

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

September 8, 2014

A regular meeting of the Amity Regional Board of Education will be held on Monday, September 8, 2014, at 6:30 p.m. in the Presentation Room at the District Offices.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Regular BOE Meeting, August 11, 2014 (Enclosure)
4. Public Comment
5. Student Report
6. Report on 2014 CMT/CAPT Results (Enclosure)
7. Annual Facilities Report (Enclosure)
8. Presentation of Draft Goals
9. Correspondence
10. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
11. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities

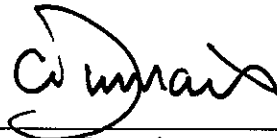
5. Finance

- a. Presentation of Annual Report on Reserve Fund for Capital and Nonrecurring Expenditures
- b. Discussion and Possible Action on Contracts of \$35,000 or More
 - 1. Extending Contract for Transportation Services
 - 2. Extending Contract for MUNIS Financial Reporting System
- c. Discussion of Monthly Financial Statements
- d. Director of Finance and Administration Approved Transfers Under \$3,000
- e. Discussion and Possible Action on Budget Transfers of \$3,000 or More
- f. Discussion and Possible Action on New Funding Requests
- g. Other
 - 1. Update on Woodbridge Summer Program at Amity Regional High School and Related Costs
 - 2. Update on Summer Facilities Projects
 - 3. Update on Fuel Cell Project and Engineering Study

- 6. MicroGrid
- 7. Policy
- 8. Personnel

12. Items for the Next Agenda

13. Adjournment



Charles Dumais
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: William Blake, Patricia Cardoza, Sue Cohen, Diane Crocco, Rita Gedansky, James Horowitz, Thomas Hurley, Tracey Lane Russo, James Stirling.

BOARD MEMBERS ABSENT: Christopher Browe, Steven DeMaio and John Grasso, Jr.

Staff members present: Charles Dumais, Jack Levine, Jim Saisa, technical/video recording staff.

Also present: Ruth Natzel, current and former athletic directors, baseball team members and coaches, reporter from New Haven Register Pam McLoughlin, and other members of the public.

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, August 11, 2014 at 6:55 pm in the Presentation Room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:55 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of 2014 State Champion Amity Regional High School Baseball Team.** Current and former athletic directors, head baseball coach and Amity High School principal gave short speeches. Plaques were presented to each player by name and position and to the coaches.

Chairman called for a short break at 7:10 p.m. Call back to order at 7:20 pm

4. **Approval of minutes.**

- A. Regular BOE meeting, June 9, 2014

Motion by Mr. Stirling to accept the minutes as submitted, second by Mr. Horowitz.

Vote unanimous

Motion carried

- B. Special BOE meeting, July 8, 2014

Motion by Ms. Crocco to accept the minutes as presented, second by Mr. Hurley.

Mr. Hurley says the name of Thomas Hurley should be added to the bottom of the minutes to make them official.

Motion by Ms. Crocco to accept the minutes as amended, second by Mr. Hurley.

Vote unanimous

Motion carried

5. **Public comment – none**

6. **Student Report – none.** The student representative to the board has graduated and there is no replacement as yet.

7. **Correspondence –** Thank you note received from Julie Altman for the send-off that was given to her, read by Mr. Dumais. Thank you note received from a teacher in the Woodbridge summer program regarding the summer program at Amity Regional High School, expressing appreciation for use of the facility that met all of their needs and commending the facilities staff for their excellent service.

8. **Approval of non-resident tuition.** Mr. Dumais recommends the non-resident tuition rate be set according to board policy 424.0 at \$14,397 for the academic year 2014-2015. There are currently 7 non-resident students, one of whom is charged tuition at the employee rate.

Motion by Mr. Hurley to approve the non-resident tuition rate at \$14,397 for the academic year 2014-2015. Second by Ms. Cohen.

Vote unanimous

Motion carried

9. **Approval of revised teacher evaluation plan (TEP).** Mr. Dumais stated that the State of Connecticut changed their process for approval of the education plan included in the packet. Modifications to the plan were sent to the State of Connecticut for approval first, before approval by the Amity Board.

Motion by Ms. Crocco to approve the TEP as revised and submitted in the packet dated July 29, 2014, second by Ms. Gedansky.

Ms. Cohen asked about the use of standardized test scores and Mr. Dumais responded that there will be an array of test scores used, not use one standardized test. A "confirmation of practice" is also required and will supplement the evaluation as required by the State. Ms. Cardoza asked Mr. Dumais what his feeling is about the plan? Mr. Dumais said it is still driven by compliance despite the good pieces from the State and from our Board. Ms. Cohen asked about administrator evaluation plan and Mr. Dumais responded that it is on the agenda to be reviewed this year.

Vote unanimous

Motion carried

10. **Superintendent's report**

- A. **Personnel report** – see attached new hire information for new personnel (13) and list of resignations (7).

Mr. Hurley states his concern about resignations, especially with 3 of them in the area of math and school starting in only a few weeks. What are we doing to fill this gap and make sure we are getting quality replacements? Mr. Dumais said candidates are actively being sought and interviews will take place right up until just before school begins.

- B. **Other** – Updates from Mr. Dumais

- Cafeteria á la carte station, increase in á la carte prices this year.
- Importance of growth and learning for all. Mr. Dumais requested and received an executive coach for himself for this year at no cost to the district, paid by CAPS.
- Leadership team retreat as a team took place to discuss goals for the school year. A larger retreat is taking place in a few weeks that includes other staff in addition to the administrators, specifically to address the teacher hiring process.
- Woodbridge summer programs are finished as of August 1st. Jack Levine, Jim Saisa and the high school administration did a fantastic job adjusting the work schedule to accommodate them. There was nothing but positive feedback about the program.
- All Hazards plan. Thanks to Mr. Hurley for his review of the plan. Bethany is complete, Orange and Woodbridge are still working on their portion of the plan.
- Personnel subcommittee will be asked to consider 2 new positions: one in the technology department for PowerSchool and one for an assistant to the Director of Finance and Administration
- Convocation August 28th. Amity BOE is invited to be introduced at convocation, August 28, 7:30 am.
- Personal – My proposal for my dissertation has been approved and I have been authorized to complete research.
- Distribute Amity School calendar for 2014-2015.

11. **Chairman's report**

- A. **Committee reports**

1. **ACES** – none.
2. **CABE** – A leadership training day took place and it was of value to those who attended.
3. **Curriculum** – none.
4. **Facilities** – none.

5. Finance

- a. Discussion and possible action on recommended uses of 2013-2014 year end available funds as outlined in the memo dated August 6, 2014 from Jack Levine to Charles Dumais, Recommended Use of Year-End available funds
 1. Recommendation to authorize the Director of Finance and Administration to award the contract for the purchase of the MUNIS Fixed Asset Accounting Module for \$30,012.00 including software, installation, training, support, conversion nand scanning device. The Amity Board of Education waives the bidding requirement.
 2. Recommendation to authorize the Director of Finance and Administration to award the contract for the Amity Regional High School cooling tower refurbishment to All State Construction, Inc., of Farmington, Connecticut at the bid priced of \$85,793.000.

Mr. Dumais took responsibility for the fact that this has not gone to the facilities committee. He explained the need for this to be done per Mr. Saisa's assessment, research and sending the specifications out to bid. All State Construction was one of 3 bidders for the project. The hope is that, given year-end funds that are available, this would be funded as a preventative measure.

3. Recommendation to authorize the Director of Finance and Administration to award the contract for the conversion to natural gas at Amity Middle School Orange Campus to A. R. Fonda Mechanical Services of West Haven, Connecticut at the bid price of \$55,265.000 subject to the gas line project moving forward and the gas line being installed with the Board's approval. This is to put the money in the capital non-recurring account in anticipation of this project being done in the future.
 4. Recommendation to authorize the Director of Finance and Administration to award the contract for an engineering study for fuel cell waste heat use at Amity Regional High School to vanZelm Engineers, Farmington, Connecticut at the cost of \$57,950.00. We ask the money be put into the non-recurring capital fund in anticipation of this project going forward.
 5. Recommendation for asphalt sealing and crack repair of the parking lot at a cost of \$25,000.
 6. Self-insurance reserve fund (SIRF). The balance in this fund is low. There are 3 possible scenarios (as outlined in the memo dated August 6, 2014 from Jack Levine to Charles Dumais, Recommended Use of Year-End available funds). Scenario 3 is recommended – Transfer of about \$506,955 of year-end available funds and \$166,767 from the OPEB Trust budget to leave a balance in the SIRF of approximately \$788,000, or 18% as a percent of claims. The recommended target is 25%, so this brings us closer to the recommended amount.
- b. Discussion and possible action on contracts of \$35,000 or more.

Mr. Blake asked the board if they wished to consider these separately or as a package; the board wanted to discuss them separately.

Motion made by Mr. Hurley to authorize the Director of Finance and Administration to award the contract for the purchase of the MUNIS Fixed Asset Accounting Module for \$30,012.00 including software, installation, training, support, conversion nand scanning device. The Amity Board of Education waives the bidding requirement, second by Mr. Stirling.

Mr. Hurley stated that the current module is obsolete, runs on a 32-bit platform and that currently we have no way of meeting the asset tracking accounting requirements. This will help complete our financial modules that we need to effectively run the district. Ms. Russo asked if this addresses the scanning issue along with everything else and the answer was that yes, it does. Chairman called the question.

Vote unanimous

Motion carried

1. Amity Regional High School cooling tower refurbishment

Motion to authorize the Director of Finance and Administration to award the contract for the Amity Regional High School cooling tower refurbishment to All State Construction, Inc., of Farmington, Connecticut at the bid priced of \$85,793.000 by Mr. Hurley, Mr. Horowitz second.

Ms. Russo asked how many bids – there were three. Mr. Saisa explained the process and the bid. Stainless steel parts will be used this in replacement instead of galvanized parts which will last longer. Annual inspection was done in May, 2014 and Mr. Saisa called in the manufacturer's representative to assess the situation which led to the refurbishment recommendation. Ms. Russo is frustrated that such a big ticket item is just coming to the board now instead of in May. She stated that we do not budget for these things long-term and we should. Ms. Russo asks that we have a plan in place instead of spending money at the end of the year. Question regarding whether or not the cooling tower will fail if this work is not done immediately; this cannot be predicted. Mr. Stirling brought up the fact that the finance committee ended in a 2-2 vote on this issue and that he was of the opinion that this should go to the facilities committee and the money not be spent. Mr. Horowitz stated that he is in favor of this replacement, that Mr. Saisa does a wonderful job and the fact that he has uncovered a problem speaks well of the kind of job he and his staff do and the money should be allocated. Mr. Hurley spoke about the capital plan, that this expenditure was not in the plan and additionally, the facilities budget was cut so we would have experienced this problem anyway. Mr. Stirling said that we create a budget and go to the town with the process for capital improvements. This process was not adhered to and he wants to put it in the budget and stick with the process in order to create greater goodwill to the towns. Ms. Cardozo asked what the risk would be of not doing it now, perhaps mold, etc.? Mr. Blake asked about lead time for ordering parts if the tower fails; lead time would be 6 weeks. Mr. Blake felt we cannot and should not wait. Ms. Crocco asked how much the price would go up if we wait. There were further questions about down time and about how much money is currently in the nonrecurring capital fund. Chairman calls the question.

Vote 7 in favor, opposed 2 (Mr. Stirling and Ms. Russo)

Motion carried

1. Conversion to natural gas at Amity Middle School Orange Campus

Motion to authorize the Director of Finance and Administration to award the contract for the conversion to natural gas at Amity Middle School Orange Campus to A. R. Fonda Mechanical Services of West Haven, Connecticut at the bid price of \$55,265.000 subject to the gasoline project moving forward and the gas line being installed with the Board's approval by Ms Cardozo, second by Ms. Gedansky.

Mr. Stirling stated that the finance committee also split 2-2 on this recommendation with Mr. Stirling not in favor and states his reasons; Mr. Horowitz stated he is in favor and gave his reasons. Ms. Cohen asked about the time frame question; Mr. Saisa stated the gas line would be done next spring at the earliest. Discussion of putting funds in capital reserve versus self-insurance ensured. The money in the capital reserve fund can be allocated elsewhere which is not the case with the self-insurance reserve fund. Mr. Stirling is concerned that for years we have returned a surplus to the towns and that we need to continue to do this instead of spending the money. He states that the returned funds are a source of pride and confidence in the board's fiscal management; he does not want to jeopardize the goodwill of the towns. Mr. Blake said that we are looking at this in a serious and responsible manner, no one is making light of this. Ms. Russo stated that this is not justifiable because it isn't going to be spent in the 2014-2015 school year and this can be put in the budget for next year or next year's year-end funds could be used. Chairman called the question.

Vote – 3 in favor (Mr. Horowitz, Mr. Blake and Mr. Hurley), 8 opposed

Motion not passed

2. Engineering study for fuel cell waste heat use at Amity Regional High School

Motion to authorize the Director of Finance and Administration to award the contract for an engineering study for fuel cell waste heat use at Amity Regional High School to vanZelm Engineers, Farmington, Connecticut at the cost of \$57,950.00 by Mr. Stirling, second by Ms. Cohen.

Ms. Russo cannot support this motion because it did not go out to bid, will not be spent in the 2014-2015 year and it should go through the facility committee. Mr. Saisa stated that this study will provide excellent data and it is conceivable that this could happen before the next budget year. Mr. Hurley said that the MicroGrid committee recommended this and the board recommended this and we need to go forward to find out if this is worthwhile, that the MicroGrid committee asked the administration to get this information. Ms. Russo said that this was not the recommendation, it was just to investigate. At a minimum this motion should be tabled. Mr. Levine stated that this company was chosen because of all the work they've done and their familiarity with the project, rather than putting it out to bid and this is permissible under our current bidding rules for this type of effort. Mr. Stirling stated that the finance committee recommended unanimously that the board pass this motion because the data is needed going forward.

Vote 8 in favor, 1 opposed (Mrs. Russo)

Motion carried.

Motion to allocate \$25,000 for asphalt sealing and crack repair by Ms. Russo, second by Mr. Horowitz.

Discussion of moving to asphalt question, changed back to original agenda.

Ms. Russo withdrew her motion.

3. Athletic training contract.

Motion by Ms. Cardozo to authorize the Director of Finance and Administration to award the contract for all the services of a certified athletic trainer to Rehabilitation Associates, Inc., of Fairfield, Connecticut, for the 2014-2015 academic year at the annual fee of \$56,200.00, second by Mr. Hurley.

Mr. Dumais explained that a contract was signed in 2003-2004 that provided for automatic yearly renewal unless a 3-day notice was given, so this has not come to the board's attention. This is not year-end money, but the contract is being brought to the board's attention. Mr. Hurley asked if there are any more automatic renewal contracts. Mr. Levine said there are not any that he is currently aware of.

Vote unanimous

Motion carried

Motion to approve motions 1, 2, 4 and 5 as listed in Mr. Levine's memo to Mr. Dumais of August 6, 2014, Recommended Use of Year-end Available Funds by Ms. Cohen motion, Mr. Hurley second.

Vote unanimous

Motion carried

Discussion about item numbers 6 and 7 in Mr. Levine's memo to Mr. Dumais of August 6, 2014, Recommended Use of Year-end Available Funds. Mr. Hurley would rather see this money go to OPEB; we can always come up with a good excuse not to fund it and there is no money in the budget for it next year. Mr. Levine stated that we always want to fully fund OPEB and that money can only be used for retirees provided that the money collected that year is less than the claims. If the board goes along with the recommendation the money would go in the medical and dental line and then in the insurance reserve. That money would be available to pay current claims; if the claims are lower than budgeted then the board would have the option of moving the money into OPEB. Fully funding OPEB would be \$167,767. If this does not go in OPEB then next year's number would be necessarily higher. Mr. Hurley said the purpose of a trust fund is to protect the money from being spent elsewhere.

Motion for budget transfer of \$166,767 to medical and dental insurance for the purpose of putting the funds into the self-insurance reserve fund, moving the funds from OPEB, by Mr. Stirling, second by Ms. Russo.

Mr. Horowitz stated we have a commitment to current employees and retirees, so we should fund the OPEB trust. Mr. Stirling speaks in favor of continuing to fund the trust as fully as possible. Mr. Russo stated she thinks we need to get ahead of the self-insurance fund without jeopardizing the OPEB fund. Mr. Horowitz said the ideal reserve of the SIRF is 25%; currently it is at 5%. What we are discussing is if we should have a reserve of 16% or 18%, so the numbers are very small. Ms. Cardozo suggested taking the \$55,000 that we did not use for the gas conversion (budget transfer proposal #3) and transfer it to OPEB.

Motion amended to leave \$55,265 in the OPEB account by Mr. Hurley, second Ms. Cardozo.

Mr. Stirling spoke against the amendment because he would rather see the \$55,000 returned to the towns.

Vote 8 in favor, 1 opposed (Mr. Stirling)

Motion carried

Motion to transfer \$111,502 to medical and dental for putting the funds into the self-insurance from OPEB and leave \$55,265 in OPEB by Mr. Hurley, second by Mr. Horowitz.

Vote 8 in favor, 1 opposed (Mr. Stirling)

Motion carried

Mr. Levine requested a motion for confirmation and audit purposes regarding the OPEB trust.

Motion for confirmation and audit purposes that \$ 55,265 shall be put in the OPEB trust by Mr. Horowitz, Mr. Hurley second.

Vote unanimous

Motion carried

Motion for budget transfer for all remained 2013-2014 year-end funds for purposes of putting the funds into the self-insurance reserve fund, second by Ms. Cohen

Ms. Russo is supporting this motion; in spite of the fact that we will not be returning money to the towns, it's a good compromise.

Vote unanimous

Motion carried

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

1. Fiscal year 2013-2014

Motion to approve the 3 budget transfers laid out in Mr. Levine's memo to Mr. Dumais July 25, 2014 memo Motion by JH, 2nd DC by Mr. Horowitz, second Ms. Crocco.

Vote unanimous

Motion carried

Chairman asked if there are any questions on the monthly financial report – no questions.

d. Discussion and possible action on new funding requests – tabled

e. Other

1. Mr. Dumais provided an update on the MicroGrid project and HVAC upgrades at Amity Middle School Orange Campus. Mr. Hurley asked if the proposed pad site will be adequate for the fuel cell installation. Mr. Saisa said that there is more room than originally thought and no space problems are expected on the site.
2. Information on second quarter 2014 executive summary – no questions.
Review of Amity Pension Fund, sick and severance account and OPEB trust.

12. **MicroGrid** – UI is trying to get us preliminary numbers and the timing of our meeting and vacation time means that we do not have the numbers yet. The MicroGrid committee has completed its work and has been disbanded. This project will now go through the Facilities Committee. Mr. Hurley thanked the MicroGrid committee for all their many hours of work.
13. **Policy** – none.
14. **Personnel** – has not met. Mr. Dumais is preparing for fall meetings.
15. **Items for next agenda** – please forward to Mr. Dumais or to Mr. Blake.

Motion to adjourn at 9:10 pm by Mr. Stirling, Mr. Horowitz second.

Vote unanimous

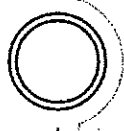
Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

Board of Education Presentation



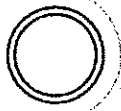
2014 CAPT/CMT RESULTS

DR. E. MARIE MCPADDEN
DIRECTOR OF CURRICULUM
& STAFF DEVELOPMENT
SEPTEMBER 2014

CAPT Scores Comparison 2013-2014 By DRG % At/Above Goal Science Grade 10

District	2013	District	2014
Avon	82.6	Simsbury	82.3
Monroe	80.3	Monroe	80.2
Granby	78.1	South Windsor	79.4
Trumbull	77.5	Granby	78.6
Region 15	76.9	Region # 5	76.8
Guilford	75.7	Trumbull	76.4
Region # 5	75.6	Avon	76.1
Cheshire	75.6	Region 15	74.3
Glastonbury	74.4	Fairfield	73.5
Newtown	72.9	Guilford	73.1
Simsbury	72.8	West Hartford	72.6
Farmington	72.6	Newtown	72.1
Fairfield	72.4	New Fairfield	71.4
Brookfield	71.9	Brookfield	70.9
Madison	71.4	Glastonbury	70.7
Greenwich	69.9	Cheshire	70.6
South Windsor	69.9	Farmington	69.4
New Fairfield	64.7	Greenwich	69.3
West Hartford	64.2	Madison	68.9

2014 Grade 10 Gender Results



Science		
	2013	2014
Total % At or Above Goal	75.6	76.8
Male	76.8	81.0
Female	74.4	72.1

Cohort Score Comparison
Same Students/Class - Graduating Class of 2016
Science

	% at Goal	% at Advanced	Total % at or above Goal
As 8th Graders in 2011-2012	46.3	37.4	83.7
As 10th Graders in 2013-2014	25.8	50.9	76.8

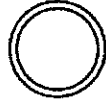
CMT Scores Comparison 2013-2014 By DRG

% At/Above Goal

Science Grade 8

District	2013	District	2014
Avon	87.7	Farmington	92
Madison	87.6	Simsbury	90.6
Simsbury	87.2	Newtown	90.5
Glastonbury	85.1	Avon	90.4
Cheshire	84.7	Glastonbury	87.2
Guilford	83.6	Madison	85.7
Monroe	82	Region #5	85.3
Trumbull	81.6	Trumbull	84.5
Granby	81.4	Guilford	84.4
Region #5	81.3	Brookfield	84
Brookfield	81	Granby	84
Farmington	79.9	Cheshire	83.2
Region #15	79.9	Region #15	82.9
New Fairfield	77.6	Fairfield	81.4
Fairfield	77.1	Monroe	81.1
Greenwich	74.8	South Windsor	81
South Windsor	74.3	West Hartford	76.1
West Hartford	72.6	New Fairfield	72.3
Newtown	N/A	Greenwich	72.2

2014 Grade 8 Gender Results



Science		
	2013	2014
Total % At or Above Goal	81.3	85.3
Male	83.9	80.2
Female	78.5	90.1

The Overarching Goal of School Improvement:
Supporting Students to Reach Their Highest Potential



Amity will:

- Continue to raise student achievement through instructional methods that support improvement in Science including close text reading, expanding vocabulary, and writing across the curriculum
- Continue to use the data-driven decision-making process to inform instruction, curriculum, and professional development
- Provide opportunities for student success through personalized learning with a focus on creativity and innovation

Ongoing Systematic Approach to Improve Student Achievement



Analyze the data

Share the Data

Create an implementation plan

Administer common assessments to
assess student learning

Use assessments to inform instruction and personalize learning
Adjust/ re-teach lessons / co-teach academic / special educators/
professional development for teachers/curriculum revisions based on CCSS

Conduct ongoing remediation

Repeat/continue the process

Student achievement



Amity High School (AHS) Summer Project Wrap-up

Inside this issue:

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Special points of interest:

- 27 projects were finished during the spring and summer of 2014
- The free solar array that was installed on Amity High School in August of 2010 has generated 22,773 KWH of electricity to date, resulting in a savings of \$3,871

It was a busy summer at AHS with numerous projects being accomplished at the same time summer school, Woodbridge summer camps, and Community Ed were going on. Listed below are some of the improvements that staff and students will realize for the 2014/15 school year:

- Stairwell doors were replaced due to damage
- The skylights outside the cafeteria were re-glazed to prevent leaking
- Locker repairs were done in the locker rooms and field house
- Concrete repair was done
- on the cafeteria courtyard and the bus loop sidewalks due to salt damage
- Additional security cameras were added including two outside the stage door entrance of the auditorium
- Automatic flush valves were installed at the field house to ensure a cleaner environment and lessen the chance of vandalism
- Electric hand dryers were installed at the field house to keep a cleaner environment, save money on paper towels, and stave off vandalism
- Asphalt repair was done in



New snack bar with nutritious offerings

- three locations of the high school parking lot due to water damage and asphalt failure
- Three exterior columns were repaired and repainted

Other Improvements at AHS

Tuck pointing repairs were scheduled due to deterioration of mortar in various spots of the building and stone coping. This is necessary to keep the building envelope intact and moisture out. Two of the stair towers at Amity High were cold due to the small cabinet

heaters that were originally installed there. A new, larger cabinet heater was installed to replace the first floor heaters in those stairwells. In addition, new heaters were installed on the second floor of those stairwells to ensure sprinkler pipes will not freeze during cold

snaps. The Black Box Theater was worked on during the year as the majority of the project was done with in-house personnel. The theater department as well as other departments are enjoying a beautiful, flexible space for many different activities.

Bethany Summer Accomplishments



Tech Ed with a newly painted floor

The combined efforts of High School and Bethany Middle School custodians resulted in a clean school to be proud of. In addition to summer cleaning several other projects were completed as well. The Tech-Ed room floor was re-painted as was the stage. An electronic lock was installed on the library entrance door so the door can immediately be locked remotely in case of a lockdown. Lockers were gone through and repairs were made as

needed. Door magnets were added to office doors and to the gym doors to allow them to stay open during the day. In case of a fire alarm, the magnets will release and seal the area as designed. An eleven-camera video surveillance system was installed to monitor the entrances. Repairs were made to the modular storage building on-site due to deterioration from the weather. All of the corridor walls were repainted to promote a nice fresh

appearance. All of the HVAC units and unit ventilators were serviced. Preventive Maintenance service includes vacuuming out the units, changing the filters, lubricating the motors, adjusting belt tension or replacing the belts, and a good visual inspection of wear parts and other components to help prevent breakdowns. A large motor was replaced in the gym air handling unit due to motor-winding failure. Roof inspections were also conducted.

Orange Summer Recap

The combined custodial staff efforts also made Orange shine! There were many other improvements made at Orange over the last year. An eleven-camera video surveillance system was installed to improve security. In addition, several new speakers were added in areas that had a hard time hearing announcements. An electronic lock was installed on the

library door to allow it to be locked from the circulation desk in case of a lockdown. Repairs were made to the modular storage building to keep it looking good. The boys locker room HVAC unit was repaired as well as three classroom unit ventilators. The loading dock concrete was deteriorated so repairs were facilitated to keep it safe and

functional. All corridor walls were painted as well as a couple classrooms that needed it. A new auxiliary air conditioner was installed in the basement classroom to replace the old failed one and an auxiliary air conditioner was installed in the TV studio to provide comfort during high-heat load events. Preventive Maintenance was done on all HVAC equipment.

"What a wonderful summer adventure the children from Beecher Road School had at Arroyo High School! They were welcomed with open arms by all. I heard nothing but positive remarks from our summer school director, teachers, parents, children and Town officials alike. One kindergarten child who attended the "Welcome to Kindergarten program, housed at Arroyo, had this to say to his mother after arriving home from his first session: "Mommy, this was the happiest day of my life." Another young student stated that he felt like he was in college. We can't thank the Arroyo School Board, Superintendent Dennis, Jack Levine, Jim Sosa and the custodial staff of Arroyo enough for their support in making the program happen. We look forward to continuing to build a strong bridge of collaboration, mutual help and trust between and among all of our BOWA sister districts."

Guy Della

Superintendent

Woodbridge School District

Middle School Security Enhancements



Orange Cafeteria ready for food and fellowship



Successful Summer Cleaning Program

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

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

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



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

Amity Indoor Air Quality Program

The award winning Indoor Air Quality Program is alive and thriving at Amity. Each building has a committee made up of a principal, teacher, nurse, paraprofessional, parent, custodian, building maintainer, and representatives from the District Office. The teams meet quarterly to review building issues that have been reported. An annual inspection with the

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

The SchoolDude work order system was reprogrammed this year to allow faster and more efficient work order routing. The basic work orders are now routed directly to the technician or head custodian instead of being routed through the principal and facilities office. The large item work requests are still routed through the principal and facilities office.

"The pride and effort that the facilities personnel put into each project, large or small, is evident to everyone who works in or visits our schools. The work that was done this past summer, with multiple agencies utilizing our buildings, was a testament to the team's ability to find creative, efficient solutions to complex problems. We are fortunate to have such a collaborative maintenance and custodial staff."

Chip Dumais
Superintendent
Amity Regional School District

Water Bottle Filler Addition and New Fire Doors



Amity Regional School District No. 5

*Facilities Department
25 Newton Road
Woodbridge, CT 06525*

*Phone: 203-397-4818
Fax: 203-397-4864
E-mail: jim.saisuf@reg5.k12.ct.us*

Tennis Court Project

The tennis courts at Amity High School suffered large crack damage due to the abnormally cold winter and the depth of the frost. What started as normal crack repair turned into a refurbishment project. All of the large cracks were cleaned and repaired. The entire court system was then power washed and recoated. Once that was done the lines were marked and the entire court system was repainted.



The air handler that feeds the District Office area failed last year and needed to be replaced. Due to the impending start of heating season, temporary heat was installed in the District Office area by our Facilities personnel. Cooperation of all District Office personnel was incredible. It is not easy to continue to conduct business during a large equipment replacement project, but our office occupants worked diligently and temporarily relocated as needed to accommodate the progress.. The process went smoothly and efficiently and the District Office now has a more efficient and better controlled central air handling system.

Tennis Court Refurbishment Project



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



Charles S. Dumais
Superintendent of Schools

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

September 8, 2014

To: Members of the Board of Education

From: Charles Dumais, Superintendent of Schools

Re: Personnel Report

New Hire(s):

Amity Reg. District Offices – Woodbridge: NONE

Amity Reg. High School – Woodbridge: (Full-time unless noted otherwise)

Greg Twohill – Math teacher - comes to Amity from the New Haven Public Schools system. Mr. Twohill received his BS in Finance from Central Connecticut State University, and after several years in the private sector, he decided to change careers and went on to get his teaching certification thru the Alternate Route to Certification.

Deborah Hull – School Psychologist – will join Amity from the Oxford Public School system on a date to be determined. Ms. Hull received her BA from Mount Holyoke College, her MA and Sixth Year degrees from Southern Connecticut State University. Prior to Oxford, Ms. Hull worked for Region 14 (Bethlehem/Woodbury).

Amity Reg. Middle School – Bethany:

Alexandra Buda – Short-Term Substitute – Spanish – Ms. Buda is a native speaker and just recently graduated from UCONN with a BS degree in Molecular and Cell Biology. She is an Amity graduate.

Amity Reg. Middle Schools – Orange

Christian McCarthy – Math teacher - joins the staff at Amity Middle School – Orange Campus after several years at Hillhouse High School in New Haven. He is familiar with the Amity region having also taught at Beecher Road School. Mr. McCarthy received his BA in Asian Studies from Connecticut College, his MA

Coaches:

Amity Reg. High School – Woodbridge:

Amber Cannady – Asst. Varsity Girls' Volleyball – Amity Reg. High School
Pierre Soubrier – Freshmen Boys' Soccer – Amity Reg. High School

Amity Reg. Middle Schools – Bethany / Orange: None

Leave(s) of Absence: None

Resignation(s):

Emily Gonzalez – School Psychologist – Amity Reg. High School
Robert Schumann – Dir. of Counseling Services – Amity Reg. High School
Jason Moon – Coach – Boys' Track and Field – Amity Reg. High School

Retirement(s): None

CSD/pfc

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Reserve Fund for Capital and Nonrecurring Expenditures
Date: August 19, 2014

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

Enclosure

**Reserve Fund for Capital and Nonrecurring Expenditures
For Fiscal Year Ended June 30, 2014**

Net Balance as of June 30, 2013 **\$ 304,665.01**

Plus: 2013-2014 Appropriations:

HVAC Upgrade at Amity Middle School – Orange Campus	\$ 156,261.00
Amity High School Field Repairs	\$ 12,500.00
Fixed Asset Accounting Module	\$ 30,012.00
Amity High School Cooling Tower Refurbishment	\$ 85,793.00
Engineering Study for Fuel Cell Waste Heat Use at Amity High School	\$ 57,950.00
Asphalt Sealing and Crack Repairs at Amity High School	\$ 25,000.00
Subtotal	<u>\$ 367,516.00</u>

Less: 2013-2014 Expenditures & Encumbrances:

Debt Service	\$ (61,961.77)
Amity High School Field Repairs	\$ (12,500.00)
HVAC Upgrade Project at Amity High School	\$ (177,200.00)
HVAC Upgrade Project at Amity High School – Prior Year Adjustment	\$ 2,966.78
Black Box Theatre	\$ (64,667.03)
Subtotal	<u>\$ (313,362.02)</u>

Net Balance as of June 30, 2014 **\$ 358,818.99**

Net Balance:

HVAC Upgrade at Orange Middle School	\$ 156,261.00
Black Box Theatre - UNUSED	\$ 742.21
HVAC Upgrade Project at Amity High School - UNUSED	\$ 2,766.78
District Office Air Handler - UNUSED	\$ 294.00
Fixed Asset Accounting Module	\$ 30,012.00
Amity High School Cooling Tower Refurbishment	\$ 85,793.00
Engineering Study for Fuel Cell Waste Heat Use at Amity High School	\$ 57,950.00
Asphalt Sealing and Crack Repairs at Amity High School	\$ 25,000.00
Net Balance as of June 30, 2014	<u>\$ 358,818.99</u>

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: August 26, 2014

Extending Contract for Transportation Services:

The Amity Board of Education entered into a five-year contract for transportation services beginning on July 1, 2012, and terminating on June 30, 2017. The contract requires negotiating prices for regularly scheduled runs, late runs and special runs for 2015-2016 and 2016-2017.

The Transportation Owner-Operators (Contractors) met with me and offered a 2.00 percent annual increase provided the contract is extended to June 30, 2020. This seems like a good proposal for both sides. The Amity Board of Education ('Board') has consistently waived the bidding of transportation services, because the community has been extremely pleased with the service. Unless the Board wants to bid this service, the proposed annual increase is modest.

The following motions are recommended:

Amity Finance Committee:

Move to recommend to the Amity Board of Education that the Superintendent of Schools be authorized to sign a contract for transportation services with each Transportation Owner-Operator (Contractor) which extends the current contract by three (3) years, terminating on June 30, 2020. The annual increase for regularly scheduled runs, late runs and special runs shall be 2.00 percent for 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2019-2020. Further, the Amity Board of Education waives the bidding requirement.

Amity Board of Education:

Move to authorize the Superintendent of Schools to sign a contract for transportation services with each Transportation Owner-Operator (Contractor) which extends the current contract by three (3) years, terminating on June 30, 2020. The annual increase for regularly scheduled runs, late runs and special runs shall be 2.00 percent for 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2019-2020. Further, the Amity Board of Education waives the bidding requirement.

Extending Contract for MUNIS Financial Reporting System:

We have been successfully using the MUNIS Financial Accounting Systems for about twelve years. The current three-year lease ends on June 30, 2015. We can send out a Request for Proposals or extend the contract for an additional three years. Tyler Technologies has provided me with a quote of \$207,198.00 for three years, or \$69,066 per year. The quote has no increase in rates.

I recommend we extend the contract for a three year period. The staff is well-trained on the system and it functions very well. The Auditors have been pleased with the financial reporting system.

The Amity Board of Education would need to waive the bid requirement, which was done for the prior three-year term.

The following motions are recommended:

Amity Finance Committee:

Move to recommend to the Amity Board of Education that the Superintendent of Schools be authorized to sign a three-year extension of the current lease with Tyler Technologies for the MUNIS Financial Accounting Systems for a total cost of \$207,198.00 for three years, or \$69,066.00 per year. Further, it is recommended that the Amity Board of Education waive the bid requirement.

Amity Board of Education:

Move to authorize the Superintendent of Schools to sign a three-year extension of the current lease with Tyler Technologies for the MUNIS Financial Accounting Systems for a total cost of \$207,198.00 for three years, or \$69,066.00 per year. The Amity Board of Education waives the bid requirement.

AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015

LINE	CATEGORY	COLUMN 1 2013-2014 UNAUDITED	COLUMN 2 2014-2015 BUDGET	COLUMN 3 JUL '14 FORECAST	COLUMN 4 CHANGE INCR./(DECR.)	COLUMN 5 AUG '14 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	212,494	14,397	226,891	14,397	FAV
3	OTHER STATE GRANTS	994,358	1,314,505	1,314,505	(173,231)	1,141,274	(173,231)	UNF
4	MISCELLANEOUS INCOME	34,193	305,690	305,690	0	305,690	0	FAV
5	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	44,642,984	46,047,862	46,047,862	(158,834)	45,889,028	(158,834)	UNF
7	SALARIES	23,159,109	24,131,979	24,131,979	(79,626)	24,052,353	(79,626)	FAV
8	BENEFITS	5,806,748	5,689,365	5,689,365	6,741	5,696,106	6,741	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,875,010	(357,377)	7,517,633	(357,377)	FAV
10	DEBT SERVICE	5,045,080	4,800,163	4,800,163	0	4,800,163	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,956,625	3,025,144	3,025,144	0	3,025,144	0	FAV
12	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	150,000	5,100	155,100	5,100	UNF
14	DUES AND FEES	118,303	148,486	148,486	0	148,486	0	FAV
15	TRANSFER ACCOUNT	367,516	0	0	211,502	211,502	211,502	UNF
16	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
17	TOTAL EXPENDITURES	44,376,984	46,047,862	46,047,862	(213,660)	45,834,202	(213,660)	FAV
18	SUBTOTAL	266,000	0	0	54,826	54,826	54,826	FAV
19	PLUS: CANCELLATION OF PRIOR YEARS ENCUMBRANCES	62,660	0	0	0	0	0	FAV
20	PLUS: RECORDING OF ERRP FROM PRIOR YEAR	0	0	0	0	0	0	FAV
21	PLUS: RECORDING OF BOND PREMIUM PROCEEDS	0	0	0	0	0	0	FAV
22	PLUS: AUDIT ADJUSTMENT FROM PRIOR YEAR	0	0	0	0	0	0	FAV
23	<u>DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:</u>							
24	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	(266,000)	0	0	0	0	0	FAV
26	NET BALANCE / (DEFICIT)	62,660	0	0	54,826	54,826	54,826	FAV

olumn 7: FAV=Favorable Variance
evenues: At or OVER budget
xpnditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2013-2014 UNAUDITED	2014-2015 BUDGET	JUL '14 FORECAST	CHANGE INCR./ (DECR.)	AUG '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690	0	FAV
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187	0	FAV
3	WOODBRIIDGE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805	0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
5	ADULT EDUCATION	3,286	2,936	2,936	0	2,936	0	FAV
6	PARKING INCOME	32,106	30,000	30,000	0	30,000	0	FAV
7	INVESTMENT INCOME	1,425	1,500	1,500	0	1,500	0	FAV
8	ATHLETICS	34,567	32,500	32,500	0	32,500	0	FAV
9	TUITION REVENUE	124,814	72,985	72,985	14,397	87,382	14,397	FAV
10	TRANSPORTATION INCOME	90,409	72,573	72,573	0	72,573	0	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	212,494	14,397	226,891	14,397	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,358	1,314,505	1,314,505	(173,231)	1,141,274	(173,231)	UNF
15	OTHER STATE GRANTS	994,358	1,314,505	1,314,505	(173,231)	1,141,274	(173,231)	UNF
16	RENTAL INCOME	24,734	21,000	21,000	0	21,000	0	FAV
17	CAPITAL RESERVE	0	0	0	0	0	0	FAV
18	CONSTRUCTION SINKING DEBT FUND	0	0	0	0	0	0	FAV
19	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	0	0	0	0	0	FAV
21	OTHER REVENUE	9,459	18,690	18,690	0	18,690	0	FAV
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	34,193	305,690	305,690	0	305,690	0	FAV
24	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
25	TOTAL REVENUES	44,642,984	46,047,862	46,047,862	(158,834)	45,889,028	(158,834)	UNF

column 7: FAV=Favorable Variance
 evenues: At or OVER budget
 expenditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015**

LINE	CATEGORY	COLUMN 1 2013-2014 UNAUDITED	COLUMN 2 2014-2015 BUDGET	COLUMN 3 JUL '14 FORECAST	COLUMN 4 CHANGE INCR./((DECR.))	COLUMN 5 AUG '14 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COLUMN 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,385,007	20,158,622	20,158,622	(79,626)	20,078,996	(79,626)	FAV
2	5112-CLASSIFIED SALARIES	3,774,102	3,973,357	3,973,357	0	3,973,357	0	FAV
3	SALARIES	23,159,109	24,131,979	24,131,979	(79,626)	24,052,353	(79,626)	FAV
4	5200-MEDICARE - ER	307,410	318,524	318,524	743	319,267	743	UNF
5	5210-FICA - ER	238,123	241,309	241,309	5,998	247,307	5,998	UNF
6	5220-WORKERS' COMPENSATION	186,323	206,933	206,933	0	206,933	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	4,100,644	3,994,853	3,994,853	0	3,994,853	0	FAV
8	5860-OPEB TRUST	55,265	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	42,895	46,104	46,104	0	46,104	0	FAV
10	5275-DISABILITY INSURANCE	9,733	10,219	10,219	0	10,219	0	FAV
11	5280-PENSION PLAN - CLASSIFIED	707,554	738,934	738,934	0	738,934	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	61,142	50,588	50,588	0	50,588	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	18,557	2,817	2,817	0	2,817	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	70,488	69,084	69,084	0	69,084	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,614	10,000	10,000	0	10,000	0	FAV
16	BENEFITS	5,806,748	5,689,365	5,689,365	6,741	5,696,106	6,741	UNF
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	15,224	21,500	21,500	0	21,500	0	FAV
18	5327-DATA PROCESSING	69,780	67,892	67,892	0	67,892	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	950,696	1,096,440	1,096,440	0	1,096,440	0	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	62,930	103,127	103,127	0	103,127	0	FAV
21	5510-PUPIL TRANSPORTATION	2,238,531	2,708,889	2,708,889	(166,432)	2,542,457	(166,432)	FAV
22	5521-GENERAL LIABILITY INSURANCE	176,152	191,120	191,120	5,100	196,220	5,100	UNF
23	5550-COMMUNICATIONS: TEL, POST, ETC.	63,779	103,750	103,750	0	103,750	0	FAV
24	5560-TUITION EXPENSE	2,797,795	3,482,515	3,482,515	(196,045)	3,286,470	(196,045)	FAV
25	5590-OTHER PURCHASED SERVICES	69,043	99,777	99,777	0	99,777	0	FAV
26	PURCHASED SERVICES	6,443,930	7,875,010	7,875,010	(357,377)	7,517,633	(357,377)	FAV

column 7: FAV=Favorable Variance
venues: At or OVER budget
penditures: At or UNDER budget

**AMITY REGIONAL SCHOOL DISTRICT NO. 5
REVENUES AND EXPENDITURES
FOR FY 2014-2015**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2013-2014 UNAUDITED	2014-2015 BUDGET	JUL '14 FORECAST	CHANGE INCR./(DECR.)	AUG '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,603,406	1,515,163	1,515,163	0	1,515,163	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,441,674	3,285,000	3,285,000	0	3,285,000	0	FAV
29	DEBT SERVICE	5,045,080	4,800,163	4,800,163	0	4,800,163	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	699,878	845,900	845,900	0	845,900	0	FAV
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	689,279	0	689,279	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	352,763	408,800	408,800	0	408,800	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	191,154	195,555	195,555	0	195,555	0	FAV
34	5620-OIL USED FOR HEATING	142,741	110,430	110,430	0	110,430	0	FAV
35	5621-NATURAL GAS	99,670	95,000	95,000	0	95,000	0	FAV
36	5627-TRANSPORTATION SUPPLIES	175,474	186,836	186,836	0	186,836	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	93,517	15,551	15,551	0	15,551	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	20,790	23,082	23,082	0	23,082	0	FAV
39	5690-OTHER SUPPLIES	473,022	454,711	454,711	0	454,711	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,956,625	3,025,144	3,025,144	0	3,025,144	0	FAV
41	5730-EQUIPMENT - NEW	129,597	28,830	28,830	0	28,830	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	225,862	198,885	198,885	0	198,885	0	FAV
43	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	0	0	0	0	FAV
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	0	5,100	5,100	5,100	UNF
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	150,000	5,100	155,100	5,100	UNF
49	5580-STAFF TRAVEL	24,889	21,068	21,068	0	21,068	0	FAV
50	5581-TRAVEL - CONFERENCES	20,220	27,389	27,389	0	27,389	0	FAV
51	5810-DUES & FEES	73,194	100,029	100,029	0	100,029	0	FAV
52	DUES AND FEES	118,303	148,486	148,486	0	148,486	0	FAV
53	5856-TRANSFER ACCOUNT	367,516	0	0	211,502	211,502	211,502	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,376,984	46,047,862	46,047,862	(213,660)	45,834,202	(213,660)	FAV

column 7: FAV=Favorable Variance
 UNF=Unfavorable 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 2014-2015**



AUGUST 2014

RECAP OF 2013-2014

Return to Member Towns:

The cancellation of 2012-2013 encumbrances of \$62,660.07 will be returned to the Member Towns in January 2015 or thereabouts, subject to the review of the District's auditors. We encumber funds for goods and services received by June 30th but not yet billed. In some cases, the estimated amount encumbered is wrong (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.

<i>Bethany</i>	<i>\$12,558.33</i>
<i>Orange</i>	<i>\$31,290.56</i>
<i>Woodbridge</i>	<i><u>\$18,811.18</u></i>
<i>Total</i>	<i>\$62,660.07</i>

The major components of the unaudited 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.*

2014-2015 COST SAVINGS AND EFFICIENCIES

We continue to look for, and implement, cost savings and efficiencies. Our objectives are 1) using our resources as efficiently as possible; 2) freeing up resources for our priority needs; and 3) returning the remaining unused funds to the Member Towns.

If we have available funds through cost savings and efficiencies and other reasons, the Superintendent's priority choices are likely to be, as follows:

- 1. Request Board budget transfers to pay for unbudgeted, needed items (e.g., mandated special education transportation and tuition; snow removal);*
- 2. Allocate available funds into the Self-Insurance Reserve Fund to raise the reserve to claims ratio to at least 20 percent (target ratio is 25 percent);*
- 3. Designate \$100,000 for unanticipated major facilities projects and put these funds into the Reserve Fund for Capital and Nonrecurring Expenditures to be used as needed;*
- 4. Allocate some of the available yearend funds into the OPEB Trust Fund. The 2014-2015 Budget is \$0. The OPEB Trust Fund was underfunded by \$111,502 in 2013-2014 and will be underfunded (without any budget transfer) by \$199,411 in 2014-2015; and*
- 5. Assign all of the remaining funds to be returned to the Member Towns.*

We will report the cost savings and efficiencies implemented since the 2014-2015 Budget was approved. Some of the changes saved money but all of them improved the way we do things.

- *Curriculum and Staff Development reported the implementation of cost savings and efficiencies:*
 - *Eliminated the need for ProTrax (saving \$5,500 annually) by developing a seamless way to track Professional Development offerings on-line.*
- *Amity Middle School – Bethany Campus reported the implementation of cost savings and efficiencies:*
 - *A teacher said he shared Google docs and all TIP sheets rather than handing students paper copies of their task sheets.*

2014-2015 COST SAVINGS AND EFFICIENCIES

(Continued)

- *Amity Middle School – Orange Campus reported the implementation of cost savings and efficiencies:*
 - *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.*
 - *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.*
- *Amity Regional High School reported the implementation of cost savings and efficiencies:*
 - *We saved transportation money this school year by not having a double bus run on the first day of school.*
 - *We have applied for grants (e.g., CAC grant; Schools of Distinction grant).*
- *Athletic Department reported the implementation of cost savings and efficiencies:*
 - *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.*
- *Pupil Services Department reported the implementation of cost savings and efficiencies:*
 - *A cooperative arrangement was made with Orange Elementary School District to share transportation costs to an out-of-district school.*
 - *We combined transportation runs.*

2014-2015 COST SAVINGS AND EFFICIENCIES

(Continued)

- *The Finance Department reported the implementation of cost savings and efficiencies:*
- *The Finance Office is in the process of moving all the funds currently in Bank of America into Peoples United. This is being done to reduce fees, ease of transactions and security. The same services will cost approximately \$2,000 less than current charges. 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 for \$4,000 to \$9,000 more a year. 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 \$4,000 to \$9,000 more a year. Also, it would be more efficient to use one bank to collect funds using our online payment system.*
 - *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.*
- *The Technology Department reported the implementation of cost savings and efficiencies:*
- *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. Furthermore, the District negotiated to receive one-half of the sales price of the old phones.*
 - *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.*
 - *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.*

2014-2015 COST SAVINGS AND EFFICIENCIES

(Continued)

- *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.*

- *The Facilities Department reported the implementation of cost savings and efficiencies:*
 - *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.*

 - *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.*

 - *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.*

 - *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 will 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.*

 - *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.*

2014-2015 COST SAVINGS AND EFFICIENCIES

(Continued)

- *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.*
- *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.*

2014-2015 BUDGET VARIANCES

We have had budget surpluses for the past eight years. This has led to the obvious question of whether or not the budgets have been too high. The primary reasons for the positive variances have been 1) implementing many large and small cost savings and efficiencies; 2) utilizing our resources in a prudent manner ('doing more with less'); 3) refraining from spending funds when it was not necessary; 4) taking advantage of opportunities (e.g., refinancing debt at lower interest rates); and 5) uncontrollable or unpredictable events (e.g., higher State grants than expected).

It may be beneficial to take a look at budget variances from the perspective of what caused the actual expense to be over or under budget. We can use this information to improve our budgeting.

CATEGORY	VARIANCE \$	EXPLANATION
<i>Salaries</i>	<i>(\$79,626) FAV</i>	<i>We found out about 14 retirements and resignations <u>after</u> the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 17 retirements and resignations. Three vacant positions are in the process of being replaced. The critical hiring time is always after the budget is adopted.</i>
<i>Special Education Transportation</i>	<i>(\$166,432) This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)</i>	<ul style="list-style-type: none"> <i>• Transportation costs are budgeted based on where we think certain students will be placed. A change in placement can affect the related transportation costs. For example, three students will attend the same out-of-district school, while the budget assumed each would be at a different school.</i> <i>• We were able to share transportation costs with an Elementary School District.</i> <i>• Three parents elected to provide transportation for their child. We reimburse the parent at the current IRS mileage rate instead of hiring a more expensive van which had been budgeted.</i> <i>• We budgeted for an Orange and Woodbridge bus for one of our out-of-district schools. We were able to put the students on one bus.</i> <i>• A smaller enrollment in summer school resulted in lower transportation costs.</i>

2014-2015 BUDGET VARIANCES
(Continued)

CATEGORY	VARIANCE \$	EXPLANATION
<i>Tuition Expense</i>	<i>(\$196,045) FAV This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)</i>	<ul style="list-style-type: none"> • <i>Two previously outplaced students returned to the District this school year.</i> • <i>Changes in placements resulted in savings.</i> • <i>We budgeted for a 3 to 5 percent tuition increase. Two schools had no increase in their tuition.</i> • <i>One high cost school only increased 1 percent. We budgeted for a 3 percent increase.</i> • <i>The Step Forward Program at Gateway has 2 students attending. We budgeted for 4 students attending.</i> • <i>Our enrollment in Vo-Ag schools is down by more than one-half.</i>

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is \$54,826 *FAV*, which appears on page 1, column 6, line 18.

REVENUES BY CATEGORY

The projected yearend balance of revenues is \$158,834 *FAV*, which appears on page 2, column 6, line 25.

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 2014	0.25 %	0.16 %
July 2014	0.25 %	0.16%

LINE 9 on Page 2: TUITION REVENUE:

The tuition rate for 2014-2015 school year is \$14,397.00 for a non-resident student. There are 7 non-resident students registered in the District (including one at an employee rate). Six non-resident students (5 full pay and one employee rate) were budgeted.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2014-2015 is expected to be 79.6 percent compared to the budgeted reimbursement rate of 81.00 percent. The estimated decrease in revenues is \$20,138 UNF. In addition, the forecast of special education expenditures are lower than budget.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is \$213,660 FAV which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

'Turnover savings' (i.e., replacing teachers who retired or resigned) are estimated at \$79,626 FAV over budget. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements/resignations. There were 17 retirements and resignations in all. Three vacant positions are in the process of being replaced. This is likely to change the 'turnover savings' variance.

LINES 4 and 5 on Page 3: MEDICARE AND FICA:

The forecast is based on current staffing.

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

Please refer to Appendix A for the detailed information regarding the Self-Insurance Reserve Fund and actual/projected claims and fees.

The forecast is based on actual claims in July 2014. It is assumed actual claims for the remainder of the fiscal year will be the same as budgeted.

	<u>Forecast</u>	<u>Budget</u>	<u>Variance</u>
<i>Reserve Balance on June 30, 2015</i>	<i>\$932,536</i>	<i>\$754,824</i>	<i>\$177,712 FAV</i>
<i>Reserves as a Percent of Claims</i>	<i>21.7%</i>	<i>17.2%</i>	<i>4.5% FAV</i>

LINE 8 on Page 3: 5860-OPEB TRUST:

The 2014-2015 Budget is \$0. The OPEB Trust Fund was underfunded by \$111,502 in 2013-2014 and will be underfunded (without any budget transfer) by \$199,411 in 2014-2015. If there are available yearend funds, some of this money could be used to fund the OPEB Trust.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$166,432 FAV.

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

A budget transfer of \$5,100 UNF is requested from the Contingency Account to pay for medical malpractice insurance coverage for the District, Medical Advisor and Doctor who attends Amity home football games.

LINE 25 on Page 3: 5560-TUITION EXPENSE:

These figures are subject to change on a monthly basis.

Tuition has a projected variance of \$196,045 FAV.

Tuition for the vo-ag schools has a projected variance of \$93,793 FAV.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Sound	7	6	8	7	7	5
Trumbull	4	3	2	2	3	2
Nonnewaug	5	3	2	2	5	1
ACES Wintergreen Magnet	0	0	2	1	0	0
Totals	16	12	14	12	15	8

Public (ACES) and private out-of-district placements has a projected variance of \$107,582 FAV.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Public SPED	6	6	8	6	8	9
Private SPED	21	24	21	25	26	25
Totals	27	30	29	31	34	34

ECA has a projected variance of \$5,330 UNF.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
ECA	26	26	26	26	26	26

LINE 47 and LINE 48 on Page 4: 5850-CONTINGENCY:

The forecast assumes the entire Contingency Account of \$150,000 will be spent by fiscal year end. The remaining balance is \$144,900 if the budget request is approved.

September: \$5,100 - Pay for medical malpractice insurance coverage for the District, Medical Advisor and Doctor who attends Amity home football games.

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

The forecast assumes sufficient available yearend funds will be available, and the Amity Finance Committee and Amity Board of Education will agree to:

- *Designate \$100,000 for unanticipated major facilities projects and put these funds into the Reserve Fund for Capital and Nonrecurring Expenditures to be used as needed; and*
- *Allocate \$111,502 into the OPEB Trust Fund. The OPEB Trust Fund was underfunded by \$111,502 in 2013-2014.*

APPENDIX A

**MEDICAL & DENTAL INSURANCE
AND SELF-INSURANCE RESERVE FUND**

**Medical and Dental Insurance
2013-2014**

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Claims – Cash Basis	\$4,188,975	\$3,836,992	\$351,983 UNF
Fees (Insurance, Network Access)	\$665,180	\$716,897	(\$51,717) FAV
Board Share of HDHP/VRIP	\$303,941	\$301,710	\$2,231 UNF
Subtotal	\$5,158,096	\$4,855,599	\$302,497 UNF
Employees & Retirees Premiums	(\$1,195,708)	(\$1,405,000)	\$209,292 UNF
Grant Payments	(\$50,195)	(\$49,079)	(\$1,116) FAV
Net Expenditures	\$3,912,193	\$3,401,520	\$510,673 UNF

Note: Claims are reported above on a cash basis. Claims incurred on or before June 30th but not paid until July 1st or later will be recorded as a liability on the financial statements.

**Self-Insurance Reserve Fund Balance
For Fiscal Year Ended June 30, 2014**

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Balance, June 30, 2013	\$614,535	\$614,535	\$0 FAV
OPEB – VRIP Payouts	\$127,378 <i>A</i>	\$0	\$127,378 FAV
Net Expenditures Variance	(\$510,673) <i>B</i>	\$140,289	(\$650,962) UNF
Year End OPEB Transfer	\$111,502 <i>C</i>	\$0	\$111,502 FAV
Year End Available Surplus	\$586,655 <i>D</i>	\$0	\$586,655 FAV
Balance, June 30, 2014	\$929,397	\$754,824	\$174,573 FAV
Reserves as Percent of Claims	22.2%	19.7%	2.5% FAV

Notes:

A: Funds were transferred from the OPEB Trust Fund for Voluntary Retirement Incentive Program (VRIP) payouts. This was the final year of the program.

B: Claims were over budget by \$351,983 UNF primarily due to under budgeting expected claims by \$200,000 based on consultant's estimate rather than Anthem's projection. Premiums from current employees and retirees were lower than budgeted by \$209,292 UNF. Partially offsetting these, fees were under budget by \$51,717 FAV.

C: A portion of the OPEB Trust budget was transferred into the Self-Insurance Reserve Fund.

D: The remaining available 2013-2014 yearend balance was transferred into the Self-Insurance Reserve Fund.

CURRENT EMPLOYEES' & RETIREES' CLAIMS

MONTH	2014-2015 ACTUAL/FORECAST	2014-2015 BUDGET	VARIANCE (FAV)/UNF	2013-2014 ACTUAL	2012-2013 ACTUAL
July	\$ 311,067	\$ 365,657	\$ (54,590)	\$ 430,267	\$ 157,090
August	\$ 336,053	\$ 365,657	\$ (29,604)	\$ 381,584	\$ 277,965
September	\$ 365,657	\$ 365,657	\$ -	\$ 306,379	\$ 184,534
October	\$ 365,657	\$ 365,657	\$ -	\$ 312,668	\$ 228,344
November	\$ 365,657	\$ 365,657	\$ -	\$ 327,966	\$ 282,319
December	\$ 365,657	\$ 365,657	\$ -	\$ 416,061	\$ 316,551
January	\$ 365,657	\$ 365,657	\$ -	\$ 402,402	\$ 317,314
February	\$ 365,657	\$ 365,657	\$ -	\$ 238,891	\$ 241,012
March	\$ 365,657	\$ 365,657	\$ -	\$ 368,088	\$ 251,862
April	\$ 365,657	\$ 365,657	\$ -	\$ 374,121	\$ 314,479
May	\$ 365,657	\$ 365,657	\$ -	\$ 314,836	\$ 309,373
June	\$ 365,658	\$ 365,658	\$ -	\$ 315,712	\$ 425,303
Totals	\$ 4,303,691	\$ 4,387,885	\$ (84,194)	\$ 4,188,975	\$ 3,306,146

Note: 2014-2015 Actual Claims shown in bold italics.

FEES (STOP-LOSS PREMIUMS, NETWORK ACCESS FEES)

MONTH	2014-2015 ACTUAL/FORECAST	2014-2015 BUDGET	VARIANCE (FAV)/UNF	2013-2014 ACTUAL	2012-2013 ACTUAL
July	\$ 85,723	\$ 110,000	\$ (24,277)	\$ 104,334	\$ 63,398
August	\$ 88,370	\$ 100,000	\$ (11,630)	\$ 89,545	\$ 70,842
September	\$ 100,000	\$ 100,000	\$ -	\$ 94,550	\$ 62,972
October	\$ 75,000	\$ 75,000	\$ -	\$ 59,835	\$ 68,252
November	\$ 50,000	\$ 50,000	\$ -	\$ 40,563	\$ 75,925
December	\$ 50,000	\$ 50,000	\$ -	\$ 40,321	\$ 76,201
January	\$ 50,000	\$ 50,000	\$ -	\$ 44,201	\$ 83,428
February	\$ 50,000	\$ 50,000	\$ -	\$ 43,730	\$ 59,882
March	\$ 50,000	\$ 50,000	\$ -	\$ 33,847	\$ 38,761
April	\$ 50,000	\$ 50,000	\$ -	\$ 30,543	\$ 38,478
May	\$ 50,000	\$ 50,000	\$ -	\$ 41,930	\$ 38,389
June	\$ 51,343	\$ 51,343	\$ -	\$ 41,781	\$ 38,159
Totals	\$ 750,436	\$ 786,343	\$ (35,907)	\$ 665,180	\$ 714,687

Note: 2014-2015 Actual Fees shown in bold italics.

**Self-Insurance Reserve Fund Balance
For Fiscal Year Ended June 30, 2015**

DESCRIPTION	FORECAST	BUDGET	VARIANCE \$
Balance, June 30, 2014	\$929,397	\$754,824	\$174,573 FAV
Claims Variance	\$84,194 <i>A</i>	\$0	\$84,194 FAV
Fees Variance	\$35,907 <i>B</i>	\$0	\$35,907 FAV
Premiums & Other Variances	(\$116,962) <i>C</i>	\$0	(\$116,962) UNF
OPEB Transfer	\$0 <i>D</i>	\$0	\$0 FAV
Year End Available Surplus	\$0 <i>E</i>	\$0	\$0 FAV
Balance, June 30, 2015	\$932,536	\$754,824	\$177,712 FAV
Reserves as Percent of Claims	21.7%	17.2%	4.5% FAV

Notes:

A: The claims variance is the actual year-to-date claims compared to budgeted year-to-date claims. The forecast assumes the actual claims for the remaining months in the fiscal year will be the same as budget.

B: The fees variance is the actual year-to-date fees compared to budgeted year-to-date fees. The forecast assumes the actual fees for the remaining months in the fiscal year will be the same as budget.

C: Premiums from current employees and retirees were \$116,962 under budget in 2013-2014. The 2014-2015 Budget was based on the higher projection of premiums. The forecast assumes the same variance in 2014-2015.

D: If actual retiree claims exceed actual retiree premiums, the difference may be used to pay retiree claims using money in the OPEB Trust Fund. If actual retiree claims are lower than actual retiree premiums, none of the money in the OPEB Trust Fund may be used to pay retiree claims. This was the reason for putting \$111,502 of the funds budgeted for the OPEB Trust in the Self-Insurance Reserve Fund.

E: The optimum target reserves as a percent of claims ratio is 25 percent. The minimum target reserves as a percent of claims is 20 percent. The Superintendent will consider allocating all or some of the available 2014-2015 yearend funds into the Self-Insurance Reserve Fund if the reserve as a percent of claims ratio is lower than desired.

Amity Regional School District No. 5 - Budget Transfers 2014-2015

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2014	86	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,700.00 to purchase databases
July 2014	86	03132220	5690	OTHER SUPPLIES	\$ 1,700.00 to purchase databases
July 2014	87	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 purchase tables for library
July 2014	87	03132220	5730	EQUIPMENT - NEW	\$ 800.00 purchase tables for library
July 2014	89	03132220	5730	EQUIPMENT - NEW	\$ 300.00 desks for media center
July 2014	89	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 desks for media center
July 2014	90	03132220	5730	EQUIPMENT - NEW	\$ 800.00 tables\desks media specialists
July 2014	90	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 tables\desks media specialists
August 2014	72	02111010	5810	DUES & FEES	\$ 40.00 MEMBERSHIP DUES -MUSIC
August 2014	72	02132400	5810	DUES & FEES	\$ -40.00 MEMBERSHIP DUES -MUSIC

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: August 15, 2014

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

Reserve Fund for Capital and Nonrecurring Expenditures:

The purpose of this motion is to return unused funds in the Reserve Fund for Capital and Nonrecurring Expenditures to the Member Towns

#1 – Move to return the following unused funds in the Reserve Fund for Capital and Nonrecurring Expenditures to the Member Towns:

Black Box Theatre	\$ 742.21
HVAC Upgrade Project at Amity High School	\$2,766.78
District Office Air Handler	<u>\$ 294.00</u>
Total	\$3,802.99

#2 – Move to allocate the unused funds in the Reserve Fund for Capital and Nonrecurring Expenditures to the Member Towns, as follows:

Member Town	Percentage	Allocation
Bethany	20.042%	\$ 762.19
Orange	49.937%	\$1,899.10
Woodbridge	<u>30.021%</u>	<u>\$1,141.70</u>
Totals	100.000%	\$3,802.99

[Note: Percentage distribution is based on 2013-2014 Average Daily Membership]

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



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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: New Funding Requests for Fiscal Year
Date: August 28, 2014

I would like to recommend the Amity Finance Committee and Amity Board of Education approve the following budget transfer request(s):

District Medical Malpractice Insurance:

We recently discovered the medical malpractice insurance of our Medical Advisor and on-site physician for varsity home football games may not cover their work as a contracted service for our District. I believe it would be financially prudent to purchase medical malpractice insurance to protect the District, Medical Advisor, and doctor who attends Amity home football games. Our insurance agent obtained a quote of \$5,100.

This request was initially made last month but withdrawn in order to seek a legal opinion from our Board Attorney. Attorney Kyle A. McClain of Siegel, O'Connor, O'Donnell & Beck, P.C. reviewed all of the material. He stated, "The general rule in Connecticut is that a public entity is immune from liability for damages resulting from the acts or omissions of nonemployees and nonagents, as well as damages arising from the ordinarily negligent acts or omissions of employees, officers and agents, as long as those acts or omissions are discretionary in nature. This general rule, however, may be inapplicable or subject to certain narrow exceptions depending on the facts and circumstances of a particular situation. Accordingly, while there is some exposure to liability for damages arising from the professional negligence, i.e., malpractice, of Amity's medical advisor and physician, that exposure is minimal...Therefore, it is my opinion, given the low level of exposure to liability, that the purchase of professional liability is not necessary given the expense."

I understand there is no reason for the District to pay for medical malpractice insurance due to the immunity provided by law. However, I believe both doctors may not be covered by their own medical malpractice insurance in their advisory capacity for our District. We know this is true for at least one of the doctors.

We pay \$16,750.00 annually to the Medical Advisor and we pay \$236.40 per game to the doctor who provides medical coverage for Amity Football Team home games. We could require these doctors, or any doctors who perform these duties, to obtain or maintain professional liability insurance, i.e., medical malpractice insurance, that is applicable to the services they provide to Amity; add Amity as an additional insured on such malpractice insurance; and hold Amity harmless and indemnify Amity against all damages or losses resulting from the provision of his/her services. This was the recommendation of our attorney.

The question is whether or not one or both of these doctors, or any doctor, would be willing to obtain and maintain medical malpractice insurance that is applicable to the services they provide to Amity. IF each doctor were to obtain such coverage for \$2,550 (as an example, using one-half of our quote), would the doctor want their fee increased to cover their cost of insurance? For the doctor who attends Amity Football Team home games, his TOTAL compensation is \$1,418.40 less taxes. The Medical Advisor's compensation would be reduced by slightly over 15 percent if his premium cost were \$2,550.

The District is required to have a Medical Advisor. It is also important to have a doctor present at our football games, especially in light of the high concern over possible concussions. The current payments to these doctors are relatively low. With this in mind, I recommend the District obtain this coverage to protect the District (for the 'minimal' exposure), Medical Advisor, and doctor who attends Amity home football games.

#1 – Move to make the following budget transfer to pay for the premium on medical malpractice coverage:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
05-15-0000-5850	Contingency Account	\$5,100	
05-14-2510-5521	General Liability Insurance		\$5,100

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CONTINGENCY ACCOUNT RECAP

Budget		\$150,000
<i>August:</i>	<i>District Medical Malpractice Insurance</i>	<u>\$ 5,100</u>
<i>Balance</i>		<i>\$144,900</i>

AMITY REGIONAL SCHOOL DISTRICT NO. 5

Bethany Orange Woodbridge
25 Newton Road, Woodbridge Connecticut 06525



Jack B. Levine
Director of Finance and Administration
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Phone (203) 397-4813
Fax (203) 397-4864

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Update on Woodbridge Summer Program at Amity Regional High School
Date: August 28, 2014

The Woodbridge Summer Program at Amity Regional High School ran very smoothly. The Woodbridge staff seemed pleased with their accommodations. You and I received a thank you letter from First Selectman Ellen Scalettar, and Dr. Stella also expressed his sincere appreciation.

A great deal of credit should be extended to Facilities Director Jim Saisa and his team for getting all of the schools in pristine condition, while all of the summer programs were taking place.

The Amity Finance Committee and Amity Board of Education requested a report on the finances.

Woodbridge Elementary School District paid the vendors directly for the following:

Storage Trailers	\$ 1,203.84
Plastic Trash Bags & Paper Supplies	\$ 200.90
Extra Trash Pick-Ups	\$ 864.32
Custodial Equipment	\$ 3,125.00
Subtotal	\$ 5,394.06

Our District paid for the following expenses (see Note A below):

Payroll Expenses	<u>\$16,830.83</u>
Total	\$22,224.89

Note A: We worked out an arrangement whereby Woodbridge Elementary School District will purchase for our District items costing approximately \$16,830.83. We will select items which are in our 2014-2015 Budget and transfer the unused budget to the salary accounts to cover the overtime costs.

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

Finance Committee

8/11/14

MINUTES

COMMITTEE MEMBERS PRESENT: Matthew Giglietti, John Grabowski, James Horwitz, James Stirling.

COMMITTEE MEMBERS ABSENT: John Grasso, Jr. and Joseph Nuzzo.

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

Also present: Ruth Natzel, Pam McLoughlin (reporter from New Haven Register), Ernie Goodwin (new athletic director) and Tom Hurley (member, Board of Education).

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, August 11, 2014 at 5:30 pm in the Presentation Room at the Amity District Offices.

1. **Call to Order:** Chairman Jim Stirling called the meeting to order at 5:37 pm.
2. **Discussion and possible action on minutes.**
 - A. Finance Committee meeting June 9, 2014 – Motion to approve the minutes of the previous meeting by Mr. Giglietti, second by Mr. Grabowski. Motion carried unanimously.
3. **Public comment:** None
4. **Discussion and possible action on recommended uses of 2013-2014 year end available funds**

Mr. Dumais stated that this is the last opportunity to use year-end funds. Mr. Levine's memorandum of August 06, 2014, to Mr. Dumais recommended using year-end funds for the purchase of a Fixed Asset Accounting Module; Amity Regional High School cooling tower refurbishment; conversion to natural gas at Amity Middle School Orange Campus; engineering study for fuel cell waste heat use at Amity Regional High School; asphalt sealing and crack repair at Amity Regional High School; and Self-Insurance Reserve Fund (SIRF).
5. **Discussion and possible action on contracts of \$35,000 or more**
 - A. Fixed asset accounting module – Mr. Dumais asked if there were any questions regarding this. Mr. Hurley asked how long it would take to transfer data. Mr. Levine said it would take about a year.
 - B. and C. Amity Regional High School cooling tower refurbishment and C.) conversion to natural gas at Amity Middle School Orange Campus. Mr. Dumais stated that this probably makes people think about the MicroGrid project. There was a meeting in July with representatives from a number of organizations. United Illuminating (UI) might supply gas to Orange Middle School, and if so, the conversion could be done. There could be energy cost savings plus rebates. Our recommendation is to move ahead with the cooling tower refurbishment at a cost of \$85,793.00. Mr. Saisa stated that the manufacturer recommended that this work be scheduled because of corrosion. He would prefer not to have an emergency but replace it in October 2014 during heating season. The conversion to natural gas at Amity Middle School Orange campus depends on having natural gas first, and it would not be installed prior to October 15th.
 - D. Engineering study for fuel cell waste heat use at Amity Regional High School. Mr. Dumais said the goal is to put this money in the nonrecurring capital account to be ready to pay for the engineering study. Money put in the account can be held.
 - E. Asphalt sealing and crack repair. Mr. Dumais stated that this is something that needs to be done.

- F. Self-insurance reserve fund. Mr. Dumais stated that money committed to the Other Postemployment Benefits (OPEB) trust fund cannot be put back into the self-insurance but it can go the other way. Mr. Giglietti is concerned about the large amount of transfers and thinks the towns will be looking to get something back. Mr. Horowitz is less concerned about giving money back to towns but is concerned about the OPEB, asking how did we arrive at the sum that "ought" to go into the trust. Mr. Levine said that the board can use OPEB money only when claims are greater than the premiums received from retirees. Mr. Horowitz is concerned about how this figure was arrived at. Mr. Levine said this could be fully funded with \$167,000, but money cannot be used for current employees, only retirees. Mr. Horowitz sees this as risking and guessing. Mr. Giglietti sees this as playing two risks. Mr. Blake stated that there are other items on the list. Mr. Dumais explained what swayed him. Mr. Stirling said he would like to give the year-end balance back to the towns and would like the cooling towers to go thru facilities committee and be properly vetted. He stated that the self-insurance account needs to be built up. Mr. Giglietti asked Mr. Levine about the Anthem number and he replied. Mr. Stirling asked for a sense from the committee about what to do. Mr. Horowitz responded that these are not frivolous but real items. Mr. Giglietti asked why try to do it all at once. Mr. Stirling said it depends how motions are made. Mr. Horowitz made a comment regarding facilities and anticipation of needs. Mr. Giglietti asked Mr. Saisa about the necessity of these items and Mr. Saisa responded.

Motion by Mr. Giglietti to authorize the Director of Finance and Administration to award the contract for the purchase of the MUNIS Fixed Asset Accounting Module for \$30,012.00 including software, installation, training, support, conversion and scanning device. The Amity Board of Education waives the bidding requirement. Mr. Horowitz second.

Vote unanimous in favor

Motion carried

Motion by Mr. Horowitz to authorize the Director of Finance and Administration to award the contract for the Amity Regional High School cooling tower refurbishment to All State Construction, Inc., of Farmington, Connecticut at the bid priced of \$85,793.000. Second by Mr. Giglietti.

Mr. Horowitz and Mr. Giglietti in favor, Mr. Stirling and Mr. Grabowski not in favor.

Motion not carried

Motion by Mr. Horowitz to authorize the Director of Finance and Administration to award the contract for the conversion to natural gas at Amity Middle School Orange Campus to A. R. Fonda Mechanical Services of West Haven, Connecticut at the bid price of \$55,265.000 subject to the gasline project moving forward and the gas line being installed with the Board's approval. Second by Mr. Giglietti.

Mr. Horowitz and Mr. Giglietti in favor, Mr. Stirling and Mr. Grabowski not in favor.

Motion not carried

Motion by Mr. Giglietti to authorize the Director of Finance and Administration to award the contract for an engineering study for fuel cell waste heat use at Amity Regional High School to vanZelm Engineers, Farmington, Connecticut at the cost of \$57,950.00. Second by Mr. Horowitz.

Vote unanimous

Motion carried.

- G. Athletic training contract.

Motion by Mr. Giglietti to authorize the Director of Finance and Administration to award the contract for all the services of a certified athletic trainer to Rehabilitation Associates, Inc., of Fairfield, Connecticut, for the 2014-2015 academic year at the annual fee of \$56,200.00. Second by Mr. Horowitz.

Mr. Horowitz asked if this was for all sports; the answer was yes.

Vote unanimous.

Motion carried

There was discussion of new motion regarding where year-end money is going. Mr. Stirling entertained a motion to transfer \$500,000.00 into health benefits account. There was further discussion of the numbers. How much in self-insurance? Should money to OPEB or somewhere else? Should money go back to the towns? The sense of the committee is that the vote on this motion would be tied at 2-2. Mr. Stirling states that, therefore, the committee will not be able to make a recommendation to the full board regarding the cooling tower refurbishment and conversion to gas.

Motion by Mr. Giglietti to move \$166,000 to the OPEB fund, second by Mr. Horowitz.

Vote unanimous

Motion carried

6. Discussion of monthly financial statements for fiscal year 2013-2014

No discussion

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

A. Fiscal year 2013-2014

B. Fiscal year 2014-2015

No discussion

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

A. Fiscal year 2013-2014

1. Change in budget costs for ECA tuition.

A budget transfer is needed to cover the additional costs due to an 8% increase in tuition for ECA. The 2014-2015 Budget assumed an increase of 3%.

Motion Mr. Giglietti to transfer \$5,330.00 for ECA tuition from account 04-12-6111-5560 to account 04-12-6111-5560, second by Mr. Horowitz

Vote unanimous

Motion carried

2. Texts

Amity Regional High School Department Head Frank Barretta stated, "Due to the transition to Common Core State Standards for Math, Marie McPadden and I decided to pilot new books as we align our curriculum with the CCSSM. This past school year we piloted electronic books and software with Holt-McDougal. The purchase of materials for this past year came from 5611 – Instructional Supplies account as was past practice for the math department since we started using MathXL (Precalculus and Statistics book and homework system) software back around 2005. Since the copyright of the piloted Holt-McDougal book was 2012, it's now outdated by common core standards and needs to be upgraded to the 2014 copyright. Also, the software support (teacher support and student support) for this book series is weak. So we would like to pilot for one more year with another publisher. I had budgeted for this last November using the 5611 – Instructional Supplies account.

This past school year McGraw-Hill demonstrated their software and books to the entire math department and the department pretty much unanimously decided that the book series and the electronic supports were superior than Holt-McDougal. Additionally, the student side has assignments, tests, quizzes, etc. that are all aligned to CCSSM. This means that the software can provide content standard reporting thus adding another data point in the tracking of student progress in CCSSM (we currently use the Scantron Achievement Series and common assessments to track student progress in CCSSM). It is my hope that as we become more familiar with PowerSchool, we can use the standards reporting feature to report on all 9-12 students' progress in CCSSM. This pilot will provide one more data point in reaching this goal."

We needed to purchase Algebra and Geometry texts in July so the texts would arrive before the start of school. The funds needed to be transferred from 5611 – Instructional Supplies to 5641 – Texts & Digital Resources. The Superintendent agreed we could not wait for the August meetings to get the budget transfers approved.

The Superintendent approved the budget transfers of over \$3,000 under his authority from Board Policy 3160 to make emergency transfers. These budget transfers were made with the knowledge and approval of the Board Chairman.

Board Policy 3160, Transfer of Funds Between Categories; Amendments states, in part, "Transfers made in such instances shall be presented for ratification at the next regularly scheduled meetings of the Finance Committee and the Board of Education."

Motion by Mr. Giglietti to transfer \$8,340.00 from account 03-11-1009-5611, instructional supplied, to account 03-11-1009-5611, texts and digital resource, second by Mr. Grabowski.

Vote unanimous

Motion carried

Motion by Mr. Giglietti to approve purchase of geometry texts, second by Mr. Grabowski.

Vote unanimous

Motion carried

3. Asphalt sealing and crack repair

This item was removed from the proposed 2014-2015 Budget. Facilities Director Jim Saisa recommends we proceed with this work rather than let the parking lot further deteriorate.

Motion by Mr. Giglietti to make the following budget transfer of \$25,000 from an account to be determined to the Transfer Account 05-15-0000-5856 for the purpose of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for paying a contractor to do asphalt sealing and crack repair at Amity Regional High School, second by Mr. Grabowski.

Vote unanimous

Motion carried

B. Fiscal year 2014-2015

No discussion

9. **Discussion and possible action on new funding requests.** Mr. Dumais stated that medical professionals are not covered by liability insurance and there is a need to cover district's liability. Discussion followed and questions were asked regarding the way these professionals are paid and what the district's liability is and what the district is insuring. The risk is that if an accident would occur the physician may be sued as well as the district. Tracey Lane Russo (who was then present) suggested talking about this further.

Motion by Mr. Giglietti to transfer \$5,100.00 for general liability insurance, second by Mr. Grabowski.

Vote 3-1 in favor (Mr. Horowitz against)

Motion carried

10. **Other**

- A. Update on MicroGrid project and HVAC upgrades at Amity Middle School Orange Campus.
- B. Information on second quarter 2014 executive summary
Review of Amity Pension Fund, sick and severance account and OPEB trust

11. **Adjournment**

Mr. Giglietti moved to adjourn, Mr. Grabowski second at 6:40 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk