

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

Dr. Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

May 9, 2016

A regular meeting of the Amity Regional Board of Education will be held on Monday, May 9, 2016, at 6:30 p.m. in the Presentation Room at the District Offices.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Recognition of CABE Student Awardees
4. Presentation on China Trip
5. Approval of Minutes
 - a. Regular BOE Meeting April 11, 2016 (Enclosure) pg. 3
 - b. Annual District Meeting on the Budget, May 2, 2016 (Enclosure) pg. 10
 - c. Special BOE Meeting, May 3, 2016 (Enclosure) pg. 11
6. Public Comment
7. Student Report – ARHS Senior R.J. Kaoud
8. Correspondence
9. Superintendent's Report
 - a. Personnel Report (Enclosure) pg. 12
 - b. Other
10. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities
 - a. Facilities Dept. Monthly Report, April, 2016 (Enclosure) pg. 14

5. Finance

- a. Discussion and Possible Action on the Healthy Food Certification Statement for July 1, 2016 through June 30, 2017 pg.15
- b. Discussion and Possible Action on the Tuition Rate for 2016-2017 pg.17
- c. Discussion and Possible Action on Contracts of \$35,000 or More pg.18
 - 1. Workers' Compensation and Liability, Automotive, Property Insurances
 - 2. Snow Removal, Ice Control & Sanding Services
 - 3. Amity Regional High School Bleacher Renovations
 - 4. Siemens Building Controls
 - 5. Septic Systems and Grease Pit Services
- d. Discussion of Monthly Financial Statements pg.21
- e. Director of Finance and Administration Approved Transfers Under \$3,000 pg.52
- f. Discussion and Possible Action on Budget Transfers of \$3,000 or More pg.56
- g. Other
 - 1. Information on Results from Budget Referendum of May 3, 2016
 - 2. Information on First Quarter 2016 Executive Summary Review of Amity Pension Fund, Sick and Severance Account, and OPEB Trust

- 6. Policy
- 7. Personnel

11. Items for the Next Agenda

12. Adjournment

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



 Charles Dumais, Ed.D.
 Superintendent of Schools CD/kfw

pc: Town Clerks: Bethany / Orange / Woodbridge

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

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

MINUTES

BOARD MEMBERS PRESENT: Ms. Robyn Berke, Mr. Christopher Browe, Ms. Sue Cohen, Mr. Steven DeMaio, Ms. Amy Esposito, Mr. Thomas Hurley, Ms. Tracey Russo, Ms. Sheila McCreven, Mr. James Stirling and Ms. Diane Urbano.

BOARD MEMBERS ABSENT: Chairman William Blake, Mr. John Belfonti and Ms. Patricia Cardozo.

Staff members present: Dr. Charles Dumais, Mr. Jack Levine, Ms. Terry Lumas, Mr. Ernie Goodwin, Mr. Bob Orgavan, Mr. Thom Jacobs, Mr. John Faitsch, Dr. Marie McPadden, Ms. Mary Raiola and Ms. Anna Mahon.

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

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, April 11, 2016 at 6:30 pm in the cafeteria at the Amity District Offices.

1. **Call to Order:** Vice-Chairman Tracey Russo called the meeting to order at 6:30 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Presentation of awards to the Amity Boys Cross Country Team State Champions**

Motion by Mr. DeMaio, 2nd by Mr. Browe asked that the awards presentation be moved back on the agenda to after #6, the Student Report.

Vote unanimous

Motion carried

4. **Approval of minutes.**

- A. Regular BOE Meeting March 14, 2016 (Enclosure)

Motion by Ms. Cohen, 2nd by Mr. Hurley to approve the minutes.

Two corrections were noted (name to be deleted and letter added to another name); corrections made and minutes re-submitted.

Vote unanimous

Motion carried

- B. Special BOE Meeting, March 28, 2016 (Enclosure)

Motion by Ms. Cohen, 2nd by Mr. Hurley to approve the minutes.

One correction noted (letter added to one name); minutes corrected and re-submitted

Vote unanimous

Motion carried

- C. Public District Hearing, April 4, 2016 (Enclosure)

Motion by Ms. Cohen, 2nd by Mr. Hurley to approve the minutes.

Vote all in favor with 2 abstentions (Mr. DeMaio and Mr. Stirling)

Motion carried

5. **Public Comment** – none.

6. **Student Report**

Mr. R. J. Kaoud gave an update on events at Amity High School, Amity Middle School Bethany Campus, and Amity Middle School Orange Campus over the past month, as well as informing the Board of upcoming events. Highlights included:

Amity High School: the beginning of spring sports at the high school; the play Into the Woods; internship programs for seniors are ready to go; student government is planning for spring student events; junior and senior class councils are

working on their respective proms; the cafeteria is piloting extended hours for the benefit of the students and in response to the “no food in the classrooms” rule; Math Team placed 3rd in the State and will compete for the opportunity to move on to national competition; five students are participating in the All-State Music Festival. Orange Middle School: St. Baldrick’s fundraiser taking place tonight.

Bethany Middle School: Smoke stoppers program held last week; Nature’s Classroom program is going on this week for grade 7; trip to Washington D.C. coming up.

At this point in the meeting, Coach Orgavan had not arrived; the Board continued to move forward with the agenda and will come back to the awards presentation once Coach Orgavan is present.

Ms. Berke and Ms. Urbano arrived at 6:40 pm

7. Correspondence (enclosures, 2)

Dr. Dumais informed the Board that a letter was received from the mother of a 16-year-old student in Derby. This male student was working in the restaurant where the Amity High School wrestling team stopped to eat. The young man came home and told his mother that the Amity students were “the most respectful bunch of kids that I’ve ever met.”

Mrs. Pua Ford wrote a letter with comments regarding the budget, as she was unable to attend the public hearing.

8. Discussion and Possible Action on Setting Graduation Date – June 15

Dr. Dumais recommended that graduation be set for June 15th, 2016.

Motion by Mr. Hurley, 2nd by Ms. Berke that the Board set the date for graduation on June 15, 2015 as per the Superintendent’s recommendation.

There was some discussion regarding whether or not graduation should always be on a Friday for the sake of consistency as well as what would happen on the outside chance there would be another snow day. Dr. Dumais explained the requirements per State statute.

Vote unanimous

Motion carried

9. Discussion and Possible Action on Recommendation for Appointment of Candidate for Director of Finance and Administration .

Motion by Mr. Hurley, 2nd by Ms. Cohen to move this item to the end of the meeting, after item #11, because it will require the Board to be in Executive Session.

Vote unanimous

Motion carried

10. Superintendent’s Report

A. Personnel Report – (enclosure, pages 15 and 16)

Dr. Dumais detailed the new hires (5) and resignations (2) on his personnel report.

B. Other - none.

Coach Orgavan arrived at this point in the meeting, so the Board moved to item #3 on the agenda.

3. Presentation of awards to the Amity Boys Cross Country Team State Champions

Mr. Goodwin recapped the boys cross country season and noted that this is the 2nd year in a row that the team has won the State Championship title. Mr. Goodwin introduced the 3 coaches, Mr. Orgavan, Mr. Jacobs and Mr. Faitsch. Mr. Orgavan spoke about the team and noted that Amity is one of only a few schools that recognizes their athletic teams in

this manner. The names of all the team members were read by Mr. Goodwin and plaques were presented by Mr. Orgavan, Mr. Jacobs, Mr. Faitsch, Dr. Dumais, Ms. Mahon and Ms. Russo. The students were applauded for their achievement by all those present.

Ms. Russo announced a 5-minute break at this time (7:00 pm) to allow those who wished to leave the meeting to do so. The meeting was called back to order at 7:07 pm.

11. Chairman's Report -
A. Committee Reports
1. ACES

Dr. Dumais informed the Board that he was invited by ACES to help with their strategic planning process; he will be participating in those meetings.

2. CABA

Ms. McCreven stated that the CABA legislative wrap-up meeting will be held on May 10th. Dr. Dumais asked that any Board members who do not receive the CABA newsletter or journal to let him know if they would like to be on the list.

3. Curriculum

The Curriculum Committee met on April 7th. Mr. Browe gave the Board a synopsis of what was discussed at that meeting. Full minutes of the meeting will be posted on April 12th.

Ms. Esposito arrived at 7:11 pm

4. Facilities

Ms. Russo reported that the Facilities Committee met on March 29th and will make final recommendations to the Board at the May or June meeting regarding the projects to be bonded.

A. Facilities Department monthly report, March 2016 (enclosure)

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.

Motion by Mr. Hurley, 2nd by Mr. Browe to set the date for the annual district meeting on May 02, 2016 and the date for the referendum on May 03, 2016.

Vote unanimous

Motion carried

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.

Motion by Mr. Stirling, 2nd by Ms. McCreven that the Secretary of the Board of Education of Amity Regional School District No.5 be 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.

Vote unanimous

Motion carried

B. Discussion and Possible Action on Contracts of \$35,000 or More (enclosure)

Mr. Stirling stated that there was no quorum at the Finance Meeting held earlier this evening; however the members that were present did have some discussion and there was no resistance among them to any of the items listed below, #1 through 13.

Motion by Mr. DeMaio, 2nd by Mr. Hurley, that all the items, #1 through 13, be included in one motion.

There was discussion regarding all the items. All questions regarding these items were answered by Mr. Levine and/or Dr. Dumais.

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

Mr. Hurley stated that he would not vote on item #7 or #9 in the list due to conflict of interest.

Motion by Mr. Browe, 2nd by Mr. Hurley, that item numbers 1,2,3,4,5,6,8,10,11,12 and 13 be approved in one motion (pages 18 through 22 in the Board packet) with the wording as stated in the memo from Mr. Levine to Dr. Dumais dated April 06, 2016. As below:

1. 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. 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.

3. 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. 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. 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.

6. 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.

8. 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.

10. 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. 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.

12. 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. 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.

Vote unanimous

Motion carried

Motion by Mr. Browe, 2nd by Mr. DeMaio that item numbers 7 and 9 (on pages 20 and 21 in the Board packet) be approved in one motion with the wording as stated in the memo from Mr. Levine to Dr. Dumais dated April 06, 2016, as below:

7. 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.

9. 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.

Vote unanimous minus one (Mr. Hurley did not vote)
carried

Motion

C. Discussion of Monthly Financial Statements (enclosure)

Mr. Levine noted that for the purpose of keeping the Board informed, there is one large bill in the self-insurance category for \$350,000. Claims in previous months have been much lower and the budget is still in good shape.

D. Director of Finance and Administration Approved Transfers Under \$3,000 (enclosure)

E. Discussion and Possible Action on Budget Transfers of \$3,000 or More (enclosure)

Mr. Levine explained that the transfer entries are standard ones and are not for any new purchases; the final figures for these expenses will be reported at the August Board meeting. This is outlined in his memo to Dr. Dumais dated April 04, 2016, Budget transfers of \$3,000 or more.

Motion by Mr. Stirling, 2nd by Mr. Browe, to authorize the Director of Finance and Administration to make the necessary budget transfer 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 the Amity Board of Education.

Vote unanimous

Motion carried

F. Other – none.

6. Policy

Mr. Hurley and Dr. Dumais highlighted the changes that were made in each policy below.

- A. Second Reading and Discussion and Possible Action on the Following
1. 3542.331 – Food Vendors

Motion by Ms. Cohen, 2nd by Ms. Esposito to adopt Policy 3542.331.

Vote 9 in favor, 1 against (Ms. Urbano)

Motion carried

2. 3542.22 – Food Service Personnel-Code of Conduct

Motion by Mr. Hurley, 2nd by Ms. Urbano to adopt Policy 3542.22

Vote unanimous

Motion carried

3. 1212 – School Volunteers

Motion by Mr. Hurley, 2nd by Ms. Urbano to adopt Policy 1212.

There was discussion and clarification regarding the policy, the regulation and the form that must be filled out by a volunteer. The form had changes made to it but the form included in the packet is not the correct one; it is the one without the changes. Dr. Dumais explained that the policy needs to be approved by the Board, not the form. The form is the tool used at the discretion of the Superintendent to implement the regulation for Policy 1212. Dr. Dumais will email the correct form to the Board members on Wednesday morning.

Mr. DeMaio asked about the need to screen the staff of outside groups that use the school facilities. Dr. Dumais stated that he does not think the Board can legally do this but he will investigate and report back to the Board.

Vote unanimous

Motion carried

Mr. Hurley mentioned that he is continuing to look into a policy/regulation regarding allergies and will keep the Board informed.

7. Personnel – this will be covered by item #9 in the agenda which was moved to after #11.

- 9. Discussion and Possible Action on Recommendation for Appointment of Candidate for Director of Finance and Administration .**
A. Executive Session

Motion by Mr. Hurley, 2nd by Mr. DeMaio that the Board adjourn to Executive Session with Dr. Dumais invited to attend.

Vote unanimous

Motion carried

The Board adjourned to Executive Session at 7:59 pm; they returned to the Regular meeting at 8:16 pm

Dr. Dumais reported that the Board has recommended that Ms. Terry Lumas be appointed as the Director of Finance and Administration beginning on July 01, 2016 at a salary of \$126,000.

Motion by Mr. Browe, 2nd by Mr. Hurley that Ms. Lumas be appointed as the Director of Finance and Administration beginning on July 01, 2016 at a salary of \$126,000.

Mr. Demaio commented that he is looking forward to working with Ms. Lumas and congratulated her on her new position.

Vote unanimous

Motion carried

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

13. Adjournment - *Motion by Mr. Hurley, 2nd by Mr. DeMaio to adjourn at 8:19 pm.*

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Minutes

Board Members Present: Tom Hurley, Tracey Russo, Robyn Berke, Pat Cardozo, Amy Esposito, Sheila McCreven, Diane Urbano

Also Present: Charles Dumais, Jack Levine, Terry Lumas

1. Tom Hurley announced opening of meeting.
2. Motion to nominate Tom Hurley chairman of district meeting. Sheila McCreven, 2nd Amy Esposito. Unanimous. Motion passed.
3. Motion to close nominations for chairman of district meeting. Diane Urbano, 2nd Pat Cardozo. Unanimous. Motion passed.
4. Motion to nominate Pat Cardozo secretary of district meeting. Diane Urbano, 2nd Tracey Russo. Unanimous. Motion passed.
5. Motion to close nominations for secretary of district meeting. Sheila McCreven, 2nd Tracey Russo. Unanimous. Motion passed.
6. Chairman Hurley called the meeting to order at 5:37.
7. Chairman Hurley called for public comment. No members of the public were present.
8. Motion to waive the reading of the Amity budget by Dr. Dumais. Sheila McCreven, 2nd Tracey Russo. Unanimous. Motion passed.
9. Motion to adjourn to a machine/ballot vote to be held in the towns of Bethany, Orange, and Woodbridge on Tuesday, May 3, 2016, from 6:00 a.m. to 8:00 p.m. Sheila McCreven, 2nd Tracey Russo. Unanimous. Motion passed.
10. Meeting adjourned at 5:45

Respectfully submitted,

Charles S. Dumais, Ed.D.
Superintendent





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

Special Meeting
May 3, 2016, 5:30 p.m.
MINUTES

Board Members Present: Bill Blake, Tracey Russo, Steve DeMaio, Chris Browe, Amy Esposito, Tom Hurley, Sue Cohen, Jamie Stirling, Robyn Berke, Pat Cardozo, Sheila McCreven, John Belfonti

Also Present: Charles Dumais, Nick Caruso

1. Call to Order: Chairman Blake called the meeting to order at 5:45 p.m.
2. Board Self-Evaluation: Nick Caruso facilitated a discussion of elements of the CABE Board Self-Evaluation Instrument
3. Adjournment: Meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

Charles Dumais, Ed.D.
Superintendent

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

May 9, 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:

Marcia Rizzotti, F/T Music (Choral) – Marcia will be joining Amity after serving with the Milford Public School system since 2011. For the past four years Marcia has taught choral music at Jonathan Law High School as well as organized and executed the Winter, March and Spring concerts and choral performances at various events. Marcia is a 2004 graduate of Amity.

Amity Reg. Middle School – Bethany:

Elisa Laudati, F/T School Psychologist – Elisa comes to Amity after serving most recently as a school psychologist in the Wallingford Public School System. Elisa received a Masters of Science in School Psychology and her Sixth Year Certificate in School Psychology from Southern Connecticut State University.

Amity Reg. Middle Schools – Orange: NONE

Coaches: NONE

Amity Reg. High School – Woodbridge: NONE

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence:

Cara Haas – History Teacher, Department Head, Amity Regional High School
 Ashely Mozealous – School Counselor, Amity Regional High School
 Danielle Parillo – School Counselor, Amity Middle School Bethany
 Michelle Shoop – Math Teacher, Amity Middle School Bethany
 William Rocco – English Teacher, Amity Regional High School
 Reidun Wallin – Physics Teacher, Amity Regional High School

Personnel Report – Page 2

May 9, 2016

Resignation(s):

Certified: NONE

Classified: NONE

Coaches:

Bruce Marien, Head Coach Wrestling

Robert Orgovan, Head Boys Country Coach

Retirement(s):

Paula Cofrancesco, Superintendent's & Personnel Administrative Assistant (Effective 4-30-16)

CSD/ckl

April, 2016

Amity Regional School District No. 5

CLEAN

SAFE

HEALTHY

SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- New CAT 6 wiring was pulled in preparation for updating two Siemens control panels at Amity Regional High School.
- A variable frequency drive that controls one of the heating circulation pumps at Amity Regional High School had failed. A new one was ordered and installed.
- The chillers at all three schools were serviced and de-winterized over April break. They are now ready for cooling season.
- An exhaust fan that services the knuckle area at Amity Regional High School failed. A new one was ordered and installed by in-house personnel.
- The drinking fountain in the boys locker room at Amity Middle School, Bethany Campus was damaged. It was repaired by in-house personnel.

Projects in process:

- 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.
- The HVAC upgrade project at Amity Middle School, Orange Campus, has begun. The submittals are being prepared and the wiring portion will start soon.
- The bi-annual outside bleacher inspections were conducted at Amity Regional High School. Minor issues were identified and a purchase order was issued for the appropriate repairs.

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 year. The Facilities Director pursued an insurance claim to replace the floor. The project will be completed during the summer of 2016, and the District will only pay a \$1,000 deductible.

Amity Regional School
District No. 5

25 Newton Road

Woodbridge, CT 06525

Phone: 203-397-4817

Fax: 203-397-4864



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



Terry Lumas
Assistant Director of Finance & Administration
terry.lumas@reg5.k12.ct.us

Phone (203) 397-4801
Fax (203) 397-4864

To: Dr. Charles S. Dumais, Superintendent of Schools,
 Jack B. Levine, Director of Finance and Administration

From: Terry Lumas, Assistant Director of Finance and Administration

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

Date: May 1, 2016

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

For Amity Finance Committee:

1. *Motion to recommend to the Amity Board of Education that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017.*
2. *Motion to recommend to the Amity Board of Education that the Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.*

For Amity Board of Education:

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

- 2. Motion to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017.*

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



*Terry Lumas
Assistant Director of Finance and Administration
terry.lumas@reg5.k12.ct.us*

*Phone (203) 397-4801
Fax (203) 397-4864*

To: Dr. Charles Dumais, Superintendent of Schools
From: ~~Terry Lumas~~, Assistant Director of Finance and Administration
cc: Jack Levine, Director of Finance and Administration
Re: Tuition Rate 2016-2017
Date: April 20, 2016

I am recommending the tuition rate for the 2016-2017 school year be set at \$16,456.00 for a non-resident student. There are currently 7 non-resident students registered in the District (including one at an employee rate). Three (3) of these students will graduate in June 2016. Therefore, 4 non-resident students (3 full pay and one employee rate) were budgeted. The charge is approximately equal to the per pupil cost as defined by the State Department of Education. This is a \$1,267.00 increase over the current tuition rate.

Invoices are mailed in July to the guardians of the non-resident students. Payments are accepted in full, 2 installments, or at a minimum in monthly installments due on the first of the month.

Move to recommend that the Amity Board of Education approves the non-resident tuition rate for 2016-2017 school year at \$16,456.00

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



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

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

To: Dr. Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 of More
Date: May 3, 2016

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

1. Workers' Compensation Insurance and Liability, Automobile, Property Insurances:

We bid the workers' compensation insurance and liability, automobile, property (LAP) insurance last year. Connecticut Interlocal Risk Management Agency (CIRMA) offered a 3-year premium for the LAP policy with a maximum possible + 6 percent premium increase for 2016-2017 and 2017-2018 and could be less based on loss results. CIRMA offered, at no cost, foreign trip liability, accident and repatriation coverage and pollution liability (excluding underground tanks and mold). We also agreed to award the Workers' Compensation insurance to CIRMA.

Move to award the Workers' Compensation Insurance for July 1, 2016 to June 30, 2017, to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 3.0 percent plus the payroll audit. Award the Liability, Automobile, and Property Insurance for July 1, 2016 to June 30, 2017, to Connecticut Interlock Risk Management Agency (CIRMA) of New Haven, Connecticut, at a maximum rate increase of 6.0 percent plus any additional exposure changes.

2. Snow Removal, Ice Control & Sanding Services:

Facilities Director Jim Saisa reported, "Two vendors attended the mandatory site visit. Two vendors submitted pricing. We bid the contract this year with options for a second and third year. Denny Landscaping Ltd of Orange, CT was the low bidder on all three schools. They also kept their pricing constant for all three years if such was awarded. They have performed very well for us in the past. I recommend that we award the Snow and Ice Removal contract to Denny Landscaping for a three-year period, with the stipulation that if they fail to perform satisfactorily, the ensuing years would be nullified."

Move to award the snow removal, ice control and sanding services to Denny Landscaping Ltd of Orange, Connecticut, for July 1, 2016 to June 30, 2017, and the two ensuing fiscal years. The Board reserves the right to cancel the contract if Denny Landscaping Ltd of Orange, Connecticut, fails to perform in a satisfactory manner.

Award of Contracts of \$35,000 of More
May 3, 2016
Page 2

3. Amity Regional High School Bleacher Renovations:

Facilities Director Jim Saisa reported, "One vendor submitted a proposal, and that vendor is Hussey Seating Company, of North Berwick, ME. That is advantageous to us as we have Hussey bleachers and any aftermarket parts installed on the bleachers would result in Hussey not taking ownership of any problems that would occur, including safety issues. The total bid is \$43,600. I bid an alternate for safety end curtains, which will cover the ends of the bleachers when fully extended to prevent children and debris from entering the underside of the bleachers. The cost for that is \$3,460. I recommend that we award the bid for Bleacher Renovation to Hussey Seating Company, of North Berwick, ME, for a total price of \$43,600. If money is available, I recommend we award the furnishing and installation of safety end curtains to Hussey Seating Company, of North Berwick, ME, for a cost of \$3,460."

The Amity Board of Education authorized the transfer of \$40,000 to the Reserve Fund for Capital and Nonrecurring Expenditures. The total of all the money transferred for various facilities items is \$225,000, which is the maximum amount that may be expended for all the items.

Move to award the Amity Regional High School Bleacher Renovations bid to Hussey Seating Company of North Berwick, Maine, at the bid price of \$43,600. Further, the Superintendent of Schools be authorized to purchase the safety end curtains at the bid price of \$3,460, if funds are available.

4. Siemens Building Controls:

Note: The Amity Finance Committee and Amity Board of Education approved this contract last month. The motion INCORRECTLY stated it was for the second year at \$24,063. The motion should be for the third year at \$24,785.

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 *third* year of the three year contract is \$24,785. The total three-year contract is \$72,211.

Move to award the building controls contract to Siemens Industry, Inc. for the third fiscal year of a three-year contract at the price of \$24,785.00. 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
May 3, 2016
Page 3

5. Septic Systems and Grease Pit Services:

Note: The Amity Finance Committee and Amity Board of Education approved this contract last month. The motion INCORRECTLY stated it was for the third year. The motion should be for the second year. The bid price is correct as previously stated.

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 second 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.

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2014-2015 ACTUAL	2015-2016 BUDGET	APR '16 FORECAST	CHANGE INCR./ (DECR.)	MAY '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	238,084	0	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	192,215	0	192,215	17,735	FAV
5	BUILDING RENOVATION GRANTS	6,491	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	45,889,205	46,902,342	46,773,420	0	46,773,420	(128,922)	UNF
7	SALARIES	23,646,038	24,522,504	24,373,419	0	24,373,419	(149,085)	FAV
8	BENEFITS	5,417,449	5,837,134	5,804,228	(9)	5,804,219	(32,915)	FAV
9	PURCHASED SERVICES	7,080,741	7,862,820	7,548,416	(10,356)	7,538,060	(324,760)	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	2,970,233	(23,070)	2,947,163	(104,398)	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	TOTAL EXPENDITURES	44,693,946	46,902,342	46,533,132	(33,435)	46,499,697	(402,645)	FAV
17	SUBTOTAL	1,195,259	0	240,288	33,435	273,723	273,723	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	16,880	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(150,000)	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	1,062,139	0	240,288	33,435	273,723	273,723	FAV

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

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2014-2015 ACTUAL	2015-2016 BUDGET	APR '16 FORECAST	CHANGE INCR./DECR.)	MAY '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	WOODBRIE 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	25,076	0	25,076	(7,424)	UNF
9	TUITION REVENUE	75,864	72,985	92,134	0	92,134	19,149	FAV
10	TUITION REVENUE	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	238,084	0	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	23,117	0	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	19,098	0	19,098	(1,882)	UNF
19	TRANSFER IN	166	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	320,498	174,480	192,215	0	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	46,773,420	0	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 APR '16 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 MAY '16 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,722,737	20,383,773	20,178,283	0	20,178,283	(205,490)	FAV
2	5112-CLASSIFIED SALARIES	3,923,301	4,138,731	4,195,136	0	4,195,136	56,405	UNF
3	SALARIES	23,646,038	24,522,504	24,373,419	0	24,373,419	(149,085)	FAV
4	5200-MEDICARE - ER	317,397	327,104	327,161	0	327,161	57	UNF
5	5210-FICA - ER	245,870	253,321	253,433	0	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	43,733	(9)	43,724	(1,796)	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	5,804,228	(9)	5,804,219	(32,915)	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	2,631,153	2,631,813	(75)	2,631,738	(199,415)	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	3,214,176	(10,281)	3,203,895	(119,415)	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	7,548,416	(10,356)	7,538,060	(324,760)	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	APR '16 FORECAST	CHANGE INCR./(DECR.)	MAY '16 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,514,303	1,388,788	1,388,788	0	1,388,788	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,285,000	3,355,000	3,355,000	0	3,355,000	0	FAV
29	DEBT SERVICE	4,799,303	4,743,788	4,743,788	0	4,743,788	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	846,736	822,839	757,122	(23,070)	734,052	(88,787)	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	730,559	703,182	717,509	0	717,509	14,327	UNF
32	5611-INSTRUCTIONAL SUPPLIES	353,751	366,819	359,819	0	359,819	(7,000)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	176,467	206,478	206,478	0	206,478	0	FAV
34	5620-OIL USED FOR HEATING	122,270	87,016	44,430	0	44,430	(42,586)	FAV
35	5621-NATURAL GAS	86,384	97,000	109,648	0	109,648	12,648	UNF
36	5627-TRANSPORTATION SUPPLIES	178,611	132,785	132,785	0	132,785	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	39,066	126,149	126,149	0	126,149	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	23,356	20,797	20,797	0	20,797	0	FAV
39	5690-OTHER SUPPLIES	430,431	488,496	495,496	0	495,496	7,000	UNF
40	SUPPLIES (INCLUDING UTILITIES)	2,987,631	3,051,561	2,970,233	(23,070)	2,947,163	(104,398)	FAV
41	5730-EQUIPMENT - NEW	63,443	39,170	44,970	0	44,970	5,800	UNF
42	5731-EQUIPMENT - REPLACEMENT	223,209	206,685	210,834	0	210,834	4,149	UNF
43	EQUIPMENT	286,652	245,855	255,804	0	255,804	9,949	UNF
44	5715-IMPROVEMENTS TO BUILDING	0	60,000	60,000	0	60,000	0	FAV
44a	5715-FACILITIES CONTINGENCY	0	100,000	100,000	0	100,000	0	FAV
44b	TRSF. FROM FACILITIES CONTINGENCY	0	0	(100,000)	0	(100,000)	(100,000)	FAV
45	5720-IMPROVEMENTS TO SITES	9,860	183,000	120,565	0	120,565	(62,435)	FAV
46	5850-DISTRICT CONTINGENCY	0	150,000	150,000	0	150,000	0	FAV
46a	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	0	0	(150,000)	0	(150,000)	(150,000)	FAV
47	IMPROVEMENTS / CONTINGENCY	9,860	493,000	180,565	0	180,565	(312,435)	FAV
48	5580-STAFF TRAVEL	23,435	20,157	20,157	0	20,157	0	FAV
49	5581-TRAVEL - CONFERENCES	24,299	25,232	25,232	0	25,232	0	FAV
50	5810-DUES & FEES	72,093	100,291	100,291	0	100,291	0	FAV
51	DUES AND FEES	119,827	145,680	145,680	0	145,680	0	FAV
52	5856-TRANSFER ACCOUNT	346,445	0	510,999	0	510,999	510,999	UNF
53	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
54	TOTAL EXPENDITURES	44,693,946	46,902,342	46,533,132	(33,435)	46,499,697	(402,645)	FAV

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

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



MAY 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.
- **\$149,355 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.
- **\$118,725 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 Committed Fund Balance 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 \$273,723 *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 %
March 2016	0.400 %	0.410 %

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 \$402,645 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	\$360,554	\$360,250	\$304	\$269,027	\$368,088
APR		\$360,250		\$302,864	\$374,121
MAY		\$360,250		\$291,612	\$314,836
JUN		\$360,250		\$308,985	\$315,712
TOTALS		\$4,323,000	(\$95,462)	\$3,832,283	\$4,188,975

ACTUAL/FORECAST CLAIMS AS A PERCENTAGE OF EXPECTED CLAIMS

2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 FORECAST
88.9%	103.8%	87.3%	100.0%	97.8%

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

**FEEES 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	\$39,472	\$69,745	(\$30,273)	\$46,314	\$33,847
APR		\$69,745		\$46,798	\$30,543
MAY		\$69,745		\$46,805	\$41,930
JUN		\$69,745		\$47,120	\$41,781
TOTALS		\$837,195	(\$106,359)	\$752,500	\$665,180

LINE 9: 5260-LIFE INSURANCE:

The forecast is based on the current staff.

LINE 10: 5275-DISABILITY INSURANCE:

The forecast is based on the current staff.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of *\$199,415 FAV (previously \$199,340 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 *\$119,415 FAV (previously \$109,134 FAV)*.

Tuition for the vo-ag schools has a projected variance of *\$17,752 FAV (previously \$15,530 FAV)*.

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

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

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

Public (ACES) and private out-of-district placements has a projected variance of \$79,762 *FAV* (previously \$71,703 *FAV*).

	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 ACTUAL	FY15-16 BUDGET	FY15-16 FORECAST
Public SPED	6	8	6	10	10	7
Private SPED	24	21	25	24	23	26(27)
Totals	30	29	31	34	33	33(34)

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

The 2015-2016 budget for electricity assumes the use of 3,913,193 kilowatt hours at an average price of \$0.1900 per kilowatt hour, or a cost of \$743,506. The forecast assumes the use of 3,731,697 kilowatt hours (previously 3,756,208 kilowatt hours) at an average price of \$0.1750 per kilowatt hour (previously \$0.1800 per kilowatt hour), or a favorable variance of 90,460 *FAV* (previously \$67,390 *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	291,283	317,768	(26,485)	319,356	323,318
MAR	297,274	313,876	(16,602)	321,785	306,728
APR		323,607		304,672	300,730
MAY		338,033		318,196	324,543
JUN		344,787		336,991	329,909
TOTALS		3,913,193	(129,216)	3,773,114	3,886,040

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

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

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

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

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

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

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

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

Facilities Director Jim Saisa received a quote of \$158,425 to "supply and install Versa shield MBX moisture barrier over the entire floor." Until work is started, there is no way to know if the entire floor will need to be replaced. Furthermore, it is possible we will need to hire a civil engineer to determine the cause of water intrusion if the obvious cause is not evident. Facilities Director Jim Saisa met with the insurance adjustor and received feedback that CIRMA will pay for this project. *The deductible is \$1,000.*

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 April 30, 2016, are \$36,025, or a favorable variance of \$23,720 FAV.*

DEGREE DAYS: *The number of degree days through March 2016 are 3,213 compared to the prior year's same period of 4,140, or 22.4 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**.

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

TOTAL ANNUAL SAVINGS TO-DATE OF: \$125,911

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

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

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

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

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

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

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

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

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

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

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

APPENDIX C

**COST SAVINGS AND EFFICIENCIES
FOR FISCAL YEAR 2014-2015**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPENDIX D

MONTHLY FORECASTS: PURPOSE, METHODOLOGY, HISTORICAL

PURPOSE & METHODOLOGY:

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

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

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

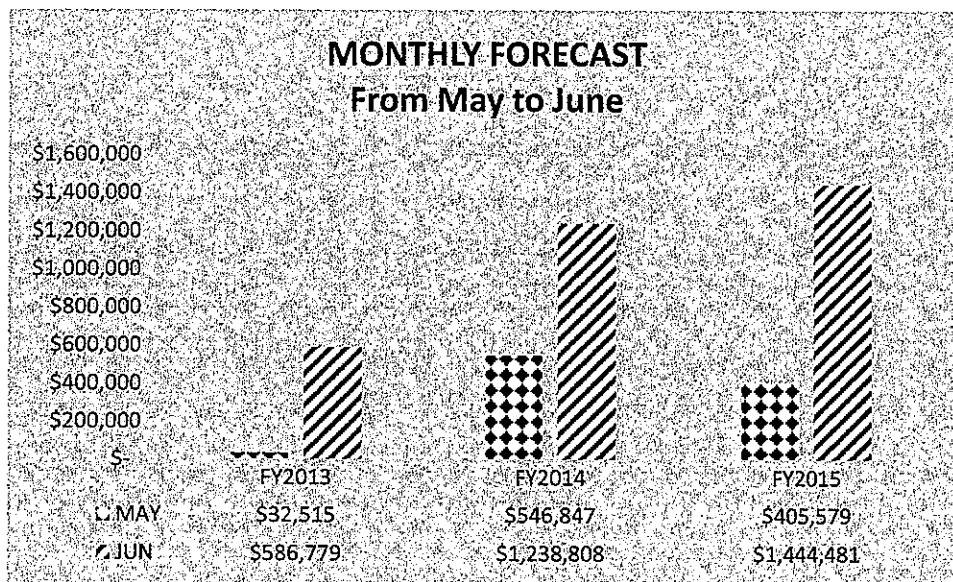
Revenues can be most impacted by decisions made at the State level for Special Education and Transportation grants. We have seen the reimbursement rate change in mid-year.

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

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

HISTORICAL:

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



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

FY2013:

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

- **\$47,506:** FEMA notified us that they will reimburse 75 percent of the costs related to February 2013 blizzard. We did not know the amount or timing of any payment. The award notice was received in July.
- **\$111,095:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$282,349:** Special Education transportation and tuition funds were forecasted for two students who were placed through IEP's in high-cost programs; however, both students remained in temporary lower cost programs throughout the year and did not transition as expected.

FY2014:

The actual fund balance was \$1,238,808. The monthly forecast for May 2014 projected a fund balance of \$546,847, or **\$691,961 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$114,915:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$473,674:** Most of the funds budgeted for the OPEB Trust were transferred into the Self-Insurance Reserve Fund.
- **\$148,398:** Electricity usage and water usage were lower than forecasted. The May and June invoices were received after the May forecast.

FY2015:

The projected fund balance was \$1,444,481. The monthly forecast for May 2014 projected a fund balance of \$405,579, or **\$1,038,902 higher than the prior month's forecast**. The major reasons for the significant increase in the yearend fund balance from one month to the next month were, as follows:

- **\$137,115:** Certified and classified salaries were lower than forecasted. It is not until the end of the fiscal year when we know the actual expenditures for coverages, substitutes, leaves of absences, overtime, and pay docks. We use conservative estimates in the forecasts based on past history.
- **\$153,315:** Special education transportation and tuition expenditures were lower than forecasted. The May forecast included the possible costs due to two families that were beginning to proceed to due process. No expenditures were incurred in this fiscal year.
- **\$503,754:** Medical & dental claims were lower than expected. Since we are self-insured, actual claims are not known until the end of the fiscal year. Based on actual claims, we returned most of these funds to the member towns.
- **\$136,270:** As part of the yearend processing, unspent encumbrances are eliminated.
- **\$41,162:** Final grant payments for Special Education and Transportation are not known until the end of the fiscal year.

APPENDIX E

RECAP OF 2013-2014

Return Unspent Fund Balance:

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

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

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

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

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

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

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

APPENDIX F

RECAP OF 2014-2015

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

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

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

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

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

OTHER: **\$ 996,945**

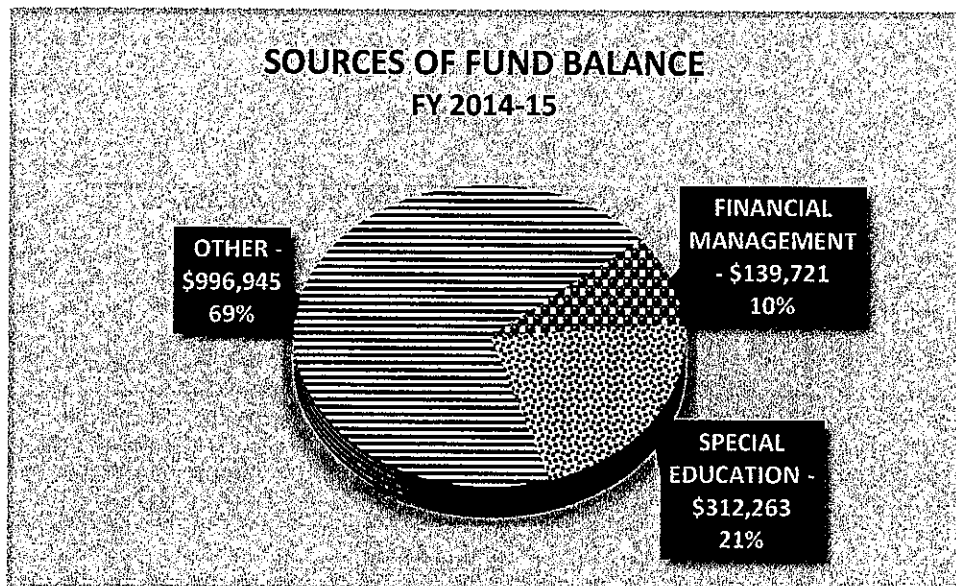
Turnover savings from replacing teachers who retired or resigned exceeded budget by **\$99,002**. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations. In addition, the replacement of the Director of Counseling who resigned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

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

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

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

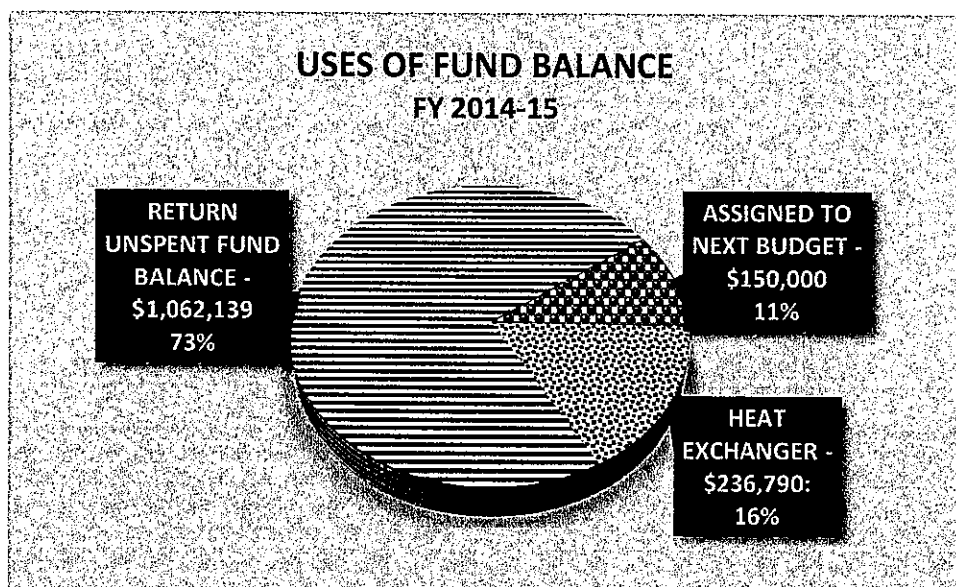
The primary sources of the fund balance are shown graphically below:



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

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

The uses of the fund balance are shown graphically below:



Return Unspent Fund Balance:

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

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

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

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<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2015	64	03132220	5690	OTHER SUPPLIES	\$ -275.00	EasyBib license
July 2015	64	05142350	5690	OTHER SUPPLIES	\$ 275.00	EasyBib license
July 2015	65	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -300.00	Databases
July 2015	65	03132220	5690	OTHER SUPPLIES	\$ 300.00	Databases
July 2015	65	03132220	5690	OTHER SUPPLIES	\$ 319.00	Databases
July 2015	65	03132220	5810	DUES & FEES	\$ -319.00	Databases
July 2015	66	05132213	5641	TEXTBOOKS	\$ -57.00	Math Digital License
July 2015	70	03111006	5641	TEXTBOOKS	\$ 1,500.00	Spanish II and French II books
July 2015	70	05132213	5641	TEXTBOOKS	\$ -1,500.00	Spanish II and French II books
July 2015	71	03111014	5641	TEXTBOOKS	\$ 1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	71	05132213	5641	TEXTBOOKS	\$ -1,500.00	AP Gov, AP US Gov&Poltic texts
July 2015	129	04122151	5690	OTHER SUPPLIES	\$ 250.00	Hearing kit
July 2015	129	04122151	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -250.00	Hearing kit
August 2015	2	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -1,000.00	Replacement texts needed
August 2015	2	03111013	5641	TEXTBOOKS	\$ 1,000.00	Replacement texts needed
August 2015	29	04126111	5560	TUITION EXPENSE	\$ -2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
August 2015	29	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ 2,510.00	LIFE SKILLS CLASSROOM SUPPLIE
September 2015	35	03111009	5641	TEXTBOOKS	\$ 600.00	Purchase 7 books for Comp Pro
September 2015	35	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -600.00	Purchase 7 books for Comp Pro
September 2015	95	03111013	5641	TEXTBOOKS	\$ 634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	95	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -634.00	NEED TEXTS FOR CLASS INCREASE
September 2015	126	04126111	5560	TUITION EXPENSE	\$ -2,062.00	TRANSPORTATION EXPENSES
September 2015	126	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 920.00	TRANSPORTATION EXPENSES
September 2015	126	05142700	5512	VO-AG/VO-TECH REG ED	\$ 1,142.00	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	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ -1,048.00	TRANSITION SUPPLY /CONFERENCES
September 2015	182	04121203	5690	OTHER SUPPLIES	\$ 648.00	TRANSITION CLASS SUPPLIES
September 2015	192	01111010	5731	EQUIPMENT - REPLACEMENT	\$ 1,097.00	PURCHASE BASS BOW & CASE
September 2015	192	01132400	5590	OTHER PURCHASED SERVICES	\$ -1,097.00	PURCHASE BASS BOW & CASE
October 2015	64	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ -171.00	TO ATTEND A CONFERENCE
October 2015	64	01132400	5581	TRAVEL - CONFERENCES	\$ 171.00	TO ATTEND A CONFERENCE
October 2015	76	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,725.00	Economic textbooks
October 2015	76	03111014	5641	TEXTBOOKS	\$ 2,725.00	Economic textbooks
October 2015	102	01132400	5810	DUES & FEES	\$ 159.00	
October 2015	102	01132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -159.00	
November 2015	61	01132400	5810	DUES & FEES	\$ 50.00	
November 2015	61	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -50.00	
November 2015	62	01111013	5810	DUES & FEES	\$ 40.00	CONFERENCE FEE
November 2015	62	01111013	5611	INSTRUCTIONAL SUPPLIES	\$ -40.00	CONFERENCE FEE
November 2015	92	04126116	5510	PUPIL TRANSPORTATION	\$ 2,998.00	TRANSPORTATION TO AMSO
November 2015	92	04126130	5510	PUPIL TRANSPORTATION	\$ -2,998.00	TRANSPORTATION TO AMSO
November 2015	107	05132213	5590	OTHER PURCHASED SERVICES	\$ 2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	107	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CATERED EVENT, STAFF DD NOV 3
November 2015	131	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	CONFERENCES
November 2015	131	05132212	5581	TRAVEL - CONFERENCES	\$ 2,000.00	CONFERENCES
November 2015	189	03111014	5611	INSTRUCTIONAL SUPPLIES	\$ -265.00	AP Psych Workshop
November 2015	189	03111014	5810	DUES & FEES	\$ 265.00	AP Psych Workshop
November 2015	216	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 1,286.00	AHS Science Acid Cabinet
November 2015	216	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 886.00	AHS Science signage

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
November 2015	216	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	5690	OTHER SUPPLIES	\$ -67.00 SHIPPING COSTS ADJUSTMENT
December 2015	51	04122150	5611	INSTRUCTIONAL SUPPLIES	\$ 75.00 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	5690	OTHER SUPPLIES	\$ 825.00 Colorguard supplies
December 2015	166	03113201	5111	CERTIFIED SALARIES	\$ -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	05142700	5513	IN DISTRICT PRIVATE REG ED	\$ 1,179.00 REIMBURSEMENT FOR TRANSPORTATI
January 2016	132	04126117	5560	TUITION EXPENSE	\$ -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	02132400	5581	TRAVEL - CONFERENCES	\$ -40.00 CONFERENCE FOR S. REMIGIO
February 2016	15	02132120	5581	TRAVEL - CONFERENCES	\$ 40.00 CONFERENCE FOR S. REMIGIO
February 2016	53	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	01111005	5641	TEXTBOOKS	\$ -2,930.00 Chromebooks BMS Eng
February 2016	95	05142350	5730	EQUIPMENT - NEW	\$ 2,930.00 Chromebooks BMS Eng
February 2016	186	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 108.00 to build wood display racks
February 2016	186	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -108.00 to build wood display racks
March 2016	9	03142700	5510	PUPIL TRANSPORTATION	\$ 300.00 BUS TRIP INFINITE POSSIBILITIE
March 2016	9	03111015	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 BUS TRIP INFINITE POSSIBILITIE
March 2016	20	01132400	5810	DUES & FEES	\$ 197.00 DUES FOR AMLE
March 2016	20	01132400	5590	OTHER PURCHASED SERVICES	\$ -197.00 DUES FOR AMLE
March 2016	21	01132400	5590	OTHER PURCHASED SERVICES	\$ -40.00 ADMIN ASSISTANTS CONFERENCE
March 2016	21	01132400	5581	TRAVEL - CONFERENCES	\$ 40.00 ADMIN ASSISTANTS CONFERENCE
March 2016	33	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,300.00 PD DAY - ALL STAFF - CATER
March 2016	33	05132212	5590	OTHER PURCHASED SERVICES	\$ 1,300.00 PD DAY - ALL STAFF - CATER
March 2016	34	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,500.00 CONFERENCE
March 2016	34	05132212	5581	TRAVEL - CONFERENCES	\$ 1,500.00 CONFERENCE
March 2016	35	05132212	5810	DUES & FEES	\$ -73.00 AWARD FOR EX. SUPPLIES
March 2016	35	05132213	5810	DUES & FEES	\$ -31.00 AWARD FOR EX. SUPPLIES
March 2016	35	05132213	5690	OTHER SUPPLIES	\$ 104.00 AWARD FOR EX. SUPPLIES
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	03111008	5731	EQUIPMENT - REPLACEMENT	\$ 667.00 OVEN- TECH ED
March 2016	76	05142320	5690	OTHER SUPPLIES	\$ -667.00 OVEN- TECH ED

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
March 2016	88	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -46.00 schooldude upgrades
March 2016	88	05142600	5690	OTHER SUPPLIES	\$ 46.00 schooldude upgrades
March 2016	95	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ 485.00 RETURN OF FUNDS SCIENCE CHRMBK
March 2016	95	05142350	5690	OTHER 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	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,300.00 SDD PRESENTERS MARCH 24
March 2016	208	05132213	5111	CERTIFIED SALARIES	\$ 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	5641	TEXTBOOKS	\$ -90.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5690	OTHER SUPPLIES	\$ -93.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ 657.00 READING INCENTIVE PROGRAM
March 2016	272	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -474.00 READING INCENTIVE PROGRAM
March 2016	282	03132400	5611	INSTRUCTIONAL SUPPLIES	\$ 2,700.00 colored paper
March 2016	282	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,700.00 colored paper
March 2016	284	03142600	5731	EQUIPMENT - REPLACEMENT	\$ 1,578.00 Tower Hill H/W heater
March 2016	284	03142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -1,578.00 Tower Hill H/W heater
March 2016	291	02111014	5611	INSTRUCTIONAL SUPPLIES	\$ 185.00 STUDENT TESTING
March 2016	291	02111014	5641	TEXTBOOKS	\$ -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	10	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,800.00 school/office supplies
April 2016	10	03132400	5611	INSTRUCTIONAL SUPPLIES	\$ 2,800.00 school/office supplies
April 2016	13	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ 840.00 PURCHASE VIDEO CAMERAS
April 2016	13	03111010	5810	DUES & FEES	\$ -840.00 PURCHASE VIDEO CAMERAS
April 2016	15	03111016	5810	DUES & FEES	\$ -761.00 INC IND. CLASS LIBRARY
April 2016	15	03111016	5611	INSTRUCTIONAL SUPPLIES	\$ 761.00 INC IND. CLASS LIBRARY
April 2016	16	03111013	5641	TEXTBOOKS	\$ -180.00 microscope repair
April 2016	16	03111013	5810	DUES & FEES	\$ -495.00 fees used to buy replace equip
April 2016	16	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -250.00 fees used to buy replace equip
April 2016	16	03111013	5611	INSTRUCTIONAL SUPPLIES	\$ -400.00 microscope repair
April 2016	16	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 400.00 microscope repair
April 2016	16	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 180.00 microscope repair
April 2016	16	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 495.00 fees used to buy replace equip
April 2016	16	03111013	5731	EQUIPMENT - REPLACEMENT	\$ 250.00 fees used to buy replace equip
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
April 2016	31	01111016	5810	DUES & FEES	\$ 30.00 READING AWARD D MAGIC SHOW
April 2016	31	01111016	5641	TEXTBOOKS	\$ -30.00 READING AWARD D MAGIC SHOW
April 2016	34	01132400	5581	TRAVEL - CONFERENCES	\$ 2,468.00 2 SURFACES DELLINGER/DOYLE
April 2016	34	01132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ -2,468.00 2 SURFACES DELLINGER/DOYLE
April 2016	42	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ -110.00 WOOD FOR PORTFOLIO HOLDER

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2016	42	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 110.00 WOOD FOR PORTFOLIO HOLDER
April 2016	46	01132400	5581	TRAVEL - CONFERENCES	\$ 1,199.00 CONFERENCE FEES
April 2016	46	01132400	5590	OTHER PURCHASED SERVICES	\$ -1,199.00 CONFERENCE FEES
April 2016	47	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -700.00 math team transportation
April 2016	47	03142700	5510	PUPIL TRANSPORTATION	\$ 700.00 math team transportation
April 2016	51	05132213	5690	OTHER SUPPLIES	\$ 650.00 WATCHES -YRS SERV AND AWARD EX
April 2016	51	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -650.00 WATCHES -YRS SERV AND AWARD EX
April 2016	61	01132400	5581	TRAVEL - CONFERENCES	\$ -2,467.60 Surface Pros
April 2016	61	05142350	5730	EQUIPMENT - NEW	\$ 2,467.60 Surface Pros
April 2016	76	05132212	5580	STAFF TRAVEL	\$ 125.00 STAFF TRAVEL - MILEAGE
April 2016	76	05132212	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -125.00 STAFF TRAVEL - MILEAGE
April 2016	77	05132213	5111	CERTIFIED SALARIES	\$ 1,700.00 MAY SDD PRESENTERS
April 2016	77	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -1,700.00 MAY SDD PRESENTERS
April 2016	92	02111016	5690	OTHER SUPPLIES	\$ -353.00 PURCHASE STUDENT BOOKS
April 2016	92	02111016	5611	INSTRUCTIONAL SUPPLIES	\$ 353.00 PURCHASE STUDENT BOOKS
April 2016	100	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 273.00 CLASS LAB SUPPLIES
April 2016	100	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -273.00 CLASS LAB SUPPLIES
April 2016	130	01142700	5510	PUPIL TRANSPORTATION	\$ 253.00 STRINGS CLASS BUS TRIP SENIORC
April 2016	130	01111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -253.00 STRINGS CLASS BUS TRIP SENIORC
April 2016	140	02111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -500.00 SCHOOL NETWORK LAB LICENSE
April 2016	140	02111008	5611	INSTRUCTIONAL SUPPLIES	\$ 500.00 SCHOOL NETWORK LAB LICENSE
April 2016	142	02132400	5581	TRAVEL - CONFERENCES	\$ -400.00 FOR STAFF MILEAGE
April 2016	142	02132400	5580	STAFF TRAVEL	\$ 400.00 FOR STAFF MILEAGE
April 2016	143	02111009	5611	INSTRUCTIONAL SUPPLIES	\$ -410.00 CHAIR RENTAL -MOVING UP CER.
April 2016	143	02132400	5440	RENTALS-LAND,BLDG,EQUIPMENT	\$ 710.00 CHAIR RENTAL -MOVING UP CER.
April 2016	143	02132400	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -300.00 CHAIR RENTAL -MOVING UP CER.
April 2016	145	02111010	5730	EQUIPMENT - NEW	\$ 65.00 PURCHASE EQUIPMENT
April 2016	145	02111010	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -65.00 PURCHASE EQUIPMENT
April 2016	146	05142350	5730	EQUIPMENT - NEW	\$ 2,468.00 Surface Pros-OMS
April 2016	146	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,468.00 Surface Pros-OMS
April 2016	207	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,250.00 PHYS. ED. EQUIPMENT
April 2016	207	02111011	5731	EQUIPMENT - REPLACEMENT	\$ 1,250.00 PHYS. ED. EQUIPMENT

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



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

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

To: Charles S. Dumais, Ed. D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: May 2, 2016

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

RFID (Radio Frequency Identification) Card Access to Buildings:

Please see the attached memorandum from Shaun DeRosa, Director of Technology, regarding the request to purchase a card access system for security purposes.

Move to make the following budget transfer:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-14-2350-5580	Staff Travel	\$2,300	
05-15-0000-5856	Transfer Account (Note A)	\$2,400	
05-14-2350-5420	Repairs, Maintenance & Cleaning		\$4,700

Note A: Funds from this fiscal year have been approved for security equipment.

Enclosure

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



Shaun DeRosa
 Director of Technology
shaun.derosa@reg5.k12.ct.us

Phone (203) 397-4830
 Fax (203) 392-3216

To: Jack Levine; Director of Finance and Administration

From: Shaun DeRosa; Director of Technology

Date: May 5, 2016

RE: RFID (Radio Frequency Identification) Card Access to Buildings

I would like to move forward with the Card Access system based on a proposal we received from Utility Communications, Inc. The project will result in 5 RFID card access exterior doors throughout the district. One at Central Office, one at the front and one at the rear of the high school and one at each middle school. Each staff member will receive a new ID card embedded with an RFID chip that will be linked to their Active Directory account allowing us to define building access rights for each person. The goal is to allow restricted access into the buildings during school hours to approved staff without the need for expensive traditional keys. We will also be able to log and monitor building access. Long-term goals would be to expand the system to interior doors such as staff restrooms and data/storage closets.

Total cost of the project is \$25,608.92.

Supplies and hardware is \$13,733.92, which includes:

- the initial order of 500 ID cards
- one S2 NetBox extreme controller
- four S2 network nodes
- four S2 access control blades
- six HID Pro II Prox card readers
- six power supplies
- six back-up batteries
- six all-weather surface mounts
- one calvert doors electric latch retention cord
- 1200 feet of Access control cable

Note: The current price for each additional card is \$4.06. The initial order includes 500 cards.

Service, warranty and training is \$11,875.00, which includes:

- warranty on parts
- labor to make the final connections
- 105 hours of training, support and initial programming

In order to fund this project, we will be using funds in Technology account 5690 to purchase the hardware and wires that our staff will install to save on labor costs. To cover the cost of labor involved in the project that we cannot perform in-house, I am requesting a transfer from the technology account 5580 (staff travel) in the amount of \$2,300 into the technology account 5420 (repairs, maintenance & cleaning). Also, we require a transfer from facilities in the amount of \$2,400 into technology account 5420.

A detailed description of these funds is below.

The \$13,733.92 is coming from our Other Supplies account 5690 and is available due to savings found throughout the course of the year, such as:

- approximately \$6,000 in laptop parts and power supplies available because we were able to use laptops replaced by chromebooks to repair our remaining laptops in circulation.
- approximately \$5,300 in desktop parts such as motherboards, NIC cards and Hard Drives we were also able to recover from machines designated for disposal and repurpose into existing machines.
- approximately \$2,200 saved on replacement mice and keyboards due to the use of multiple vendors to receive the best possible quote for the equipment which was less than originally budgeted.
- the remainder of the savings were found in legacy ink we budgeted for printers that we were unable to add to the Xerox contract. In some cases we were able to find the ink at lower prices than anticipated; in other cases we replaced a damaged machine with a new one that was added to the Xerox contract nullifying the need for additional ink purchases.

The \$11,875 is coming from our Repairs and maintenance account 5420 and is available due to savings in repair and consultation work we were able to find by doing the work in house. We opted to not sign and pay for a yearly service contract on our new phone system and as a precaution we tried to avoid using these funds in case we had an issue with the phones, as a result we did all we could to keep normal labor and consultation costs to a minimum by doing what we could in-house. Our success in this approach left us with \$7,375 in 5420. We are requesting a transfer from our staff travel account in the amount of \$2,300 that we were able to save due in large part to remote service systems we set up this year requiring less travel by our staff between schools. We are also requesting a transfer of \$2,400 from facilities. The two transfers coupled with the remaining balance will be used to cover the \$11,875 in costs associated with this project.

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

Curriculum Committee	4/7/16
Finance Committee	4/11/16
Personnel Committee	4/26/16

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

COMMITTEE MEMBERS ABSENT: None.

Staff members present: Dr. Marie McPadden.

A meeting of the Curriculum Committee of the Amity Regional Board of Education (BOE) was held on Thursday, April 07, 2016 at 6:30 pm in the Conference Room at the Amity District Offices.

1. Call to order: Chairman Browe called the meeting to order at 6:35 pm.

2. State testing update

- A. Science Connecticut Mastery Test (CMT)/Connecticut Academic Performance Test (CAPT) were administered during March; CMT was administered to 8th grade students, and the CAPT to 10 graders.
- B. The Scholastic Aptitude Test (SAT) was administered to all 11th grade students on March 2nd, using paper and pencil this year.
- C. The Smarter Balanced Assessment (SBA) will be administered in both middle schools during early May for English language arts literacy and mathematics.
- D. The Governor and the Commissioner of Education announced a new step to reduce the State testing by eliminating the performance task portion of the SBA for grade 3 through 8, i.e., essays.
- E. The Connecticut State Department of Education (CDSE) has asked for a waiver for 2016-2017 for test scores not to be tied to teacher evaluation.

Dr. McPadden gave clarification to the Committee members regarding the SBA to be administered in grades 3 through 8 (letter C above); she also gave the Committee explanation and information related to the CDSE waiver for 2016-2017 for test scores not to be tied to teacher evaluation (letter E above).

Mr. Hurley and Ms. Berke suggested that students be given opportunities to become familiar with the new SAT format and the types of questions included. Mr. Hurley requested that the administration be certain that there are enough devices available for taking the SAT once it moves online.

Dr. McPadden continued the meeting by informing the Committee regarding items 3 through 5, below.

3. Standardized Test for the Assessment of Reading (STAR) universal assessment update

- A. The STAR Universal assessments were administered midyear during the winter testing window. The results for the percentile and sealed scores were posted in PowerSchool.
- B. Students and parents have access to Study Island at home for additional practice in reading and math.

Ms. Esposito and Ms. Berke both stated that they felt more communication for parents and students is necessary related to STAR assessments and results.

4. March 24th profession learning feedback

- A. The Peer Learning Day on March 24th went very well. The feedback from both certified and non-certified staff was excellent. Departments met in the morning (grades 7 through 12) for science, mathematics, world language, physical education/health, fine arts, reading and special education and social studies. Bethany-Orange-Woodbridge-Amity (BOWA) K through 12 specialists met in the curriculum areas of world language, physical education/health and fine arts. English teachers grade 7 through 12 met with Lee Keylock of Narrative 4 (<http://www.narrative4.com/>) for a day-long session in how to use stories to teach empathy.

The afternoon sessions included a variety of choices for staff, including:

Technology offerings: Pear Deck; Excel; Study Island; PowerSchool; website development.

Fostering Creativity and Independent Studies.

Mr. Hurley requested a presentation of Pear Deck at the next BOE Curriculum Committee meeting.
(<https://www.peardeck.com/>)

5. Bethany, Orange Woodbridge and Amity (BOWA) curriculum articulation update

The BOWA Science Committee met on April 6th to review the Next Generation Science Standards (NGSS) and to discuss placement of topics for grades 6 through 8. The CSDE has not yet released direction for middle school topic placement.

An article was shared and discussion follow related to the progression of the Seven Science Practices across grades K through 12.

The BOWA Social Studies Committee is scheduled to meet on April 25th to continue the discussion and planning of topics to be taught for grades 6 through 8 based on the new social studies framework.

The Committee members noted that there needs to be more time for science instruction in the elementary grades.

6. Other – none.

7. Adjourn - The meeting adjourned at 7:55 pm.

Respectfully submitted,

Ruth E. Natzel, Recording Clerk*

**Note that the Recording Clerk was not present at this meeting; minutes were transcribed from notes taken by Dr.McPadden and the Chair, Mr. Browe.*

MINUTES

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

COMMITTEE MEMBERS ABSENT: Mr. John Belfonti, Ms. Pat Cardozo and Mr. Matt Giglietti.

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

Also present: Mrs. Ruth Natzel, Ms. Sheila McCreven and Ms. Sue Cohen.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, April 11, 2016 at 5:30 pm in the presentation room at the Amity District Offices.

The meeting was held; however, in the absence of a quorum, the Director of Finance described the requested approvals (enclosures).

No action was taken.

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

**Amity Regional School District No. 5
Personnel Committee Meeting**

**Board of Education
April 26, 2016**

Minutes

A meeting of the Personnel Committee of the Amity Regional Board of Education was held on Tuesday, April 26, 2016, at 5:30 p.m. in the Superintendent's Conference Room at the Amity District Offices.

Committee Members present: Susan Cohen, Patricia Cardozo, Jamie Stirling

Other Board Members Present: Bill Blake

School Personnel Present: Charles Dumais, Terry Lumas

1. Call to Order at 5:35 p.m. by Susan Cohen
2. Motion to move to Executive Session: Pat Cardozo, 2nd Jamie Stirling, Unanimous
3. Move to Executive session at 5:36 p.m. Invited Superintendent and Assistant Director of Finance and Administration to join Committee
 - a. Negotiations Discussion
 - b. Non-Union Health Benefits Discussion
4. Move to Regular Session at 6:10 p.m.
5. Other - Discussion of employee purchase of assigned electronic devices upon retirement or resignation
6. Motion to Adjourn; Bill Blake, 2nd Pat Cardozo, Unanimous.
7. Meeting adjourned at 6:13 p.m.

Respectfully submitted,

Charles S. Dumais, Ed.D.
Superintendent