUDGET	COLUMN 5 VAR. \$ TO BUDGET	COLUMN 6 VAR. % TO BUDGET
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,242,297	20,596,935	213,162	1.05%
2	5112-CLASSIFIED SALARIES	3,923,301	4,136,731	4,196,033	4,390,379	251,648	6.08%
3	SALARIES	23,646,038	24,522,504	24,438,330	24,987,314	464,810	1.90%
4	5200-MEDICARE - ER	317,397	327,104	328,032	334,538	7,434	2.27%
5	5210-FICA - ER	245,870	253,321	254,108	259,642	6,321	2.50%
6	5220-WORKERS' COMPENSATION	202,731	250,807	220,492	230,851	(19,956)	-7.96%
7	5255-MEDICAL & DENTAL INSURANCE	3,491,099	4,080,297	4,080,297	4,171,526	91,229	2.24%
8	5860-OPEB TRUST	175,000	0	0	157,272	157,272	100.00%
9	5260-LIFE INSURANCE	40,513	45,520	43,736	42,123	(3,397)	-7.46%
10	5275-DISABILITY INSURANCE	8,623	9,602	8,629	8,790	(812)	-8.46%
11	5280-PENSION PLAN - CLASSIFIED	738,934	772,191	772,191	862,404	90,213	11.68%
12	5282-RETIREMENT SICK LEAVE - CERT	80,780	39,000	39,000	25,900	(13,100)	-33.59%
13	5283-RETIREMENT SICK LEAVE - CLASS	0	2,000	2,000	2,062	62	3.10%
14	5284-SEVERANCE PAY - CERTIFIED	96,402	47,292	47,292	33,100	(14,192)	-30.01%
15	5290-UNEMPLOYMENT COMPENSATION	20,100	10,000	10,000	15,000	5,000	50.00%
16	BENEFITS	5,417,449	5,837,134	5,805,777	6,143,208	306,074	5.24%

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
2016-2017 SUPERINTENDENT'S RECOMMENDED BUDGET**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
		2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST	2016-2017 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,663	26,810	26,810	16,750	(10,060)	-37.52%
18	5327-DATA PROCESSING	65,367	78,138	78,138	79,062	924	1.18%
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	905,144	1,118,120	1,118,120	1,075,935	(42,185)	-3.77%
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	88,876	96,195	96,195	102,581	6,386	6.64%
21	5510-PUPIL TRANSPORTATION	2,511,292	2,831,153	2,653,966	2,957,249	126,096	4.45%
22	5521-GENERAL LIABILITY INSURANCE	196,758	205,831	199,901	220,548	14,717	7.15%
23	5550-COMMUNICATIONS: TEL, POST, ETC.	92,022	111,362	111,362	114,924	3,562	3.20%
24	5560-TUITION EXPENSE	3,127,149	3,323,310	3,185,356	3,757,143	433,833	13.05%
25	5590-OTHER PURCHASED SERVICES	76,470	71,901	71,901	84,845	12,944	18.00%
26	PURCHASED SERVICES	7,080,741	7,862,820	7,541,749	8,409,037	546,217	6.95%
27	5830-INTEREST	1,514,303	1,388,788	1,388,788	1,249,213	(139,575)	-10.05%
28	5910-REDEMPTION OF PRINCIPAL	3,285,000	3,355,000	3,355,000	3,460,000	105,000	3.13%
29	BONDING OF FACILITIES CAPITAL ITEMS	0	0	0	24,668	24,668	100.00%
30	DEBT SERVICE	4,799,303	4,743,788	4,743,788	4,733,881	(9,907)	-0.21%
31	5410-UTILITIES, EXCLUDING HEAT	846,736	822,839	782,955	806,764	(16,075)	-1.95%
32	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	717,509	714,645	11,463	1.63%
33	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	359,819	392,007	25,188	6.87%
34	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	212,565	6,087	2.95%
35	5620-OIL USED FOR HEATING	122,270	87,016	44,430	36,500	(50,516)	-58.05%
36	5621-NATURAL GAS	86,384	97,000	105,648	93,706	(3,294)	-3.40%
37	5627-TRANSPORTATION SUPPLIES	178,611	132,785	132,785	109,740	(23,045)	-17.36%
38	5641-TEXTS & DIGITAL RESOURCES	39,066	126,149	126,149	73,769	(52,380)	-41.52%
39	5642-LIBRARY BOOKS & PERIODICALS	23,356	20,797	20,797	22,257	1,460	7.02%
40	5690-OTHER SUPPLIES	430,431	488,496	495,496	501,394	12,898	2.64%
41	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	2,992,066	2,963,347	(88,214)	-2.89%

AMITY REGIONAL SCHOOL DISTRICT NO. 5
 REVENUES AND EXPENDITURES
 2016-2017 SUPERINTENDENT'S RECOMMENDED BUDGET

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
		2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST	2016-2017 BUDGET	VAR. \$ TO BUDGET	VAR. % TO BUDGET
42	5730-EQUIPMENT - NEW	63,443	39,170	44,970	60,128	20,958	53.51%
43	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	210,834	210,032	3,347	1.62%
44	EQUIPMENT	286,652	245,855	255,804	270,160	24,305	9.89%
45	5715-IMPROVEMENTS TO BUILDINGS	0	160,000	139,728	260,000	100,000	62.50%
46	5720-IMPROVEMENTS TO SITES	9,860	183,000	120,565	29,000	(154,000)	-84.15%
47	5850-CONTINGENCY	0	150,000	144,200	150,000	0	0.00%
48	IMPROVEMENTS / CONTINGENCY	9,860	493,000	404,493	439,000	(54,000)	-10.95%
49	5580-STAFF TRAVEL	23,435	20,157	20,157	24,050	3,893	19.31%
50	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	36,120	10,888	43.15%
51	5810-DUES & FEES	72,093	100,291	100,291	98,628	(1,663)	-1.66%
52	DUES AND FEES	119,827	145,680	145,680	158,798	13,118	9.00%
53	5856-TRANSFER ACCOUNT	346,445	0	445,086	0	0	0.00%
54	TOTAL EXPENDITURES	44,693,946	46,902,342	46,772,773	48,104,745	1,202,403	2.56%

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, Superintendent of Schools

From: Jack B. Levine, Director of Finance and Administration

Re: Update on District Light Project

Date: March 9, 2016

Facilities Director Jim Saisa reports, "The Facilities Department at Amity Regional School District No. 5 recently issued a bid for LED light bulbs and fixtures to replace the existing fluorescent lamps and exterior fixtures. Various demonstration models were obtained prior to the bid to ensure the lighting retrofit results provide adequate lighting levels in all areas. The bid contained the base model of the demonstration models that functioned as we expected and included an opportunity for an "or equal" submission. The bids were opened on February 12, 2016. Eight vendors submitted proposals. Each proposal was reviewed by the Facilities Department. The wording of the bid allows Amity to choose the best product for each category and does not require us to award all fixtures to one entity. The low bid for some of the products were submitted as "or equal". The vendor that submitted an "or equal" bid was required to supply samples of their product so we could ensure the product minimally performed as well as the original item bid. All products did perform minimally as well or better than the original specification in the field test. The Amity Middle School, Orange Campus, and Amity Regional High School lighting bids will be submitted to the UI Company for consideration for rebates to be coupled with HVAC projects. This could be considered a comprehensive project and result in higher rebates to Amity. The Amity Middle School, Bethany Campus, will be a stand-alone lighting project and was filed with Eversource for potential rebates."

The Amity Finance Committee and Amity Board of Education will ***not*** be voting on this project at their March meeting. We will be meeting with the Facilities Committee to seek their recommendation on the awarding of the following contracts, and if the Facilities Committee agrees, we plan to bring this for a vote at the April meetings of the Amity Finance Committee and Amity Board of Education:

Update on District Lighting Project
 March 9, 2016
 Page 2

Amity Middle School, Orange Campus

- ❖ Award the interior LED light bulbs to Power Point Energy, of South Glastonbury, CT, for a total of **\$17,216.80**.
- ❖ Award the exterior LED wall packs to Power Point Energy, of South Glastonbury, CT, for a total of **\$1,350.00**.
- ❖ Award the exterior LED canopy lights to UIC Energy LLC, of Wallingford, CT, for a total of **\$3,230.00**.

Note: In-house labor for installing the above bulbs and fixtures will total approximately **\$3,952.00**. Total cost of the lighting project is anticipated to be \$25,748. Estimated energy savings are \$13,209.97, resulting in a payback of just over one year. UI rebates on the lighting project (\$25,748) **and** the HVAC project (\$156,261) are \$76,040 and will be credited **after** the projects are completed.

Amity Middle School, Bethany Campus

- ❖ Award the interior LED light bulbs to Power Point Energy, of South Glastonbury, CT, for a total of **\$14,752.28**.
- ❖ Award the exterior LED wall packs to Power Point Energy, of South Glastonbury, CT, for a total of **\$1,350.00**.
- ❖ Award the exterior LED canopy lights to UIC Energy LLC, of Wallingford, CT, for a total of **\$2,079.00**.

Note: In-house labor for installing the above bulbs and fixtures will total approximately **\$3,177.00**. Total cost of the project is anticipated to be \$21,358. Eversource rebates on this project are not known at this time.

Amity Regional High School

- ❖ Award the interior LED light bulbs to Power Point Energy, of South Glastonbury, CT, for a total of **\$65,001.28**.
- ❖ Award the exterior LED wall packs w/ photo cells to Power Point Energy, of South Glastonbury, CT, for a total of **\$3,368.75**.
- ❖ Award the LED can lights to UIC Energy LLC, of Wallingford, CT, for a total of **\$4,465.00**.
- ❖ Award the LED street lights w/photo cells and parking lot fixtures to UIC Energy LLC, of Wallingford, CT for a total of **\$21,500.00**.
- ❖ Purchase gym lighting from UIC Energy LLC, of Wallingford, CT for a total of **\$6,600.00**.

Note: In-house labor for installing the above bulbs and fixtures will total approximately **\$14,601.00**. Lift rental for installing street lights and parking lot lights will cost \$2,500 for a 30-day rental. Total cost of the project is anticipated to be \$118,036.00. Estimated energy savings are \$56,873.99, resulting in a payback of just over one year. UI rebates on this project are not known at this time.

We will need to make budget transfers totaling **\$140,913** to pay for the contracts noted above. In-house overtime will be covered by available funds within the salary accounts.

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

LINE	CATEGORY	COLUMN 1 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 FEB '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 MAR '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 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	234,863	8,219	243,082	27,816	FAV
3	OTHER STATE GRANTS	1,103,952	1,157,411	1,033,333	(45,397)	987,936	(169,475)	UNF
4	MISCELLANEOUS INCOME	320,498	174,480	198,598	(1,500)	197,098	22,618	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	45,889,205	46,902,342	46,821,979	(38,678)	46,783,301	(119,041)	UNF
7	SALARIES	23,646,038	24,522,504	24,409,883	28,447	24,438,330	(84,174)	FAV
8	BENEFITS	5,417,449	5,837,134	5,789,419	16,358	5,805,777	(31,357)	FAV
9	PURCHASED SERVICES	7,080,741	7,862,820	7,531,354	10,395	7,541,749	(321,071)	FAV
10	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	3,008,011	(15,945)	2,992,066	(59,495)	FAV
12	EQUIPMENT	286,652	245,855	249,859	5,945	255,804	9,949	UNF
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	404,493	0	404,493	(88,507)	FAV
14	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	495,086	(50,000)	445,086	445,086	UNF
16	TOTAL EXPENDITURES	44,693,946	46,902,342	46,777,573	(4,800)	46,772,773	(129,569)	FAV
17	SUBTOTAL	1,195,259	0	44,406	(33,878)	10,528	10,528	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)	1,062,139	0	44,406	(33,878)	10,528	10,528	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 ACTUAL	2015-2016 BUDGET	FEB '16 FORECAST	CHANGE INCR./(DECR.)	MAR '16 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	3,353	60	3,413	8	FAV
6	PARKING INCOME	30,181	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	2,799	1,500	2,000	0	2,000	500	FAV
8	ATHLETICS	27,258	32,500	32,500	(2,426)	30,074	(2,426)	UNF
9	TUITION REVENUE	75,864	72,985	92,134	0	92,134	19,149	FAV
10	TRANSPORTATION INCOME	110,046	74,876	74,876	10,585	85,461	10,585	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	249,582	215,266	234,863	8,219	243,082	27,816	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	1,033,333	(45,397)	987,936	(169,475)	UNF
15	OTHER STATE GRANTS	1,103,952	1,157,411	1,033,333	(45,397)	987,936	(169,475)	UNF
16	RENTAL INCOME	26,025	3,500	25,000	0	25,000	21,500	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	28,307	20,980	23,598	(1,500)	22,098	1,118	FAV
19	TRANSFER IN	166	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	320,498	174,480	198,598	(1,500)	197,098	22,618	FAV
21	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
22	TOTAL REVENUES	45,889,205	46,902,342	46,821,979	(38,678)	46,783,301	(119,041)	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 2014-2015 ACTUAL	COLUMN 2 2015-2016 BUDGET	COLUMN 3 FEB '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 MAR '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,223,619	18,678	20,242,297	(141,476)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,186,264	9,769	4,196,033	57,302	UNF
3	SALARIES	23,646,038	24,522,504	24,409,883	28,447	24,438,330	(84,174)	FAV
4	5200-MEDICARE - ER	317,397	327,104	327,650	382	328,032	928	UNF
5	5210-FICA - ER	245,870	253,321	253,812	296	254,108	787	UNF
6	5220-WORKERS' COMPENSATION	202,731	250,807	220,492	0	220,492	(30,315)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,491,099	4,080,297	4,064,635	15,662	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	43,718	18	43,736	(1,784)	FAV
10	5275-DISABILITY INSURANCE	8,623	9,602	8,629	0	8,629	(973)	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	5,417,449	5,837,134	5,789,419	16,358	5,805,777	(31,357)	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	905,144	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	2,511,292	2,831,153	2,622,742	31,224	2,653,966	(177,187)	FAV
22	5521-GENERAL LIABILITY INSURANCE	196,758	205,831	199,901	0	199,901	(5,930)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	92,022	111,362	111,362	0	111,362	0	FAV
24	5560-TUITION EXPENSE	3,127,149	3,323,310	3,206,185	(20,829)	3,185,356	(137,954)	FAV
25	5590-OTHER PURCHASED SERVICES	76,470	71,901	71,901	0	71,901	0	FAV
26	PURCHASED SERVICES	7,080,741	7,862,820	7,531,354	10,395	7,541,749	(321,071)	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 ACTUAL	2015-2016 BUDGET	FEB '16 FORECAST	CHANGE INCR./(DECR.)	MAR '16 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	782,955	0	782,955	(39,884)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	723,454	(5,945)	717,509	14,327	UNF
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	359,819	0	359,819	(7,000)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	0	206,478	0	FAV
34	5620-OIL USED FOR HEATING	122,270	87,016	44,430	0	44,430	(42,586)	FAV
35	5621-NATURAL GAS	86,384	97,000	115,648	(10,000)	105,648	8,648	UNF
36	5627-TRANSPORTATION SUPPLIES	178,611	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	430,431	488,496	495,496	0	495,496	7,000	UNF
40	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	3,008,011	(15,945)	2,992,066	(59,495)	FAV
41	5730-EQUIPMENT - NEW	63,443	39,170	44,970	0	44,970	5,800	UNF
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	204,889	5,945	210,834	4,149	UNF
43	EQUIPMENT	286,652	245,855	249,859	5,945	255,804	9,949	UNF
44	5715-IMPROVEMENTS TO BUILDING	0	60,000	60,000	0	60,000	0	FAV
44a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000	0	FAV
44b	TRSF. FROM FACILITIES CONTINGENCY	0	0	(20,272)	0	(20,272)	(20,272)	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	120,565	0	120,565	(62,435)	FAV
46	5850-DISTRICT CONTINGENCY	0	150,000	150,000	0	150,000	0	FAV
46a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	(5,800)	0	(5,800)	(5,800)	FAV
47	IMPROVEMENTS / CONTINGENCY	9,860	493,000	404,493	0	404,493	(88,507)	FAV
48	5580-STAFF TRAVEL	23,435	20,157	20,157	0	20,157	0	FAV
49	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232	0	FAV
50	5810-DUES & FEES	72,093	100,291	100,291	0	100,291	0	FAV
51	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
52	5856-TRANSFER ACCOUNT	346,445	0	495,086	(50,000)	445,086	445,086	UNF
53	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
54	TOTAL EXPENDITURES	44,693,946	46,902,342	46,777,573	(4,800)	46,772,773	(129,569)	FAV

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES & EXPENDITURES BY CATEGORY
FINANCIAL ANALYSIS
FOR THE FISCAL YEAR 2015-2016**



MARCH 2016

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

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2015-2016 FORECAST

Potential Use of Unspent Fund Balance:

The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year. The Amity Finance Committee and Amity Board of Education will be asked to consider these requests at their August meeting.

The District refinanced some of its bonds on the 1990's construction projects some years ago and saved a significant amount of interest expense. The State has calculated we owe a refund of the grant paid of **\$145,086 UNF**. The State has reported this on its website for the past several years but has not yet requested the money. If in several years the State fails to request these funds, the Amity Board of Education can return the money to the member towns. This appears in the Transfer Account on page 4, column 6, line 53.

The forecast includes **\$300,000 UNF (previously \$350,000 UNF)** of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one of the facilities projects. This appears in the Transfer Account on page 4, column 6, line 53.

OVERVIEW

The projected unspent fund balance for this fiscal year is *\$10,528 FAV*, which appears on page 1, column 6, line 20. The primary reasons for the projected fund balance are, as follows:

- **\$158,097 FAV:** “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget.
- **\$30,315 FAV:** The bid price for workers’ compensation insurance premium was under budget. The payroll audit premium was below budget.
- **\$145,566 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.
- **\$65,030 FAV:** The bid for the stone coping repair project at Amity Regional High School was under budget.
- **\$73,882 FAV:** Utilities for electricity, heating oil and natural gas are projected to be below budget.
- **\$145,086 UNF):** The District owes the State a portion of the interest expense saved by refinancing some of the bonds on the 1990’s construction projects some years ago. The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year.
- **\$300,000 UNF (previously \$350,000):** The forecast projects \$300,000 UNF of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one or more of the facilities projects.

REVENUES BY CATEGORY

The projected yearend balance of revenues are \$119,041 UNF, which appears on page 2, column 6, line 22.

LINE 5 on Page 2: ADULT EDUCATION:

The forecast is based on information from the State.

LINE 7 on Page 2: INVESTMENT INCOME:

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

<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 %
August 2015	0.400 %	0.170 %
September 2015	0.400 %	0.170 %
October 2015	0.400 %	0.170 %
November 2015	0.400 %	0.170 %
December 2015	0.400 %	0.210 %
January 2016	0.400 %	0.210 %
<i>February 2016</i>	<i>0.400 %</i>	<i>0.370 %</i>

LINE 8 on Page 2: ATHLETICS:

The forecast is based on a historical analysis and actual revenue collected.

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. One new tuition student registered.

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on historical data and the State cap. Transportation income increase is largely due to a positive adjustment to the fiscal year 2014-2015 Excess Cost calculation.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2015-2016 is projected to be 75.0 percent (previously 79.0 percent) compared to the budget of 75.0 percent. The State has notified all school districts of the possible reduction due to the State's budget situation.

LINE 18 on Page 2: OTHER REVENUE:

The United Illuminating Load Shed credits for the first and second quarters for last fiscal year totaling \$3,272.91 FAV were received in September 2015. *The forecast is based on a historical analysis and actual revenues received.*

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures are **129,569 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 **\$132,194 FAV**. Two teachers are on unpaid leave-of-absence, which is estimated to save **\$25,281 FAV**. An additional ‘turnover savings’ of **\$20,482 FAV** was realized. The forecast projects savings of **\$10,000 FAV** from anticipated leaves-of-absences occurring towards the end of the school year. *Homebound expenditures are projected to be under budget by \$6,321 FAV. The IDEA grant does not have sufficient funds to pay for \$25,000 of a teacher’s salary as budgeted. The forecast is based on current staffing.*

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

“Turnover savings” from replacing classified staff, who retired or resigned, is over budget by **\$5,421 FAV**. The Federal government through the State has required our district to use 15 percent of the IDEA grant to train our staff to not over identify white autistic students. The cost of a paraprofessional budgeted in the IDEA grant needed to be shifted to the Board budget (**\$26,284 UNF**) due to the requirement to use 15 percent of the IDEA grant for training. *The forecast is based on current staffing.*

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

The forecast is based on the current staff.

LINE 6: 5220-WORKERS’ COMPENSATION:

The bid price for workers’ compensation insurance premium was **\$20,727 FAV** under budget. The payroll audit premium was \$1,219, or **\$9,588 FAV** below budget.

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

Actual employee and retiree claims are \$95,766 FAV under budget. Fees charged are \$76,086 FAV under budget. Actual claims and fees are shown below through February 2016. The forecast assumes the entire budget for this account will be used.

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	\$311,187	\$360,250	(\$49,063)	\$282,989	\$306,379
OCT	\$316,592	\$360,250	(\$43,658)	\$368,169	\$312,668
NOV	\$382,903	\$360,250	\$22,653	\$326,683	\$327,966
DEC	\$416,646	\$360,250	\$56,396	\$419,537	\$416,061
JAN	<i>382,654</i>	\$360,250	<i>22,404</i>	\$284,899	\$402,402
FEB	<i>253,140</i>	\$360,250	<i>(107,110)</i>	\$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	(\$95,766)	\$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%	97.8%

Note: 2015-2016 FORECAST of projected claims for this fiscal year as a percentage of expected claims is based on actual year-to-date claims plus budgeted claims for the remainder of the year divided by expected (budgeted) claims.

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

MONTH	2015-2016 ACTUAL	2015-2016 BUDGET	2015-2016 VARIANCE	2014-2015 ACTUAL	2013-2014 ACTUAL
JUL	\$95,297	\$70,000	\$25,297	\$85,723	\$104,334
AUG	\$87,514	\$69,745	\$17,769	\$88,370	\$89,545
SEP	\$73,583	\$69,745	\$3,838	\$96,853	\$94,550
OCT	\$76,154	\$69,745	\$6,409	\$97,604	\$59,835
NOV	\$41,351	\$69,745	(\$28,394)	\$55,394	\$40,563
DEC	\$40,224	\$69,745	(\$29,521)	\$47,437	\$40,321
JAN	<i>\$29,552</i>	\$69,745	<i>(\$40,193)</i>	\$47,120	\$44,201
FEB	<i>\$38,454</i>	\$69,745	<i>(\$31,291)</i>	\$46,962	\$43,730
MAR		\$69,745		\$46,314	\$33,847
APR		\$69,745		\$46,798	\$30,543
MAY		\$69,745		\$46,805	\$41,930
JUN		\$69,745		\$47,120	\$41,781
TOTALS		\$837,195	(\$76,086)	\$752,500	\$665,180

LINE 9: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$177,187 FAV (previously \$208,411 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 \$137,954 FAV (previously \$117,125 FAV).

Tuition for the vo-ag schools has a projected variance of \$13,097 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	5
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
Totals	12	14	12	9	14	14

ECA has a projected variance of \$21,901 FAV.

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
ECA	26	26	26	26	26	22

Public (ACES) and private out-of-district placements has a projected variance of **\$102,956 FAV** (previously **\$140,937 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	6
Private SPED	24	21	25	24	23	27(28)
Totals	30	29	31	34	33	33(34)

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 3,831,602 kilowatt hours at an average price of \$0.1832 per kilowatt hour, or a favorable variance of **\$41,557 FAV**.

Electricity was budgeted at \$0.1900 per kilowatt hour, and the current average price through the first half of the fiscal year is \$0.1732 per kilowatt hour. Thus, the average price is lower than budget. The usage is projected to be under budget for several reasons. First, we have made more adjustments to the operation of the HVAC equipment, which has resulted in kilowatt per hour usage savings. Second, Technology has greatly reduced the number of servers that run the District's data infrastructure, which has reduced energy consumption. Third, the number of degree days in October 2015 was higher than the previous two years, which led to much less need for air conditioning, resulting in less kilowatt usage.

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	374,855	353,327	21,528	331,999	355,228
SEP	361,951	357,369	4,582	349,784	369,190
OCT	293,904	303,582	(9,678)	292,657	310,925
NOV	276,758	292,695	(15,937)	287,227	294,532
DEC	269,037	301,518	(32,481)	297,565	295,361
JAN	273,192	316,251	(43,059)	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	(86,129)	3,773,114	3,886,040

Loan payments will total \$14,583. The budget assumes there will not be a Load Shed credit.

The budget for propane is \$5,250. The forecast is \$3,150, or **\$2,100 FAV** under budget.

Sewer costs are budgeted at \$28,000. The forecast is \$31,773, or **\$3,773 UNF** over budget.

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

LINE 31 on Page 4: 5420-REPAIRS, MAINTENANCE & CLEANING:

Below is a list of repair items not specifically included in the budget. At this time, we are projecting no budget transfers will be needed to cover these expenditures.

- We received an alarm on one of the large sewage ejection pumps at Amity Regional High School. The seal on the pump was leaking. The cost to repair the pump was \$4,300 UNF.
- The sign in front of the District Office building had rotted through and needed to be replaced. A replacement sign has been ordered. The unbudgeted expense is \$2,900 UNF.
- The restroom partitions in the boy's locker room at Amity Regional High School were destroyed by vandalism. The unbudgeted expense to replace the stalls is \$4,500 UNF.

Facilities Director Jim Saisa reported, "The ripples in the gym floor at Amity Middle School, Orange Campus did not settle back to normal level as thought by the vendors that looked at the problem. Our gym floor vendor cut out a three foot by three foot section during the Holiday break. There is a high amount of moisture under the floor. Flooring was replaced so the gym will be fully functional for the remainder of the school year. Funding will need to be allocated so the source of the moisture can be found and repaired during the summer of 2016. The repairs could be very costly depending on how much of the floor needs to be removed and the extent of the damage to the concrete foundation."

Facilities Director Jim Saisa received a quote of \$158,425 to "supply and install Versa shield MBX moisture barrier over the entire floor." Until work is started, there is no way to know if the entire floor will need to be replaced. Furthermore, it is possible we will need to hire a civil engineer to determine the cause of water intrusion if the obvious cause is not evident. *Facilities Director Jim Saisa met with the insurance adjustor and received feedback that CIRMA will pay for this project.*

Facilities Director Jim Saisa reported, “We received the retro-commissioning report from vanZelm. I met with the Superintendent to discuss the report. One of the recommendations deals with the Tech Lab at Amity Regional High School, room 165. There is a 772 gallon acid neutralization tank installed in the floor of the tool room that the science wing classrooms drain into. The tank was installed without proper ventilation. We have tried numerous repairs to remedy the rotten egg smell over the years to no avail. The Superintendent and I believe we should remedy the problem with the properly engineered design and subsequent implementation. The Superintendent would like to find the money to accomplish this as soon as possible. The total estimated cost is \$20,272.” Dr. Dumais spoke with Board Chair William Blake and agreed this project should proceed prior to the February meetings of the Amity Finance Committee and Amity Board of Education due to the health and safety of students and staff. Therefore, the project has been approved. A budget transfer of **\$20,272 FAV** has been taken from the facilities contingency budget to pay for it.

A budget transfer to Equipment - Replacement of \$5,945 FAV is requested to replace 3 bottom mats and 1 top mat, which have used their useful life and are in need of repair.

The Athletic budget has funds for planned general repairs, but we would like to use these funds to purchase new mats as the old mats have been damaged by mice. The season will start soon and we want to place the order as soon as possible.

The budget for snow removal and sanding is \$59,745. The costs incurred as of February 29, 2016, are \$29,925.

DEGREE DAYS: *The number of degree days through January 2016 are 1,919 compared to the prior year’s same period of 2,170, or 11.6 percent under the prior year.*

LINE 32 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:

The Science Department budgeted for the replacement of lab technology equipment to replace overused equipment (lab probes, etc. for Environmental Earth Science and Physics classes). Due to updated technology that has been released in the last several months, the new lab technology equipment can now be used with Chrome books and is cheaper than the original requested equipment that can only work with desktop computers. Based on this update, we are requesting permission to purchase a class set of Chrome books this fiscal year to be used in conjunction with the Chrome book-compatible equipment. This equipment is necessary and would be used during the current school year. The forecast includes the purchase of Chrome books for a Science class by transferring **\$7,000 FAV** from the Science Department’s 5611 – Instructional Supplies account to the Technology Department’s Other Supplies account.

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 in 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**. *The Fall of 2015 was warmer than recent Fall of 2014. The forecast for natural gas was reduced by \$20,000 FAV (previously \$10,000 FAV).*

LINE 39 on Page 4: 5690-OTHER SUPPLIES: The forecast includes the purchase of Chrome books for a Science class by transferring **\$7,000 UNF** from the Science Department's 5611 – Instructional Supplies account to the Technology Department's Other Supplies account.

LINE 41 on Page 4: 5730-EQUIPMENT-NEW:

A budget transfer of **\$5,800 UNF** was made from the Contingency Account to purchase Stage Tek decks for Amity Middle School – Orange Campus. The Principal stated, "The Stage Tek Decks will allow us to use the stage for the band and the strings and give back floor space for the audience which has also increased as the number of student performers has increased. In addition, we are staging our first musical this year and would like to have the option of placing scenes out front on the decks. With the extreme growth of our music and now theater programs AMSO needs the capability to extend the stage for concerts and theater events."

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.

A budget transfer from Repairs, Maintenance & Cleaning of \$5,945 FAV is requested to replace 3 bottom mats and 1 top mat, which have used their useful life and are in need of repair.

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

The facilities contingency has a budget of \$100,000. The forecast assumes these funds will be entirely used. The remaining balance is \$79,728.

- \$20,272 UNF - Remedy Ventilation Problem in Tech Lab at Amity Regional High School

POTENTIAL USE OF FACILITIES CONTINGENCY

Facilities Director Jim Saisa, reported, "The vanZelm Retro-commissioning Report lists the priority of HVAC replacement and improvement projects. The HVAC equipment replacement and improvement projects intended for the potential upcoming referendum have engineering costs associated with them. I believe we would be ahead of the game if we were able to secure funds for the engineering of those projects ahead of the intended referendum. By having the engineering and bid specifications prepared ahead of time, we could immediately bid the projects upon approval of the referendum. Should the referendum fail for some reason, the engineering and bid specifications will never go to waste, because sooner or later we will have to replace that equipment. Should the referendum fail and subsequently the HVAC equipment fail because of age, we will at least be prepared to quickly replace it rather than start from ground zero because we will already have the design documents. I thought this may be a consideration for year-end money should there be any. The total anticipated engineering costs for the projects is \$71,500." The forecast assumes \$71,500 UNF will be taken from the facilities contingency.

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. Change orders for the stone coping repair project added \$2,595 UNF to the price.

LINE 46 on Page 4: 5850-CONTINGENCY:

The budget includes a \$150,000 contingency for unplanned, necessary expenditures. The forecast assumes these funds will be entirely used. The balance is \$144,200.

- \$5,800 UNF – Purchase Stage Tek decks for Amity Middle School – Orange Campus

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

The Superintendent of Schools plans to ask the Amity Finance Committee and Amity Board of Education to transfer these funds from the unspent fund balance into the Reserve for Capital Nonrecurring Expenditures prior to closing the books for this fiscal year. The Amity Finance Committee and Amity Board of Education will be asked to consider these requests at their August meeting.

The District refinanced some of its bonds on the 1990's construction projects some years ago and saved a significant amount of interest expense. The State has calculated we owe a refund of the grant paid of **\$145,086 UNF**. The State has reported this on its website for the past several years but has not yet requested the money. If in several years the State fails to request these funds, the Amity Board of Education can return the money to the member towns.

The forecast projects **\$300,000 UNF (previously \$350,000 UNF)** of the unspent fund balance will be designated to purchase one or more of the items in the proposed 2016-2017 bond issue. In this way, the taxpayers will not pay any interest to borrow these funds to do one of the facilities projects.

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: \$125,911

\$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.

\$7,500: The bridge on the fitness trail at Amity Middle School, Orange Campus, had deteriorated and become unsafe. Rather than hire a contractor, Director of Facilities, Jim Saisa, worked with the Industrial Education Department at Amity Regional High School to make this a student project. The Facilities Department purchased the materials and the bridge was constructed in sections in the shop class. The bridge sections were then transported to Orange and assembled on-site. The project was a complete success. Not only were students involved in a real-life construction project, the District saved an estimated \$7,500 over hiring a contractor.

\$10,000: The Director of Curriculum and Staff Development negotiated with the textbook company for Grade 7 math texts and on-line licenses for the 2016-2017 budget.

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).

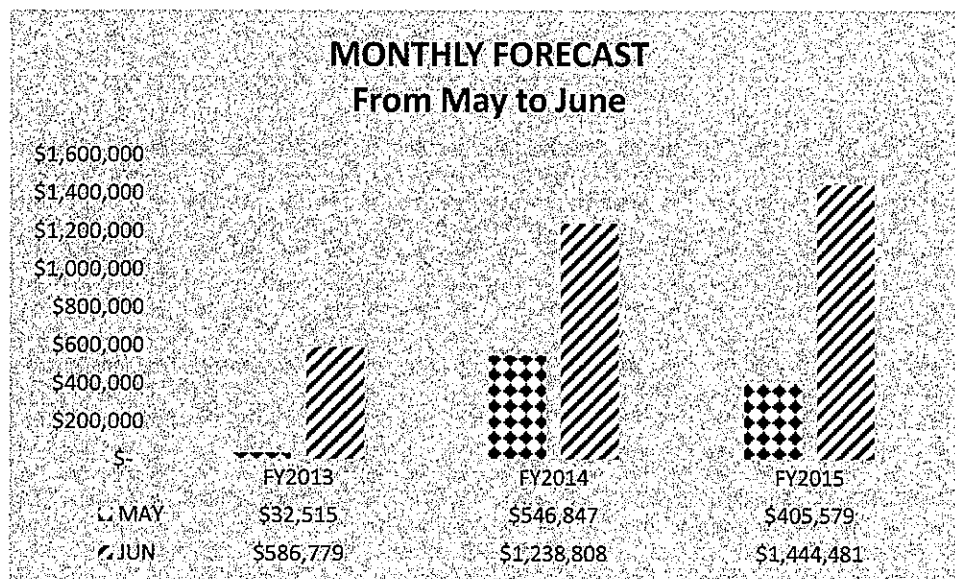
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

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

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

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

OTHER: **\$ 996,945**

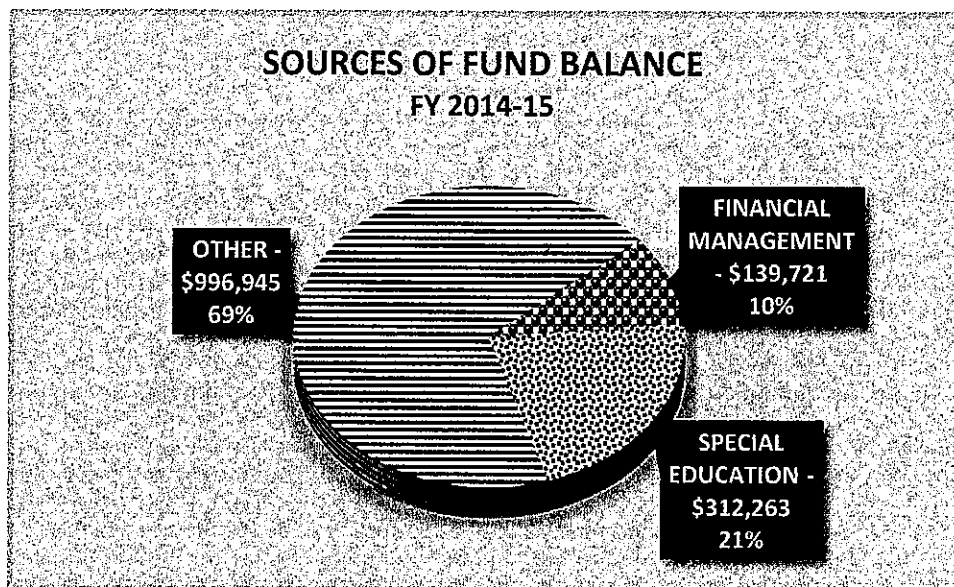
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

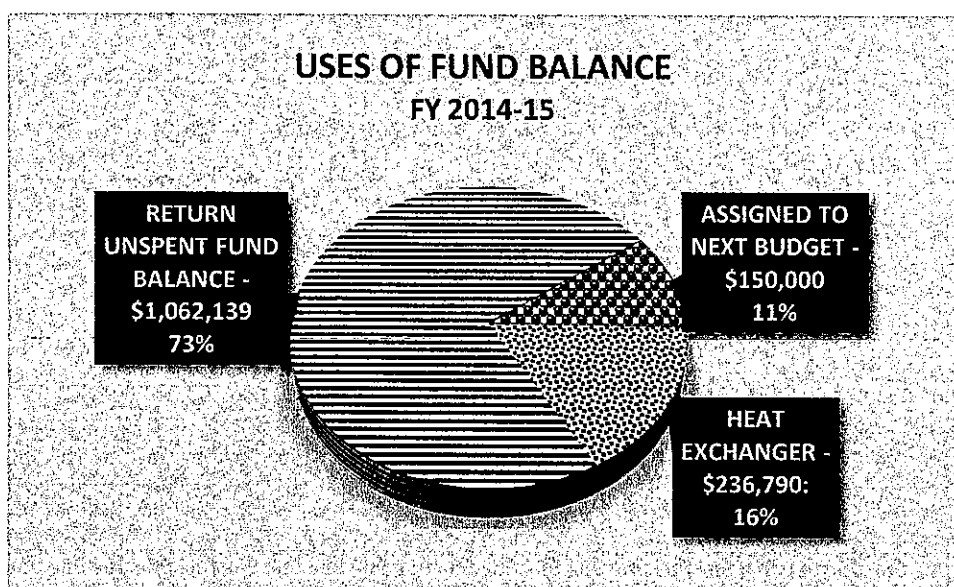
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

Amity Regional School District No. 5 - Budget Transfers 2015-2016

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<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	5642 LIBRARY BOOKS & PERIODICALS	\$ -300.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 319.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 300.00	Databases
July 2015	65	03132220	5810 DUES & FEES	\$ -319.00	Databases
July 2015	66	05132213	5641 TEXTBOOKS	\$ -57.00	Math Digital License
July 2015	70	03111006	5641 TEXTBOOKS	\$ 1,500.00	Spanish II and French II books
July 2015	70	05132213	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	5690 OTHER SUPPLIES	\$ 250.00	Hearing kit
July 2015	129	04122151	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -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	04126111	5560 TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	5641 TEXTBOOKS	\$ 600.00	Purchase 7 books for Comp Pro
September 2015	35	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -600.00	Purchase 7 books for Comp Pro
September 2015	95	03111013	5641 TEXTBOOKS	\$ 634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	95	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	126	05142700	5512 VO-AG/VO-TECH REG ED	\$ 1,142.00	TRANSPORTATION EXPENSES
September 2015	126	05142700	5513 IN DISTRICT PRIVATE REG ED	\$ 920.00	TRANSPORTATION EXPENSES
September 2015	126	04126111	5560 TUITION EXPENSE	\$ -2,062.00	TRANSPORTATION EXPENSES
September 2015	131	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	131	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -400.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	182	04132190	5581 TRAVEL - CONFERENCES	\$ 400.00	CONFERENCE REGISTATION FEES
September 2015	182	04122150	5611 INSTRUCTIONAL SUPPLIES	\$ -1,048.00	TRANSITION SUPPLY /CONFERENCES
September 2015	182	04121203	5690 OTHER SUPPLIES	\$ 648.00	TRANSITION CLASS SUPPLIES
September 2015	192	01111010	5731 EQUIPMENT - REPLACEMENT	\$ 1,097.00	PURCHASE BASS BOW & CASE
September 2015	192	01132400	5590 OTHER PURCHASED SERVICES	\$ -1,097.00	PURCHASE BASS BOW & CASE
October 2015	64	01111013	5611 INSTRUCTIONAL SUPPLIES	\$ -171.00	TO ATTEND A CONFERENCE
October 2015	64	01132400	5581 TRAVEL - CONFERENCES	\$ 171.00	TO ATTEND A CONFERENCE
October 2015	76	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,725.00	Economic textbooks
October 2015	76	03111014	5641 TEXTBOOKS	\$ 2,725.00	Economic textbooks
October 2015	102	01132400	5810 DUES & FEES	\$ 159.00	
October 2015	102	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -159.00	
November 2015	61	01132400	5810 DUES & FEES	\$ 50.00	
November 2015	61	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -50.00	
November 2015	62	01111013	5810 DUES & FEES	\$ 40.00	CONFERENCE FEE
November 2015	62	01111013	5611 INSTRUCTIONAL SUPPLIES	\$ -40.00	CONFERENCE FEE
November 2015	92	04126116	5510 PUPIL TRANSPORTATION	\$ 2,998.00	TRANSPORTATION TO AMSO
November 2015	92	04126130	5510 PUPIL TRANSPORTATION	\$ -2,998.00	TRANSPORTATION TO AMSO
November 2015	107	05132213	5590 OTHER PURCHASED SERVICES	\$ 2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	107	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	131	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CONFERENCES
November 2015	131	05132212	5581 TRAVEL - CONFERENCES	\$ 2,000.00	CONFERENCES
November 2015	189	03111014	5611 INSTRUCTIONAL SUPPLIES	\$ -265.00	AP Psych Workshop
November 2015	189	03111014	5810 DUES & FEES	\$ 265.00	AP Psych Workshop
November 2015	216	05142510	5690 OTHER SUPPLIES	\$ -2,172.00	AHS Sci Acid Cabinet & signage
November 2015	216	03111013	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 886.00	AHS Science signage

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
November 2015	216	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 1,286.00 AHS Science Acid Cabinet
December 2015	33	05142600	5720	IMPROVEMENTS TO SITES	\$ -2,836.00 Addtl repairs & Gary's
December 2015	33	02142600	5715	IMPROVEMENTS TO BUILDINGS	\$ 2,836.00 Addtl repairs & Gary's
December 2015	51	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -8.00 SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 75.00 SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5690	OTHER SUPPLIES	\$ -67.00 SHIPPING COSTS ADJUSTMENT
December 2015	52	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ -25.00 SHIPPING COST ADJUSTMENT
December 2015	52	04132140	5690	OTHER SUPPLIES	\$ 25.00 SHIPPING COST ADJUSTMENT
December 2015	53	04126117	5560	TUITION EXPENSE	\$ -1,500.00 FIELD TRIPS WHEELCHAIR BUS
December 2015	53	04126116	5510	PUPIL TRANSPORTATION	\$ 1,500.00 FIELD TRIPS WHEELCHAIR BUS
December 2015	166	03113201	5111	CERTIFIED SALARIES	\$ -825.00 Colorguard supplies
December 2015	166	03113201	5690	OTHER SUPPLIES	\$ 825.00 Colorguard supplies
January 2016	36	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 64.00 PUCHASE CLASSROOM SUPPLIES
January 2016	36	02111013	5690	OTHER SUPPLIES	\$ -64.00 PUCHASE CLASSROOM SUPPLIES
January 2016	37	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -2,858.00 lighting
January 2016	37	03142600	5420	REPAIRS, MAINTENANCE & CLEANING	\$ 2,858.00 lighting
January 2016	132	04126117	5560	TUITION EXPENSE	\$ -1,179.00 REIMBURSEMENT FOR TRANSPORTATI
January 2016	132	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 1,179.00 REIMBURSEMENT FOR TRANSPORTATI
January 2016	145	03113201	5690	OTHER SUPPLIES	\$ 2,130.00 COLORGUARD UNIFORMS/FLAGS
January 2016	145	03113201	5111	CERTIFIED SALARIES	\$ -2,130.00 COLORGUARD UNIFORMS/FLAGS
January 2016	176	05142310	5810	DUES & FEES	\$ -1,100.00 NSR TRANSFER
January 2016	176	05142320	5810	DUES & FEES	\$ 1,100.00 NSR TRANSFER
January 2016	220	03113201	5690	OTHER SUPPLIES	\$ 1,649.00 Colorguard digital flags
January 2016	220	03113201	5111	CERTIFIED SALARIES	\$ -1,649.00 Colorguard digital flags
February 2016	15	02132400	5581	TRAVEL - CONFERENCES	\$ -40.00 CONFERENCE FOR S. REMIGIO
February 2016	15	02132120	5581	TRAVEL - CONFERENCES	\$ 40.00 CONFERENCE FOR S. REMIGIO
February 2016	53	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -726.80 IPAD
February 2016	53	05142350	5730	EQUIPMENT - NEW	\$ 726.80 IPAD
February 2016	63	05132213	5111	CERTIFIED SALARIES	\$ 2,000.00 SDD PRESENTERS
February 2016	63	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00 SDD PRESENTERS
February 2016	64	05132212	5590	OTHER PURCHASED SERVICES	\$ 2,000.00 MARCH SDD - CATERED EVENT
February 2016	64	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00 MARCH SDD - CATERED EVENT
February 2016	89	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -150.00 Increase in competition costs
February 2016	89	03111015	5810	DUES & FEES	\$ 150.00 Increase in competition costs
February 2016	95	01111005	5641	TEXTBOOKS	\$ -2,930.00 Chromebooks BMS Eng
February 2016	95	05142350	5730	EQUIPMENT - NEW	\$ 2,930.00 Chromebooks BMS Eng
March 2016	9	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 BUS TRIP INFINITE POSSIBILITIE
March 2016	9	03142700	5510	PUPIL TRANSPORTATION	\$ 300.00 BUS TRIP INFINITE POSSIBILITIE
March 2016	20	01132400	5810	DUES & FEES	\$ 197.00 DUES FOR AMLE
March 2016	20	01132400	5590	OTHER PURCHASED SERVICES	\$ -197.00 DUES FOR AMLE
March 2016	21	01132400	5590	OTHER PURCHASED SERVICES	\$ -40.00 ADMIN ASSISTANTS CONFERENCE
March 2016	21	01132400	5581	TRAVEL - CONFERENCES	\$ 40.00 ADMIN ASSISTANTS CONFERENCE
March 2016	33	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,300.00 PD DAY - ALL STAFF - CATER
March 2016	33	05132212	5590	OTHER PURCHASED SERVICES	\$ 1,300.00 PD DAY - ALL STAFF - CATER
March 2016	34	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,500.00 CONFERENCE
March 2016	34	05132212	5581	TRAVEL - CONFERENCES	\$ 1,500.00 CONFERENCE
March 2016	35	05132212	5810	DUES & FEES	\$ -73.00 AWARD FOR EX. SUPPLIES
March 2016	35	05132213	5810	DUES & FEES	\$ -31.00 AWARD FOR EX. SUPPLIES
March 2016	35	05132213	5690	OTHER SUPPLIES	\$ 104.00 AWARD FOR EX. SUPPLIES

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: Dr. Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: March 9, 2016

Special Education:

Budget transfers are needed to pay for special education expenditures in the appropriate accounts.

Move to make the following budget transfer:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6111-5560	Tuition Expense	\$18,000	
04-13-2130-5330	Other Professional & Tech. Svcs.		\$18,000

Move to make the following budget transfer:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6117-5560	Tuition Expense	\$19,222	
04-12-6110-5560	Tuition Expense	\$107,278	
04-12-6130-5560	Tuition Expense		\$126,500

Budget Transfers of \$3,000 or More

March 9, 2016

Page 2

Facilities:

We would like to replace the old Siemens MBC Panels in this fiscal year rather than next fiscal year. These panels are located throughout the high school and control all of the programming and function of the entire HVAC system. Facilities Director Jim Saisa recommends this repair be done now so we do not run the risk of a whole panel failing and making it impossible to control an area of the building before an emergency repair can be done. We are recommending the use some of the unspent portion of the snow removal budget to purchase the MBC panels.

Move to make the following budget transfer:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-14-2600-5420	Repairs, Maintenance & Cleaning	\$25,000	
03-14-2600-5731	Equipment - Replacement		\$25,000

Athletics:

Athletic Director Ernie Goodman stated, "Our high jump mats have used their useful life and are in need of repair. Over the winter, the track coaches reported mice have gotten into the pads and damaged them. The cost of replacement is \$5,945.00. This would replace the 3 bottom mats and 1 top mat."

The Athletic budget has funds for planned general repairs, but we would like to use these funds to purchase new mats as the old mats have been damaged by mice. The season will start soon and we want to place the order as soon as possible.

Move to make the following budget transfer:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-11-3202-5420	Repairs, Maintenance & Cleaning	\$5,945	
03-11-3202-5731	Equipment - Replacement		\$5,945

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

Personnel Committee	2/9/16
Policy Committee	2/22/16
Finance Committee	2/29/16
Facilities Committee	3/1/16

MINUTES

COMMITTEE MEMBERS PRESENT: William Blake, Patricia Cardozo, Sue Cohen, Sheila McCreven, James Stirling

Also Present: Dr. Charles Dumais

A meeting of the Personnel Committee of the Amity Regional Board of Education was held on Tuesday, February 09, 2016 at 5:30 p.m. in the Conference Room at the District Offices.

1. **Call to Order:** The meeting was called to order by Sue Cohen at 5:30 p.m.
2. **Motion to enter Executive Session to conduct midyear performance discussion with Superintendent Dumais**

Motion: Pat Cardozo

Second: Jamie Stirling

Unanimous

3. **Adjourn:** The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Charles Dumais, Ed.D.

MINUTES

COMMITTEE MEMBERS PRESENT: Sue Cohen, Tom Hurley, Sheila McCreven (5:35), Diane Urbano

Also Present: Charles Dumais

A meeting of the Policy Committee of the Amity Regional Board of Education was held on Monday, February 22, 2016, at 5:30 p.m. in the Amity District Office Conference Room.

1. **Call to Order:** The meeting was called to order by Tom Hurley at 5:30 p.m.

2. **Public comment:** None

3. **Policy Discussion**

- Draft Policy 3542.331 – Food Vendors

Motion to move Policy 3542.331 to full Board for first reading

Motion: Sue Cohen, Second: Diane Urbano, Unanimous

- Draft Policy 3542.22 – Food Service Personnel – Code of Conduct

Motion to move Policy 3542.22 to full Board for first reading

Motion: Diane Urbano, Second: Sue Cohen, Unanimous

- Draft Policy and Regulation 1212

Motion to move Policy 1212 to full Board for first reading

Motion: Sue Cohen, Second: Diane Urbano, Unanimous

4. **Adjourn**

Motion to adjourn: Motion: Diane Urbano, Second: Sue Cohen, Unanimous

Meeting adjourned at 6:25 p.m.

Respectfully submitted,

Charles Dumais

MINUTES

COMMITTEE MEMBERS PRESENT: Chairman James Stirling, Ms. Pat Cardozo, Mr. John Grabowski, and Mr. Joseph Nuzzo.

COMMITTEE MEMBERS ABSENT: Mr. Matt Giglietti.

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

Also present: Mrs. Ruth Natzel, Mr. Jim Leahy, Ms. Pat Romano, Mr. Tom Hurley, Ms. Diane Urbano, Ms. Sheila McCreven, Ms. Sue Cohen, Ms. Amy Esposito, and Mr. Michael Goss.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, February 29, 2016 at 5:00 pm at Amity Middle School, Orange Campus.

1. **Call to Order:** Mr. Stirling called the meeting to order at 5:05 pm.

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

A. **Finance Committee meeting - January 11, 2016**

Motion by Ms. Cardozo, 2nd by Mr. Belfonti to accept the minutes as submitted.

Vote unanimous

Motion carried

B. **Finance Committee meeting - February 01, 2016**

Motion by Ms. Cardozo, 2nd by Mr. Belfonti to accept the minutes as submitted.

Vote unanimous (Mr. Grabowski and Mr. Belfonti abstained)

Motion carried

3. **Public comment**

Mr. Jim Leahy (Chairman, Orange Board of Finance) presented an overview of the Amity budget for the last 3 years (attachment). He stated that the feeling on the Orange Board of Finance is that Amity has been over-budgeting for the last 3 years by amounts that are too large.

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

A. **Extension of electricity rate**

Mr. Levine stated that Mr. Saisa met with a representative from Titan Energy to review utility performance and discuss future electric rates. A determination was made that approximately \$67,000 could be saved between December 2016 and December 2018 if the current contract with Constellation Energy is extended.

Mr. Nuzzo arrived at 5:16 pm

Discussion was held and questions were answered.

Motion by Ms. Cardozo, 2nd by Mr. Belfonti to authorize the Superintendent of Schools to lock in a set price and term for electricity if he deems it in the best interest of the District. The Director of Finance and Administration will report the set price and term at the next Board meeting.

Vote unanimous

Motion carried

5. **Discussion of monthly financial statements**

Mr. Levine highlighted the changes in the monthly financial statements.

6. Director of Finance and Administration-approved transfers under \$3,000**7. Discussion and possible action on new funding requests**

Mr. Saisa received the retro-commissioning report from vanZelm and met with Dr. Dumais to discuss. One of the recommendations was that the ventilation problem with the acid neutralization tank for the Tech Lab at Amity High School be remedied. Dr. Dumais spoke with Board Chairman William Blake and he agreed with Dr. Dumais and Mr. Saisa that this should be accomplished as soon as possible to ensure the health and safety of students and staff. The total estimated cost is \$20,272.

It is noted that there is a contingency of \$100,000 budgeted in the Improvements to buildings account for the primary purpose of funding unanticipated facilities expenditures.

Motion by Ms. Cardozo, 2nd by Mr. Grabowski to make the following budget transfer of \$20,272 to pay for the engineering and installation of proper ventilation system for the tech lab at Amity Regional High School: From account 05-14-2600-5715 Improvements to buildings to account 03-14-2600-5420, Repairs, maintenance and cleaning.

Vote unanimous

Motion carried

8. Other

A. Update on savings from natural gas pricing decision - Mr. Levine told the Committee about the cost savings for Amity resulting from a decision to stay on the fluctuating pricing standard for natural gas after the installation, rather than joining in bid sent out by the BOWA (Bethany, Orange, Woodbridge, Amity) consortium. Savings for this last calendar year amounts to \$94,464.32, showing that this was a good decision by Mr. Saisa, Mr. Levine and Dr. Brady.

B. Planned budget presentations to member town Boards of Finance

C. Information on fourth quarter 2015 executive summary review of Amity Pension Fund, Sick and Severance account and OPEB Trust.

Mr. Goss gave a brief update on the status of the funds for the 4th quarter of 2015 as well as some information on the first quarter for 2016 which has not yet closed.

D. Discussion and possible action on proposed 2016-2017 budget

Dr. Dumais presented the updated budget document, dated February 29, 2016; the net change is a decrease of \$50,000, bringing the total increase in the budget down to 2.76%.

There were questions and discussion regarding the budget changes which were answered by Dr. Dumais and Mr. Levine. There was discussion regarding the proposed bonding. The Facilities Committee is meeting tomorrow night, March 1st, and the proposed bond items will be discussed further at that time.

Mr. Stirling asked the Finance Board members to comment on and discuss the proposed budget as it is. Mr. Grabowski and Mr. Belfonti would like to see a further reduction in the budget based on feedback from community members.

Ms. Cardozo would not want to see the budget lowered without knowing where specific cuts will be made; she is concerned that cuts will affect programs. She asked what would happen if there was, for example, an increase in the number of special education students that would dramatically increase the budget, with no surplus built in.

Mr. Nuzzo stated that he cannot envision a 0% budget increase; the towns, State of Connecticut and the country are all struggling and he feels that this is a much larger school culture issue, more than just the numbers. He asked whether it's realistic to ask Amity to do more with less. All the Committee members present stated that a vote on the budget should take place at the next meeting on March 14th, rather than at this meeting.

Mr. Stirling stated that he feels that the budget should be reduced and not be fully funded in order to challenge the administration to find ways to change the culture and show leadership in Amity.

Dr. Dumais stated that creativity is not encouraged by taking away resources.

There was discussion about broaching the idea of making the Amity district K-12 as resources get tighter; the Committee felt that this is something that should be considered. Budget cuts can certainly be made but not without impact to programs. Dr. Dumais pointed the Committee to page 73 of the budget proposal for the 5-year forecast.

9 Adjourn

Motion by Ms. Cardozo, 2nd by Mr. Grabowski to adjourn at 6:22 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Mr. John Belfonti, Mr. Steve DeMaio, Ms. Tracey Lane-Russo and Ms. Diane Urbano.

COMMITTEE MEMBERS ABSENT:

Staff members present: Dr. Charles Dumais, Mr. Jack Levine and Mr. Jim Salsa.

Also present: Mrs. Ruth Natzel, Ms. Amy Esposito and Mr. James Stirling.

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on March 01, 2016 at 5:00 pm in the Superintendent's conference room at the Amity District Offices.

1. Call to Order: Ms. Russo called the meeting to order at 5:07 pm.

2. Update on lighting project

Mr. Saisa updated the Committee on the switch-out of fluorescent light bulbs in the District. There was an extensive testing process. Mr. Saisa hopes to have the figures from the bidding process available to the full Board at the March 14th meeting. The old bulbs will either be donated to an organization that can use them or recycled. The total cost savings is not known at this time but Mr. Saisa hopes to have those figures available at the March 14th Board meeting as well.

Mr. Browe arrived at 5:16 pm

3. Update on fuel cell

Mr. Saisa continues to meet biweekly with the FuelCell and United Illuminating representatives. There is no construction schedule as yet but the majority of the work will be done over the summer months; the drop-dead completion date is December 31, 2016. There will be a 36 hour "dark period" when some equipment is moved and Mr. Saisa has requested a 30-day notice before that takes place. It is expected that the bids for the various portions of work will be opened in the next week or so. Woodbridge planning and zoning has approved and issues all the permits.

4. Update on acid neutralization tank

This was discussed at the Board meeting on February 29th. The usage of the tank has increased since it was first installed and as a result gases were blowing back. Dr. Dumais stated that the situation was tolerated for years but it was brought to his attention by Mr. Saisa in the vanZelm report and thus after consulting Board Chair Mr. Blake, he made the decision to have it remediated immediately.

5. Discussion of proposed bonding projects

Dr. Dumais stated that there has been some feedback from the Board indicating that the projects should be prioritized. The Committee went through the proposed bonding projects line by line (page 63 of the proposed 2016-2017 budget, items 42 through 53); there was an explanation and discussion for each one. The engineering report has given further information regarding project priority. It was noted that line items 42, 43, 45 and 48 are in one project.

Ms. Russo asked the Committee to consider the high quality of these projects as they are proposed because some of the work recommended is to remedy problems due to cost-cutting in the past.

Mr. Saisa made the suggestion that the Board members take a "field trip" to see some of these projects that need to be taken care of; it would be helpful to actually see what needs to be done rather than just have it on paper.

Ms. Russo asked that the spreadsheet be reformatted to be consistent with the engineering report that prioritized the projects. Dr. Dumais will combine the three reports into one for the Committee and the Board.

It should be noted that the bonding vote will be separate from the referendum vote on the budget.

Regarding the turf field, item 53 - any decision on this would wait until the results of the health studies about rubber turf are complete.

Ms. Russo asked that a meeting of the Facilities Committee be scheduled for after the next Board meeting. In the meantime, any questions or concerns about these proposed bonding items should be directed to Dr. Dumais so that further information can be disseminated and further research can be done.

6. Update on gymnasium floor at Amity Middle School Orange Campus

Mr. Saisa noted that the ripples in the gym floor did not settle back down as the vendors thought it would. The vendor cut out a 3 foot x 3 foot section and discovered a high amount of moisture under the floor. The floor was repaired so it can be used for the remainder of the school year. Mr. Saisa is waiting for the written report but the recommendation is that a moisture barrier be put in over the entire floor with a price of \$158,425. There is no way to know until the work is begun if the entire floor will need to be replaced, or if a civil engineer will need to be hired to determine the cause of the water intrusion if it is not evident when the work begins. Mr. Saisa will keep the Committee informed.

7. Other

8. Adjourn

Motion by Mr. Browe, 2nd by Mr. Belfonti to adjourn at 6:34 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk