

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

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*Dr. Charles Dumais*  
*Superintendent of Schools*

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**  
*April 11, 2016*

A regular meeting of the Amity Regional Board of Education will be held on Monday, April 11, 2016, at 6:30 p.m. in the cafeteria at Amity Regional High School.

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Presentation of Awards to Boys' Cross Country State Champions
4. Approval of Minutes
  - a. Regular BOE Meeting March 14, 2016 (Enclosure) pg. 4
  - b. Special BOE Meeting, March 28, 2016 (Enclosure) pg. 8
  - c. Public District Hearing, April 4, 2016 (Enclosure) pg. 12
5. Public Comment
6. Student Report
7. Correspondence (Enclosures) pg. 13
8. Discussion and Possible Action on Setting Graduation Date – June 15
9. Discussion and Possible Action on Recommendation for Appointment of Candidate for Director of Finance and Administration
10. Superintendent's Report
  - a. Personnel Report (Enclosure) pg. 15
  - b. Other
11. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABB
    3. Curriculum
    4. Facilities
      - a. Facilities Dept. Monthly Report, March, 2016 (Enclosure) pg. 17

## 5. Finance

## a. Budget

1. Discuss and Take Action to Set the Annual District Meeting Date of May 2, 2016 and Referendum Date on May 3, 2016
2. Resolution to Authorize Amity Regional School District No.5 to Prepare an Explanatory Text for the Budget Referendum

## Question:

BE IT RESOLVED, that the Secretary of the Board of Education of Amity Regional School District No.5 is authorized to prepare, print and distribute a concise explanatory text of the budget referendum question which, by vote of the Board of Education, has been submitted to a referendum vote on the voting machines of each of the member towns, which text shall not advocate either the approval or disapproval of the question and shall otherwise be prepared in accordance with Connecticut General Statutes Section 9-369b.

## b. Discussion and Possible Action on Contracts of \$35,000 or More pg . 18

1. Professional Auditing Services
2. Substitute Teacher Services
3. Safety Service Program
4. District Chiller Maintenance Contract
5. Siemens Building Controls
6. Septic Systems and Grease Pit Services
7. Investment Consulting Services
8. Athletic Training Contract
9. Health and Welfare Benefits Consultant for Medical and Dental Insurance
10. Trash and Recycling Removal Services
11. Stop Loss Program
12. Food Service Operations
13. District Lighting Project

## c. Discussion of Monthly Financial Statements pg . 23

## d. Director of Finance and Administration Approved Transfers Under \$3,000 pg . 54

## e. Discussion and Possible Action on Budget Transfers of \$3,000 or More pg . 57

## 6. Policy

## a. Second Reading and Discussion and Possible Action on the Following

1. 3542.331 – Food Vendors pg . 58
2. 3542.22 – Food Service Personnel-Code of Conduct pg . 59
3. 1212 – School Volunteers pg . 62

## 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

**PLEASE POST**

**PLEASE POST**

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

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

MINUTES

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

**BOARD MEMBERS ABSENT:** None

**Staff members present:** Dr. Charles Dumais, Ms. Terry Lumas, Mr. Ernie Goodwin, Mr. Shawn DeRosa, Ms. Anna Mahon, Dr. Marie McPadden, Ms. Mary Raiola, Ms. Kathleen Cutler, Mr. Frank Barretta, Ms. Ashley Caron and Dr. Charles Britton.

**Also present:** Mrs. Ruth Natzel, and other members of the public.

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

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:35 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Swearing in of new Board member.** Mr. Blake swore in new Board member Ms. Robyn Berke.

**4. Recognition of Superintendent's SCASA Award recipients**

Dr. Dumais called on Dr. Dellinger to present awards to 2 students from Amity Middle School, Bethany, Ephemia Nicolakis and Mateo Delsanto.

Ms. Cutler presented awards to 2 students from Amity Middle School, Orange, Caitlin Carlson and Joshua Ford.

Ms. Mahon presented awards to 2 students from Amity High School, Casey Culligan and Ryan Olenick.

Dr. Dumais thanked the parents of the students who were honored and congratulated them.

Mr. Blake echoed Dr. Dumais' statements and congratulated the students and parents.

**5. Presentation on Quebec Trip – French Club**

French teacher Madam Caron introduced students Amy and Sarah who gave an excellent presentation of their Quebec immersion trip. They showed photos of their trip, outlined their itinerary and all the activities that took place in the city.

6. **Approval of minutes.**
  - A. **Special BOE meeting, February 29, 2016 (enclosure)**

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

Corrections/edits were pointed out.

**Vote to accept the minutes as corrected (Ms. Berke abstained)**

**Motion carried**

*Minutes were corrected and re-submitted*

**7. Public Comment**

Dr. Brian Laubstein gave an update to the Board regarding his concerns about the middle school science (biology) curriculum.

**8. Student Report**

Mr. R. J. Kaoud gave an update and follow up regarding events at Amity High School Amity Middle Schools, Orange and

Bethany over the past 2 weeks as well as informing the Board of upcoming events.

**9. Correspondence – none.**

**10. Superintendent's Report**

**A. Personnel Report – (enclosure)**

Dr. Dumais stated that the new teacher hired is the person who had been the long-term substitute and is indeed the best person for the position.

**B. Other**

Dr. Dumais highlighted other items in his report:

Continued progress and expansion on goals for BOWA districts – transition to the middle school math will be coordinated with the 6<sup>th</sup> grades in member town elementary schools.

STAR universal reading assessment – administration members have attended workshops regarding how to interpret STAR data.

March 24<sup>th</sup> is a professional learning day will include ALL staff. World language teachers will have an all-day session with a national consultant.

Operations – The Department of Motor Vehicles does a yearly study on bus transportation for schools. B&B Transportation, who provides bus transportation for Amity, was graded as the safest company in the State.

**11. Chairman's Report -**

**A. Committee Reports**

1. **ACES** - The Deputy Commissioner of Education stated at the ACES meeting that there will be about a \$70 million dollar cut in funding along with decreased special education reimbursement. There was discussion and questions regarding the negative impact on Amity's budget.
2. **CABE** - Ms. McCreven reported that the Day on the Hill was very successful and that there was some very helpful CABE training being done by Ms. Rebecca Adams.
3. **Curriculum** – The Curriculum Committee is scheduled to meet on April 7<sup>th</sup>. The Curriculum Steering Committee did meet last week.
4. **Facilities** – The next Facilities Committee meeting is scheduled for March 24<sup>th</sup>
  - A. **Facilities Department monthly report, February 2016 (enclosure)**  
Dr. Dumais reported that the bids for the FuelCell were opened today.
5. **Finance**
  - A. **Discussion and possible action on proposed 2016-2017 budget**  
The Superintendent's recommended budget is \$48,104,745, an increase of 2.56%.

*Motion by Ms. Cohen, 2<sup>nd</sup> by Ms. Esposito to approve the Superintendent's recommended budget of \$48,104,745, an increase of 2.56%.*

Mr. Stirling stated that the Finance Committee recommended by a vote of 4 to 1 that a budget be recommended at an increase of 1.99%, which is less than the proposed budget. He reminded the Board of the bylaw regarding the Finance Committee bylaws and gave each Board member a copy of that information. (enclosure)

A point of order was raised regarding the motion itself; this was discussed and resolved.

There was discussion by all the Board members regarding the proposed budget versus the recommendation of the Finance Committee for a decrease of 1.99% without an actual budget with cuts.

All Board members participated in a lengthy discussion regarding the budget. Members gave their reasons for supporting the budget as proposed or for making further cuts. Questions were raised and discussed regarding the amount of the increase, the recommendation of the Finance Committee and the feedback from the member towns regarding the proposed budget. There was concern voiced that if the budget is not reduced further the Board risks losing the support of the public. Members spoke in support of and in agreement with the budget as presented. The budget must be passed in time for the public hearing which is scheduled for April 4<sup>th</sup>.

Mr. Blake called the question.

**Vote in favor 5** (Ms. Berke, Ms. Cardozo, Ms. Cohen, Ms. Esposito and Ms. Russo)

**Vote opposed 7** (Mr. Belfonti, Mr. Browe, Mr. Hurley, Mr. DeMaio, Ms. McCreven, Mr. Stirling and Ms. Urbano)

**Motion defeated**

***Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Stirling to ask the Superintendent to develop an alternative budget, keeping in mind that the Finance Committee has requested an increase of 1.99% or less and to forward the revised budget to the Board and the Finance Committee no later than March 28, 2016.***

There was further discussion regarding the motion. There was also discussion regarding asking the Finance Committee for a budget showing the line items to be cut to get to 1.99%.

**Vote in favor 7** (Mr. Belfonti, Mr. Browe, Mr. Hurley, Mr. DeMaio, Ms. McCreven, Mr. Stirling and Ms. Urbano)

**Vote opposed** (Ms. Berke, Ms. Cardozo, Ms. Cohen, Ms. Esposito and Ms. Russo)

**Motion carried**

A special meeting of the Finance Committee and the Board will need to be called once a new budget is available.

**B. Report on awarding of extension of electricity rate and term**

Mr. Levine reports that the Superintendent approved a 1-year extension at 7.5 which was better than the 8.2 cents predicted.

**C. Update on district lighting project**

The information is in the packet and there is nothing to vote on yet. The information will go to the Facilities Committee who will make a recommendation to the full Board. Dr. Dumais stated that this, as well as other items like it, are put on the agenda to make the Board aware of what is taking place and to keep the Board informed.

**D. Discussion of Monthly Financial Statements**

Mr. Levine pointed to page 28 of the packet, we were \$107,000 under for claims; this number is already incorporated in the proposed budget of 2.56%.

Mr. Stirling asked about 2 items on page 23 of board package of \$145,000 and \$300,000. Mr. Levine answered that they are now on the unfavorable side and are yet to be decided upon.

Dr. Dumais spoke about the effort made to even the budget out rather than have it fluctuate every year and to keep the budget process completely transparent. He stated that the funds mentioned above on page 23 could be transferred earlier.

**E. Director of Finance and Administration-approved transfers under \$3,000 – no questions.**

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

***Motion by Mr. Browe, 2<sup>nd</sup> by Ms. Cardozo to make the following budget transfers detailed in the enclosed memo from Mr. Levine to Dr. Dumais dated March 09, 2016:***

***For special education***

*The amount of \$18,000 from account 04-12-6111-5560 tuition expense, to account 04-13-2130-5330 other professional and technical service.*

*The amount of \$126,500 from accounts 04-12-6117-5560 tuition expense and 04-12-6110-5560 tuition expense, to account 04-12-6130-5560 tuition expense.*

***For facilities***

*The amount of \$25,000 from account 03-14-2600-5420 repairs, maintenance and cleaning, to account 03-14-2600-5731 equipment replacement*

***For athletics***

*The amount of \$5,945 from account 03-11-3202-5420 repairs, maintenance and cleaning to 03-11-3202-5731 equipment replacement*

There was some discussion and there were a few questions about the line items which were answered by Mr. Levine and Dr. Dumais.

**Vote unanimous**

**Motion carried**

6. **Policy** – A Policy Meeting is scheduled for March 21<sup>st</sup> at 5:30 pm.

7. **Personnel** – No meetings scheduled.

Mr. Browe stated that the Board needs to schedule a meeting to address Board goals as stated in the bylaws.

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

13. **Adjournment**

*Motion by Mr. Hurley, 2<sup>nd</sup> by Mr. Browe to adjourn at 8:37 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

MINUTES

**BOARD MEMBERS PRESENT:** Chairman William Blake, Mr. John Belfonti, , Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Lane Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

**BOARD MEMBERS ABSENT:** Ms. Robyn Berke.

**Staff members present:** Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Shaun DeRosa, Dr. Marie McPadden, Ms. Mary Raiola, Mr. Ernie Goodwin and Mr. Peter Downhour.

**Also present:** Mrs. Ruth Natzel and other members of the public.

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

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:35 pm.

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

3. **Public Comment**

Mr. Peter Downour, President, Amity Education Association. Mr. Downour stated that the budget as presented with an increase of 2.56% would only maintain the status quo and that further reductions will severely impact students and learning.

4. **Chairman's Report**

A. **Committee Report**

1. **Finance**

A. **Discussion and Possible action on proposed 2016-2017 budget (enclosure)**

*Motion by Mr. Stirling, 2<sup>nd</sup> by Mr. Browe, to approve the Superintendent's proposed 2016-2017 budget at an increase of 1.99% (decreased by \$225,000 from the original proposed budget increase of 2.56%) as outlined in the memo of March 23, 2016 from Dr. Dumais to the Finance Committee and the Board.*

Board members stated, in turn, their concerns regarding this reduced budget and whether or not they will be supporting it. Concerns were raised that the decrease is only a short-term fix and will result in the inability to properly upkeep the facilities and will affect programs negatively. There was concern that this reduced budget takes on far more risk than is healthy for the Board. It was stated that this budget reduction puts Amity at risk for a decline in the district's reputation for quality education.

Mr. Blake relinquished the Chair so that he could speak. He stated that this budget puts Amity at greater risk and that the Board should not and cannot abdicate its responsibility to formulate and approve the budget to the town finance boards because the Board has a greater responsibility in terms of educating the students and in following State statutes. He disagreed with the recommendation of the Amity Finance Committee's recommendation because of the increased risk and because it sets a bad precedent.

Mr. Stirling reported that the Finance Committee recommended this budget unanimously.

Dr. Dumais thanked the Board for their questions and input. He stated that as he has been charged with the well-being of the district and the charge to have authentic budgeting, i.e., "weaning off" the moving money forward from one year's budget to the next. The items on the Facilities budget have been vetted and approved by the Facilities Committee and requested that they be part of the operating budget. The Finance and Facilities teams have demonstrated that they



are good stewards of the District's money. While he understands the political value of reducing the increase to 1.99%, it does put the Region at greater risk.

Mr. Hurley asked that Dr. Dumais read the specific details of the cuts from pages 2 and 3 of his memo, which he did.

There were further questions and discussion regarding the items that were cut. Ms. Russo, as Chair of the Facilities Committee, explained that these items were carefully considered and recommended by the Facilities Committee and sent to Dr. Dumais to be included in the budget. This recommendation goes along with the desire to move away from using surplus funds at the end of the year to pay for items like this but rather to budget for the items.

Mr. Blake called the question.

**Vote in favor 7 (Mr. DeMaio, Ms. McCreven, Mr. Browe, Mr. Stirling, Ms. Cardozo, Mr. Belfonti and Ms. Urbano)**

**Vote against 4 (Mr. Hurly, Ms. Russo, Ms. Cohen and Ms. Esposito)**

**Motion carried**

**B. Discussion of Monthly Financial Statements (enclosure)**

Mr. Hurley asked about the updated status of the surplus. Mr. Levine answered that the surplus estimated at this time would cover these items (\$225,000) but that we must always keep in mind that one unexpected change could that, especially with the increased risk in this budget.

**C. Discussion and Possible Action on Budget Transfers of \$3,000 or more (enclosure)**

Mr. Blake stated that the request is for \$225,000 in the March 17<sup>th</sup> memo from Mr. Levine to Dr. Dumais. Mr. Stirling and Mr. Blake recapped what took place at the Finance Committee meeting, which was a recommendation to fund only 4 items from the list in the amount of \$135,000.

There was discussion among the Board members regarding the recommendation of the Finance Committee.

***Motion by Ms. Cohen, 2<sup>nd</sup> by Mr. Hurley to make a budget transfer into the transfer account for the purpose of moving \$225,000 into the reserve fund for capital and nonrecurring expenditures for specific facilities items as listed in the memo from Mr. Levine to Dr. Dumais on March 17, 2016. The motion authorized spending more or less than the specified (estimated) amount for each of the facilities items designated in the reserve fund for capital and nonrecurring expenditures. The total amount spent from the reserve fund for capital and nonrecurring expenditures for these facilities items shall not exceed \$225,000.***

There was further discussion regarding what was recommended by the Finance Committee to fund \$135,000 versus the recommendation from Dr. Dumais and Mr. Levine to fund \$225,000.

***Motion by Ms. McCreven, 2<sup>nd</sup> by Mr. Browe, to amend the motion to include only the 4 items recommended by the Finance Committee for a total of \$135,000.***

There was lengthy discussion regarding the amendment among all the Board members regarding whether or not these items are urgently needed, the timeline involved for the work to be done and if or when there will be funds to cover these projects.

The discussion included whether this should be addressed now or addressed in the summer when the surplus is better known. Board members spoke in favor of authorizing the entire \$225,000 and some in favor of the Finance Committee's recommendation.

Ms. Esposito spoke in favor of authorizing the full \$225,000 because the administration will not spend the money unless and until it is available.

Ms. Russo stated that the Finance Committee has, in effect, prioritized the list of what was vetted and recommended by Mr. Saisa and the Facilities Committee which, in her view, is not something the Finance Committee should be doing. She asked Mr. Saisa to speak to the specific projects regarding their urgency, priority and the timing of these projects, which he did. He explained the timeline and the window for many of these items are only done when school is out; therefore, it would be beneficial to have the Board's approval for the funding so that they can be put out to bid and completed, but only if and when the funds become available.

Mr. Levine explained that Mr. Saisa does an excellent job of planning. He also reiterated that money would only be spent when and if it becomes available. He also spoke to the high amount of risk in this budget, which is actually understated.

Mr. Blake reminded the Board that this discussion was regarding the amendment to the motion on the floor.

Further comments and discussion followed.

Mr. Blake called for a vote on the amendment.

**Vote in favor 4 (Ms. McCreven, Mr. Browe, Mr. Stirling and Mr. Belfonti) Motion failed**

**Vote against 8 (Mr. Hurly, Mr. DeMaio, Ms. Cardozo, Ms. Russo, Ms. Cohen, Ms. Esposito, Ms. Urbano)**

The Chair asked if there were any further comments regarding the motion still on the floor to approve the Superintendent's budget transfers totaling \$225,000.

Mr. Stirling responded to the question that was raised regarding the Finance Board's thinking/prioritizing of the projects. The sense is that the Finance Committee would prefer to see these projects taken in stages.

Dr. Dumais stated that even though we are discussing the 2016-2017 budget the window for facilities projects is the summer; bids need to be prepared to go out in order for the bidding process to be completed before June.

Mr. DeMaio asked if this vote could be put off until May; Mr. Levine answered that while it could be done, it would make the bidding timeline and window much shorter if the vote was put off until May.

**Vote in favor 6 (Mr. Hurley, Ms. Cardozo, Ms. Russo, Ms. Cohen, Ms. Esposito and Ms. Urbano)**

**Vote opposed 5 (Mr. DeMaio, Ms. McCreven, Mr. Browe, Mr. Stirling and Mr. Belfonti) Motion carried**

#### **D. Discussion and Possible Action on New Funding Requests**

##### **1. Facilities contingency (enclosure)**

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Ms. Esposito to make a budget transfer in the amount of \$79,728 per memo from Mr. Levine to Dr. Dumais dated March 15, 2016, for facilities items into the reserve for capital nonrecurring expenditures from account #05-14-2600-5715 improvements to buildings to account #01-15-0000-5856.*

**Vote unanimous**

**Motion carried**

##### **2. Contingency account (enclosure)**

*Motion by Mr. Stirling, 2<sup>nd</sup> by Mr. Belfonti to make a budget transfer in the amount of \$140,913 into the reserve fund for capital and nonrecurring expenditures to pay for the awarded contracts related to the District lighting project.*

Mr. Hurley stated for the record that this lighting project is not a safety item.

Dr. Dumais stated as a point of information that any rebates that come from energy savings have to be returned to this account, not to the general fund.

**Vote unanimous**

**Motion carried**

*Motion by Mr. Stirling, 2<sup>nd</sup> by Mr. Browe that a budget transfer in the amount of \$3,287 for facilities items identified in the memo dated March 15, 2016 from Mr. Levine to Dr. Dumais into the reserve for capital nonrecurring expenditures fund from account #05-15-0000-5850 contingency account, to account #05-15-0000-5856, transfer account.*

Vote unanimous

Motion carried

5. Adjournment

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Mr. Browe to adjourn at 7:50 pm.*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

MINUTES

**BOARD MEMBERS PRESENT:** Ms. Robyn Berke, Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Lane Russo and Ms. Sheila McCreven,

**BOARD MEMBERS ABSENT:** Mr. William Blake, Mr. John Belfonti, Mr. Christopher Browe, Mr. Steven DeMaio, Mr. James Stirling and Ms. Diane Urbano.

**Staff members present:** Dr. Charles Dumais and Ms. Terry Lumas.

**Also present:** Mrs. Ruth Natzel.

A Public District Budget Hearing of Amity Regional School District No. 5 was held on Monday, April 04, 2016 at 6:30 pm, in the presentation room at the Amity District Offices for the purpose of conducting a public hearing on the Amity Board of Education proposed operating budget for 2016-2017.

1. **Call to Order:** Vice-Chairman Tracey Russo called the meeting to order at 6:32 pm.
2. **Present and conduct a hearing on the 2016-2017 Amity Board of Education proposed operating budget.**

Dr. Dumais presented the proposed operating budget for 2016-2017 to all present.

Mr. Hurley commented on his concern about the safety items that were pulled out of the budget.

3. **Confirm the annual district meeting date of May 02, 2016 and the referendum date of May 03, 2016.**
4. **Adjourn.**

***Motion by Mr. Hurley, 2<sup>nd</sup> by Ms. Cohen to adjourn at 6:35 pm.***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

## Charles Dumais

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**From:** Anna Mahon  
**Sent:** Tuesday, April 05, 2016 5:01 PM  
**To:** lhanock@sbcglobal.net  
**Cc:** Ernest Goodwin; Bruce Marien; Charles Dumais  
**Subject:** Re: Wrestling Team Banquet

Good afternoon, Ms. Hanock,

Thank you so much for the pleasant email today. It was so nice to open a message and have such wonderful things mentioned about our students and coaching staff. I truly appreciate you taking the time to send the positive feedback. Please thank your son, too, for relaying the message to you.

Have a great day!

Sincerely,

~Anna

*Anna Mahon*

Principal  
 Amity Regional High School  
 Woodbridge, CT  
 203-397-4830




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**From:** <notification@sharpschool.com>  
**Reply-To:** <lhanock@sbcglobal.net>  
**Date:** Tue, 5 Apr 2016 06:29:41 -0400  
**To:** Anna Mahon <anna.mahon@reg5.k12.ct.us>  
**Subject:** Wrestling Team Banquet

Dear Anna Mahon,

Good morning, I wanted to reach out to you. My son is a busboy down at Twisted Vine in Derby. He was telling us that the wrestling team was there for a banquet on Sunday and in his words "they were the most respectful bunch of kids I've ever met." Now coming from a 16 year old, I was quite impressed, so I wanted to reach out to you to let you know. He was saying how they were talking to him, shaking his hand, and as a parent, that means a lot especially nowadays in our society. Please if you could, I would also like the wrestling coach to be aware.

Thanks,

Lucia Hanock

lucia hanock

[lhanock@sbcglobal.net](mailto:lhanock@sbcglobal.net)

**Charles Dumais**

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**From:** Pua Ford <pua4d@hotmail.com>  
**Sent:** Monday, April 04, 2016 5:59 PM  
**To:** Bill Blake; Sue Cohen  
**Cc:** Jack Levine; Charles Dumais  
**Subject:** Comment for Budget Hearing 04/04/16

To the Board:

I would have liked to attend tonight's hearing, but after scraping ice off my car once this afternoon, I do not believe it is safe to do so. I keep watching channel 8 for cancellation, but in case you are going ahead as planned, these are comments I would have offered.

Pua Ford  
8 Valley Road, Bethany

1. The memory of the 2002-2003 year of 17 failed referenda has not faded for me. I hope it will not happen again.
2. I listened to the 3/14 regular and 3/28 special Board meetings on my computer. The numbers are different but the arguments are the same as long ago. Are the towns trying to dictate educational programming? Does the district not understand the fiscal pressures on the towns? Perhaps it was already suggested when I wasn't listening: The relationship between district and member towns is symbiotic. Schools need towns for financial support; towns need good schools for property values and overall community health. Everyone needs good bond ratings.
3. The configuration of the Amity Finance Committee is unique in CT, but not necessarily bad. There is always someone who asks for reductions, and budgets have passed without paying them any mind. But like all committees, AFC offers *advice* to the Board. What worries me this year is hearing doubts from people who have supported past budgets enthusiastically.
4. A referendum vote is a little like a standardized test & not just because we fill in ovals on paper in both cases. If the referendum fails, are we sure about what it tells us? Are the voters--the final decision-makers for the budget--at fault for not understanding? Are those who understand the budget at fault for not explaining it completely? If the referendum passes, are we satisfied that the results reflect excellence in community relations & communications?

Thank you for the opportunity offer comments and for all the work this Board does.

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



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

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

April 11, 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: NONE**

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

Stephanie Kilburn – District Student Database Specialist – Stephanie comes to Amity after 15+ years with the New Haven Public Schools system where she was the Project Lead in their IT department for 53 schools. She maintained and trained staff on their Student Information Systems, processed several annual State reports, and worked on troubleshooting any technology issues in the district.

**Amity Reg. Middle School – Bethany: NONE**

**Amity Reg. Middle Schools – Orange: NONE**

**Coaches:**

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

Thomas Mach – Asst. Varsity Softball  
 Jonathan Faitsch – Asst. Varsity Boys' Track  
 Connor Coleman – Asst. Varsity Boys' Track  
 Jennifer Carvalho – Asst. Varsity Boys' Volleyball

**Amity Reg. Middle Schools – Bethany / Orange: NONE**

**Leave(s) of Absence:**

Personnel Report – Page 2

April 11, 2016

**Resignation(s):**

**Certified:**

Lily DeYoung – Spanish – Amity Middle School – Bethany Campus (Effective 7-1-16)

Christian McCarthy – Math – Amity Middle School – Orange Campus (Effective 7-1-16)

**Classified: NONE**

**Coaches: NONE**

**Retirement(s): NONE**

CSD/ptc



March, 2016

## Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

### Facilities Department Monthly Report

#### Completed Projects:

- The ductwork and hoods for the new plasma cutter in the metal shop at Amity Regional High School was installed.
- New weatherstripping was installed on two sets of exterior doors at Amity Middle School, Bethany Campus, to eliminate drafts.
- The large pump that services the athletic field sprinkler system at Amity Regional High School had developed leaks during last season. The pump was removed, sent out to be rebuilt, and re-installed to eliminate water waste.
- Preventive maintenance work was completed at all three schools on the air handlers.

#### 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 specified by the engineers.
- A variable frequency drive that controls one of the heating circulation pumps at Amity Regional High School failed. A new one has been ordered and is scheduled to be installed April 8.
- The two water heaters that feed the science addition at Amity Regional High School developed leaks. New tanks were ordered and will be installed upon delivery.

#### 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 was 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 Amity Middle School, Orange Campus, project has been signed.
- 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. The project will be completed during the summer of 2016.

Amity Regional School  
District No. 5

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Woodbridge, CT 06525

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**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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

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

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

Date: April 6, 2016

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

1. **Professional Auditing Services:**

The Amity Board of Education awarded the Professional Auditing Services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for fiscal year ending June 30, 2014, at the bid price of \$32,500. The Board reserved the right to extend the contract for two additional years at the bid prices of \$33,000 for year 2 and \$33,500 for year 3. This award would be for the final year of a three-year term.

*Move to award the professional auditing services to Mahoney Sabol & Company, LLP of Glastonbury, Connecticut for the fiscal year ending June 30, 2016 at the bid price of \$33,500. This is the second of two option years. The Board reserves the right to cancel the contract if Mahoney Sabol & Company, LLP of Glastonbury, Connecticut fails to perform in a satisfactory manner.*

2. **Substitute Teacher Services:**

The District has been using Kelly Educational Services for many years. There are no other similar services. Therefore, we are asking the Board to award the contract based on a sole source vendor. We paid Kelly Education Services \$38,216.96 in fiscal year 2013-2014; \$40,269.98 in 2014-2015; and \$25,303.35 year-to-date in 2015-2016.

*Move to award the substitute teacher service to Kelly Educational Services for July 1, 2016 to June 30, 2017. This is a sole source vendor for the Substitute Teacher Services, and therefore, the sealed bid requirements are not required. The Board reserves the right to cancel the contract if Kelly Educational Services fails to perform in a satisfactory manner.*

Award of Contracts of \$35,000 of More  
April 6, 2016  
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### **3. Safety Service Program:**

The Amity Board of Education awarded a three-year contract for the safety service program to Fuss & O'Neill, Inc. of Manchester, Connecticut.

Fuss & O'Neill, Inc. has helped our District implement and maintain a top-notch safety service program. Facilities Director Jim Saisa recommends we stay with this firm. The contract terms are based on the State bid contract, as authorized by the Amity Board of Education's purchasing policy.

*Move to award the safety service program to Fuss & O'Neill, Inc. of Manchester, Connecticut, for July 1, 2016 to June 30, 2017 for the State bid price of \$14,238 for the third year of a three year contract. The total of the three-year contract is \$36,032. The Board reserves the right to cancel the contract if Fuss & O'Neill, Inc. fails to perform in a satisfactory manner.*

### **4. District Chiller Maintenance Contract:**

The Amity Board of Education awarded a three-year contract for the district chiller maintenance contract to Trane Building Services.

Trane Building Services provides preventive maintenance and seasonal service on the Trane chillers at our three schools. Trane has provided these services on the chillers since they were installed nine years ago. This contract is proprietary since it is Trane equipment, and Trane has done a good job supporting and servicing our equipment.

*Move to award the district chiller maintenance contract to Trane Building Services (local Trane office in Rocky Hill, Connecticut) for the third year of a three-year contract commencing June 2016, through May 2017, for \$13,110. The total of the three-year contract is \$37,838. This is a sole source vendor for the District's Trane equipment, and thereby, the sealed bid requirements are not required. The Board reserves the right to cancel the contract if Trane Building Services fails to perform in a satisfactory manner.*

### **5. Siemens Building Controls:**

The District has been using Siemens Industry, Inc. for servicing of the building controls at Amity Regional High School. This is a sole source vendor. The second year of the three year contract is \$24,063. The third year will be \$24,785. The total three-year contract is \$72,211.

*Move to award the building controls contract to Siemens Industry, Inc. for the second fiscal year of a three-year contract at the price of \$24,063.00. The Board reserves the right to cancel the contract if Siemens Industry, Inc. fails to perform in a satisfactory manner.*

Award of Contracts of \$35,000 of More  
April 6, 2016  
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**6. Septic Systems and Grease Pit Services:**

Country Septic Service of North Haven, Connecticut was awarded a three-year contract at the price of \$11,840 per year using the State bid price. The total three-year contract is \$35,520.

*Move to award the septic systems and grease pit services to Country Septic Service of North Haven, Connecticut for the third year of a three-year contract at the bid price of \$11,840.00. The Board reserves the right to cancel the contract if Country Septic Service fails to perform in a satisfactory manner.*

**7. Investment Consulting Services:**

The Amity Board of Education awarded a three-year contract for investment consulting services to Fiduciary Investment Advisors, LLC of Windsor, Connecticut. The total contract is \$55,636. This would be the first of two option years at bid prices of \$18,540 in year 2 and \$19,096 in year 3.

*Move to award the Investment Consulting Services for the 2016-2017 school year to Fiduciary Investment Advisors, LLC of Windsor, Connecticut for the bid price of \$18,540. This is the first of two option years. The Board reserves the right to cancel the contract if Investment Consulting Services fails to perform in a satisfactory manner.*

**8. Athletic Training Contract:**

The Amity Board of Education awarded the Athletic Training Contract to Rehabilitation Associates, Inc., which provides an Athletic Trainer with 'general liability and professional liability insurance for its services, including specifically all services of a certified athletic trainer'. We have been very satisfied with the performance of the Athletic Trainer provided by Rehabilitation Associates, Inc.

The contract has an automatic renewal clause so "Either party may cancel the renewal process by providing 30-days advanced written notice." The Board is asked to vote on the Athletic Training Contract no later than May of each year so the 30-days-advance written notice can be provided if and when the Board decides to terminate the contract. The annual fee for the 2015-2016 academic year is \$57,212. We agreed to a fee increase of 2.00 percent, or \$58,356, subject to Board approval.

*Move to authorize the Director of Finance and Administration to award the contract for all of the services of a certified athletic trainer to Rehabilitation Associates, Inc. of Fairfield, Connecticut, for the 2016-2017 academic year at the annual fee of \$58,356. The Board waives bidding this contracted service. The Board reserves the right to cancel the contract if Rehabilitation Associates, Inc. of Fairfield, Connecticut fails to perform in a satisfactory manner.*

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**9. Health and Welfare Benefits Consultant for Medical and Dental Insurance:**

The Amity Board of Education awarded a three-year contract for health and welfare benefits consultant for medical and dental insurance to Everett James, Inc. of Ridgefield, Connecticut.

Everett James, Inc. was founded in 1990 by two Senior Consultants formerly employed by one of the largest actuarial and employee benefit consulting firms in the world. Their public sector clients include public school systems, cities, towns, and a variety of other public institutions. They have operated in the school district marketplace for over 25 years. They understand the school budget process; know how to communicate with Boards of Education, Finance, and Selectmen; and, know how to assist in the collective bargaining process.

*Move to award the Health and Welfare Benefits Consultant to Everett James, Inc. of Ridgefield, Connecticut at the bid price of \$34,000 for July 1, 2016 to June 30, 2017. This is the second of two option years. The Board reserves the right to cancel the contract if Everett James, Inc. fails to perform in a satisfactory manner, as determined by the Superintendent of Schools.*

**10. Trash and Recycling Removal Service:**

The Amity Board of Education awarded a three-year contract to All American Waste LLC of New Haven, Connecticut for \$115,844.94, or \$38,614.98 per year. All American Waste LLC has had this contract for the past seven years and has provided outstanding service to our District.

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

**11. Stop-Loss Program:**

The District switched to Sun Life with the School District Stop Loss Purchasing Group at a substantial savings. We want to continue this relationship. We do not know at this time if Sun Life will be the selected vendor. It will depend on their proposed terms and conditions for 2016-2017.

*Move to authorize the Superintendent of Schools to enter into an agreement with the School District Stop Loss Purchasing Group for 2016-2017 if the terms and conditions are favorable to the District. The Superintendent of Schools is authorized to enter into an agreement with Anthem for the District's Stop-Loss Insurance if School District Stop Loss Purchasing Group does not provide terms and conditions favorable to the District. This will be the first of two optional years without bidding that the Board granted last year.*

Award of Contracts of \$35,000 of More  
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### **12. Food Service Operations:**

We bid the food service operations. One bid was received. Compass Group, USA, Inc. (Chartwells) has been a partner with our District for the past nine years. We have been satisfied with their service.

*Move to award the food service operations to Compass Group, USA, Inc. (Chartwells) for a management fee of \$20,475.00 and administrative fee of \$75,000.00 for the school year 2016-2017. Compass Group, USA, Inc. (Chartwells) shall guarantee a break-even up to Chartwells' management fee. There shall be no increase in Type A lunches. Changes to a la carte lunches shall be approved in advance by the Superintendent of Schools or Director of Finance and Administration. The Board reserves the right to cancel the contract if Chartwells fails to perform in a satisfactory manner.*

### **13. District Lighting Project:**

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 Facilities Committee has reviewed and supports the project. **Total upfront cost is \$140,913.11.**

*Motion to award the exterior LED wall packs and interior LED light bulbs to Power Point Energy, of South Glastonbury, CT, for a total of \$103,039.11 and award the exterior LED canopy lights, LED street lights w/photo cells, parking lot fixtures, and gymnasium lights to UIC Energy LLC, of Wallingford, CT, for a total of \$37,874.00.*

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2014-2015 ACTUAL	2015-2016 BUDGET	Revised MAR '16 FORECAST	CHANGE INCR./(DECR.)	APR '16 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	44,208,682	45,348,694	45,348,694	0	45,348,694	0	FAV
2	OTHER REVENUE	249,582	215,266	243,082	(4,998)	238,084	22,818	FAV
3	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
4	MISCELLANEOUS INCOME	320,498	174,480	197,098	(4,883)	192,215	17,735	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	<b>TOTAL REVENUES</b>	<b>45,889,205</b>	<b>46,902,342</b>	<b>46,783,301</b>	<b>(9,881)</b>	<b>46,773,420</b>	<b>(128,922)</b>	<b>UNF</b>
7	SALARIES	23,646,038	24,522,504	24,438,330	(64,911)	24,373,419	(149,085)	FAV
8	BENEFITS	5,417,449	5,837,134	5,805,777	(1,549)	5,804,228	(32,906)	FAV
9	PURCHASED SERVICES	7,080,741	7,862,820	7,541,749	6,667	7,548,416	(314,404)	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	2,992,066	(21,833)	2,970,233	(81,328)	FAV
12	EQUIPMENT	286,652	245,855	255,804	0	255,804	9,949	UNF
13	IMPROVEMENTS / CONTINGENCY	9,860	493,000	180,565	0	180,565	(312,435)	FAV
14	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
15	TRANSFER ACCOUNT	346,445	0	510,999	0	510,999	510,999	UNF
16	<b>TOTAL EXPENDITURES</b>	<b>44,693,946</b>	<b>46,902,342</b>	<b>46,614,758</b>	<b>(81,626)</b>	<b>46,533,132</b>	<b>(369,210)</b>	<b>FAV</b>
17	<b>SUBTOTAL</b>	<b>1,195,259</b>	<b>0</b>	<b>168,543</b>	<b>71,745</b>	<b>240,288</b>	<b>240,288</b>	<b>FAV</b>
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	<b>NET BALANCE / (DEFICIT)</b>	<b>1,062,139</b>	<b>0</b>	<b>168,543</b>	<b>71,745</b>	<b>240,288</b>	<b>240,288</b>	<b>FAV</b>

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

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2014-2015 ACTUAL	2015-2016 BUDGET	Revised MAR '16 FORECAST	CHANGE INCR./(DECR.)	APR '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	WOODBRIIDGE 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	3,413	0	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	30,074	(4,998)	25,076	(7,424)	UNF
9	TUITION REVENUE	75,864	72,985	92,134	0	92,134	19,149	FAV
10	TRANSPORTATION INCOME	110,046	74,876	85,461	0	85,461	10,585	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	249,582	215,266	243,082	(4,998)	238,084	22,818	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
15	OTHER STATE GRANTS	1,103,952	1,157,411	987,936	0	987,936	(169,475)	UNF
16	RENTAL INCOME	26,025	3,500	25,000	(1,883)	23,117	19,617	FAV
17	DESIGNATED FROM PRIOR YEAR	266,000	150,000	150,000	0	150,000	0	FAV
18	OTHER REVENUE	28,307	20,980	22,098	(3,000)	19,098	(1,882)	UNF
19	TRANSFER IN	166	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	320,498	174,480	197,098	(4,883)	192,215	17,735	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	46,783,301	(9,881)	46,773,420	(128,922)	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 Revised MAR '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 APR '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,242,297	(64,014)	20,178,283	(205,490)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,196,033	(897)	4,195,136	56,405	UNF
3	SALARIES	23,646,038	24,522,504	24,438,330	(64,911)	24,373,419	(149,085)	FAV
4	5200-MEDICARE - ER	317,397	327,104	328,032	(871)	327,161	57	UNF
5	5210-FICA - ER	245,870	253,321	254,108	(675)	253,433	112	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	4,080,297	0	4,080,297	0	FAV
8	5860-OPEB TRUST	175,000	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	40,513	45,520	43,736	(3)	43,733	(1,787)	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	5,805,777	(1,549)	5,804,228	(32,906)	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	2,653,966	(22,153)	2,631,813	(199,340)	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	3,185,356	28,820	3,214,176	(109,134)	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	7,541,749	6,667	7,548,416	(314,404)	FAV

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

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

LINE	CATEGORY	COLUMN 1		COLUMN 2		COLUMN 3		COLUMN 4		COLUMN 5		COLUMN 6		COL 7
		2014-2015 ACTUAL	2015-2016 BUDGET	Revised MAR '16 FORECAST	CHANGE INCR./(DECR.)	APR '16 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF						
27	5830-INTEREST	1,514,303	1,388,788	1,388,788	0	1,388,788	0	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	3,355,000	0	3,355,000	0	FAV		
29	<b>DEBT SERVICE</b>	<b>4,799,303</b>	<b>4,743,788</b>	<b>4,743,788</b>	<b>0</b>	<b>4,743,788</b>	<b>0</b>	<b>4,743,788</b>	<b>0</b>	<b>4,743,788</b>	<b>0</b>	<b>FAV</b>		
30	5410-UTILITIES, EXCLUDING HEAT	846,736	822,839	782,955	(25,833)	782,955		757,122	(65,717)	757,122	(65,717)	FAV		
31	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	717,509	0	717,509		717,509	14,327	717,509	14,327	UNF		
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	359,819	0	359,819		359,819	(7,000)	359,819	(7,000)	FAV		
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	0	206,478		206,478	0	206,478	0	FAV		
34	5620-OIL USED FOR HEATING	122,270	87,016	44,430	0	44,430		44,430	(42,586)	44,430	(42,586)	FAV		
35	5621-NATURAL GAS	86,384	97,000	105,648	4,000	109,648		109,648	12,648	109,648	12,648	UNF		
36	5627-TRANSPORTATION SUPPLIES	178,611	132,785	132,785	0	132,785		132,785	0	132,785	0	FAV		
37	5641-TEXTS & DIGITAL RESOURCES	39,066	126,149	126,149	0	126,149		126,149	0	126,149	0	FAV		
38	5642-LIBRARY BOOKS & PERIODICALS	23,356	20,797	20,797	0	20,797		20,797	0	20,797	0	FAV		
39	5690-OTHER SUPPLIES	430,431	488,496	495,496	0	495,496		495,496	7,000	495,496	7,000	UNF		
40	<b>SUPPLIES (INCLUDING UTILITIES)</b>	<b>2,987,631</b>	<b>3,051,561</b>	<b>2,992,066</b>	<b>(21,833)</b>	<b>2,992,066</b>		<b>2,970,233</b>	<b>(81,328)</b>	<b>2,970,233</b>	<b>(81,328)</b>	<b>FAV</b>		
41	5730-EQUIPMENT - NEW	63,443	39,170	44,970	0	44,970		44,970	5,800	44,970	5,800	UNF		
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	210,834	0	210,834		210,834	4,149	210,834	4,149	UNF		
43	<b>EQUIPMENT</b>	<b>286,652</b>	<b>245,855</b>	<b>255,804</b>	<b>0</b>	<b>255,804</b>		<b>255,804</b>	<b>9,949</b>	<b>255,804</b>	<b>9,949</b>	<b>UNF</b>		
44	5715-IMPROVEMENTS TO BUILDING	0	60,000	60,000	0	60,000		60,000	0	60,000	0	FAV		
44a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000		100,000	0	100,000	0	FAV		
44b	TRSF. FROM FACILITIES CONTINGENCY	0	0	(100,000)	0	(100,000)		(100,000)	(100,000)	(100,000)	(100,000)	FAV		
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	120,565	0	120,565		120,565	(62,435)	120,565	(62,435)	FAV		
46	5850-DISTRICT CONTINGENCY	0	150,000	150,000	0	150,000		150,000	0	150,000	0	FAV		
46a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	(150,000)	0	(150,000)		(150,000)	(150,000)	(150,000)	(150,000)	FAV		
47	<b>IMPROVEMENTS / CONTINGENCY</b>	<b>9,860</b>	<b>493,000</b>	<b>180,565</b>	<b>0</b>	<b>180,565</b>		<b>180,565</b>	<b>(312,435)</b>	<b>180,565</b>	<b>(312,435)</b>	<b>FAV</b>		
48	5580-STAFF TRAVEL	23,435	20,157	20,157	0	20,157		20,157	0	20,157	0	FAV		
49	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232		25,232	0	25,232	0	FAV		
50	5810-DUES & FEES	72,093	100,291	100,291	0	100,291		100,291	0	100,291	0	FAV		
51	<b>DUES AND FEES</b>	<b>119,827</b>	<b>145,680</b>	<b>145,680</b>	<b>0</b>	<b>145,680</b>		<b>145,680</b>	<b>0</b>	<b>145,680</b>	<b>0</b>	<b>FAV</b>		
52	5856-TRANSFER ACCOUNT	346,445	0	510,999	0	510,999		510,999	510,999	510,999	510,999	UNF		
53	<b>ESTIMATED UNSPENT BUDGETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>FAV</b>		
54	<b>TOTAL EXPENDITURES</b>	<b>44,993,946</b>	<b>46,902,342</b>	<b>46,614,758</b>	<b>(81,626)</b>	<b>46,614,758</b>		<b>46,533,132</b>	<b>(369,210)</b>	<b>46,533,132</b>	<b>(369,210)</b>	<b>FAV</b>		

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

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



**APRIL 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.

**Projected Unspent Fund Balance:**

The primary reasons for the projected fund balance are, as follows:

- **\$257,392 FAV:** “Turnover savings” from replacing teachers and other staff who retired or resigned is over budget and unpaid leaves-of-absence
- **\$30,315 FAV:** The bid price for workers’ compensation insurance premium was under budget. The payroll audit premium was below budget.
- **\$138,999 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.
- **\$62,385 FAV:** The bid for the stone coping repair project at Amity Regional High School was under budget.
- **\$95,655 FAV:** Utilities for electricity, heating oil and natural gas are projected to be below budget.

**Projected Uses of Fund Balance:**

The forecast includes the budget transfer of **\$225,000 UNF** into the Reserve Fund for Capital and Nonrecurring Expenditures to pay for facilities items removed from the Superintendent’s revised 2016-2017 budget.

The forecast includes **\$145,086 UNF** in the Transfer Account for the State’s portion of savings from refinancing some of the District’s bonds on the 1990’s construction projects. **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 Fund 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.**

## OVERVIEW

The projected unspent fund balance for this fiscal year is **\$240,288 FAV**, which appears on page 1, column 6, line 20.

### REVENUES BY CATEGORY

The projected yearend balance of revenues are **\$128,922 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 %
February 2016	0.400 %	0.370 %
<i>March 2016</i>	<i>0.400 %</i>	<i>0.410 %</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 16 on Page 2: RENTAL INCOME:**

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

**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 \$369,210 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 UNF of a teacher’s salary as budgeted. *The forecast includes savings of \$64,000 FAV from unpaid leaves-of-absence. 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	\$382,654	\$360,250	\$22,404	\$284,899	\$402,402
FEB	\$253,140	\$360,250	(\$107,110)	\$330,398	\$238,891
MAR	<b>\$360,554</b>	\$360,250	<b>\$304</b>	\$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
<b>TOTALS</b>		<b>\$4,323,000</b>	<b>(\$95,462)</b>	<b>\$3,832,283</b>	<b>\$4,188,975</b>

### 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	\$29,552	\$69,745	(\$40,193)	\$47,120	\$44,201
FEB	\$38,454	\$69,745	(\$31,291)	\$46,962	\$43,730
MAR	<b>\$39,472</b>	\$69,745	<b>(\$30,273)</b>	\$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
<b>TOTALS</b>		<b>\$837,195</b>	<b>(\$106,359)</b>	<b>\$752,500</b>	<b>\$665,180</b>

**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 *\$199,340 FAV (previously \$177,187 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 *\$109,134 FAV (previously \$137,954 FAV)*.

Tuition for the vo-ag schools has a projected variance of *\$15,530 FAV (previously \$13,097 FAV)*.

	<b>FY11-12 ACTUAL</b>	<b>FY12-13 ACTUAL</b>	<b>FY13-14 ACTUAL</b>	<b>FY14-15 ACTUAL</b>	<b>FY15-16 BUDGET</b>	<b>FY15-16 FORECAST</b>
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
<b>Totals</b>	<b>12</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>14</b>	<b>14</b>

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

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

Public (ACES) and private out-of-district placements has a projected variance of **\$71,703 FAV** (previously **\$102,956 FAV**).

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Public SPED	6	8	6	10	10	7(6)
Private SPED	24	21	25	24	23	27
Totals	30	29	31	34	33	34(33)

**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 **3,756,208 kilowatt hours** (previously **3,831,602 kilowatt hours**) at an average price of **\$0.1800 per kilowatt hour** (previously **\$0.1832 per kilowatt hour**), or a favorable variance of **\$67,390 FAV** (previously **\$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	<b>291,283</b>	317,768	<b>(26,485)</b>	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
<b>TOTALS</b>		<b>3,913,193</b>	<b>(112,614)</b>	<b>3,773,114</b>	<b>3,886,040</b>



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** was approved 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 March 31, 2016, are \$33,200, or a favorable variance of \$26,545 FAV.*

**DEGREE DAYS:** *The number of degree days through February 2016 are 2,689 compared to the prior year’s same period of 3,313, or 18.8 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 **\$16,000 FAV (\$20,000 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** was approved 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 \$0.

- **\$20,272 UNF** - Remedy Ventilation Problem in Tech Lab at Amity Regional High School
- **\$79,728 UNF** – Facilities Items Removed from Proposed 2016-2017 Budget

**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 remaining balance is \$0.

- **\$5,800 UNF** – Purchase Stage Tek decks for Amity Middle School – Orange Campus
- **\$140,913 UNF** – Pay for items needed for District Lighting Project
- **\$3,287 UNF** – Purchase facilities items cut from proposed 2016-2017 budget

**LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:**

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 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 Fund 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.**

- **\$225,000 UNF:** The forecast includes budget transfers into the Reserve for Capital and Nonrecurring Expenditures for facilities projects cut from the proposed 2016-2017 budget.
- **\$140,913 UNF** – The forecast includes a budget transfer into the Reserve for Capital and Nonrecurring Expenditures to pay for the awarded contracts related to the District lighting project.

## 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

<b>TOTAL ANNUAL SAVINGS TO-DATE OF: \$125,911</b>
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**\$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

<b>TOTAL ANNUAL SAVINGS OF:</b>	<b>\$139,721</b>
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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).

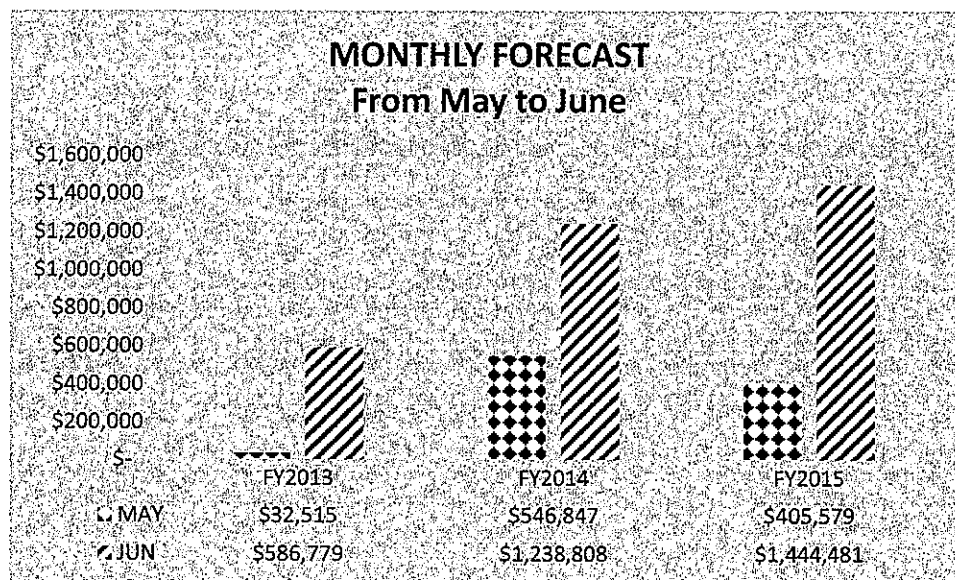
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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 2013-2014Return Unspent Fund Balance:

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

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

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

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

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

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

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

## APPENDIX 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**

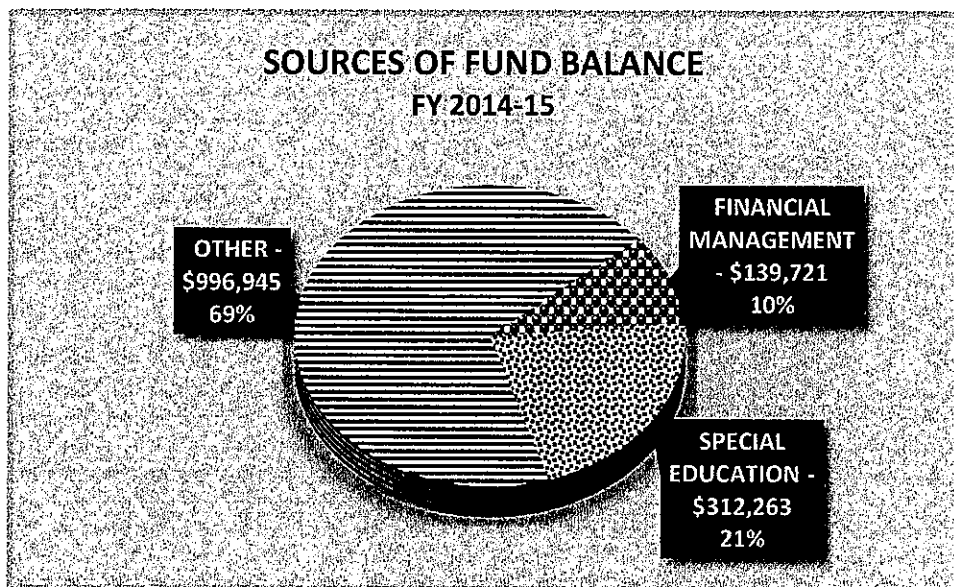
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

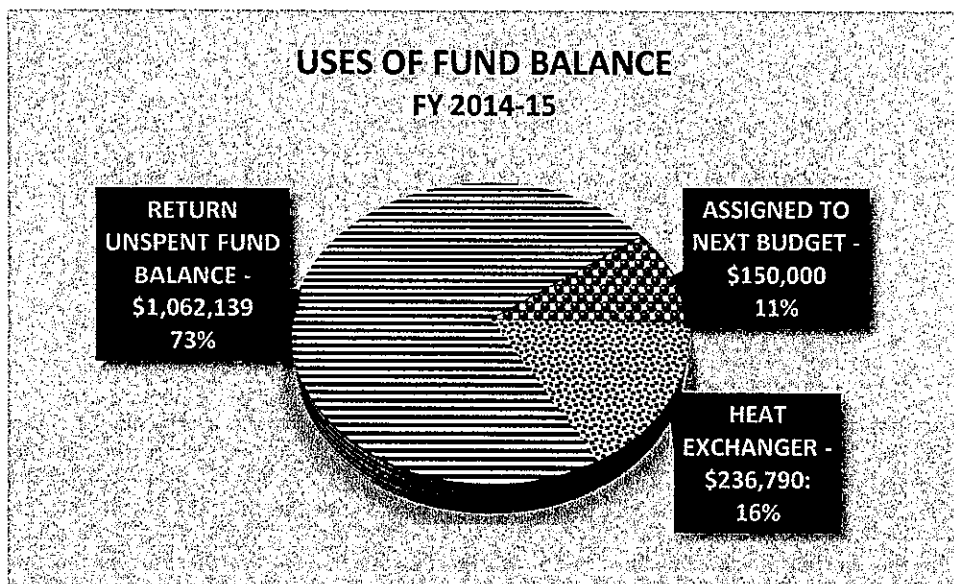
The primary sources of the fund balance are shown graphically below:



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>
<b>Total</b>	<b>\$1,062,139</b>

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; 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	5810 DUES & FEES	\$ -319.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 300.00	Databases
July 2015	65	03132220	5690 OTHER SUPPLIES	\$ 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&Politic texts
July 2015	71	05132213	5641 TEXTBOOKS	\$ -1,500.00	AP Gov, AP US Gov&Politic 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	04121200	5611 INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04126111	5560 TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	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	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	132	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -700.00	CHARACTER DEVELOPMENT SPEAKER
September 2015	182	04132190	5581 TRAVEL - CONFERENCES	\$ 400.00	CONFERENCE REGISTRATION FEES
September 2015	182	04121203	5690 OTHER SUPPLIES	\$ 648.00	TRANSITION CLASS SUPPLIES
September 2015	182	04122150	5611 INSTRUCTIONAL SUPPLIES	\$ -1,048.00	TRANSITION SUPPLY /CONFERENCES
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	03111014	5641 TEXTBOOKS	\$ 2,725.00	Economic textbooks
October 2015	76	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,725.00	Economic textbooks
October 2015	102	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -159.00	
October 2015	102	01132400	5810 DUES & FEES	\$ 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	5611 INSTRUCTIONAL SUPPLIES	\$ -40.00	CONFERENCE FEE
November 2015	62	01111013	5810 DUES & FEES	\$ 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	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	107	05132213	5590 OTHER PURCHASED SERVICES	\$ 2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	131	05132212	5581 TRAVEL - CONFERENCES	\$ 2,000.00	CONFERENCES
November 2015	131	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CONFERENCES
November 2015	189	03111014	5810 DUES & FEES	\$ 265.00	AP Psych Workshop
November 2015	189	03111014	5611 INSTRUCTIONAL SUPPLIES	\$ -265.00	AP Psych Workshop
November 2015	216	03111013	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 886.00	AHS Science signage
November 2015	216	03111013	5731 EQUIPMENT - REPLACEMENT	\$ 1,286.00	AHS Science Acid Cabinet

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
November 2015	216	05142510	5690	OTHER SUPPLIES	\$ -2,172.00 AHS Sci Acid Cabinet & signage
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	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 75.00 SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5690	OTHER SUPPLIES	\$ -67.00 SHIPPING COSTS ADJUSTMENT
December 2015	51	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ -8.00 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	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,858.00 lighting
January 2016	37	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -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	5111	CERTIFIED SALARIES	\$ -1,649.00 Colorguard digital flags
January 2016	220	03113201	5690	OTHER SUPPLIES	\$ 1,649.00 Colorguard digital flags
February 2016	15	02132120	5581	TRAVEL - CONFERENCES	\$ 40.00 CONFERENCE FOR S. REMIGIO
February 2016	15	02132400	5581	TRAVEL - CONFERENCES	\$ -40.00 CONFERENCE FOR S. REMIGIO
February 2016	53	05142350	5730	EQUIPMENT - NEW	\$ 726.80 IPAD
February 2016	53	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ -726.80 IPAD
February 2016	63	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00 SDD PRESENTERS
February 2016	63	05132213	5111	CERTIFIED SALARIES	\$ 2,000.00 SDD PRESENTERS
February 2016	64	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00 MARCH SDD - CATERED EVENT
February 2016	64	05132212	5590	OTHER PURCHASED SERVICES	\$ 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	05142350	5730	EQUIPMENT - NEW	\$ 2,930.00 Chromebooks BMS Eng
February 2016	95	01111005	5641	TEXTBOOKS	\$ -2,930.00 Chromebooks BMS Eng
February 2016	186	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -108.00 to build wood display racks
February 2016	186	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 108.00 to build wood display racks
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	5590	OTHER PURCHASED SERVICES	\$ -197.00 DUES FOR AMLE
March 2016	20	01132400	5810	DUES & FEES	\$ 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	5590	OTHER PURCHASED SERVICES	\$ 1,300.00 PD DAY - ALL STAFF - CATER
March 2016	33	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -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
March 2016	61	05142350	5730	EQUIPMENT - NEW	\$ 277.00 ART PRINTER
March 2016	61	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -277.00 ART PRINTER
March 2016	76	05142320	5690	OTHER SUPPLIES	\$ -667.00 OVEN- TECH ED
March 2016	76	03111008	5731	EQUIPMENT - REPLACEMENT	\$ 667.00 OVEN- TECH ED

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
March 2016	88	05142600	5690	OTHER SUPPLIES	\$ 46.00 schooldude upgrades
March 2016	88	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -46.00 schooldude upgrades
March 2016	95	05142350	5690	OTHER SUPPLIES	\$ -485.00 RETURN OF FUNDS SCIENCE CHRMBK
March 2016	95	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ 485.00 RETURN OF FUNDS SCIENCE CHRMBK
March 2016	121	01111014	5611	INSTRUCTIONAL SUPPLIES	\$ -2,788.00 Surface computers
March 2016	121	05142350	5730	EQUIPMENT - NEW	\$ 2,788.00 Surface computers
March 2016	190	04122151	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,035.00 EQUIPMENT FOR STUDENT
March 2016	190	04122151	5690	OTHER SUPPLIES	\$ 1,035.00 EQUIPMENT FOR STUDENT
March 2016	208	05132213	5111	CERTIFIED SALARIES	\$ 2,300.00 SDD PRESENTERS MARCH 24
March 2016	208	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,300.00 SDD PRESENTERS MARCH 24
March 2016	229	02111014	5690	OTHER SUPPLIES	\$ -20.00 STUDENT TESTING
March 2016	229	02111014	5641	TEXTBOOKS	\$ 20.00 STUDENT TESTING
March 2016	237	05132212	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ -138.00 STAFF MILEAGE
March 2016	237	05132212	5580	STAFF TRAVEL	\$ 138.00 STAFF MILEAGE
March 2016	247	04122151	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -450.00 HEARING EQUIPMENT FOR STUDENT
March 2016	247	04122151	5690	OTHER SUPPLIES	\$ 450.00 HEARING EQUIPMENT FOR STUDENT
March 2016	248	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 22.00 Shipping costs
March 2016	248	04132190	5810	DUES & FEES	\$ -22.00 Shipping costs
March 2016	271	01111006	5810	DUES & FEES	\$ -500.00 SPANISH WORKBOOKS
March 2016	271	01111006	5690	OTHER SUPPLIES	\$ -226.00 SPANISH WORKBOOKS
March 2016	271	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ 726.00 PURCHASE SPANISH WORKBOOKS
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -474.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ 657.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5690	OTHER SUPPLIES	\$ -93.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5641	TEXTBOOKS	\$ -90.00 READING INCENTIVE PROGRAM
March 2016	282	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,700.00 colored paper
March 2016	282	03132400	5611	INSTRUCTIONAL SUPPLIES	\$ 2,700.00 colored paper
March 2016	284	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -1,578.00 Tower Hill H/W heater
March 2016	284	03142600	5731	EQUIPMENT - REPLACEMENT	\$ 1,578.00 Tower Hill H/W heater
March 2016	291	02111014	5641	TEXTBOOKS	\$ -185.00 STUDENT TESTING
March 2016	291	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 185.00 STUDENT TESTING
March 2016	296	02111011	5611	INSTRUCTIONAL SUPPLIES	\$ 170.00 CMT TESTING
March 2016	296	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -170.00 CMT TESTING
April 2016	13	03111010	5810	DUES & FEES	\$ -840.00 PURCHASE VIDEO CAMERAS
April 2016	13	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ 840.00 PURCHASE VIDEO CAMERAS
April 2016	30	03111009	5641	TEXTBOOKS	\$ -388.00 Xfer for MATHXL Access codes
April 2016	30	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ 388.00 Xfer for MATHXL Access codes



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



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*Jack B. Levine*  
*Director of Finance and Administration*  
*[jack.levine@reg5.k12.ct.us](mailto:jack.levine@reg5.k12.ct.us)*

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

To: Charles S. Dumais, Ed. D., Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More  
Date: April 4, 2016

I recommend the Amity Finance Committee and Board of Education approve the following budget transfer(s) of over \$3,000:

**Standard year end budget transfers:**

During the end of year processing, we will need to make a number of budget transfers to salary and benefit accounts and to pay other standard charges (e.g., special education expenditures; utilities; etc.). The exact amount of these budget transfers will depend on the final invoices. These budget transfers are part of the normal closing process.

*Move to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.*

## Business/Non-Instructional Operations

### Food Service

#### Food Vendors

It shall be the policy of the Amity Regional Board of Education that up to four food vendors will be allowed to sell food and beverages on an Amity Regional School District campus under the following conditions:

1. Food and beverages will not be sold until at least one-half hour after dismissal on days on which school is in session.
2. Food and beverages will not be sold when food of any kind is being sold by any entity connected to the Amity Regional School District (e.g., operators of Amity Booster Club, snack bars, student clubs).
3. Receipt of written permission to operate from the District Finance Department
4. Payment in full of fee to operate vending services at Amity Regional School District
5. Possession and maintenance of appropriate licenses from the Quinnipiac Valley Health Department, Town of Bethany/Orange/Woodbridge (as applicable), and any other licenses, as required.
6. Maintain worker's compensation, commercial general liability, commercial automobile, and umbrella liability insurance as recommended by the District's Director of Finance and Administration.
7. Vendor is responsible for cleaning and removing debris generated by vending operation (e.g., food packaging, cans, bottles).
8. A location of vending operation in a designated location on a school campus.
9. Compliance with any other requirements imposed by the Amity Board of Education or Administration.
10. Submission of fingerprints for a criminal background check at vendor's expense, and positive results of criminal background check as determined by the Superintendent of Schools.

## Business/Non-Instructional Operations

### Food Service

#### Food Service Personnel – Code of Conduct

In all applicable cases, food, food products, supplies, and equipment purchased with School Food Service Funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
  - a. District employee, officer, or agent;
  - b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
  - c. His/her partner;
  - d. An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” shall be anything of more than twenty-five dollars in value shall apply.
3. The purchase during the school day of any food or service from a contractor (other than the District’s designated Food Service Provider) for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.
5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Food Service Personnel – Code of Conduct**

(cf. 3320 – Purchasing Procedures)

(cf. 3542 – School Lunch Service)

(cf. 3542.31 – Free or Reduced Priced Lunches)

(cf. 3542.33 – Food Sales Other Than National School Lunch Program)

(cf. 6142.101 – Student Nutrition and Physical Activity, Student Wellness)

(cf. 1313 – Gifts to School Personnel)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

10-216 Payment of expenses.

State Board of Education Regulations.

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Section 1751. School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.

National Food Service Programs, Title 7 Code of Federal Regulations, 7 CFR Part 210, Part 220, Part 215, Part 245.

42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).

Federal Register (74 Fed. Reg. 66213) amending federal regulations (7CFR Part 210 and 220).

P.L. 111-296 Healthy, Hunger-Free Kids Act of 2010 (HHFKA), 42 U.S.C. 1751.

7 CFR Parts 210 & 220 – Nutrition Standards in the National School

**Business/Non-Instructional Operations****Food Service****Food Service Personnel – Code of Conduct**

Lunch & School Breakfast Programs.

Nondiscrimination on the Basis of Handicap in Programs or Activities.

Title 7 Chapter 11 of the Code of Federal Regulation Federal Management  
Circular A- 102, Attachment 0 FNS Instruction 796-1 Revision 2.

2 CFR 200.318 General Procurement Standards.

## Community Relations

### School Volunteers

The Board of Education encourages the use of volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry. No person required to register as a sex offender under state or federal law or whose name is listed on the DCF registry, may volunteer in any District school.

Principals shall submit a quarterly list of all regular and/or occasional volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.) to the Superintendent of Schools.

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose.

10-220 Duties of boards of education

**Community Relations**

**School Volunteers**

**Volunteer Information Form and Waiver of Liability**

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink.*

**Information Form**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City Zip Code*

Personal physician: \_\_\_\_\_ Phone \_\_\_\_\_

Emergency adult contact: \_\_\_\_\_ Phone \_\_\_\_\_

Are you now or have you ever been a school volunteer? \_\_\_\_\_

At which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school: \_\_\_\_\_

**Criminal Conviction Information**

Are you a sex offender? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

*If you answered YES, list all offenses*

Offense(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

If requested, are you willing to consent to a criminal background investigation? \_\_\_\_\_

**Waiver of Liability**

The School District does not provide liability insurance coverage to non-district personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk. However, C.G.S. 10-235 provides that the district must indemnify and hold harmless volunteers from civil liability in most situations as long as the volunteer is approved by the Board of Education to carry out a duty prescribed by the Board and performs services under the direction of a certified teacher. Therefore the district must pay any damages awarded to a plaintiff in an action brought alleging negligence or other act resulting in injury, including infringement of that person's civil rights.

**Community Relations**

**School Volunteers**

**Volunteer Information Form and Waiver of Liability**

**Waiver of Liability** (continued)

By your signature below:

1. You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.
  
2. You agree to assume all risk for death or any loss, injury, illness or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You agree to waive any and all claims against the School District, or its officers, Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

Date: \_\_\_\_\_ Signature of Volunteer: \_\_\_\_\_  
Printed Name of Volunteer \_\_\_\_\_

\*\*\*\*\*

**For School Use Only**

General description of assignment(s):

- supervising students as needed by a teacher
- supervising students during a regularly scheduled activity
- assisting with academic programs
- assisting at the resource center or main office
- other \_\_\_\_\_

Name of supervising staff member: \_\_\_\_\_  
"Sex offender list" checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory).

Is a criminal background check necessary (the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent)? *(to be answered by Principal)*

If "yes," and provided the individual authorized the check,  
• the date on which the check was requested? \_\_\_\_\_  
• the date on which it was received and reviewed. \_\_\_\_\_

Reviewed by: \_\_\_\_\_



**Community Relations**

**School Volunteers**

Signature

Date

## Community Relations

### School Volunteers

#### Securing and Screening Volunteers

The Building Principal or his/her designee directs the use of volunteers within the school. Specifically, the Principal or designee directs volunteer recruitment, screening, placement, and training within the following perimeters:

1. **Qualifications.** Volunteers may come from all backgrounds and all age groups. The main qualification for a volunteer is that he or she has a desire to give his or her time and talent in order to enrich student learning opportunities and the school community generally.
2. **Persons Not Allowed to Serve as Volunteers.** No person who is a "registered sex offender," or is on the Department of Children and Families (DCF) Child Abuse and Neglect Registry may serve as a volunteer. Every time a new notification/online posting of registered sex offenders is received, the Building Principal or his/her designee shall review it for any person's name who has submitted a volunteer information form during that school year. Whenever someone submits a new volunteer information form, the Building Principal or designee shall review the sex offender list and DCF Child Abuse and Neglect Registry. The Building Principal may request a volunteer submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.
3. **Recruitment.** School personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits a volunteer, the staff member must provide the volunteer's name and address to the Principal.
4. **Role.** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the school staff. Volunteers do not have access to confidential student school records.
5. **Selection, Placement, and Supervision.** Volunteer selection and placement shall be on the basis of the volunteer's qualifications and availability and the school's needs. A volunteer will be assigned to a staff member only with the staff member's consent. The relationship between a volunteer and staff member should be one of mutual respect and confidence. Assignment of a volunteer to a staff member who has a personal relationship or financial interests with the volunteer should be avoided, but should it be necessary, such an assignment must be approved in advance by the Superintendent of Schools. It is the responsibility of the assigned staff member to identify such personal or financial relationships to the Superintendent of Schools should they occur after assignment as well as at the time of assignment. Such conflicts of interest should be avoided in the interest of protecting the student body.

## Community Relations

### School Volunteers

6. **Screenings.** Screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the school's main office at the beginning of each visit and wear a name tag while in the building. Unless he or she has already done so during the current academic year, the volunteer must complete an information form and waiver. Absent an indication on the form that the volunteer may not qualify, e.g. the volunteer is a convicted felon, the volunteer may proceed to the assigned activity.

A request to volunteer or to continue volunteering will be denied if the volunteer behaves in any manner that demonstrates he or she is not a good role model or is otherwise detrimental to the school environment. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any district or school rule.

7. **Training.** Each academic year, when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of this administrative procedure along with other pertinent information. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

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

Finance Committee	3/14/16
Policy Committee	3/21/16
Finance Committee	3/28/16
Facilities Committee	3/29/16
Personnel Committee	4/4/16

MINUTES

**COMMITTEE MEMBERS PRESENT:** Chairman James Stirling, Mr. John Belfonti, 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 Ms. Marie McPaddon.

**Also present:** Mrs. Ruth Natzel, Mr. Jim Leahy, Ms. Sue Cohen, Ms. Sheila McCreven, Ms. Amy Esposito, Ms. Diane Urbano, Mr. Tom Hurley and Mr. Bill Blake.

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

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

Mr. Stirling handed out a copy of Amity Board of Education bylaw, 9132.6(c) (attachment) to the Finance Committee members with one portion highlighted as a reminder to the Committee regarding the procedure for approving a budget.

2. **Discussion and possible action on minutes.**
  - A. **Finance Committee meeting - February 29, 2016**

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

Two corrections were noted – Mr. Leahy is the vice-chair (not the chair) of the Orange Finance Committee and Mr. Belfonti's name needs to be added to the list of those present.

**Vote unanimous to accept the minutes with corrections**

**Motion carried**

*(Corrections were made and the minutes were re-submitted)*

3. **Public comment**

Mr. Leahy from Orange gave the members of the Committee a handout and asked if he could have more information regarding the figures in the 3 right-hand columns in that document. As a point of order, questions are not usually taken and answered during public comment; however, Mr. Stirling as a member of the Committee, asked the question of Dr. Dumais. Dr. Dumais explained the differences between open choice, actual student population and average daily membership.

4. **Discussion and possible action on proposed 2016-2017 budget (attachment)**

Dr. Dumais gave the Committee a revised budget with the increase now at 2.56%

***Motion by Ms. Cardozo to accept the budget as presented; there was no 2<sup>nd</sup>, therefore the motion died.***

Motion by Mr. Grabowski, 2<sup>nd</sup> by Mr. Belfonti to reduce the budget increase to 2%.

There was discussion by the members of the Committee regarding the budget increase and statements from the Committee members from Orange and Bethany regarding the budget increase.

***Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Grabowski to amend the motion on the budget and make the increase 1.99% or less.***

There was further discussion among the Committee members and the Board of Education members present regarding the budget increase and the reduction in State funding to the towns causing shortfalls in the town budgets.

There was lengthy discussion regarding this motion. Comments are summarized as follows:

Ms. Cardozo stated that she is concerned about the lack of a safety net with the proposed increase of only 1.99%.

Mr. Stirling commented that the people in Bethany have a perception that Amity does not follow the same budget guidelines as the town of Bethany must. By reducing the 2.56% to 1.99% the town will get the message that Amity is being a good steward and the administration will need to make hard decisions and be more creative.

Mr. Belfonti agreed with Mr. Stirling.

Mr. Blake commented that the proposed budget is one that will maintain and preserve the quality of education in Amity. The Board has, per requests from the member towns, funded OPEB and created a \$100,000 contingency for facilities and eliminated rollover funds, for a total of \$400,000.

Mr. Hurley stated that the Committee and the Board have been extremely responsive to the member towns as has previously been stated by others. This is a responsible budget as presented. The only places left to cut are programs or staff.

Ms. Cohen heard at the ACES meeting that there will be cuts in special education.

Ms. McCreven commented that taking on more risk is not something we should do.

Ms. Urbano does not feel that this budget is sustainable and that really hard decisions must be made.

Dr. Dumais stated that the budget process has changed; there is more transparency and the budget itself has been evened out (including a contingency fund in place and not rolling money over from year to year). Dr. Dumais noted that State statute does not allow a 15% surplus in the BOE budget, although this is permissible in the town budgets. He stated that at 2.56% Amity is close to taking on unreasonable risk and that he disagrees in principle that reducing the budget will foster more creativity.

Mr. Levine commented that Amity has been lucky in terms of medical claims and other variables such as special education needs. He stated that certainly there are things that could be cut, but what is left in the budget as presented are only needs; nothing is left that is a "want". Any cut made will have consequences, either affecting programs or the inability to pay for an emergency expense.

The chairman called the question.

**Vote in favor, 4 (Opposed Ms. Cardozo)**

**Motion carried**

**5. Report on awarding of extension of electricity rate and term**

Mr. Levine reported that Dr. Dumais approved a 1-year term extension at a rate of 7.5 cents.

**6. Update on District lighting project (enclosure)**

Mr. Levine reported that the bid opening for this project was on February 12, 2016. Eight vendors submitted proposals. Mr. Saisa will be taking the bid information and his recommendations to the Facilities Committee for discussion; if the Facilities Committee agrees, the final recommendation will come to the Finance Committee and the Board at the April meetings.

**7. Discussion of monthly financial statements – no questions.**

**8. Director of Finance and Administration-approved transfers under \$3,000 – no questions**

**9. Discussion and possible action on budget transfers of \$3,000 or more (enclosure)**

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Mr. Grabowski to make the following budget transfers detailed in the enclosed memo from Mr. Levine to Dr. Dumais dated March 09, 2016:*

*For special education*

*The amount of \$18,000 from account 04-12-6111-5560 tuition expense, to account 04-13-2130-5330 other professional and technical service.*

*The amount of \$126,500 from accounts 04-12-6117-5560 tuition expense and 04-12-6110-5560 tuition expense, to account 04-12-6130-5560 tuition expense.*

*For facilities*

*The amount of \$25,000 from account 03-14-2600-5420 repairs, maintenance and cleaning, to account 03-14-2600-5731 equipment replacement*

*For athletics*

*The amount of \$5,945 from account 03-11-3202-5420 repairs, maintenance and cleaning to 03-11-3202-5731 equipment replacement*

Vote unanimous

Motion carried

10. Other – none.

11. Adjourn

Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Nuzzo to adjourn.

*Motion by Ms. Cardozo, 2<sup>nd</sup> by Mr. Nuzzo to adjourn at 6:26 p.m.*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** None.

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

**Also present:** Mrs. Ruth Natzel and Mr. James Stirling.

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

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

2. **Public Comment** – None.

3. **Discussion and possible action on the following policies:**

**A. 3542.331 – Food vendors**

Dr. Dumais stated that changes were made in “#10 ...vendor’s expense...”. There was discussion among the Committee regarding a background check applying only to the vendor or also to the vendor employees; also discussed was whether or not there should be a provision for any exceptions such as if a person was convicted of abuse or injury to a minor, distribution or illegal drugs, etc.

*Motion by Ms. McCreven, 2<sup>nd</sup> by Ms. Cohen, to recommend policy 3542.331 to the full Board as written.*

Vote unanimous

Motion carried

**B. 3542.22 - Food service personnel – code of conduct**

*Motion by Ms. McCreven, 2<sup>nd</sup> by Ms. Cohen to recommend policy 3542.22 to the full Board as written.*

Vote unanimous

Motion carried

**C. 1212 – School volunteers**

Dr. Dumais made the Committee aware of the changes made to the volunteer form after input at the previous Policy Committee meeting and the full Board meeting.

*Motion by Ms. McCreven to send policy 1212 to the full Board as amended.*

There was lengthy discussion by the Committee members, along with Mr. Stirling, regarding the changes on the form regarding all felonies versus some felonies, whether or not a minor was involved, and how long ago the felony was committed.

Chairman Hurley called the question

Vote – Ms. McCreven in favor, Ms. Urbano and Ms. Cohen opposed

Motion died.

*Motion by Ms. Cohen to change the language on the volunteer form to read “convicted of a felony involving a minor or within the last 5 years” and to send policy 1212 to the full Board with that change.*

Vote unanimous

Motion carried

**D. 3320 – Purchasing procedures and 9132.6 – Amity Finance Committee**

Dr. Dumais explained that a portion of this policy, 3320(m) intersects with the Board bylaws, 9123.6 and that as such the regulation may need to be modified.



Mr. Hurley stated that he received a request from the Board Chair, Mr. Blake, that the Policy Committee take a look at the entire policy 9132.6 and make changes as deemed appropriate and necessary by the Committee so that they agree with the bylaws.

There was much discussion regarding the bylaws, policy and regulation. The Committee felt that feedback from Dr. Dumais about this would be very helpful.

***Motion by Ms. Cohen to allow the Superintendent to look at regulation 3320 and recommend changes.***

Dr. Dumais asked that the Committee reconsider this motion so that he would only be looking at 3320(m), procurements pertaining to public emergencies.

***Mr. Hurley made a motion to reconsider.***

**Vote unanimous**

**Motion carried**

***Motion by Ms. Cohen to ask Dr. Dumais to consider Policy 3320(m), procurements pertaining to public emergencies and to adjust the language to make it consistent with policy 9231.6(b), 2<sup>nd</sup> paragraph.***

**Vote unanimous**

**Motion carried**

There was some further discussion regarding the bylaws in regard to the Amity Finance Committee; In light of Mr. Blake's request that this be reviewed by the Committee, it was decided that Dr. Dumais will make this the only item on the agenda for the Policy Committee at some future date and that members of the Board and the Amity Finance Committee will be made specifically aware of the agenda for that meeting

***Motion by Ms. Cohen, 2<sup>nd</sup> by Ms. Urbano to adjourn at 6:15 p.m.***

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** None.

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

**Also present:** Mrs. Ruth Natzel, Mr. Bill Blake, Ms. Diane Urbano, Ms. Amy Esposito, Ms. Sue Cohen and Mr. Tom Hurley.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, March 28, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

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

**2. Public Comment**

Mr. Hurley commented that this budget reduction, in his opinion, does not really fix anything long-term, it only changes where money is spent. It does, however, give the Board and staff time to look at other possibilities for longer term remedies.

**3. Discussion and possible action on proposed budget 2016-2017 (enclosure)**

Dr. Dumais explained the reductions that have been made to bring the budget increase total to 1.99% (down from 2.56% over the budget for the current fiscal year) per his memo of March 23, 2016. Dr. Dumais cautioned the members of the Committee that the risk with this decrease is that any one new expense will cause the figures to change.

***Motion by Mr. Nuzzo, 2nd by Mr. Belfonti to recommend the Superintendent's proposed 2016-2017 budget to the full Board as presented.***

There were questions and discussion from the Committee members about various budget line items and the items that were cut out of the budget which were answered by Mr. Levine and Dr. Dumais. Mr. Levine stated that the current plan is to complete the items that have been eliminated (listed on pages 2 – 5 of the memo) as anticipated surplus funds become available this fiscal year.

**Vote unanimous**

**Motion carried**

Mr. Stirling stated that with this reduction he would expect that the Finance Committees from each of the 3 member towns would make a public statement in support of this budget as presented.

**4. Discussion of monthly financial statements (enclosure).**

The Chairman asked that the Committee consider item 6A first for purposes of expediency.

**6. Discussion and possible action on new funding requests (enclosure).**

**A. Facilities contingency**

***Motion by Nuzzo, 2<sup>nd</sup> by Mr. Grabowski to make a budget transfer in the amount of \$140,913 from account #05-15-0000-5850 contingency account, to account #05-15-0000-5856 transfer account into the reserve fund for capital and nonrecurring expenditures to pay for the awarded contracts related to the District lighting project.***

Ms. Cardozo objected to moving the item up in the agenda.

Mr. Nuzzo and Mr. Grabowski agreed to rescind their motion.

5. Discussion and possible action on budget transfers of \$3,000 or more (enclosure).

*Motion by Mr. Giglietti, 2<sup>nd</sup> by Ms. Cardozo to make the budget transfer into the transfer account for the purpose of moving a total of \$225,000 into the reserve fund for capital and nonrecurring expenditures:*

<i>Account number 05-15-000-5850</i>	<i>Contingency account</i>	<i>\$ 3,287</i>
<i>Account number 05-14-2600-5715</i>	<i>Improvements to buildings</i>	<i>\$79,728</i>
<i>Account number 03-14-2600-5720</i>	<i>Improvements to sites</i>	<i>\$62,385</i>
<i>Account number 05-15-1026-5111</i>	<i>Certified salaries</i>	<i>\$79,600</i>

There was discussion regarding whether or not this transfer should be made because the budget has been reduced and now new spending is authorized; however, the administration will look for cost-savings to cover these necessary project. Dr. Dumais spoke in favor of making this transfer because the projects have been put off, in some cases several times, and if they are put off further they will become more expensive, cause safety issues, etc. (see pages 43-46). Mr. Blake spoke in favor of recommending the transfers and stated that the Board is bound by State statute to create the budget and not to delegate the decisions on what projects to be done to the member town Finance Committees.

**Vote 3 in favor (Ms. Cardozo, Mr. Giglietti and Mr. Grabowski)**

**3 against (Mr. Nuzzo, Mr. Stirling and Mr. Belfonti)**

**Motion failed**

*Motion by Mr. Belfonti to move funds for the first 3 items in the list (see page 45) totaling \$120,000.*

**Motion rescinded**

*Motion by Mr. Belfonti, 2<sup>nd</sup> by Mr. Grabowski to transfer funds for first 3 items and last item on the list (see page 45) totaling \$135,000.*

There was further lengthy and heated discussion regarding this motion to transfer only \$135,000 rather than the recommended \$225,000.

Ms. Cardozo stated that this transfer in the amount of \$225,000 should be made to complete the projects that will protect the safety of the staff, students and the public and provide proper upkeep for the facility.

Dr. Dumais stated that not funding these items would be short-sighted.

**Vote 4 in favor, 2 against (Ms. Cardozo and Mr. Giglietti)**

**Motion carried**

6. Discussion and possible action on new funding requests (enclosure).

A. **Facilities contingency** – this item was moot since the full funds totaling \$225,000 were not transferred.

B. **Contingency account**

*Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to make a budget transfer in the amount of \$140,913 from account #05-15-0000-5850 contingency account, to account #05-15-0000-5856 transfer account into the reserve fund for capital and nonrecurring expenditures to pay for the awarded contracts related to the District lighting project.*

**Vote unanimous**

**Motion carried**

Ms. Cardozo commented that this motion for the lighting project was just passed by unanimous vote, but that it has no impact on the health, safety and welfare of our students and staff; in contrast, the better part of a half-hour was spent

debating the merits of 7 facilities improvements that directly affect the health, safety and welfare of staff and students and only 3 of 7 were approved.

**7. Adjourn**

*Motion by Mr. Nuzzo, 2<sup>nd</sup> by Mr. Giglietti to adjourn at 6:25 pm.*

**Vote unanimous**

**Motion carried**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

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

**COMMITTEE MEMBERS ABSENT:** None.

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

**Also present:** Mrs. Ruth Natzel, Mr. Jim Stirling and Mr. Bill Blake.

A meeting of the Facilities Committee of the Amity Regional Board of Education (BOE) was held on March 29, 2016 at 5:30 pm in the Superintendent's conference room at the Amity District Offices.

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

Ms. Russo, the Chair, reminded the Committee of their responsibility per the Board of Education bylaws, 9132.5. The primary focus of this meeting is to go over the list of items for the proposed bonding plan and decide whether or not each item should be included in the bond. She also suggested that going forward, it would be helpful to note when each item was originally added to the list and when they were originally scheduled to be done, as well as noting the reason for the project; the Board and the public would then be able to see how often and for how long an item has been proposed and put off.

**2. Public comment – none.**

**3. Update on lighting project**

Mr. Saisa gave the Committee an update on the estimated incentives and estimated savings for the lighting projects at Amity Regional High School and at Amity Middle School Bethany and Orange Campuses. The target for completion of the projects is the end of the summer. Any rebates on these projects arrive once they are completed and a final inspection has been done; the money would likely come in early 2017.

**4. Update on fuel cell**

Mr. Saisa reported that the bids were opened for the heat exchanger portion of the fuel cell and ranged from \$368,000 to \$990,000. Amity's agreement was "not to exceed \$370,000".

There will be no power at Amity High School on April 23<sup>rd</sup> and 24<sup>th</sup> while some work is being done.

Work on the microgrid portion of the project will begin once school is out in June.

**5. Discussion of proposed bonding projects (attachment)**

There was lengthy discussion by all members present as well as others present that were not on the Committee regarding the recommended items on the list to be bonded as listed in the attachment:

1. Replaced the air handlers that feed the middle gym with full heating/cooling units
2. Air condition the small gym at Amity Regional High School.
3. Air handler replacement at Amity Regional High School.
4. Replace the variable air volume box in room 164 at Amity Regional High School.
5. Renovate the old consumer science room at Amity Regional High School.
6. Parking lot replacement at Amity Regional High School.
7. HVAC upgrade at Amity Middle School, Bethany Campus.
8. Install a garage bay addition or a separate storage building at Amity Regional High School.
9. Replace the tennis courts at Amity Regional High School.

Mr. Saisa stated that the first 4 items on the list came from the VanZelm report, totaling \$887,000.

Mr. Saisa gave those present additional information and drawings regarding item #8, installation of a garage bay addition or a separate storage building at Amity High School.

Mr. Browe arrived at 6:10 pm

Ms. Russo asked for comments from those present about all 9 items on the list. Everyone present participated in the discussion of the items needed, the cost, the impact on the budget and whether or not these items are needs or wants for the district.

Items were discussed one at a time at the direction of the chair; pros and cons were all brought up and discussed.

After lengthy discussion by all present, the Committee unanimously recommended that items #1, #3, #4, #5, and #7 be recommended to the full Board to go out to bond; items #6 and #9 were recommended to the full Board by the Committee with one dissent (Mr. Browe). These items total 1.861 million dollars.

It was agreed by the Committee members that item #2 would be put on hold for now and item #8 would be studied further and then re-considered.

#### 6. Other

The Committee agreed that all items for the bond would be included as one item and total dollar amount.

#### 7. Adjourn

*Motion by Ms. Urbano, 2<sup>nd</sup> by Mr. Browe to adjourn at 7:21 pm.*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

### Minutes

A meeting of the Personnel Committee of the Amity Regional Board of Education was held on Monday, April 4, 2016, at 5:30 p.m. in the Superintendent's Conference Room at the Amity District Offices.

Committee Members present: Susan Cohen, Patricia Cardozo, Tracey Lane Russo, Sheila McCreven

Other Board Members Present: -

School Personnel Present: Charles Dumais

1. Call to Order at 5:35 p.m. by Susan Cohen
2. Motion to move to Executive Session: Pat Cardozo, 2<sup>nd</sup> Sheila McCreven, Unanimous
3. Move to Executive session at 5:37 p.m. Invited Superintendent to join Committee
  - a. Director of Finance and Administration interview
  - b. Discussion of Custodian and Clerical contract negotiations
4. Move to Regular Session at 6:25 p.m.
5. Motion to recommend to the full Board the Superintendent's recommendation to appoint Theresa Lumas to the position of Amity Regional School District Director of Finance and Administration with a start date of July 1, 2016, at a salary of \$126,000: Tracey Lane Russo, 2<sup>nd</sup> Pat Cardozo, Unanimous
6. Motion to Adjourn; Sheila McCreven, 2<sup>nd</sup> Pat Cardozo, Unanimous.
7. Meeting adjourned at 6:28 p.m.

Respectfully submitted,

Charles S. Dumais, Ed.D.  
Superintendent

