

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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

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*Charles Dumais*  
**Superintendent of Schools**

**PLEASE POST**

**PLEASE POST**

**AMITY REGIONAL BOARD OF EDUCATION**

*August 11, 2014*

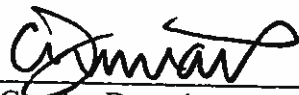
A regular meeting of the Amity Regional Board of Education will be held on Monday, August 11, 2014, at 6:30 p.m. in the cafeteria at Amity Regional High School.

**Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Recognition of 2014 State Champion Amity Regional High School Baseball Team
4. Approval of Minutes
  - a. Regular BOE Meeting, June 9, 2014 (Enclosure)
  - b. Special BOE Meeting, July 8, 2014 (Enclosure)
5. Public Comment
6. Student Report
7. Correspondence
8. Approval of Non-Resident Tuition
9. Approval of Revised Teacher Evaluation Plan (Enclosure)
10. Superintendent's Report
  - a. Personnel Report (Enclosure)
  - b. Other
11. Chairman's Report
  - a. Committee Reports
    1. ACES
    2. CABB
    3. Curriculum

- 4. Facilities
- 5. Finance
  - a. Discussion and Possible Action on Recommended Uses of 2013-2014 Year End Available Funds
  - b. Discussion and Possible Action on Contracts of \$35,000 or More
    - 1. Fixed Asset Accounting Module
    - 2. Amity Regional High School Cooling Tower Refurbishment
    - 3. Conversion to Natural Gas at Amity Middle School – Orange Campus
    - 4. Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School
    - 5. Athletic Training Contract
  - c. Discussion of Monthly Financial Statements for Fiscal Year 2013-2014
  - d. Director of Finance and Administration Approved Transfers Under \$3,000
    - 1. Fiscal Year 2013-2014
    - 2. Fiscal Year 2014-2015
  - e. Discussion and Possible Action on Budget Transfers of \$3,000 or More
    - 1. Fiscal Year 2013-2014
    - 2. Fiscal Year 2014-2015
  - f. Discussion and Possible Action on New Funding Requests
  - g. Other
    - 1. Update on MicroGrid Project and HVAC Upgrades at Amity Middle School – Orange Campus
    - 2. Information on Second Quarter 2014 Executive Summary Review of Amity Pension Fund, Sick and Severance Account and OPEB Trust
- 6. MicroGrid
- 7. Policy
- 8. Personnel

- 12. Items for the Next Agenda
- 13. Adjournment

  
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 Charles Dumais  
 Superintendent of Schools

CD/kfw  
 pc: Town Clerks: Bethany  
 Orange  
 Woodbridge

**PLEASE POST**

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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

**AMITY BOARD MEMBERS PRESENT:** Julie Altman, William Blake, Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

**AMITY BOARD MEMBERS ABSENT:** John Grasso, Jr.

**Staff Members Present:** Charles Britton, Richard Dellinger, Kathleen Fuller Cutler, Charles Dumais, Jack Levine, Marianne Lippard, Terry Lumas, Marie McPadden, Mary Raiola, Jim Saisa, Robert Schumann, Jason Tracy

**Also Present:** Patrick Dudley; other members of the Public

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A regular meeting of the Amity Regional Board of Education was held on Monday, June 9, 2014, at 6:30 p.m. in the Presentation Room at the Amity District Offices.

1. **Call to Order:** William Blake called the meeting to order at 6:31 p.m.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of Award of Excellence Recipients**  
The Board recognized Ms. Lassen as Teacher of the Year. Ms. Reynolds was recognized for achieving the Award of Excellence.
4. **Approval of Minutes**
  - a. **Regular BOE Meeting, April 21, 2014**  
*Motion to approve the minutes as presented* (Mr. Stirling, 2d Ms. Crocco).  
*Vote in favor unanimous.* *Motion passed.*
  - b. **Regular BOE Meeting, May 12, 2014**  
*Motion to approve the minutes* (Mr. Hurley, 2d Mr. Browe).  
*Discussion:* Corrections were noted on pages five and seven.  
*Vote in favor:* Julie Altman, Christopher Browe, Patricia Cardozo, Sue Cohen, Steven DeMaio, Rita Gedansky, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling  
*Vote opposed:* none  
*Abstain:* Diane Crocco *Motion passed.*
5. **Public Comment**  
Mr. Blake said that he would like to honor Board member Julie Altman, who was elected six years ago and is now moving to California. He has come to appreciate her wise leadership. Ms. Altman is leaving to pursue a position at the University

of California. Since this is Ms. Altman's last meeting, he wanted to thank her for her service and wish her well.

The Board took a five-minute recess at 6:35 p.m.

**6. Student Report**

Patrick Dudley noted that this would be his last report to the Board since he is graduating from the High School. The Senior Prom and Senior Class Picnic took place recently. He thanked the faculty and the staff of Holiday Hill and the Omni Hotel and for making these events so successful. Patrick congratulated the cast and crew of *In the Heights*, noting that Amity recently took home several awards for the performance. He noted that tonight there will be a film festival event and on Wednesday, June 11<sup>th</sup>, Amity will host Senior Awards Night, where seniors will be honored for their academic achievements. An American Red Cross blood drive is scheduled to take place on Thursday, June 12<sup>th</sup>, and anyone interested in setting up an appointment can contact Jim Clifford. Graduation is scheduled to take place Friday, June 20<sup>th</sup>. Questions about graduation can be directed to the High School's main office. Patrick thanked the Board for the opportunity to serve as a representative at these meetings, he appreciated being nominated and enjoyed the experience. He will be attending Fordham University.

**7. Correspondence**

No correspondence was discussed.

**8. High School FTE Presentation**

Mr. Dumais noted that Dr. Britton would be going over the presentation this evening. According to current projections, we are still a couple of years off from when we will see enough of a population shift to start making decisions about changes. The impact at the High School is the most difficult to estimate.

Ms. Russo questioned whether this presentation can be put online. It was noted that the presentation can be attached to the meeting minutes.

Dr. Britton noted that he used numbers from the NESDEC study to prepare for tonight's presentation. The High School will be increasing the graduation requirements in the next few years and incoming freshmen will have to complete 25 credits to graduate. Although enrollment is decreasing, the graduation requirements will be increasing. This requires more classes. In 2011-2012, we started using an eight-period schedule. Since then, we've seen a dramatic increase in those students taking electives. Certification requirements make scheduling difficult at the High School. It is difficult to find highly qualified teachers on a part-time basis. For example, finding a Latin teacher to teach one class can be challenging. This year we needed a .8 math teacher. The challenge is that the teachers that we would like to hire are actually seeking full-time employment.

Another problem limiting our ability to reduce staffing is the need to maintain certain class sizes. We developed our currently class sizes based on safety. Smaller class sizes are needed for certain teaching certain subjects.

The teacher contract is another consideration when developing class schedules. There is a cap on how many students a teacher can be responsible for. These caps are different for different classes. The guidance department works to make all these components come together. Capstone projects have been discussed and we may need additional faculty in order to accomplish our goals.

There has been some investigation into the Carnegie unit and distance learning that could impact the High School. This creates an interesting mix of considerations to piece together. Looking at the school population during the 2011-2012 and 2012-2013 academic years, we have been able to absorb the impact of the eight-period schedule. We have seen the school population shift from 1,563 students to 1,504 students, then 1,474 students down to 1,451 students.

There were 19 English teachers and that number has been reduced to 15 as we adjust to declining enrollment. We have seen very few students fail English in recent years.

In social studies, students are required to complete three years of study in order to graduate. About 86 percent of Amity students complete a fourth year of social studies coursework. We've seen very few students fail and we've started to adjust the number of social studies teachers from 17 teachers to now 16 teachers. We expect further staff reductions at some point in the future.

In math, there will be a four-year graduation requirement. We have already reduced the staffing in this department.

In science, there is a two-year graduation requirement. Most students are taking more than what is required, taking an additional third and fourth year of science. We currently have 24 science teachers, and class sizes are typically smaller than some other classes. We are reducing the number of teachers from 24 to 23. In the future, science will become a three-year graduation requirement.

In World Language, students are interested in taking additional coursework, beyond the graduation requirement. Chinese, in particular, has taken off.

There are currently 6.6 designated physical education teacher positions. No seniors are enrolling in physical education courses.

It was noted that the average class size is 30 students.

Mr. Hurley noted that he sees a significant decline in student enrollment.

Dr. Britton said that in 2015-2016, he anticipates adding a senior elective and there will be more students taking physical education.

Mr. DeMaio noted that he is in favor of adding physical education as an option for students. Ms. Russo agreed that health and physical education should be offered.

Ms. Cohen said that she wondered if any kind of job sharing has been explored.

Dr. Britton said that job sharing is used from time to time, for example, there is a strings teacher working part-time in Woodbridge and part-time in Bethany. The position works out to be full-time. Attempts are made to get retired teachers to come in and teach a section.

Ms. Russo noted that with the demand for certain classes, such as culinary, it would seem to make sense to add classes.

It was noted that the facilities do not have sufficient space to expand the culinary program. The Black Box Theater added recently has been a nice addition at the High School and there are classes meeting there during every period next year.

Mr. Hurley said that when looking at the presentation, he was having difficulty making comparisons in numbers in the area of special education. It appears that the analysis on this hasn't been looked at.

Mr. Blake noted that there are obligations that we have to meet.

The question was raised as to how many teachers are needed for students with special needs.

Ms. Raiola said that the number is based upon the needs of the students and each IEP is different.

Dr. Britton noted that the last slide shows the total projection is 148 FTE changing to 147 FTE.

Mr. Stirling questioned what changes would be necessary to allow for one or two fewer teachers.

Dr. Britton said that increasing class sizes would be necessary and he feels that would be detrimental to the students.

Mr. Stirling questioned whether cross certification could help.

Dr. Britton said that the High School does have more science teachers cross certified now, but requirements for certification haven't gotten easier.

Mr. Browe noted that programs, such as ECA, involve situations where students have to take additional coursework, creating challenges based on the master schedule. He questioned whether math is certified by subject. It might make sense to take a closer look at what is going on with math.

Dr. Britton said that math involves one certification. He noted that math probably has the greatest number of students dropping levels.

Changes to the SAT to align with the Common Core were mentioned.

Ms. Russo said that these numbers challenge the myth that declining enrollments automatically go along with staff reductions.

It was noted that this presentation will be added to the meeting minutes.

**9. Update on Bethany Sixth Grade**

A letter was sent from Mr. Dumais to John Barile, superintendent of Bethany Public Schools, concerning a proposal to send sixth graders to Amity Middle School in Bethany. Mr. Dumais has not heard back from Mr. Barile yet.

**10. Update and Possible Action on All-Hazards School Security and Safety Plans**

Mr. Dumais noted that the schools have developed all hazards school security and safety plans and he has shared them with Mr. Blake. They don't fall under the Freedom of Information rules, but they are available for review by the Board. Mr. Dumais has the plan if anyone would like to review it. He would like permission for Mr. Blake to sign off on the plan.

*Motion to authorize Board of Education Chairman William Blake to sign the All-Hazards School Security and Safety Plans (Mr. Browe, 2d Ms. Cohen).*

*Discussion:* The Board will have a week to review the plans before Mr. Blake signs off.

*Vote in favor unanimous.*

*Motion passed.*

**11. Superintendent's Report**

**a. Personnel Report**

Mr. Dumais said that there have been no new hires. There were some resignations. Two retirements were listed.

**b. Other**

Mr. Dumais said that he would like to provide clarification on the development process. The goal of the development process is to assist in setting goals in preparation for the budget process.

Mr. Dumais noted that the administration is very proud of the Amity in Action publication. The teacher evaluation committee has looked over the plan.

Powerschool will also change how we communicate. At this point, counselors have had significant training in using Powerschool.

Mr. Hurley noted that some people want paper report cards.

Mr. Dumais noted that communication can be accomplished in any category of Powerschool.

## 12. Chairman's Report

### a. Committee Reports

1. **ACES** – There was no report.
2. **CABE** – Ms. Cohen and Mr. Stirling attended a presentation about trends in teacher contracts. The presentation was well attended and informative.
3. **Curriculum** – The Committee met today and heard a proposal for a course about alternative school integrated science.

Dr. McPadden said that she tried to have the science course run this year, but it didn't work in the best interest for all the students. High level students were very successful, but others were not. The course involves a great deal of independent learning. A certified science teacher will be teaching the course, which is like a blended class and includes lab experiments. It is structured in a way so that students can stay on target with the credit requirement and it was felt that this is the best way to maintain student interest and help students get the credits. There is no budget tied to this other than what is already in place.

*Move to amend the agenda to include consideration of the course proposal for alternative school integrated science (Ms. Russo, 2d Mr. Browe).*

*Vote in favor unanimous.*

*Motion passed.*

*Motion to approve course proposal for alterative school integrated science (Mr. Hurley, 2d Ms. Crocco).*

*Discussion:* It was noted that there will be no increase in FTEs in order to offer this course.

*Vote in favor unanimous.*

*Motion passed.*

4. **Facilities** – There was no report.

5. **Finance**

### a. **Presentation and Discussion of 2015-2016 Budget Calendar**

Mr. Dumais presented a revised budget calendar and a projection report is included. The revised calendar allows for earlier feedback from member towns and time for a second meeting in each town. The five-year capital plan for technology will be addressed.

### b. **Discussion and Possible Action on Healthy Food Certification for July 1, 2014 through June 30, 2015**



A memo dated May 27, 2014 from Mr. Levine to Mr. Dumais states that participating in the Healthy Food Program is recommended. Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program must take action annual to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards.

Terry Lumas, Finance Manger, noted that Amity participated in the Healthy Foods Certification (HFC) during the years of 2007-2008 and 2008-2009. The District decided for 2009-2010 and forward not to participate even though we continued to offer healthy food choices. The additional revenue from a la carte items outside of the HFC parameters and the paperwork burden were the primary reasons for not continuing our participation.

The USDA is implementing changes on July 1, 2014 to the a la carte sales for all school districts participating in the National School Lunch Program. We will need to change our current a la carte offerings to meet the USDA regulations. These changes align closely with Connecticut's HFC option.

The option of leaving the National School Lunch Program was explored. It was estimated that the District would see a significant financial loss under this option, as our program would lose all State and Federal funding for lunch reimbursements, State matching subsidy, the Healthy Choice funds, and commodities given to the program. The District would also be required to subsidize those students who met the Federal income thresholds for free and reduced lunch. These factors totaled about \$133,000 of lost revenue and the program cannot support this option.

By joining, the District can no longer allow private vendors (FIREDOG) on the grounds to sell food to students. There are restrictions on certain popular selling items, for example, cookie recipes will be reformulated and ice cream cannot be sold until vendors reformulate. However, participation in the National School Lunch Program and Healthy Food Certification, even with the restrictions, will have less of a negative impact on the program than non-participation. Participation will generate about \$13,500 for the District each year assuming the State continues to fund the program.

Terry Lumas noted that she recommends re-enrolling in the program. This topic was addressed with members of the Amity Finance Committee. The guidelines were revised as of July 1<sup>st</sup>, offering no choice but to follow the USDA guidelines. The thought of maintaining control was considered, but the District would lose about \$133,000. This change will impact various a la carte items, such as bagels and soup, which cannot be sold a la carte.

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

*Motion to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2014 through June 30, 2015 (Mr. Browe, 2d Ms. Cohen).*

*Discussion:*

Mr. Stirling questioned whether this would limit the food truck access.

Ms. Lumas said that it would limit access during practice, because practice isn't considered to be an event.

Mr. Browe questioned whether packaged salt is available in the cafeteria.

It was noted that it is not. Candy bars can only be purchased at school events. Currently, no ice cream meets with the guidelines.

Ms. Lumas said that opting out would create a problem because we would lose funding. New revenue to the District will be 10 cents per lunch.

Mr. Dumais said that if a la carte sales are high enough, it will make sense to get out of the program.

*Vote in favor:* Julie Altman, Christopher Browe, Patricia Cardozo, Sue Cohen, Diane Crocco, Steven DeMaio, Rita Gedansky, James Horwitz, Tracey Lane Russo, James Stirling

*Vote opposed:* Thomas Hurley

*Abstain:* none

*Motion passed.*

**c. Discussion and Possible Action on Contracts of \$35,000 or More**

**1. Tennis Court Resurfacing**

A bid was published for the refinishing and repainting at the High School and to repair large cracks and structural damage caused by frost. A bid from Hinding Tennis Courts of West

Haven, Connecticut was for \$42,400. Hinding Tennis Courts has previously done work on our tennis courts in a satisfactory manner. Mr. Saisa recommends that we award the bid to Hinding Tennis Courts of West Haven for the bid price of \$42,400.

*Move to authorize the Director of Finance and Administration to award the contract for tennis courts resurfacing to Hinding Tennis Courts of West Haven, Connecticut, at the bid price of \$42,400 (Ms. Gedansky, 2d Ms. Crocco).*

*Discussion:*

Mr. Browe questioned what will happen if the courts crack next year. The cracks appear to be outside the playing area and none of the areas appear to be uneven.

Mr. Saisa noted that the courts can't be used for doubles. The asphalt is deteriorating and they need to be resurfaced and repainted so that they can be used by both the team and for class time.

Mr. Hurley said that the cracks appear to be pretty severe. Patching the courts doesn't seem to be working well. We need to fix the cause. These courts seem to crack regularly.

Mr. Saisa noted that water and frost have been issues. He is investigating new technologies.

Mr. Browe questioned whether it would be worth trying to cover the courts in the wintertime.

Mr. Saisa said that the frost line went too deep this past winter.

*Vote in favor unanimous.*

*Motion passed.*

**2. HVAC Upgrades at Amity Middle School – Orange Campus**

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor, Controlled Air, Inc. of Branford,

Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

*Move to authorize the Director of Finance and Administration to award the contract for HVAC upgrades at Amity Middle School – Orange Campus to Controlled Air, Inc. of Branford, Connecticut, at the bid price of \$156,261 (Mr. DeMaio, 2d Mr. Stirling).*

*Discussion:*

Mr. Levine noted that this is for the full amount. There is discussion of possibly of going forward with UI, but that decision may come later in the year. The downside is you don't get the benefit retroactively and could be giving up as much as \$35,000. If this is approved now, then the superintendent will look at all aspects and determine whether to do this now or later.

Mr. Browe questioned whether there is a date in mind as to when to move forward.

Mr. Dumais said that if this isn't pursued now, the next meeting is in August. The current system is based on temperature.

Mr. Stirling said that he would vote in favor and we can see if we can use this to negotiate. There are numerous reasons to move forward.

*Vote in favor unanimous.*

*Motion passed.*

**d. Discussion of Monthly Financial Statements**

There were no questions. It was noted that the forecast assumes the full amount for the OPEB is funded this year.

**e. Director of Finance and Administration Approved Transfers Under \$3,000**

There were no questions.

**f. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

In a memo to Mr. Dumais dated June 4, 2014, Mr. Levine recommends budget transfers for over \$3,000.

Oil Used for Heating

Degree days through April 2014 total 4,573 compared to last year's total through April 2013 (3,758). This represents a 22 percent colder winter than the prior year's winter. We need a budget transfer to top off the tanks as we do each year.

*Move to make the following budget transfer to pay for heating oil (Mr. Browe, 2d Mr. Stirling):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5621	Natural Gas	\$18,622	
01-14-2600-5620	Oil Used for Heating		\$9,311
02-14-2600-5620	Oil Used for Heating		\$9,311

*Discussion:* Mr. Levine noted that we will not be putting oil in the tank that we won't need to use.

*Vote in favor unanimous.*

*Motion passed.*

HVAC Upgrades at Amity Middle School – Orange Campus

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor, Controlled Air, Inc. of Branford, Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

*Move to make the following budget transfer of \$112,239 to the Transfer Account for the purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for HVAC upgrades at Amity Middle School – Orange Campus (Mr. Browe, 2d Mr. Stirling):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-12-6130-5510	Pupil Transportation	\$112,239	
05-15-0000-5856	Transfer Account		\$112,239

**g. Discussion and Possible Action on New Funding Requests**

Tennis Courts Resurfacing

This needs to be a priority due to the condition of the tennis courts. The winter weather has made the conditions worse. We published a bid for the refinishing and repainting at the High School and to repair large cracks and structural damage caused by frost. A bid from Hinding Tennis Courts of West Haven, Connecticut was for \$42,400.

*Move to make the following budget transfer of \$42,400 for tennis courts resurfacing (Ms. Cohen, 2d Mr. Stirling):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$42,400	
03-14-2600-5720	Improvements to Sites		\$42,400

*Vote in favor unanimous.*

*Motion passed.*

Field Repairs

The practice football field, field hockey field, and parts of the practice baseball field are deteriorated. We need to re-sod approximately 20,000 square feet to ensure these fields are ready for fall sports practices in August 2014. The quote from our grounds vendor, Sports Turf of Connecticut, to re-sod 20,000 square feet of athletic fields is \$12,500. This needs to be done as soon as spring sports are completed to ensure a safe playing environment for fall sports.

*Move to make the following budget transfer of \$12,500 to the Transfer Account for purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for field repairs at Amity Regional High School (Ms. Russo, 2d Mr. DeMaio):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$12,500	
05-15-0000-5856	Transfer Account		\$12,500

*Vote in favor unanimous.*

*Motion passed.*

HVAC Upgrades at Amity Middle School – Orange Campus

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor,

Controlled Air, Inc. of Branford, Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

*Move to make the following budget transfer of \$44,022 to the Transfer Account for purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for HVAC upgrades at Amity Middle School – Orange Campus (Mr. Hurley, 2d Mr. DeMaio):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$44,022	
05-15-0000-5856	Transfer Account		\$44,022

*Vote in favor unanimous.*

*Motion passed.*

**b. MicroGrid**

There were several meetings of the MicroGrid Committee (May 19, May 22, May 27 and June 4). Ms. Russo provided a report containing all of the pertinent information. The Committee visited a microgrid in Branford and found that the system was quiet and produced no odor. There were no complaints at their high school and the system serves as an educational resource. The unit would pay for itself in a few years and would provide a savings. The Committee is seeking information from the town of Woodbridge, and until we get answers, we don't recommend any further action at this time.

*Move to amend the agenda to add consideration to authorize the Board chairman to implement the recommendation of the MicroGrid Committee and pose the questions raised to the town of Woodbridge (Ms. Russo, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed.*

**c. Policy**

There was no discussion.

*Motion to enter Executive Session at 8:55 p.m. to discussion Personnel matters (Ms. Cohen, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed.*

**d. Personnel**

- a. Executive Session to Discuss:
  - Non-Union Salaries
  - Superintendent Evaluation Protocol
  - Superintendent Contract

The Board returned to session.

b. Possible Action on:

Non-Union Salaries

*Motion to accept the non-union salary adjustments for the 2014-2015 fiscal year as recommended by the Superintendent of Schools (Ms. Cohen, 2d Ms. Crocco).*

*Vote in favor unanimous.*

*Motion passed.*

Superintendent Evaluation Protocol

*Motion to accept the recommendation of Superintendent of Schools to adjust the superintendent evaluation protocol to include an oral midyear evaluation in December 2014 and a formal written evaluation in June 2015 (Ms. Cohen, 2d Mr. Horwitz).*

*Vote in favor unanimous.*

*Motion passed.*

Superintendent Contract

*Motion to authorize the Chairman of the Amity Board of Education to execute a contract with the Superintendent of Schools that extends the length of the agreement to June 30, 2017 (Ms. Russo, 2d Mr. DeMaio).*

*Vote in favor unanimous.*

*Motion passed.*

*Motion to authorize the Chairman of the Amity Board of Education to execute a contract with the Director of Finance and Administration that extends the length of the agreement to June 30, 2017, and incorporate all modifications made to the agreement since 2007 (Mr. Horwitz, 2d Mr. Hurley).*

*Vote in favor unanimous.*

*Motion passed.*

**13. Items for the Next Agenda**

Mr. Blake asked that anyone wanting to add items to the agenda to please contact him.

**14. Adjournment**

*Motion to adjourn the meeting at 9:30 p.m. (Mr. Hurley, 2d Ms. Gedansky).*

*Vote in favor unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,

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Marianne Lippard, recording clerk  
Thomas Hurley, secretary



**References/Attachments:**

- Minutes**      Amity Finance Committee, 5/12/14
- Memos**      Jack B. Levine to Charles S. Dumais (6/3/14) re: Award of Contracts of \$35,000 or More  
Jack B. Levine to Charles S. Dumais (6/4/14) re: New Funding Requests for Fiscal Year  
Jack B. Levine to Charles S. Dumais (6/4/14) re: Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014  
Charles S. Dumais to Amity Finance Committee and Amity Board of Education Members (6/2/14) re: Proposed 2015-2016 Budget Calendar  
Terry Lumas to Charles S. Dumais (5/13/14) re: Participation in the Connecticut Healthy Food Certification Program  
Jack B. Levine to Charles S. Dumais (6/3/14) re: Award of Contracts of \$35,000 or More
- Reports**      Report of the MicroGrid Committee of the Amity Regional Board of Education  
Personnel Report, 6/9/14  
Amity Regional School District No. 5 – Budget Transfers 2013-2014  
Amity Regional School District No. 5 Year-to-Date Budget Report, 6/4/14  
Amity Regional School District No. 5 Revenues and Expenditures for FY 2013-2014
- Misc.**      Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement

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**MINUTES**

**BOARD MEMBERS PRESENT:** William Blake (Chair), Sue Cohen (Vice-Chair), Christopher Browe, Patricia Cardozo, Diane Crocco, Steven DeMaio, Rita Gedansky, John A. Grasso, Jr, James Horwitz, Thomas Hurley, Tracey Lane Russo, James Stirling

**BOARD MEMBERS ABSENT:** Julie Altman

**Also Present:** Charles Dumais (Superintendent), Jack Levine (Director of Finance & Administration) Jim Saisa (Facilities Director)

**Guests:** Roddy Diotalevi (UIL Holdings), Jim Mader (IU), Tracy Babbidge (DEEP), Veronica Szczerkowski (DEEP Program Coordinator), Robert Klee (Commissioner, CT DEEP), Ellen Scalettar (1<sup>st</sup> Selectman, Woodbridge), Al Smith, Esq. (Atty. For Town of Woodbridge), Chris Wester (CT Cost)

A Special Meeting of the Amity Regional Board of Education was held on Tuesday, July 8, 2014, at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** William Blake called the meeting to order at 5:35 PM and the Pledge of Allegiance was recited.
2. **Discussion and Possible Action on Participation in MicroGrid and Consideration of United Illuminating Renewable Energy Offer:**

After introducing new recording secretary, Lisa Turecek, Charles Dumais stated there are still a number of questions that need to be answered in order to put the pieces together and move forward as time is becoming an issue.

The first piece to consider presented earlier on is a MicroGrid that would connect the town buildings in Woodbridge with the high school campus and the original plan for consideration included a MicroTurbine on the campus and a fuel cell somewhere on the town campus that would supply the energy for the grid.

Previously, a number of questions came up about the legal relationship between Amity and the Town of Woodbridge in terms of the MicroGrid agreement regarding Amity's ability to produce its own electricity similarly to Branford High School's microturbine system where the school owned the unit and it was on the property.

Some of the concerns by the sub-committee were: the ability to use heat load of the building as opposed to just evaluating the electrical load; environmental impacts concerning system exhaust and sound level and location and space considerations for a location on campus.

UI is involved with a DPUC mandate to install 10 megawatts of class 1 renewable energy projects in their service territory. To date they have identified 7.8 megawatts and need to supply an additional 2.2 megawatts of renewable capacity. UI's proposal to Amity and Woodbridge is to provide a 2.2 megawatt fuel cell on the Amity campus with an option for the High School to capture the waste heat for possible heating and cooling use.

Amity would participate in the Microgrid and the fuel cell would supply electricity during an emergency in an island mode to Woodbridge town offices and the High School. This allows the high school as a disaster response shelter. Outside of an emergency it would produce electricity that would feed the grid and supply electricity to the grid.

The other advantage through UIL Holdings would be an opportunity to have gas installed at the Orange Middle School as part of the project.

The savings would include the installation of gas and potential products from participating in the program.

***Discussions on Why the MicroGrid Project Would Be Worthwhile:***

Veronica Szczerkowski from DEEP pointed out hardening the infrastructure for resiliency in the state is a state top priority and used reminders about Hurricane Sandy and how vulnerable communities can be.

Mr. Dumais' recommendation is to consider participating in the Microgrid with power being supplied by UI, indicating there would be no cost for the installation of the unit and no change in the way energy is currently being processed which relieves the concern of getting into a 15-20 year power purchase agreement and not understanding the impact. The environmental impact aside from water vapor is less than it would be for the Microturbines.

Ms. Russo questioned the cost estimates (of adding equipment to capture the exhaust heat) and that cost of that system as the Board has not actually seen any documentation on it and is concerned about the size and what the fuel cell installation will look and sound like on campus since the Board has not seen one. What made the system attractive in the first place was the exhaust heat system. She doesn't feel the high school is in a situation where they have tons of power outages and can't function. She was also reluctant to have to make a decision within UI's time frame.

Mr. Blake believes pertinent questions have been answered, acknowledged the imperfections but with his understanding believes they have enough information to move forward.

Mr. Dumais says they are waiting on UI for an answer on the amount of heat from the heat exhaust unit and the heat load of the building. If exhaust heat was not used there would be no cost. So moving forward with absorbing that heat for the building would be based upon how effective it would be pricewise to do so.

Mr. Stirling thinks without the exhaust heat recaptured and the decrease in heating & cooling costs there is no financial value to the District.

Mr. DeMaio stated the Board's original concerns have been eliminated and the Board microgrid subcommittee has done it's homework regarding Branford, whom are generating their own energy saving potentially \$200,000 per year. He believes since UI became involved it poses less risk however he would also like to understand the upfront cost in capturing the heat and what the potential risks verses benefits there would be because the Board has to provide answers for its three towns.

Mr. Hurley wanted to know what technology UI is proposing to build into the project to assure the grid connect/disconnect/reconnect will not impair Amity Systems or the microgrid.

James Mader explained that they have applied for a grant and have some of the best minds in the country working on it as well.

Roddy Diotalevi explained that every emergency generator senses a loss of power. It's a lot more technical than that but certainly not a pie in the sky. He mentioned the reliability of his home generator and that our state has a MicroGrid funding program and a 3 million dollar grant to Woodbridge to create that series of trips and transfers on a larger scale.

Mr. Hurley asked what legal impact and what kind of permission does the District need to add a heat transfer unit onto the fuel cell because it's not ours. He also stated it should be our decision whether to install the heat transfer equipment and that the Board would expect that UI will provide any technical assistance required by UI for such an installation on their equipment and the necessary approvals to do so. To have the right to do it needs to be part of this agreement. He believes it needs to be followed up on to make sure it is part of our agreement with UI and that this agreement be upfront in the process.

Roddy Diotalevi said he would leave the legal work to the lawyers and an agreement can be worked out between the parties. He believes a cost benefit analysis is needed to show the savings realized.

Mr. Blake believes as long as the parties agree the lawyers can do anything.

Mr. Browe was reminded of the incident this last year where one of three schools in Orange were damaged to the point where those students went to the other two schools. If something were to similarly happen here, we would have part of the school system still operating. Secondly there is a cost savings regardless of what we do. We'll have a hot spring in the backyard that can be tapped into. He would like to give UI a nod in the right direction and let them know we are interested in this. This removes all the risk from getting an independent generation contractor and getting multiple bids coming in from companies that we don't know anything about. We know UI. They're going to take care of the system for us and were going to get the benefit of the heat from it...If we so choose to do so.

1<sup>st</sup> selectman, Ellen Scalettar, believes the important benefits are reliability and cleaner energy. She had hoped it would also provide savings.

Mr. Blake followed up indicating that one of the previous concerns of what would happen with an independent contractor as opposed to UI. Now that UI is involved a whole variety of "what if's" is eliminated. They own it, they take care of it and we all benefit.

### ***RFP Discussion***

Mr. Stirling feels rushed by UI's deadline and would still like to review the RFP process and other options.

Pat Cardozo questioned whether we want to enter an RFP with the Town of Woodbridge. Mr. Blake interjected that Mr. Dumais recommendation was that we not go forward with that option because it exposes us to the uncertainty of getting a power provider, what it will cost and how reliable the solution provider is going to be. They will have to recoup their costs of all that equipment in their rates. Also gas turbines are more polluting than the fuel cells. The proposal is not to consider going into an RFP with Woodbridge concerning a power provider agreement, but whether to consider UI's renewable energy offer.

Ms. Russo is confused that the recommendations and options keep changing making her uncomfortable. She wants more proof of what they would save and would like to know if there are any other options the state could look at. She is also concerned with about the size without having seen one. She feels rushed and doesn't want to have to decide today. Mr. Browe answered they have pictures from the one in Hartford and numbers from the email from Jeff and there are guaranteed savings and without deciding today they lose the option of UI's involvement.

1<sup>st</sup> Selectman Ellen Scalettar reminded the Board they have a three million dollar grant with a timeline and it's not like we can wait six months. Unless we make a decision then we won't have that grant. From The Town's point of view it's a great opportunity and the options are reasonable and would hate to lose this.

There was a discussion of giving UI the ability to look at it if questions posed tonight were answered.

Mr. Hurley stated we should not be in the power generation business because it's not something we're good at. He's not sure Amity has the technological base here to have our facilities people know everything they need to which is why we have to have contracts and questions answered if we intend to generate electricity as a district. There are companies that look good but 5 years later are nowhere to be seen. It seems right now we're going to get savings, but in 15-20 years time, this is cloudy. It's in everybody's interest to make this succeed. His concerns are the legal implications and getting it in writing. He believes it has more win wins in the long run and makes sense to go forward with UI's proposal.

Mr. Dumais' recommendation remains the same, though acknowledges there is inherited ambiguity associated with innovation where some of the details will not be known. If we agree that participating in the micro grid has value and an energy solution that is reliable and offers the District a number of opportunities, than a decision to move forward has a lot of benefits.

Mr. Saisa was asked to share on what he understands about the project. He stated that once UI settles on what they're going to put there, then he needs to look at the BTU's that would be coming out of it and our existing infrastructure which would then give us our construction cost. There would be two different options, the heat exchanger which would be used in the winter or a more expensive option that Branford has that would be used to cool in the summer. The costs would need to be analyzed to know the payback and savings year long.

#### ***Discussion Of The Preparation In The Event Of An Emergency***

Veronica Szczerkowski shared on The State's interest and believes in checklist's to eliminate the risks and make sure reliability is there are available. The biggest problems are the things we're not prepared for. Robert Klee shared The State's interest in having islands where people can get relief when outages happen. He also stated that when the community was out of power for a couple of weeks, that was where the true value comes into this.

It was also brought up that Amity High School is a public health emergency center. Mr. Stirling wanted to know that if they put the 3 million into the project, would there be any obligation beyond their community to provide emergency services from The State's perspective. Veronica Szczerkowski's answer was there is no obligation.

#### ***Questions From The Board and Answers From Guests***

It was asked of The State, how many microgrids throughout the state is The State funding and if New Haven has a MicroGrid. Roddy Diotalevi indicated the Microgrid is a pilot project and we are the first in the nation to do that and everyone wants their projects to succeed. The approach is to bring people and resources together to make it work in a way that is comfortable and respectful. New Haven does not have a microgrid.

It was asked what the square footage and the location of the unit would be on campus. Also pertaining to this same issue was how close to the school it would be and if it would interfere with parking. James Mader answered it would either be ½ the size of a tennis court or full size of a tennis court and described it as being a box with a stack. Jim Saisa explained the equipment that is not being used where the generators are, will be removed, and it will go there. James Mader is reasonably confident the fuel cells can go there.

Mr. Blake asked what UI would need from them to move forward.

James Mader said he thinks they need a general commitment that they would partner with them and The State and that it would be your intent to move forward with the project.

Mr. Hurley was concerned that the site proposed has had water issues in the past and that UI would have to look at that a little closer. James Mader stated there would be an analysis done.

Mr. Stirling asked if putting a MicroGrid in would make us a high priority "get the power back on" area. James Mader explained that the town will determine where the top ten restoration priorities are.

Mr. Blake interrupted stating the questions are way beyond the scope of our responsibility and to The State's statute. We're having a hard time coming to an agreement on whether to move forward on this project. He is convinced that the power provider arrangement is not in our best interest and is more comfortable with the idea of UI owning and operating a fuel cell than with an entity that's created for the specific purpose of entering into a power provider agreement.

Mr. DeMaio wanted to know if we go forward with this MicroGrid project and in 3-5 years solar power becomes the way of the future, could we go solar? It was answered that we could go 100 percent solar and still generate power with the fuel cell system and still get the benefit of the heat. Mr. DeMaio wondered if the generator they currently have could be moved to Bethany. Mr. Saisa answered that that generator is going to be obsolete when this project completes and that we could use it elsewhere.

Ms. Russo asked if there were any grants available from the DEEP that would defray the cost of the heat exchange system. Tracy Babbidge indicated that's something that could be followed up on and Roddy Diotalevi indicated there might be an incentive program to be looked into.

Ms. Russo asked UI if there would be an opportunity to decline the contract, once the site plan is seen, if they were to make a commitment. For example "if it has to go in front of the school."

Mr. Mader believes The Commissioner said it best by saying if both parties have an intent to move forward, the lawyers can work out anything. "We need to have intent to partner with us and The State to try to see this through".

***Motion to give the good faith support of the Amity Board to partner with Woodbridge and UI as a electrical provider in order to develop the engineering plans and subsequent agreements needed to go forth with the MicroGrid project in line with our educational mission.***

*Christopher Browe, 2<sup>nd</sup> Steven Demaio*

*No vote made*

Mr. Blake asked if the motion met the needs of all parties involved.

*The board discussed the motion and concerns were reiterated.*

Clarification was made as to the parties involved being the Town of Woodbridge and the State of Connecticut.

**Motion to Amend the motion for the Board of Amity to enter into good faith negotiations with UI and to cooperate fully with UI and the Town of Woodbridge regarding the development of the micro grid project with the right to reject it depending upon the final siting of the fuel cell and the heat capture.**  
Tracy Lane Russo 2<sup>nd</sup> Christopher Browe

*Discussion and concerns reiterated.*

Mr. Blake wanted to make sure everyone is on board with the motion.

**Motion: We are going to vote on the motion to cooperate fully with UI and the Town of Woodbridge in installing the MicroGrid project with the right to reject, based on the site location and the location of heat recapture equipment. (William Blake)**

The board discussed the motion on the floor.

Mr. Blake asked UI if the amended motion was okay with them to move forward.

James Mader said "it is" and will take that back and start working on an agreement and start making the appropriate filings to move the project along. Mr. Blake also asked 1<sup>st</sup> selectman, Ellen Scalettar, whom also said "it is" as well as Robert Klee (Commissioner of DEEP) who also agreed to the amendment.

**All voted in favor of the amendment. The vote was then called on the amended motion with one abstention.**

*None opposed*

*Abstained, Susan Cohen*

**Motion to make the Superintendent and the Board Chair as the Board's contacts in these good faith negotiations the Board just voted on.**

Thomas Hurley, 2<sup>nd</sup> Steven DeMaio

*All voted in favor of the motion*

*None opposed*

**3. Adjournment: Steven DeMaio, 2<sup>nd</sup> Thomas Hurley**

*Motion passed*

The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Lisa Turecek  
Recording Clerk

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



Dr. E. Marie McPadden  
Director of Curriculum & Staff Development

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**Revisions to the Amity Regional School District Teacher Evaluation and Development Model**

On July 29, 2014, the Connecticut State Department of Education accepted and approved revisions to the Amity Regional School District Teacher Evaluation and Development Model. Changes to the plan are outlined below:

**1) Standardized State Tests (p.12)**

For the 2014-15 academic year, the required use of state test data has been suspended. Academic growth and development used as evidence of whether goals/objectives are met shall not be determined by a single, isolated standardized test score, but shall be determined through the comparison of data across assessments.

**2) Connecticut Common Core of Teaching (CCT) Rubric for Effective Teaching 2014 (pp. 5, 18-19)**

The 2014 revised CCT rubric will be used in determining effective teaching practice for educators in four domains that include: Classroom Environment, Student Engagement and Commitment to Learning; Planning for Active Learning; Instruction for Active Learning; and Professional Responsibilities and Educator Leadership. The CCT will include a four-level rating scale with the following labels: Exemplary, Proficient, Developing, and Below Standard.

**3) Observation Cycle (p.20)**

Beginning in 2014-15, tenured teachers rated Proficient or Exemplary will participate in a three-year observation cycle. Teachers in Year One, Cycle (A) will receive one formal observation (based on the individual teacher's decision, this observation shall be announced or unannounced) and five informal observations. Teachers in Year One, Cycle (B) and in Year One, Cycle (C) will receive five informal observations. All teachers in the observation cycle will also be observed for one non-classroom review of practice per SDE Guidelines. All interactions with teachers that are relevant to their instructional practice and professional conduct may contribute to their performance evaluations as defined under Non-Classroom Reviews of Practice on page 22 of the Plan.

There are no changes to observations for non-tenured teachers and/or tenured teachers in Developing or Below Standard.



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



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*Charles S. Dumais*  
*Superintendent of Schools*

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August 11, 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)**

Nicole Raiola – Reading Teacher/Content Leader – Received her BA in Psychology and her BS in Elementary Ed from SCSU; her MA in Remedial Reading & Remedial Language Arts and her 6<sup>th</sup> Yr Degree in Educational Leadership from SCSU. Nicole is an Amity graduate.

Cara McConnell – Library/Media Specialist – Received her BA and MA in Information and Library Science at Southern Connecticut State University.

Benjamin Francois – Physics Teacher – Was a Chemical Engineering major at CONN. He recently completed his student teaching at Wolcott High School and received his BA in secondary education from SCSU. Ben is an Amity graduate.

Edward Rostowsky, Jr. – Technology Teacher – Attended Rhode Island College obtaining his BS in Technology Education. He received his MS and certification in Technology Education thru the teaching program at Central Connecticut State University. Ed is an Amity graduate.

Mohamedou Moustapha – French Teacher – Received his BA (from Nouakchott University) and MA (University of Nouakchott) in Contemporary Literature (with a specialization in French) in Mauritania, West Africa.

Laura Hamilton – Latin Teacher – Attended Skidmore College receiving her BA in the Classics, with a minor in History. She attended Sacred Heart University for her MA in teaching.

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

Allyson Wuerth – English Teacher – Received her BA in English from SCSU (Specializing in Creative Writing). She received her MA in Writing from the University of Pittsburgh. She returned to SCSU to complete the educational program for certification.

Sophie Zhou – Mandarin Teacher – P/T (.60) – Pending

Noel Luth – Security Guard – Mr. Luth is a retired officer from the Orange PD coming to Amity with 20 years of experience.

**Amity Reg. Middle School – Bethany**

Keith Smolinski – Grade 7 Science – Received his BS in Biology and his MA/teaching certification in Educational Technology from Sacred Heart University. He attended Walden University in Minnesota to complete his MS in Education – Curriculum, Instruction and Assessment, and his EdD in Teacher Leadership.

**Amity Reg. Middle Schools – Orange**

Kimberly Vigil – Spanish Teacher – Attended SCSU for her BS in Spanish. She went on to Central Connecticut State University for her MA in Spanish. Mr. Vigil attended UCONN for her teaching certification for Spanish. She received her 6<sup>th</sup> Year Certification from Sacred Heart University.

Aleisha Zawadski – Special Education Teacher – Received her BS in Elementary Education (dual major: Communications) and her MA in Special Education from Keene State College. Aleisha is an Amity graduate.

**Amity Reg. Middle School – Bethany/Orange**

Cory Rubeck – Travel – Speech & Language Pathologist – Received his BA in Communication Sciences from UCONN and his MS in Speech Language Pathology from Florida State University.

**Coaches:**

**Amity Reg. High School – Woodbridge: NONE**

**Amity Reg. Middle Schools – Bethany / Orange:**

Diana DiGangi – Middle School Girls' Basketball – Orange Campus

**Leaves of Absence:**

Elizabeth Smolinski – Art – Amity Reg. High School (Short-term)

Jacqueline Valenzuela – Video Production – Amity Reg. High School (Short-term)

**Resignation(s):**

Mia Malafronte – Asst. Varsity Girls' Volleyball – Amity Reg. High School

Jessica Belden – Asst. Girls' Indoor Track and Varsity Girls' Track

Gale Morse – Teacher – Math – Amity Reg. High School

Eric Richard – Teacher – Technology/Industrial Arts – Amity Reg. High School

Lindsey Castano – Paraprofessional – Amity Reg. High School

Alison Grasson – Teacher – English – Amity Reg. High School

Laura Ciesla – Teacher – Math – Amity Reg. High School

Kevin Donovan – Asst. Varsity Boys' Lacrosse – Amity Reg. High School

Donald Brechlin – Teacher – Math – Amity Reg. High School

**Retirement(s):**

Ellen Quintin – Teacher – Spanish – Amity Reg. Middle School – Bethany Campus

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 Financial and Administration  
Re: Recommended Uses of 2013-2014 Year End Available Funds  
Date: August 6, 2014

The purpose of this memorandum is to recommend uses of 2013-2014 year end available funds.

**Fixed Asset Accounting Module**

**\$ 30,012**

The District purchased a fixed asset accounting program (FAMP) in 2007. FAMP was designed as a 32bit program for 32bit operating system. With the new installations being 64bit, FAMP will no longer work on these systems. We have been trying to run FAMP on 64 bit systems with different setups but it does not work. We had left this out of the proposed 2014-2015 budget in hopes of using FAMP for one more year. However, this is no longer a viable option.

We need to complete a physical inventory. We cannot use the current scanners, because they are no longer supported. FAMP has its limitations and it would be extremely helpful to upgrade to a new system. The purchase price of the MUNIS fixed asset module is \$30,012, including software, installation, training, support, conversion, and scanning device. The recurring annual fees would be \$1,782.

**Amity Regional High School Cooling Tower Refurbishment**

**\$ 85,793**

Facilities Director Jim Saisa reports, "The cooling tower at Amity Regional High School is approaching eight years old and in need of some preventive service. Since its installation, we have maintained an aggressive preventive maintenance schedule and chemical treatment plan. During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. We had the manufacturer's representative from Marley come to evaluate the tower and make recommendations based on manufacturer's standards. The hot water distribution basins and associated parts, the PVC fill media and associated parts, lip and pinion seals on the gear drives and other parts that normally wear due to corrosion are in need of replacement to bring the tower back to new condition and enable it to operate at peak efficiency. The cooling tower needs to operate at its peak efficiency to assure we provide the thermal comfort to the building occupants."

**Conversion to Natural Gas at Amity Middle School – Orange Campus           \$ 55,265**

Facilities Director Jim Saisa states, “The potential exists to have natural gas run to the Amity Middle School – Orange Campus. In order to take advantage of the natural gas, our boilers and hot water boiler would need to be converted from oil burning to natural gas burning. We bid the conversion of our current burners from oil to natural gas with all associated piping work included. There was a mandatory pre-bid meeting on May 13, 2014. Seven vendors attended the pre-bid meeting. The bids were opened on May 30, 2014, and two vendors submitted bids. Bids ranged from \$55,265 to \$69,093. The low bid was from A.R. Fonda Mechanical Services of West Haven, Connecticut. We have not done business with them, but one of their references is Orange Board of Education for the exact same type of project. I spoke to Mike Luzzi, Orange Facilities Director, and he raved about the work that A.R. Fonda Mechanical Services did on their job. They use A.R. Fonda Mechanical Services for all of their HVAC work and are extremely satisfied with their work. If the gas line project moves forward, I recommend we award the bid to A.R. Fonda Mechanical Services for the total cost of \$55,265.”

**Engineering Study for Fuel Cell Waste Heat Use  
at Amity Regional High School**

**\$ 57,950**

Facilities Director Jim Saisa reported, “If the UI fuel cell project at Amity High School goes through, we will have an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the high school at much cheaper rates than we currently pay. To accomplish this it is our responsibility to put infrastructure in place to convert the waste heat to usable btu's. The first step is to hire an engineering firm to study the project and draw up plans and bid specifications. This will entail looking at our current usages of gas and electricity and determine our heating and cooling loads. It will also entail looking at the amount of waste heat generated by the fuel cell (once UI has identified a manufacturer and model). The engineering firm will then identify the appropriate heat exchanger and/or absorption chiller that will maximize use of the waste heat to heat and cool our building. The firm will also plan and specify appropriate piping configurations, controls, sequences of operation, and all mechanical and electrical needs. They will provide us a set of plans and specifications that are bid ready should the UI fuel cell plan come to fruition. In addition they will provide cost savings estimates and an estimate of how many years the payback in energy savings will be.”

Bill Donald, Manager of Commissioning Services, vanZelm Engineers, provided a quote of \$54,950. The general proposed scope of services will include a study phase, design phase and construction administration. In addition, an allowance of \$3,000 is recommended for the engagement of a Civil or Structural Engineer.

Facilities Director Jim Saisa stated, "An analysis will be done by the UI engineering team to determine rough utility savings that could be achieved if we were to design and install HVAC equipment that would take advantage of the waste heat expelled by the fuel cell. If the fuel cell project is approved and moved forward, the rough estimate can be used to help determine the financial feasibility of hiring vanZelm Engineering to do a thorough engineering study and bid specification preparation of the necessary equipment to accomplish using the waste heat from the fuel cell to heat and cool our building. We can further use the information to determine an estimated payback on investment once the additional equipment is specified and a construction estimate is obtained."

**Asphalt Sealing and Crack Repair at Amity Regional High School \$ 25,000**

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.

**Self-Insurance Reserve Fund**

The unaudited Self-Insurance Reserve Fund Balance on June 30, 2014, is approximately \$231,000, or 5.5 percent of claims. Based on the 2014-2015 Budget, the reserve balance as a percent of claims would drop to 2.6 percent on June 30, 2015. This is an unacceptably low reserve balance.

The primary reasons for the lower than budgeted Self-Insurance Reserve Fund Balance were higher claims and lower premiums from employees and retirees. The unfavorable variance for claims can be partially explained by budgeting \$200,000 less than the expected claims projected by Anthem. The employees and retirees premium shares were budgeted based on the initial premiums provided by Anthem which were lowered.

**Medical and Dental Insurance  
 2013-2014**

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Claims	\$4,187,766	\$3,836,992	\$350,774 UNF
Fees (Insurance, Network Access)	\$666,387	\$716,897	(\$50,510) FAV
Board Share of HDHP/VRIP	\$303,941	\$301,710	\$2,231 UNF
<b>Subtotal</b>	<b>\$5,158,094</b>	<b>\$4,855,599</b>	<b>\$302,495 UNF</b>
Employees & Retirees Premiums	(\$1,195,708)	(\$1,405,000)	\$209,292 UNF
Grant Payments	(\$50,195)	(\$49,079)	(\$1,116) FAV
<b>Net Expenditures</b>	<b>\$3,912,191</b>	<b>\$3,401,520</b>	<b>\$510,671 UNF</b>

*Note: Claims do NOT include Incurred But Not Reported as of June 30<sup>th</sup>. These will be included in the audited financial statements. For budget purposes, these claims (totaling \$229,923) are shown as incurring in July 2014.*

### Self-Insurance Reserve Fund Balance

#### Scenario #1: No Year End Budget Transfers:

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Balance, June 30, 2013	\$614,535	\$614,535	\$0 FAV
OPEB Transfer	\$127,378 A	\$0	\$127,378 FAV
Net Expenditures Over Budget	(\$510,671)	\$140,289	(\$650,960) UNF
Balance, June 30, 2014	\$231,242	\$754,824	(\$523,582) UNF
Reserves as Percent of Claims	5.5%	19.7%	(14.2%) UNF

*Note A: Funds were transferred from the OPEB Trust Fund into the Self-Insurance Reserve Fund for Voluntary Retirement Incentive Program payouts. This was the final year of the program.*

DESCRIPTION	PROJECTION	BUDGET	VARIANCE \$
Balance, June 30, 2015	\$114,280	\$637,862	(\$523,582) UNF
Reserves as Percent of Claims	2.6%	14.5%	(11.9%) UNF

#### Scenario #2: Transfer Yearend Funds:

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Before Balance, June 30, 2014	\$231,242	\$754,824	(\$523,582) UNF
Yearend Available Funds Trsf.	\$506,955	\$0	\$506,955 FAV
After Balance, June 30, 2014	\$738,197	\$754,824	(\$16,627) UNF
Reserves as Percent of Claims	17.6%	19.7%	(2.1%) UNF

DESCRIPTION	PROJECTION	BUDGET	VARIANCE \$
Balance, June 30, 2015	\$621,235	\$637,862	(\$16,627) UNF
Reserves as Percent of Claims	14.2%	14.5%	(0.3%) UNF

**Recommended Scenario #3: Transfer Yearend Funds and OPEB Trust Budget:**

Due to the unacceptably low reserve balance, I recommend transferring the OPEB Trust budget of \$166,767 into the Self-Insurance Reserve Fund. If this is not done, we run the risk of not having sufficient funds to pay claims of current employees. Furthermore, if claims are lower than expected, the Board can always transfer funds from the Medical & Dental Insurance account into the OPEB Trust Fund. However, the Board cannot take funds from the OPEB Trust to pay claims of current employees.

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
<b>Before Balance, June 30, 2014</b>	<b>\$231,242</b>	<b>\$754,824</b>	<b>(\$523,582) UNF</b>
Yearend Available Funds Trsf.	\$506,955	\$0	\$506,955 FAV
Transfer OPEB Trust Budget	\$166,767	\$0	\$166,767 FAV
<b>After Balance, June 30, 2014</b>	<b>\$904,964</b>	<b>\$754,824</b>	<b>\$150,140 FAV</b>
<b>Reserves as Percent of Claims</b>	<b>21.6%</b>	<b>19.7%</b>	<b>1.9% FAV</b>

DESCRIPTION	PROJECTION	BUDGET	VARIANCE \$
<b>Balance, June 30, 2015</b>	<b>\$788,002</b>	<b>\$637,862</b>	<b>\$150,140 FAV</b>
<b>Reserves as Percent of Claims</b>	<b>18.0% B</b>	<b>14.5%</b>	<b>3.5% FAV</b>

*Note B: The reserves as a percent of budgeted claims of \$4,387,885 in 2014-2015 should be about 25 percent. This equates to a reserve balance of approximately \$1,097,000.*

**Summary**

**Scenario #1: No Year End Budget Transfers will leave a balance in the Self-Insurance Reserve Fund of approximately \$114,000, or 2.6 percent as a percent of claims on June 30, 2015.**

**Scenario #2: Transfer of about \$506,955 of yearend available funds will leave a balance in the Self-Insurance Reserve Fund of approximately \$621,000, or 14.2 percent as a percent of claims on June 30, 2015.**

**Scenario #3: Transfer of about \$506,955 of yearend available funds and \$166,767 from the OPEB Trust budget will leave a balance in the Self-Insurance Reserve Fund of approximately \$788,000, or 18.0 percent as a percent of claims on June 30, 2015.**

**The recommended target is 25.0 percent of claims. Based on 2015-2016 budgeted claims, the reserve balance should be \$1,097,000 by June 30, 2015.**



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



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

**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 of More  
Date: August 7, 2014

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

**Fixed Asset Accounting Module:**

The District purchased a fixed asset accounting program (FAMP) in 2007. FAMP was designed as a 32bit program for 32bit operating system. With the new installations being 64bit, FAMP will no longer work on these systems. We have been trying to run FAMP on 64 bit systems with different setups but it does not work. We had left this out of the proposed 2014-2015 budget in hopes of using FAMP for one more year. However, this is no longer a viable option.

We need to complete a physical inventory. We cannot use the current scanners, because they are no longer supported. FAMP has its limitations and it would be extremely helpful to upgrade to a new system. The purchase price of the MUNIS fixed asset module is \$30,012, including software, installation, training, support, conversion, and scanning device. The recurring annual fees would be \$1,782.

This total cost of the on-going contract will exceed \$35,000. Furthermore, the Board is being asked to waive the bidding requirements as we would like to treat this as a sole source vendor. We are adding a module to the MUNIS Financial Reporting System rather than purchase a different software system.

***Motion: Move 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.***

**Amity Regional High School Cooling Tower Refurbishment:**

Facilities Director Jim Saisa reports, "The cooling tower at Amity Regional High School is approaching eight years old and in need of some preventive service. Since its installation, we have maintained an aggressive preventive maintenance schedule and chemical treatment plan. During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. We had the manufacturer's representative from Marley come to evaluate the tower and make recommendations based on manufacturer's standards. The hot water distribution basins and associated parts, the PVC fill media and associated parts, lip and pinion seals on the gear drives and other parts that normally wear due to corrosion are in need of replacement to bring the tower back to new condition and enable it to operate at peak efficiency. The cooling tower needs to operate at its peak efficiency to assure we provide the thermal comfort to the building occupants. The cooling tower needs to operate at its peak efficiency to assure we provide the thermal comfort to the building occupants."

This project was bid. There were 3 bidders. The bid prices ranged from \$85,793.00 to \$99,000.00. Facilities Director Jim Saisa recommends awarding the bid to All State Construction, Inc. of Farmington, Connecticut, at the bid price of \$85,793.00.

***Motion: Move 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 price of \$85,793.00.***

**Conversion to Natural Gas at Amity Middle School – Orange Campus:**

Facilities Director Jim Saisa states, "The potential exists to have natural gas run to the Amity Middle School – Orange Campus. In order to take advantage of the natural gas, our boilers and hot water boiler would need to be converted from oil burning to natural gas burning. We bid the conversion of our current burners from oil to natural gas with all associated piping work included. There was a mandatory pre-bid meeting on May 13, 2014. Seven vendors attended the pre-bid meeting. The bids were opened on May 30, 2014, and two vendors submitted bids. Bids ranged from \$55,265 to \$69,093. The low bid was from A.R. Fonda Mechanical Services of West Haven, Connecticut. We have not done business with them, but one of their references is Orange Board of Education for the exact same type of project. I spoke to Mike Luzzi, Orange Facilities Director, and he raved about the work that A.R. Fonda Mechanical Services did on their job. They use A.R. Fonda Mechanical Services for all of their HVAC work and are extremely satisfied with their work. If the gas line project moves forward, I recommend we award the bid to A.R. Fonda Mechanical Services for the total cost of \$55,265."

***Motion: Move 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 \$55,265.00 subject to the gas line project moving forward and the gas line being installed with the Board’s approval.***

**Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School:**

Facilities Director Jim Saisa reported, “If the UI fuel cell project at Amity High School goes through, we will have an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the high school at much cheaper rates than we currently pay. To accomplish this it is our responsibility to put infrastructure in place to convert the waste heat to usable btu's. The first step is to hire an engineering firm to study the project and draw up plans and bid specifications. This will entail looking at our current usages of gas and electricity and determine our heating and cooling loads. It will also entail looking at the amount of waste heat generated by the fuel cell (once UI has identified a manufacturer and model). The engineering firm will then identify the appropriate heat exchanger and/or absorption chiller that will maximize use of the waste heat to heat and cool our building. The firm will also plan and specify appropriate piping configurations, controls, sequences of operation, and all mechanical and electrical needs. They will provide us a set of plans and specifications that are bid ready should the UI fuel cell plan come to fruition. In addition they will provide cost savings estimates and an estimate of how many years the payback in energy savings will be.”

Bill Donald, Manager of Commissioning Services, vanZelm Engineers, provided a quote of \$54,950. The general proposed scope of services will include a study phase, design phase and construction administration. In addition, an allowance of \$3,000 is recommended for the engagement of a Civil or Structural Engineer.

The engineering firm is currently working on ‘ball park’ figures for construction, savings and payback.

***Motion: Move 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.***

**Athletic Training Contract:**

The District hires the services of a firm to provide an Athletic Trainer. Rehabilitation Associates, Inc. has been providing the Athletic Trainer with 'general liability and professional liability insurance for its services, including specifically all services of a certified athletic trainer' for a number of years. We have been very satisfied with the performance of the Athletic Trainer provided by Rehabilitation Associates, Inc.

The last contract was signed by Interim Superintendent Michael R. Nast for the 2002-2003 academic year. There is an automatic renewal clause in the contract unless either party cancels the agreement by giving 30 days-advanced written notice.

The proposed 2014-2015 contract changes the automatic renewal clause to "Either party may cancel the renewal process by providing 30 days-advanced written notice." The Board will be asked to vote on the Athletic Training Contract each year no later than May of each year so the 30-days-advance written notice can be provided if and when the Board decides to terminate the contract.

This expense is in the 2014-2015 budget.

***Motion: Move 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.***

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 ACTUAL	2013-2014 BUDGET	MAY '14 FORECAST	CHANGE INCR./((DECR.)	JUN '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
2	OTHER REVENUE	234,264	218,032	283,058	3,322	286,380	68,348	FAV
3	OTHER STATE GRANTS	765,300	876,597	994,358	0	994,358	117,761	FAV
4	MISCELLANEOUS INCOME	406,782	56,000	32,087	2,106	34,193	(21,807)	UNF
5	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
6	<b>TOTAL REVENUES</b>	<b>43,319,913</b>	<b>44,478,455</b>	<b>44,637,329</b>	<b>5,428</b>	<b>44,642,757</b>	<b>164,302</b>	<b>FAV</b>
7	SALARIES	22,915,703	23,516,038	23,274,031	(114,922)	23,159,109	(356,929)	FAV
8	BENEFITS	5,114,613	5,256,101	5,232,174	495,120	5,727,294	471,193	UNF
9	PURCHASED SERVICES	6,111,199	6,974,367	6,563,060	(85,305)	6,477,755	(496,612)	FAV
10	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
11	SUPPLIES (INCLUDING UTILITIES)	2,945,495	3,096,685	3,154,518	(16,639)	3,137,879	41,194	UNF
12	EQUIPMENT	154,864	324,479	351,498	4,079	355,577	31,098	UNF
13	IMPROVEMENTS / CONTINGENCY	57,696	247,006	126,896	(2,682)	124,214	(122,792)	FAV
14	DUES AND FEES	113,989	150,100	150,100	(31,736)	118,364	(31,736)	FAV
15	TRANSFER ACCOUNT	177,494	0	168,761	254,020	422,781	422,781	UNF
16	ESTIMATED UNSPENT BUDGETS	0	0	(50,000)	50,000	0	0	FAV
17	<b>TOTAL EXPENDITURES</b>	<b>43,060,248</b>	<b>44,478,455</b>	<b>43,887,482</b>	<b>551,935</b>	<b>44,439,417</b>	<b>(39,038)</b>	<b>FAV</b>
18	<b>SUBTOTAL</b>	<b>259,665</b>	<b>0</b>	<b>749,847</b>	<b>(546,507)</b>	<b>203,340</b>	<b>203,340</b>	<b>FAV</b>
19	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	37,255	0	63,000	(340)	62,660	62,660	FAV
20	PLUS: RECORDING OF ERRP FROM PRIOR YEAR	64,034	0	0	0	0	0	FAV
21	PLUS: RECORDING OF BOND PREMIUM PROCEEDS	35,000	0	0	0	0	0	FAV
22	PLUS: AUDIT ADJUSTMENT FROM PRIOR YEAR	2,331	0	0	0	0	0	FAV
23	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:							
24	LESS: ASSIGNED TO NEXT YEAR'S BUDGET	0	0	(266,000)	0	(266,000)	(266,000)	UNF
26	<b>NET BALANCE / (DEFICIT)</b>	<b>398,285</b>	<b>0</b>	<b>546,847</b>	<b>(546,847)</b>	<b>0</b>	<b>0</b>	<b>FAV</b>

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

**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2012-2013 ACTUAL	2013-2014 BUDGET	MAY '14 FORECAST	CHANGE INCR./(DECR.)	JUN '14 FORECAST	VARIANCE OVER/(UNDER)	
1	BETHANY ALLOCATION	8,583,949	8,670,180	8,670,180	0	8,670,180	0	FAV
2	ORANGE ALLOCATION	20,669,164	21,602,772	21,602,772	0	21,602,772	0	FAV
3	WOODBRIIDGE ALLOCATION	12,374,107	12,987,101	12,987,101	0	12,987,101	0	FAV
4	MEMBER TOWN ALLOCATIONS	41,627,220	43,260,053	43,260,053	0	43,260,053	0	FAV
5	ADULT EDUCATION	2,990	2,936	3,286	0	3,286	350	FAV
6	PARKING INCOME	31,562	30,000	31,593	513	32,106	2,106	FAV
7	INVESTMENT INCOME	358	1,500	1,250	(52)	1,198	(302)	UNF
8	ATHLETICS	22,372	23,500	33,644	923	34,567	11,067	FAV
9	TUITION REVENUE	110,859	86,382	124,814	0	124,814	38,432	FAV
10	TRANSPORTATION INCOME	66,123	73,714	88,471	1,938	90,409	16,695	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	234,264	218,032	283,058	3,322	286,380	68,348	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	765,300	876,597	994,358	0	994,358	117,761	FAV
15	OTHER STATE GRANTS	765,300	876,597	994,358	0	994,358	117,761	FAV
16	RENTAL INCOME	31,357	29,000	23,184	1,550	24,734	(4,266)	UNF
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	300,000	0	0	0	0	0	FAV
20	EARLY RETIREE REINSURANCE PROGRAM	0	0	0	0	0	0	FAV
21	OTHER REVENUE	75,425	27,000	8,903	556	9,459	(17,541)	UNF
22	TRANSFER IN	0	0	0	0	0	0	FAV
23	MISCELLANEOUS INCOME	406,782	56,000	32,087	2,106	34,193	(21,807)	UNF
24	BUILDING RENOVATION GRANTS	286,347	67,773	67,773	0	67,773	0	FAV
25	TOTAL REVENUES	43,319,913	44,478,455	44,637,329	5,428	44,642,757	164,302	FAV

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6		COLUMN 7
		2012-2013 ACTUAL	2013-2014 BUDGET	MAY '14 FORECAST	CHANGE INCR./DECR.)	JUN '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF	COL 7 FAV UNF
1	5111-CERTIFIED SALARIES	19,299,776	19,712,301	19,469,224	(84,217)	19,385,007		(327,294)	FAV
2	5112-CLASSIFIED SALARIES	3,615,927	3,803,737	3,804,807	(30,705)	3,774,102		(29,635)	FAV
3	<b>SALARIES</b>	<b>22,915,703</b>	<b>23,516,038</b>	<b>23,274,031</b>	<b>(114,922)</b>	<b>23,159,109</b>		<b>(356,929)</b>	<b>FAV</b>
4	5200-MEDICARE - ER	298,493	310,765	303,160	4,250	307,410		(3,355)	FAV
5	5210-FICA - ER	228,835	235,430	232,413	5,710	238,123		2,693	UNF
6	5220-WORKERS' COMPENSATION	149,887	193,000	186,323	0	186,323		(6,677)	FAV
7	5255-MEDICAL & DENTAL INSURANCE	3,110,613	3,039,348	3,401,520	674,935	4,076,455		1,037,107	UNF
8	5860-OPEB TRUST	394,346	528,939	166,767	(166,767)	0		(528,939)	FAV
9	5260-LIFE INSURANCE	46,733	50,263	45,029	(2,134)	42,895		(7,368)	FAV
10	5275-DISABILITY INSURANCE	10,426	10,615	9,221	512	9,733		(882)	FAV
11	5280-PENSION PLAN - CLASSIFIED	663,791	707,554	707,554	0	707,554		0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	83,794	61,142	61,142	0	61,142		0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	4,575	18,557	18,557	0	18,557		0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	114,570	70,488	70,488	0	70,488		0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,550	30,000	30,000	(21,386)	8,614		(21,386)	FAV
16	<b>BENEFITS</b>	<b>5,114,613</b>	<b>5,256,101</b>	<b>5,232,174</b>	<b>495,120</b>	<b>5,727,294</b>		<b>471,193</b>	<b>UNF</b>
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	17,393	11,564	15,471	(247)	15,224		3,660	UNF
18	5327-DATA PROCESSING	63,926	67,730	67,730	2,050	69,780		2,050	UNF
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	990,797	1,050,636	1,004,786	(41,332)	963,454		(87,182)	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	75,995	94,227	79,227	(16,297)	62,930		(31,297)	FAV
21	5510-PUPIL TRANSPORTATION	2,185,438	2,493,553	2,254,307	2,532	2,256,839		(236,714)	FAV
22	5521-GENERAL LIABILITY INSURANCE	166,401	183,792	176,968	(816)	176,152		(7,640)	FAV
23	5550-COMMUNICATIONS: TEL, POST, ETC.	62,858	77,168	77,168	(13,257)	63,911		(13,257)	FAV
24	5560-TUITION EXPENSE	2,464,993	2,896,374	2,788,080	12,284	2,800,364		(96,010)	FAV
25	5590-OTHER PURCHASED SERVICES	83,398	99,323	99,323	(30,222)	69,101		(30,222)	FAV
26	<b>PURCHASED SERVICES</b>	<b>6,111,199</b>	<b>6,974,367</b>	<b>6,563,060</b>	<b>(85,305)</b>	<b>6,477,755</b>		<b>(496,612)</b>	<b>FAV</b>

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

AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES AND EXPENDITURES  
FOR FY 2013-2014

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2012-2013 ACTUAL	2013-2014 BUDGET	MAY '14 FORECAST	CHANGE INCR./(DECR.)	JUN '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,655,560	1,603,406	1,603,406	0	1,603,406	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,813,635	3,310,273	3,313,038	0	3,313,038	2,765	UNF
29	DEBT SERVICE	5,469,195	4,913,679	4,916,444	0	4,916,444	2,765	UNF
30	5410-UTILITIES, EXCLUDING HEAT	713,980	811,240	848,276	21,389	869,665	58,425	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	734,850	678,797	714,977	(120)	714,857	36,060	UNF
32	5611-INSTRUCTIONAL SUPPLIES	354,115	387,620	384,763	(30,732)	354,031	(33,589)	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	180,396	189,355	192,442	(23)	192,419	3,064	UNF
34	5620-OIL USED FOR HEATING	38,330	135,500	154,122	(11,092)	143,030	7,530	UNF
35	5621-NATURAL GAS	92,465	125,000	96,908	2,756	99,664	(25,336)	FAV
36	5627-TRANSPORTATION SUPPLIES	188,718	183,803	183,803	(8,329)	175,474	(8,329)	FAV
37	5641-TEXTS & DIGITAL RESOURCES	102,002	90,204	90,204	3,638	93,842	3,638	UNF
38	5642-LIBRARY BOOKS & PERIODICALS	21,236	21,607	21,607	(856)	20,751	(856)	FAV
39	5690-OTHER SUPPLIES	519,403	473,559	467,416	6,730	474,146	587	UNF
40	SUPPLIES (INCLUDING UTILITIES)	2,945,495	3,096,685	3,154,518	(16,639)	3,137,879	41,194	UNF
41	5730-EQUIPMENT - NEW	97,876	105,519	111,991	17,724	129,715	24,196	UNF
42	5731-EQUIPMENT - REPLACEMENT	56,988	218,960	239,507	(13,645)	225,862	6,902	UNF
43	EQUIPMENT	154,864	324,479	351,498	4,079	355,577	31,098	UNF
44	5715-IMPROVEMENTS TO BUILDING	0	48,006	48,006	(2,682)	45,324	(2,682)	FAV
45	5720-IMPROVEMENTS TO SITES	57,696	49,000	78,890	0	78,890	29,890	UNF
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(150,000)	0	(150,000)	(150,000)	FAV
48	IMPROVEMENTS / CONTINGENCY	57,696	247,006	126,896	(2,682)	124,214	(122,792)	FAV
49	5580-STAFF TRAVEL	19,255	21,568	21,568	3,382	24,950	3,382	UNF
50	5581-TRAVEL - CONFERENCES	12,702	23,624	23,624	(3,404)	20,220	(3,404)	FAV
51	5810-DUES & FEES	82,032	104,908	104,908	(31,714)	73,194	(31,714)	FAV
52	DUES AND FEES	113,989	150,100	150,100	(31,736)	118,364	(31,736)	FAV
53	5856-TRANSFER ACCOUNT	177,494	0	168,761	254,020	422,781	422,781	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	(50,000)	50,000	0	0	FAV
55	TOTAL EXPENDITURES	43,060,248	44,478,455	43,887,482	551,935	44,439,417	(39,038)	FAV

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



**AMITY REGIONAL SCHOOL DISTRICT NO. 5  
REVENUES & EXPENDITURES BY CATEGORY  
FINANCIAL ANALYSIS  
FOR THE FISCAL YEAR 2013-2014**

**JUNE 2014**

**2013-2014 FORECAST**

The unaudited, preliminary projected net balance of revenues and expenditures for this fiscal year is \$203,340 FAV, which appears on page 1, column 6, line 18. The forecast includes \$62,660 FAV in unspent prior year's encumbrances on page 1, column 6, line 19. The forecast includes \$266,000 UNF of funds assigned to next year's budget on page 1, column 6, line 24. Net balance is \$0 FAV on page 1, column 6, line 26.

*The forecast assumes the Amity Finance Committee and Amity Board of Education will approve the Superintendent's recommendations for the use of the unaudited, preliminary year end net balance of revenues and expenditures. These include:*

- ✓ \$30,012 – Fixed Asset Accounting Module
- ✓ \$85,793 – Amity Regional High School Cooling Tower Refurbishment
- ✓ \$55,265 – Conversion to Natural Gas at Amity Middle School – Orange Campus
- ✓ \$57,950 - Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School
- ✓ \$25,000 - Asphalt Sealing and Crack Repair at Amity Regional High School
- ✓ \$506,955 (Estimate) – Self-Insurance Reserve Fund

The major components of the unaudited, preliminary 2013-2014 surplus are, 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 an 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 \$329,949 **favorable variance** – This is one of the most difficult areas to predict and could change at any time.

- Cancellation of Prior Year's Encumbrances of **\$62,660 favorable variance** - We encumber funds for goods and services received by June 30<sup>th</sup> but not yet billed. In some cases, the estimated amount encumbered 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. At the time the books were closed in mid-August 2013, we had not been informed of the exact costs for these services.

### **REVENUES BY CATEGORY**

The projected yearend balance of revenues is **\$164,302 FAV** (previously **\$158,874 FAV**), which appears on page 2, column 6, line 25.

#### **LINE 5 on Page 2: ADULT EDUCATION:**

The forecast is based on the current State award.

#### **LINE 6 on Page 2: PARKING INCOME:**

The forecast is based on actual receipts.

#### **LINE 7 on Page 2: INVESTMENT INCOME:**

The budget is based on the expectation interest rates will remain low. To-date, this has been the case. The interest rate at Peoples United bank in *June 2014* was **0.25 percent (same as the prior month)** and State Treasurer's Investment Fund (STIF) was **0.16 percent (same as prior month)**. Most of the District's funds are kept at Peoples United Bank.

#### **LINE 8 on Page 2: ATHLETICS:**

The forecast is based on actual gate receipts.

The Girls' Hockey Team was run as a Cooperative Team. Cheshire and North Haven Public Schools are expected to reimburse Amity Regional School District No. 5 for their share of the expenditures. The forecast includes about **\$9,000 FAV** in anticipated payments from Cheshire and North Haven.

#### **LINE 9 on Page 2: TUITION REVENUE:**

The budget assumed six tuition students at full price. We have 11 tuition students, 10 at full tuition price and 1 student at the employee rate. Two of the tuition students became residents in December, and therefore, no longer pay tuition to the District.

#### **LINE 10 on Page 2: TRANSPORTATION INCOME:**

The projected income is based on FY 2012 and FY 2013 data and the State caps. The forecast includes an adjustment of \$30,000 from the prior fiscal year. The State makes prior year adjustments against the current year's transportation payment. These changes are made between the March SEDAC-G filing and the actual final special education costs reported on the ED001 report. The forecast reflects the most current information from the State. We received notification on May 6, 2014.

**LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:**

The forecast is based on the SEDAC-G report filed with the State in December 2013. The forecast reflects the latest report filed with the expected State reimbursement rate. We received notification on May 6, 2014. The reimbursement rate is 79.6 percent.

**LINE 16 on Page 2: RENTAL INCOME:**

NCS Pearson typically rented Bethany Middle School for about \$11,000 per year to offer graduate classes. They are now offering their classes on-line. The forecast is based on the most updated data.

**LINE 21 on Page 2: OTHER REVENUE:**

The teachers' union payment for their union representative's release time is only .10 this fiscal year, not .20 as was budgeted. Miscellaneous vendor rebates and refunds are put in this account. The forecast is based an updated projection of miscellaneous revenue.

## **EXPENDITURES BY CATEGORY**

The projected yearend balance of expenditures is **\$39,038 FAV** (previously **\$590,973 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) exceeded budget by **\$79,977 FAV**. The replacement for the Reading Department Head was decreased from 1.0 to 0.6 full-time equivalent at a savings of **\$22,438 FAV**. Expenses were increased by **\$9,290 UNF** due to long-term substitutes hired to cover leaves-of-absence. The forecast includes estimated savings from a teacher on an unpaid leave-of-absence, lower projected coverage costs, and the transition to a permanent Superintendent of Schools (**\$95,500 FAV**). The forecast includes an additional **\$40,000 FAV** in savings from four employees on leave-of-absence and one employee on Workers' Compensation.

*The final payroll has been paid. The forecast includes savings from unspent budget dollars for homebound, several unfilled coaches and advisor positions and teacher coverage.*

### **LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:**

A part-time security guard for Amity High School will provide coverage after the end of the school day when many students and others are in the building. The forecast includes estimated savings from vacancies (**\$4,000 FAV**). Overtime costs are higher than budget by approximately **\$5,000 UNF**.

*The final payroll has been paid. There were savings from vacancies, which had not been previously forecasted.*

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

*The forecast is based on actual payments.*

### **LINE 6 on Page 3: 5220-WORKERS' COMPENSATION:**

The actual premiums are **\$8,638 FAV** under budget. The payroll audit premium was **\$1,961 UNF** over budget.

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

*Actual claims exceeded budget by \$350,774 UNF. The unfavorable variance for claims was partially due to budgeting \$200,000 less than the expected claims projected by Anthem.*

<b>Month</b>	<b>CLAIMS ONLY</b>		
	<b>2013-2014 Actual Claims</b>	<b>2013-2014 Budget Claims</b>	<b>2012-2013 Actual Claims</b>
July	\$ 430,267	\$ 319,749	\$ 157,090
August	\$ 381,584	\$ 319,749	\$ 277,965
September	\$ 306,378	\$ 319,749	\$ 184,534
October	\$ 312,668	\$ 319,749	\$ 228,344
November	\$ 327,966	\$ 319,749	\$ 282,319
December	\$ 416,061	\$ 319,749	\$ 316,551
January	\$ 402,402	\$ 319,749	\$ 317,314
February	\$ 238,891	\$ 319,749	\$ 241,012
March	\$ 368,088	\$ 319,749	\$ 251,862
April	\$ 374,121	\$ 319,749	\$ 314,479
May	\$ 314,836	\$ 319,749	\$ 309,373
June	\$ 314,504	\$ 319,753	\$ 425,303
	<u>\$4,187,766</u>	<u>\$3,836,992</u>	<u>\$3,306,146</u>

**Medical and Dental Insurance  
2013-2014**

<b>DESCRIPTION</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE \$</b>
Claims	\$4,187,766	\$3,836,992	\$350,774 UNF
Fees (Insurance, Network Access)	\$666,387	\$716,897	(\$50,510) FAV
Board Share of HDHP/VRIP	\$303,941	\$301,710	\$2,231 UNF
<b>Subtotal</b>	<b>\$5,158,094</b>	<b>\$4,855,599</b>	<b>\$302,495 UNF</b>
Employees & Retirees Premiums	(\$1,195,708)	(\$1,405,000)	\$209,292 UNF
Grant Payments	(\$50,195)	(\$49,079)	(\$1,116) FAV
<b>Net Expenditures</b>	<b>\$3,912,191</b>	<b>\$3,401,520</b>	<b>\$510,671 UNF</b>

*Note: Claims do NOT include Incurred But Not Reported as of June 30<sup>th</sup>. These will be included in the audited financial statements. For budget purposes, these claims (totaling \$229,923) are shown as incurring in July 2014.*

The unaudited Self-Insurance Reserve Fund Balance on June 30, 2014, is approximately \$231,000, or 5.5 percent of claims. Based on the 2014-2015 Budget, the reserve balance as a percent of claims would drop to approximately \$114,000, or 2.6 percent on June 30, 2015. This is an unacceptably low reserve balance.

**Self-Insurance Reserve Fund Balance**

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Balance, June 30, 2013	\$614,535	\$614,535	\$0 FAV
OPEB Transfer	\$127,378 A	\$0	\$127,378 FAV
Net Expenditures Over Budget	(\$510,671)	\$140,289	(\$650,960) UNF
Balance, June 30, 2014	\$231,242	\$754,824	(\$523,582) UNF
Reserves as Percent of Claims	5.5%	19.7%	(14.2%) UNF

*Note A: Funds were transferred from the OPEB Trust Fund into the Self-Insurance Reserve Fund for Voluntary Retirement Incentive Program payouts. This was the final year of the program.*

DESCRIPTION	PROJECTION	BUDGET	VARIANCE \$
Balance, June 30, 2015	\$114,280	\$637,862	(\$523,582) UNF
Reserves as Percent of Claims	2.6%	14.5%	(11.9%) UNF

*The forecast includes a budget transfer request of all the remaining 2013-2014 year end available funds of approximately \$506,955. It also includes a budget transfer request to put the \$166,767 designated for the OPEB Trust into the Self-Insurance Reserve Fund.*

*A budget transfer of \$673,722 into the Self-Insurance Fund would increase the balance on June 30, 2015 to approximately \$788,000, or 18.0 percent of budgeted claims. The reserves as a percent of claims should be about 25.0 percent. This equates to a reserve balance of approximately \$1,097,000 based on 2014-2015 budgeted claims.*

DESCRIPTION	ACTUAL	BUDGET	VARIANCE \$
Before Balance, June 30, 2014	\$231,242	\$754,824	(\$523,582) UNF
Yearend Available Funds Trsf.	\$506,955	\$0	\$506,955 FAV
Transfer OPEB Trust Budget	\$166,767	\$0	\$166,767 FAV
After Balance, June 30, 2014	\$904,964	\$754,824	\$150,140 FAV
Reserves as Percent of Claims	21.6%	19.7%	1.9% FAV

DESCRIPTION	PROJECTION	BUDGET	VARIANCE \$
Balance, June 30, 2015	\$788,002	\$637,862	\$150,140 FAV
Reserves as Percent of Claims	18.0%	14.5%	3.5% FAV

**LINE 8 on Page 3: 5860-OPEB TRUST:**

A budget transfer was requested to move the entire OPEB Trust budget into the Self-Insurance Reserve Fund. This is due to the higher than expected claims. The Amity Finance Committee and Amity Board of Education decided to postpone this decision at their February 2014 meeting.

A budget transfer of \$362,172 was approved at the March 2014 meeting. The 'implicit rate subsidy' has historically been budgeted in the OPEB Trust. We learned the 'implicit rate subsidy' should be included in the Medical and Dental Insurance account under a self-insured plan. The 2013-2014 budget was developed under the fully-insured method.

*Due to the unacceptably low reserve balance, I recommend transferring the OPEB Trust budget of \$166,767 into the Self-Insurance Reserve Fund. If this is not done, we run the risk of not having sufficient funds to pay claims of current employees. Furthermore, if claims are lower than expected, the Board can always transfer funds from the Medical & Dental Insurance account into the OPEB Trust Fund. However, the Board cannot take funds from the OPEB Trust to pay claims of current employees.*

*The forecast assumes \$166,767 is transferred into the Self-Insurance Reserve Fund.*

**LINE 9 on Page 3: 5260-LIFE INSURANCE:**

*The forecast is based on current staffing.*

**LINE 10 on Page 3: 5275-DISABILITY INSURANCE:**

*The forecast is based on current staffing.*

**LINE 15 on Page 3: 5290-UNEMPLOYMENT COMPENSATION:**

*The forecast includes 10 months of actual invoices and an estimate of the potential charges for May and June 2014. The number of claims and related costs were lower. We successfully challenged several claims for unemployment compensation.*

**LINE 17 on Page 3: 5322-INSTRUCTIONAL PROGRAM IMPROVEMENT:**

A budget transfer of \$8,000 UNF was made to cover the participation fee for ACES Consortium membership from July 1, 2013 through June 30, 2014.

There are unused funds in these accounts. The CREC consultant was scheduled for Professional Development sessions for ten days this year at \$1,000 per day. Due to snow days, the consultant was only able to provide services for eight out of the ten days. The consultant was unable to accommodate make-up days for Amity due to her schedule and our testing windows (SBAC; AP; Gates MacGinite Reading Test). Also, there were unused funds for other professional consultants. We lost the March Professional Development day due to snow. The rescheduling of outside consultants to come at the end of June has been difficult. The forecast includes savings of \$4,093 FAV.

**LINE 18 on Page 3: 5327-DATA PROCESSING:**

*A budget transfer of under \$3,000 was made to pay for the TCM hosting option. This provides the District with a more secured back-up of our financial files.*

**LINE 19 on Page 3: 5330-OTHER PROFESSIONAL & TECHNICAL SRVC.:**

During the transition to fill the vacant District Technology Coordinator position, Dr. Brady authorized the hiring of TBNG Consulting of West Haven. The firm provided a comprehensive network support team. A budget transfer of \$7,750 UNF was made to pay TBNG Consulting for services rendered in July.

Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850, which is included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. Instead a portion of these funds will be used to pay for the labor costs related to the upgrade of the District's technology infrastructure. The State has informed us that the infrastructure grant will not pay for labor costs, only equipment. The remaining grant funds will be used to purchase ChromeBooks needed for new on-line testing format.

The budget for the annual audit is \$40,000; however, the Board extended the contract of the current auditor at a reduced price of \$32,500. Thus, the forecast includes a favorable variance of \$7,500 FAV.

The forecast includes \$13,900 UNF to pay the Superintendent search consultant.

A budget transfer of \$12,000 UNF was made to hire an engineering firm to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operations of the HVAC systems to mitigate the problem.

The budget included 8 Bench Subs and 7 Interns. The forecast includes 10 Bench Subs and 1 Intern. Open Choice is paying for 2 Bench Subs. The Bench Subs are charged to the Salary accounts. The Interns are charged to Other Professional & Technical Services accounts. The projected savings in this account is \$72,000 FAV.

Physical and Occupational Services are projected to be under budget by \$15,000 FAV.

**LINE 20 on Page 3: 5440-RENTALS – LAND, BUILDING, EQUIPMENT:**

The forecast includes \$15,000 FAV savings on ice rental fees. Last year, the Board authorized a payment to West Haven Public Schools as a donation towards a Zamboni for Bennett Rink. In return, Amity's ice rental fee would remain at \$374 per hour for the fiscal year 2013-2014. Also, the \$15,000 donation would be credited towards ice rental time in 2013-2014.

**LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:**

Special Education Transportation is projected to be under budget by \$233,939 FAV (previously \$239,246 FAV).



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

Actual premiums for property, liability, crime and international travel coverage were \$178 UNF over budget. Fiduciary insurance is projected to be \$565 UNF over budget.

Finance Manager Terry Lumas found some overpayments in 2011-2012 and endorsement credits that were applied to the District's account but not returned to us. This amounted to \$5,976.99 FAV. The insurance carrier agreed to credit our premiums for this fiscal year.

Student Accident Insurance premium was \$1,590 FAV under budget, including catastrophic accident medical insurance. Claims have been very high. The projected loss ratio for 2012-2013 is 116 percent. Unfortunately, some of the claimants have no family insurance coverage, so the District's policy ends up paying as the primary plan rather than the secondary plan. The favorable variance is due to the insurance carrier's projection for the budget being conservative.

**LINE 25 on Page 3: 5560-TUITION EXPENSE:**

These figures are subject to change on a monthly basis.

Tuition is forecast to be under budget by \$96,010 FAV (previously \$108,294 FAV).

Tuition for the vo-ag schools has a projected variance of \$85,012 FAV (previously \$71,751 FAV). The number of students is lower than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Sound	9	7	6	8	9	7(8)
Trumbull	2	4	3	2	4	2
Nonnewaug	5	5	3	2	4	2
ACES Wintergreen Magnet	0	0	0	2	1	1
Totals	16	16	12	14	18	12(13)

Public (ACES) and private out-of-district placements has a projected favorable variance of \$7,236 FAV (previously \$19,520 FAV). At this time, there are fewer students than budgeted.

	FY09-10 ACTUAL	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 BUDGET	FY13-14 ACTUAL
Public SPED	7	6	6	8	8	6
Private SPED	20.5	21	24	21	22	25
Totals	27.5	27	30	29	30	31

Note: 0.5 is a part-time student.

The District has 26 students attending ECA. There is a favorable variance of \$3,762 FAV.

**LINE 28 on Page 4: 5910-REDEMPTION OF PRINCIPAL:**

The unspent balances in the Reserve Fund for Capital and Nonrecurring Expenditures for the high school generator, high school roof restoration, high school air handler and natural gas conversion of \$64,727.25 were re-designated for payment of debt service in 2013-2014. Due to a yearend audit adjustment, the amount available is \$61,961.77. Therefore, there is an unfavorable variance of \$2,765.48 UNF.

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

Electricity usage is budgeted at 3,805,373 kilowatt hours at an average price of \$0.1634 per kilowatt hour. Last fiscal year, energy savings were less than budgeted for the middle schools and distribution rates were higher than expected. We are forecasting usage of *3,911,756 kilowatt hours (previously 3,972,292 kilowatt hours)* at an average price of *\$0.1671 per kilowatt hour (previously \$0.1676 per kilowatt hour)*. The Facilities Director is projecting an unfavorable variance of *\$31,856 UNF (previously \$43,958 UNF)*. Our supplier of electricity, Constellation Energy, billed the District \$1,656 UNF for the Winter Reliability Charge for December 2013, January 2014 and February 2014. In December 2013, Independent System Operator - New England (ISO-NE) allowed suppliers to add on this seasonal charge. This had not been budgeted.

Load shed credits of \$11,392 FAV were received. We did not budget for these credits.

Sewer billings are based on last year's water usage. The Facilities Director projects an unfavorable variance of *\$949 UNF (previously \$264 UNF)*.

The Facilities Director projects propane will have a yearend favorable variance of *\$1,326 FAV (previously \$450 FAV)*. The propane budget assumes 1,750 gallons at \$3.00 per gallon. The forecast assumes *1,267.5 gallons (previously 1,655 gallons)* at *\$3.10 per gallon (previously \$2.90 per gallon)*.

The water budget is projected to exceed budget by *\$7,938 UNF (previously \$3,000 UNF)*. This is due to the increase in charges for fire lines.

*The forecast includes actual year-to-date expenditures plus an estimate of the June invoices.*

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

A budget transfer of \$7,680 UNF was made to cover the costs of the air quality testing done at Orange Middle School. Due to the high humidity, we found some mold in the building. For health and safety reasons, the Interim Superintendent of Schools hired Fuss & O'Neill to perform air quality testing.

Snow removal and sanding expenditures were \$75,500. The budget is \$47,000. The forecast assumes no additional costs for snow removal and sanding. The projected variance is \$28,500 UNF over budget. Budget transfers were made to pay for bills incurred to-date over and above the budget.

**LINE 32 on Page 4: 5611-INSTRUCTIONAL SUPPLIES:**

A budget transfer of \$8,857 FAV was made to Other Supplies to offset the purchase of Scantron student licensing for software and on-site training.

The forecast includes \$6,000 UNF to pay for new version of Woodcock Johnson test materials for special education evaluations. A budget transfer request was made to fund this expenditure.

**LINE 33 on Page 4: 5613-MAINTENANCE/CUSTODIAL SERVICES:**

A budget transfer of \$3,087 UNF was made for the purchase of dehumidifiers for Orange Middle School, as part of our effort to eliminate the growth of mold in certain areas.

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

The budget is 40,000 gallons at an average price of \$3.3875 per gallon. The forecast for this fiscal year is *43,950 gallons (previously 47,450 gallons)* at an average price of *\$3.25 per gallon (previously \$3.2481 per gallon)*, or an unfavorable variance of *\$7,242 UNF (previously \$18,622 UNF)*. A budget transfer was made to cover this additional expenditure. *The prior forecast had assumed 'topping off' the tanks at both middle schools. We did not 'top-off' the tank at Amity Middle School – Orange Campus, because we anticipate switching to natural gas.*

**LINE 35 on Page 4: 5621-NATURAL GAS:**

Last fiscal year, total expenditures were \$92,464. Projected usage for this fiscal year is *13,086 (previously 13,649 MBTU)* at *\$7.44 per MBTU (previously \$7.10 per MBTU)* compared to a budget of 11,365 MBTU at \$11.00 per MBTU, or a favorable variance of *\$27,640 FAV (previously \$28,092 FAV)*.

Degree days though April, 2014, total 4,573 compared to last year's total through April, 2013, of 3,758. This represents a 22 percent (same as prior month) colder winter than the prior year's winter.

**LINE 39 on Page 4: 5690-OTHER SUPPLIES:**

Last fiscal year, we negotiated a two-year contract with Xerox to supply toner, maintenance kits and fusers, as well as service, for the District's printers at a substantial savings. For example, the price per copy of black and white printed pages will be lowered from \$0.08 (which we now pay Hewlett-Packard Company) to \$0.02, or a 75 percent reduction in cost. The estimated annual savings is \$15,000 FAV.

A budget transfer of **\$8,857 UNF** was made to purchase Scantron student licensing for software and on-site training. The system will allow teachers to develop multiple choice, selected-response, and open-ended assessments in a format that, once assessed, will upload data and results for teachers and administrators.

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

In August 2013, a budget transfer of **\$6,472 UNF** was approved to purchase five laptop computers. Each administrator at Amity Regional High School needs the laptops for evaluations.

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

Last year, the Board authorized the purchase of technology equipment to replace Megabit network switches to Gigabit switches for \$21,850, which is included in this fiscal year's budget. The purpose of this was to free up these funds for a long-range planning study. Instead a portion of these funds will be used to pay for the labor costs related to the upgrade of the District's technology infrastructure. The State has informed us that the infrastructure grant will not pay for labor costs, only equipment. The remaining grant funds will be used to purchase ChromeBooks needed for new on-line testing format.

A budget request of **\$12,899 UNF** has been made to cover the cost of purchasing a stainless steel tank for the Orange Middle School. The hot water boiler that provides all of the domestic hot water to Orange Middle School developed a small leak during the week of October 22, 2013. Leaks always get worst over time. If the tank completely fails, we would not be supplying domestic hot water to the building. This is a sanitation issue for the kitchen and other building occupants as they would not have hot water to wash dishes, pans, or hands. Kitchens are required to provide 180 degree rinse in the dish washer machines and that could not be achieved with the lack of domestic hot water supplied to the booster heater in the kitchen. The water heater has been ordered, as the Interim Superintendent and Board Chair agreed it was a health and safety matter.

Our current server situation is comprised of thirteen servers ranging in age from eight to ten years old, with another three servers approximately three years old. The industry standard for server lifespan is approximately five to six years. The Board approved a server upgrade and consolidation. A budget transfer of **\$7,648 UNF** was made from the Contingency Account to pay the first payment of a five-year lease/purchase agreement with a \$1 buyout in April 2014.

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

Due to the successful over seeding, fertilizing, and aerating of Stadium Field and the really wet spring, the field is in great shape and the re-sodding will not be necessary. The budget of \$15,000 for the re-sodding will not be used. These funds have been transferred to pay for air quality testing and dehumidifiers for Orange Middle School and snow removal and sanding.

A budget transfer of **\$10,767 FAV** was made to cover the costs of the air quality testing and purchase of humidifiers at Orange Middle School.

A budget transfer of **\$6,733 FAV** was made to pay for snow removal and sanding.

The forecast includes a budget transfer of **\$4,990 UNF** to purchase an additional 40 feet of netting for the softball field at Amity High School. This is to protect people and property from foul balls.

The forecast includes **\$42,400 UNF** for tennis courts resurfacing. This is a priority item due to the condition of the tennis courts. The winter weather has made conditions worse.

**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 balance is \$0.

October:       **\$12,000** – Hire vanZelm Engineers to provide engineering services to evaluate the HVAC systems at Orange Middle School. The study will look into the causes for the humidity issues experienced at this particular site and propose modifications to the operation of the HVAC systems to mitigate the problem.

December:     **\$12,899** - Replace the Orange Middle School hot water heater immediately for health and safety reasons.

February:      **\$7,648** – Purchase new servers

March:         **\$11,456** – Snow removal and sanding

April:         **\$7,075** – Snow removal and sanding

June:         **\$42,400** – Tennis courts resurfacing

June:         **\$12,500** – Field repairs

June:         **\$44,022** – HVAC Upgrades at Amity Middle School – Orange Campus

**LINE 54 on Page 4: TRANSFER ACCOUNT:**

The forecast includes *\$422,781 UNF (previously \$168,761 UNF)* in the Transfer Account for purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for:

- HVAC upgrades at Amity Middle School – Orange Campus (\$156,261)
- Field repairs (\$12,500)
- *Fixed Asset Accounting Module (\$30,012)*
- *Amity Regional High School Cooling Tower Refurbishment (\$85,793)*
- *Conversion to Natural Gas at Amity Middle School – Orange Campus (\$55,265)*
- *Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School (\$57,950)*
- *Asphalt Sealing and Crack Repair at Amity Regional High School (\$25,000)*

**LINE 55 on Page 4: ESTIMATED UNSPENT BUDGETS:**

*The forecast includes unspent budgets in various accounts.*

Amity Regional School District No. 5 - Budget Transfers 2013-2014

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2013	53	01111009	5611 INSTRUCTIONAL SUPPLIES	\$ -50.00	MATHCOUNTS REGISTRATION
July 2013	53	01111009	5810 DUES & FEES	\$ 50.00	MATHCOUNTS REGISTRATION
July 2013	54	03111001	5730 EQUIPMENT - NEW	\$ 2,645.00	Digital lab tables/chairs
July 2013	54	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -2,645.00	Digital lab tables/chairs
July 2013	55	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -2,994.00	Counselors working summer reg
July 2013	55	03132120	5111 CERTIFIED SALARIES	\$ 2,994.00	Counselors working summer reg
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 1,320.00	Book Truck
July 2013	69	01111005	5690 OTHER SUPPLIES	\$ 272.00	Book Truck shipping
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -272.00	Book Truck shipping
July 2013	69	05142510	5690 OTHER SUPPLIES	\$ -1,320.00	Book Truck
July 2013	126	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	Purchase additional books
July 2013	126	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	Purchase additional books
July 2013	134	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	Character Education books
July 2013	134	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	Character Education books
August 2013	123	01111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,098.00	FOR 3D PRINTER
August 2013	123	01142219	5730 EQUIPMENT - NEW	\$ 2,098.00	FOR 3D PRINTER
September 2013	15	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,820.00	3D PRINTER
September 2013	15	02111008	5730 EQUIPMENT - NEW	\$ 2,820.00	3D PRINTER
September 2013	44	02132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	TO PURCHASE BOOKS
September 2013	44	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 600.00	TO PURCHASE BOOKS
September 2013	46	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -900.00	PURCHASE AUTHOR BOOKS
September 2013	46	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 900.00	PURCHASE AUTHOR BOOKS
September 2013	57	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -1,144.00	5 laptops BOE SEPT
September 2013	57	03132120	5590 OTHER PURCHASED SERVICES	\$ -1,000.00	5 laptops BOE SEPT
September 2013	57	03132400	5550 COMMUNICATIONS: TEL,POST,ETC.	\$ -328.00	5 laptops BOE SEPT
September 2013	84	05142350	5690 OTHER SUPPLIES	\$ 2,682.00	Adobe site license
September 2013	84	03142600	5715 IMPROVEMENTS TO BUILDINGS	\$ -2,682.00	Adobe site license
September 2013	110	05142350	5730 EQUIPMENT - NEW	\$ 2,152.00	purchase scantron scanner
September 2013	110	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -2,152.00	purchase scantron scanner
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Orange
September 2013	111	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -1,092.00	STEM supplies for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Bethany
September 2013	111	03111015	5810 DUES & FEES	\$ -150.00	STEM for Orange
September 2013	111	02111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	02111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	111	01111015	5611 INSTRUCTIONAL SUPPLIES	\$ 1,092.00	STEM supplies
September 2013	111	01111015	5810 DUES & FEES	\$ 150.00	STEM supplies
September 2013	146	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -1,500.00	to purchase database
September 2013	146	03132220	5690 OTHER SUPPLIES	\$ 1,500.00	to purchase database
September 2013	163	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 900.00	Reverse Dup #46
September 2013	163	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -900.00	Reverse Dup #46
October 2013	87	02132120	5590 OTHER PURCHASED SERVICES	\$ 255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	87	02132120	5690 OTHER SUPPLIES	\$ -255.00	TO PURCHASE AWARD CERTIFICATES
October 2013	118	03111010	5730 EQUIPMENT - NEW	\$ 500.00	New Drum Set for Strings Progr
October 2013	118	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ -500.00	New Drum Set for Strings Progr
October 2013	173	05142350	5690 OTHER SUPPLIES	\$ 2,440.00	MOODLE ON LINE ASSESSING
October 2013	173	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,440.00	MOODLE ON LINE ASSESSING
October 2013	174	03111006	5810 DUES & FEES	\$ 140.00	reimbursement/conference fee
October 2013	174	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -140.00	reimbursement/conference fee
November 2013	44	03111001	5611 INSTRUCTIONAL SUPPLIES	\$ -1,150.00	tranfer funds - replace print
November 2013	44	03111001	5731 EQUIPMENT - REPLACEMENT	\$ 1,150.00	tranfer funds - replace print
December 2013	23	03132120	5590 OTHER PURCHASED SERVICES	\$ 70.00	ACT
December 2013	23	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -70.00	ACT
December 2013	74	03142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -500.00	MODEM REPLACEMENT

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
December 2013	74	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 500.00	MODEM REPLACEMENT
December 2013	118	05142350	5730	EQUIPMENT - NEW	\$ 350.00	Auditorium sound system
December 2013	118	03132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -350.00	Auditorium sound system
January 2014	14	04132190	5730	EQUIPMENT - NEW	\$ -280.00	UNIFIED THEATRE MATERIALS
January 2014	14	04132190	5611	INSTRUCTIONAL SUPPLIES	\$ 280.00	UNIFIED THEATRE MATERIALS
January 2014	74	03142700	5510	PUPIL TRANSPORTATION	\$ 500.00	buses for music recruitment
January 2014	74	03142700	5510	PUPIL TRANSPORTATION	\$ 500.00	buses for music recruitment
January 2014	74	03132400	5590	OTHER PURCHASED SERVICES	\$ -500.00	buses for music recruitment
January 2014	74	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -500.00	buses for music recruitment
January 2014	93	02132130	5690	OTHER SUPPLIES	\$ 100.00	PURCHASE MEDICA SUPPLIES
January 2014	93	02132130	5810	DUES & FEES	\$ -100.00	PURCHASE MEDICA SUPPLIES
January 2014	107	05142350	5581	TRAVEL - CONFERENCES	\$ 2,000.00	transfer powerschool conferenc
January 2014	107	05142350	5580	STAFF TRAVEL	\$ -2,000.00	transfer powerschool conferenc
January 2014	112	01132220	5611	INSTRUCTIONAL SUPPLIES	\$ 835.00	Book Carts & supplies needed
January 2014	112	01132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -835.00	Book Carts & supplies needed
January 2014	129	03132220	5690	OTHER SUPPLIES	\$ 2,500.00	Video switch for broadcasting
January 2014	129	03132220	5731	EQUIPMENT - REPLACEMENT	\$ -2,500.00	Video switch for broadcasting
January 2014	160	05142350	5730	EQUIPMENT - NEW	\$ 399.00	iPad 2 Ali Grasson
January 2014	160	03132400	5590	OTHER PURCHASED SERVICES	\$ -399.00	iPad 2 Ali Grasson
January 2014	161	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -466.00	Powerschool University
January 2014	161	01132400	5581	TRAVEL - CONFERENCES	\$ 466.00	Powerschool University
February 2014	3	01132400	5581	TRAVEL - CONFERENCES	\$ 233.00	CONFERENCE - THAYER
February 2014	3	02132400	5581	TRAVEL - CONFERENCES	\$ -233.00	CONFERENCE - THAYER
February 2014	4	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -260.00	MEDICAL SUPPLIES
February 2014	4	02132130	5690	OTHER SUPPLIES	\$ 260.00	MEDICAL SUPPLIES
February 2014	21	02132400	5581	TRAVEL - CONFERENCES	\$ -550.00	CONFERENCE FOR THAYER
February 2014	21	01132400	5581	TRAVEL - CONFERENCES	\$ 550.00	CONFERENCE FOR THAYER
February 2014	76	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -45.00	CONFERNCE LATE FEE
February 2014	76	01111001	5810	DUES & FEES	\$ 45.00	CONFERNCE LATE FEE
February 2014	77	01111009	5810	DUES & FEES	\$ 62.00	CONFERENCE FEE
February 2014	77	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -62.00	CONFERENCE FEE
February 2014	79	01111001	5810	DUES & FEES	\$ 45.00	CONFERENCE FEE
February 2014	79	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -45.00	CONFERENCE FEE
February 2014	85	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -10.00	SHIPPING CHARGES
February 2014	85	02111007	5611	INSTRUCTIONAL SUPPLIES	\$ 10.00	SHIPPING CHARGES
February 2014	86	02111001	5810	DUES & FEES	\$ 45.00	CONFERENCE REG. FEE
February 2014	86	02142219	5611	INSTRUCTIONAL SUPPLIES	\$ -45.00	CONFERENCE REG. FEE
February 2014	110	01132130	5810	DUES & FEES	\$ 29.00	CONFERENCE FEE
February 2014	110	01132130	5690	OTHER SUPPLIES	\$ -29.00	CONFERENCE FEE
March 2014	68	01132400	5581	TRAVEL - CONFERENCES	\$ 200.00	CAS CONFERENCE
March 2014	68	01132400	5810	DUES & FEES	\$ -200.00	CAS CONFERENCE
March 2014	87	03111005	5641	TEXTBOOKS	\$ 500.00	for replacement texts
March 2014	87	03111005	5730	EQUIPMENT - NEW	\$ -500.00	for replacement texts
March 2014	121	02142700	5510	PUPIL TRANSPORTATION	\$ 50.00	FIELD TRIP - (CHARAC.ED)
March 2014	121	02132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -50.00	FIELD TRIP - (CHARAC.ED)
March 2014	122	02132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -600.00	BUSSES FOR FIELD TRIP
March 2014	122	02142700	5510	PUPIL TRANSPORTATION	\$ 600.00	BUSSES FOR FIELD TRIP
March 2014	180	03142600	5621	NATURAL GAS	\$ -1,656.00	winter reliability Cons ener
March 2014	180	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ 1,656.00	winter reliability Cons ener
March 2014	213	01132400	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ -187.00	
March 2014	213	01132400	5590	OTHER PURCHASED SERVICES	\$ 187.00	
March 2014	216	05142350	5730	EQUIPMENT - NEW	\$ 1,520.00	LASERJET PRINTERS
March 2014	216	04132190	5730	EQUIPMENT - NEW	\$ -1,520.00	LASERJET PRINTERS
March 2014	218	05132212	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ -138.00	
March 2014	218	05132212	5690	OTHER SUPPLIES	\$ 138.00	
March 2014	233	05142320	5550	COMMUNICATIONS: TEL,POST,ETC.	\$ 2,858.00	POSTAGE - AMITY IN ACTION



<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>			<u>AMOUNT</u>	<u>DESCRIPTION</u>
March 2014	233	05132212	5581	TRAVEL - CONFERENCES	\$ -2,858.00	POSTAGE - AMITY IN ACTION
March 2014	237	05132212	5810	DUES & FEES	\$ -123.00	HARVARD EDUCATION LETTER
March 2014	237	05132212	5690	OTHER SUPPLIES	\$ 150.00	HARVARD EDUCATION LETTER
March 2014	237	05132213	5810	DUES & FEES	\$ -27.00	HARVARD EDUCATION LETTER
March 2014	238	05132212	5690	OTHER SUPPLIES	\$ 665.00	YEARS OF SERVICE AND AWARD EXC
March 2014	238	05132213	5322	INSTRUCTIONAL PROG IMPROVEMENT	\$ -250.00	YEARS OF SERVICE AND AWARD EXC
March 2014	238	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ -415.00	YEARS OF SERVICE AND AWARD EXC
March 2014	240	01111016	5611	INSTRUCTIONAL SUPPLIES	\$ -55.00	UNDERSTANDING COMMON CORE
March 2014	240	01111016	5641	TEXTBOOKS	\$ 25.00	UNDERSTANDING COMMON CORE
March 2014	240	01111016	5641	TEXTBOOKS	\$ 55.00	UNDERSTANDING COMMON CORE
March 2014	240	01111016	5690	OTHER SUPPLIES	\$ -25.00	UNDERSTANDING COMMON CORE
March 2014	249	03111014	5641	TEXTBOOKS	\$ 214.00	new textbooks
March 2014	249	03132400	5590	OTHER PURCHASED SERVICES	\$ -214.00	new textbooks
March 2014	250	03132400	5590	OTHER PURCHASED SERVICES	\$ -2,500.00	powerschool travel expenses
March 2014	250	03132400	5580	STAFF TRAVEL	\$ 2,500.00	powerschool travel expenses
March 2014	255	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ 400.00	CHORUS FOLDERS
March 2014	255	01111010	5690	OTHER SUPPLIES	\$ -400.00	CHORUS FOLDERS
March 2014	257	02132120	5611	INSTRUCTIONAL SUPPLIES	\$ 200.00	CHARACTER EDUCATION
March 2014	257	02132120	5581	TRAVEL - CONFERENCES	\$ -200.00	CHARACTER EDUCATION
March 2014	259	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,500.00	life safety repairs /inspectio
March 2014	259	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -2,500.00	life safety repairs /inspectio
March 2014	273	05132212	5581	TRAVEL - CONFERENCES	\$ -210.00	
March 2014	273	05132212	5580	STAFF TRAVEL	\$ 210.00	
March 2014	274	01142700	5510	PUPIL TRANSPORTATION	\$ 215.00	PAYMENT FOR STRINGS BUS TRIP
March 2014	274	01111010	5611	INSTRUCTIONAL SUPPLIES	\$ -215.00	PAYMENT FOR STRINGS BUS TRIP
March 2014	275	04121200	5690	OTHER SUPPLIES	\$ -37.00	A SCHOOL SUPPLIES
March 2014	275	04121201	5611	INSTRUCTIONAL SUPPLIES	\$ 37.00	A SCHOOL SUPPLIES
March 2014	276	04132190	5581	TRAVEL - CONFERENCES	\$ 80.00	CAS ADMINISTRATIVE ASST CONF
March 2014	276	04132190	5590	OTHER PURCHASED SERVICES	\$ -32.00	CAS ADMINISTRATIVE ASST CONF
March 2014	276	04132190	5642	LIBRARY BOOKS & PERIODICALS	\$ -48.00	CAS ADMINISTRATIVE ASST CONF
March 2014	277	04132140	5611	INSTRUCTIONAL SUPPLIES	\$ -5.16	CORRECT ACCOUNT BALANCE
March 2014	277	04132140	5690	OTHER SUPPLIES	\$ 5.16	CORRECT ACCOUNT BALANCE
March 2014	278	03111011	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00	DRUG PRESENTATION SUPPLIES
March 2014	278	03111011	5810	DUES & FEES	\$ -150.00	DRUG PRESENTATION SUPPLIES
March 2014	281	01142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 2,500.00	life safety repairs
March 2014	281	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -2,500.00	life safety repairs
April 2014	20	03111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,100.00	Auto shop supplies
April 2014	20	03111008	5611	INSTRUCTIONAL SUPPLIES	\$ 1,100.00	Auto shop supplies
April 2014	21	02132220	5690	OTHER SUPPLIES	\$ 220.00	PURCHASE CARTS
April 2014	21	02132220	5810	DUES & FEES	\$ -220.00	PURCHASE CARTS
April 2014	23	03111010	5730	EQUIPMENT - NEW	\$ 2,230.00	Synthesizer for music classes
April 2014	23	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,230.00	Synthesizer for music classes
April 2014	47	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 1,180.00	Art Supplies need for yearend
April 2014	47	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,180.00	Art Supplies need for yearend
April 2014	56	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ -1,115.00	new computers for music class
April 2014	56	03111010	5730	EQUIPMENT - NEW	\$ -1,540.00	new computers for music class
April 2014	56	05142350	5730	EQUIPMENT - NEW	\$ 2,655.00	new computers for music class
April 2014	57	01111011	5611	INSTRUCTIONAL SUPPLIES	\$ 50.00	Lacross balls needed for PE
April 2014	57	01111001	5611	INSTRUCTIONAL SUPPLIES	\$ -50.00	Lacross balls needed for PE
April 2014	71	03111001	5731	EQUIPMENT - REPLACEMENT	\$ 1,119.00	replace pottery wheel ceramics
April 2014	71	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,119.00	replace pottery wheel ceramics
April 2014	73	01111014	5611	INSTRUCTIONAL SUPPLIES	\$ -16.00	S.S. BOOKS
April 2014	73	01111014	5641	TEXTBOOKS	\$ 16.00	S.S. BOOKS
April 2014	74	01132400	5590	OTHER PURCHASED SERVICES	\$ -26.00	Math Text Books
April 2014	74	01111009	5810	DUES & FEES	\$ 26.00	Math Text Books

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April 2014	75	03132400	5580	STAFF TRAVEL	\$ 260.00	reimburse Dr. Britton for conf
April 2014	75	03132220	5731	EQUIPMENT - REPLACEMENT	\$ -260.00	reimburse Dr. Britton for conf
April 2014	76	03132220	5810	DUES & FEES	\$ -572.00	amps for elec music class
April 2014	76	03111010	5730	EQUIPMENT - NEW	\$ 572.00	amps for elec music class
April 2014	77	03111010	5730	EQUIPMENT - NEW	\$ 275.00	for cables, reeds,strings
April 2014	77	03111010	5641	TEXTBOOKS	\$ -275.00	for cables, reeds,strings
April 2014	78	03111001	5611	INSTRUCTIONAL SUPPLIES	\$ 150.00	photo supplies
April 2014	78	03111001	5731	EQUIPMENT - REPLACEMENT	\$ -150.00	photo supplies
April 2014	79	05142350	5730	EQUIPMENT - NEW	\$ -2,500.00	replace internet filter
April 2014	79	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 2,500.00	replace internet filter
April 2014	81	01142219	5690	OTHER SUPPLIES	\$ -318.00	CONFERENCE FEES
April 2014	81	01132400	5581	TRAVEL - CONFERENCES	\$ 318.00	CONFERENCE FEES
April 2014	83	01111009	5611	INSTRUCTIONAL SUPPLIES	\$ -65.00	Teacher's Edition Workbooks
April 2014	83	01111009	5810	DUES & FEES	\$ 65.00	Teacher's Edition Workbooks
April 2014	84	01111009	5810	DUES & FEES	\$ 25.00	Teacher's Edition Textbooks
April 2014	84	01132400	5590	OTHER PURCHASED SERVICES	\$ -25.00	Teacher's Edition Textbooks
April 2014	96	03111016	5810	DUES & FEES	\$ -750.00	WB MASON SUPPLIES NEEDED
April 2014	96	03111016	5690	OTHER SUPPLIES	\$ 750.00	WB MASON SUPPLIES NEEDED
April 2014	100	01132400	5690	OTHER SUPPLIES	\$ -7.00	MEDICAL SUPPLIES FOR NURSE
April 2014	100	01132400	5690	OTHER SUPPLIES	\$ -7.00	MEDICAL SUPPLIES FOR NURSE
April 2014	100	01132130	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 7.00	MEDICAL SUPPLIES FOR NURSE
April 2014	100	01132130	5690	OTHER SUPPLIES	\$ 7.00	MEDICAL SUPPLIES FOR NURSE
April 2014	112	01111006	5641	TEXTBOOKS	\$ 871.00	FOR LANG TXTBK DUE TO ENROLLMN
April 2014	112	01111006	5690	OTHER SUPPLIES	\$ -287.00	FOR LANG TXTBK DUE TO ENROLLMN
April 2014	112	01111006	5810	DUES & FEES	\$ -421.00	FOR LANG TXTBK DUE TO ENROLLMN
April 2014	112	01111006	5611	INSTRUCTIONAL SUPPLIES	\$ -163.00	FOR LANG TXTBK DUE TO ENROLLMN
April 2014	144	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 500.00	Repairing Microscopes
April 2014	144	03111013	5641	TEXTBOOKS	\$ -500.00	Repairing Microscopes
April 2014	146	03111010	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -1,560.00	computer for music technology
April 2014	146	05142350	5730	EQUIPMENT - NEW	\$ 1,560.00	computer for music technology
April 2014	164	01111009	5810	DUES & FEES	\$ 33.00	Teacher's Edition Textbooks
April 2014	164	01132400	5590	OTHER PURCHASED SERVICES	\$ -33.00	Teacher's Edition Textbooks
April 2014	168	03132120	5611	INSTRUCTIONAL SUPPLIES	\$ 612.46	
April 2014	168	03132120	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -612.46	
April 2014	200	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,000.00	ESC and open service calls
April 2014	200	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,000.00	ESC and open service calls
April 2014	206	03142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ -1,100.00	HVAC REPAIRS REQ52742
April 2014	206	02142600	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 1,100.00	HVAC REPAIRS REQ52742
April 2014	208	01142600	5410	UTILITIES, EXCLUDING HEAT	\$ 219.00	PROPANE FOR BETHANY
April 2014	208	03142600	5410	UTILITIES, EXCLUDING HEAT	\$ -219.00	PROPANE FOR BETHANY
April 2014	211	02111013	5611	INSTRUCTIONAL SUPPLIES	\$ 21.00	TO PURCHASE LAB MATERIALS
April 2014	211	02111013	5690	OTHER SUPPLIES	\$ -21.00	TO PURCHASE LAB MATERIALS
April 2014	239	03111016	5810	DUES & FEES	\$ -108.00	Replacement texts Latin & Chin
April 2014	239	03111014	5810	DUES & FEES	\$ -11.00	Replacement texts Latin & Chin
April 2014	239	03111016	5611	INSTRUCTIONAL SUPPLIES	\$ -202.00	Replacement texts Latin & Chin
April 2014	239	03132400	5590	OTHER PURCHASED SERVICES	\$ -568.00	Replacement texts Latin & Chin
April 2014	239	03111006	5641	TEXTBOOKS	\$ 2,891.00	Replacement texts Latin & Chin
April 2014	239	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -2,002.00	Replacement texts Latin & Chin
April 2014	240	03111001	5810	DUES & FEES	\$ -172.00	Pottery Wheel replacement
April 2014	240	03111001	5730	EQUIPMENT - NEW	\$ -17.00	Pottery Wheel replacement
April 2014	240	03111001	5731	EQUIPMENT - REPLACEMENT	\$ 1,050.00	Pottery Wheel replacement
April 2014	240	03111010	5641	TEXTBOOKS	\$ -4.00	Pottery Wheel replacement
April 2014	240	03111010	5730	EQUIPMENT - NEW	\$ -25.00	Pottery Wheel replacement
April 2014	240	03111017	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -305.00	Pottery Wheel replacement

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April 2014	240	03111016	5690 OTHER SUPPLIES	\$ -527.00	Pottery Wheel replacement
April 2014	241	03132220	5690 OTHER SUPPLIES	\$ -2.00	Account overages
April 2014	241	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ 5.00	Account overages
April 2014	241	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -2.00	Account overages
April 2014	241	03111014	5611 INSTRUCTIONAL SUPPLIES	\$ -4.00	Account overages
April 2014	241	03111014	5690 OTHER SUPPLIES	\$ 3.00	Account overages
April 2014	242	03111011	5731 EQUIPMENT - REPLACEMENT	\$ 2,900.00	Elliptical machines replacemen
April 2014	242	03111009	5641 TEXTBOOKS	\$ -1,403.00	Elliptical machines replacemen
April 2014	242	03132400	5590 OTHER PURCHASED SERVICES	\$ -1,441.00	Elliptical machines replacemen
April 2014	242	03111016	5690 OTHER SUPPLIES	\$ -56.00	Elliptical machines replacemen
May 2014	17	03132400	5590 OTHER PURCHASED SERVICES	\$ -97.00	Supplemental texts
May 2014	17	03111005	5641 TEXTBOOKS	\$ 400.00	Supplemental texts
May 2014	17	03111005	5730 EQUIPMENT - NEW	\$ -101.00	Supplemental texts
May 2014	17	03111005	5810 DUES & FEES	\$ -25.00	Supplemental texts
May 2014	17	03111005	5611 INSTRUCTIONAL SUPPLIES	\$ -38.00	Supplemental texts
May 2014	17	03111013	5641 TEXTBOOKS	\$ -955.00	Supplemental texts
May 2014	17	03111013	5810 DUES & FEES	\$ -104.00	Supplemental texts
May 2014	17	03111014	5641 TEXTBOOKS	\$ 1,260.00	Supplemental texts
May 2014	17	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -178.00	Supplemental texts
May 2014	17	03111009	5690 OTHER SUPPLIES	\$ -162.00	Supplemental texts
May 2014	18	03111009	5810 DUES & FEES	\$ -16.00	lumber, vinyl, supplies
May 2014	18	03111009	5690 OTHER SUPPLIES	\$ -170.00	lumber, vinyl, supplies
May 2014	18	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ -285.00	lumber, vinyl, supplies
May 2014	18	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ 1,267.00	lumber, vinyl, supplies
May 2014	18	03111008	5690 OTHER SUPPLIES	\$ -6.00	lumber, vinyl, supplies
May 2014	18	03111015	5590 OTHER PURCHASED SERVICES	\$ -300.00	lumber, vinyl, supplies
May 2014	18	03111015	5810 DUES & FEES	\$ -490.00	lumber, vinyl, supplies
May 2014	19	03111016	5641 TEXTBOOKS	\$ -922.00	paper and general supplies
May 2014	19	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -161.00	paper and general supplies
May 2014	19	03132120	5611 INSTRUCTIONAL SUPPLIES	\$ -563.00	paper and general supplies
May 2014	19	03111009	5690 OTHER SUPPLIES	\$ -162.00	paper and general supplies
May 2014	19	03111011	5611 INSTRUCTIONAL SUPPLIES	\$ -145.00	paper and general supplies
May 2014	19	03142219	5611 INSTRUCTIONAL SUPPLIES	\$ 2,000.00	paper and general supplies
May 2014	19	03132400	5690 OTHER SUPPLIES	\$ -47.00	paper and general supplies
May 2014	20	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,000.00	Laptop for AHS Admin
May 2014	20	03132400	5590 OTHER PURCHASED SERVICES	\$ -2,000.00	Laptop for AHS Admin
May 2014	21	03132400	5590 OTHER PURCHASED SERVICES	\$ -2,336.00	French texts
May 2014	21	03111006	5641 TEXTBOOKS	\$ 2,336.00	French texts
May 2014	38	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,800.00	new desks
May 2014	38	03132400	5730 EQUIPMENT - NEW	\$ 2,800.00	new desks
May 2014	39	03132400	5731 EQUIPMENT - REPLACEMENT	\$ 1,000.00	replacement tables
May 2014	39	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00	replacement tables
May 2014	59	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,229.00	OUTDOOR BASKETBALL BACKBOARD
May 2014	59	01111011	5730 EQUIPMENT - NEW	\$ 2,229.00	OUTDOOR BASKETBALL BACKBOARD
May 2014	60	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,261.00	3D printer
May 2014	60	05142350	5730 EQUIPMENT - NEW	\$ 2,261.00	3D printer
May 2014	61	05142350	5730 EQUIPMENT - NEW	\$ 2,261.00	3D printer
May 2014	61	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,261.00	3D printer
May 2014	91	03132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -350.00	audiometer calibration
May 2014	91	03132130	5690 OTHER SUPPLIES	\$ 350.00	audiometer calibration
May 2014	124	05142350	5730 EQUIPMENT - NEW	\$ 2,400.00	REPLACEMENT DESKTOPS FOR C.O.
May 2014	124	05142350	5690 OTHER SUPPLIES	\$ -2,400.00	REPLACEMENT DESKTOPS FOR C.O.
May 2014	193	04122151	5690 OTHER SUPPLIES	\$ -665.00	WOODCOCK JOHNSON IV TEST KIT
May 2014	193	04132190	5611 INSTRUCTIONAL SUPPLIES	\$ 665.00	WOODCOCK JOHNSON IV TEST KIT

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
June 2014	4	03113202	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 600.00	facility maintenance
June 2014	4	01113202	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -600.00	facility maintenance
June 2014	44	01132400	5590 OTHER PURCHASED SERVICES	\$ -47.00	BUS SERVICE TO HOLIDAYHILL 6-4
June 2014	44	01142700	5510 PUPIL TRANSPORTATION	\$ 47.00	BUS SERVICE TO HOLIDAYHILL 6-4
June 2014	79	01142700	5510 PUPIL TRANSPORTATION	\$ 183.00	BUS SERVICE TO/FROM WILLOWS
June 2014	79	01132400	5590 OTHER PURCHASED SERVICES	\$ -183.00	BUS SERVICE TO/FROM WILLOWS
June 2014	317	01132400	5580 STAFF TRAVEL	\$ 1,141.00	EOY ADJUSTMENTS
June 2014	317	01132120	5112 CLASSIFIED SALARIES	\$ 812.00	EOY ADJUSTMENTS
June 2014	317	01132130	5112 CLASSIFIED SALARIES	\$ 1,874.00	EOY ADJUSTMENTS
June 2014	317	01132220	5112 CLASSIFIED SALARIES	\$ 587.00	EOY ADJUSTMENTS
June 2014	317	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 72.00	EOY ADJUSTMENTS
June 2014	317	01132220	5690 OTHER SUPPLIES	\$ 151.00	EOY ADJUSTMENTS
June 2014	317	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 156.00	EOY ADJUSTMENTS
June 2014	317	01111027	5111 CERTIFIED SALARIES	\$ 1,119.00	EOY ADJUSTMENTS
June 2014	317	01111006	5611 INSTRUCTIONAL SUPPLIES	\$ 3.00	EOY ADJUSTMENTS
June 2014	317	01111009	5111 CERTIFIED SALARIES	\$ 2,189.00	EOY ADJUSTMENTS
June 2014	317	01142700	5510 PUPIL TRANSPORTATION	\$ 147.00	EOY ADJUSTMENTS
June 2014	317	02111001	5611 INSTRUCTIONAL SUPPLIES	\$ 10.00	EOY ADJUSTMENTS
June 2014	317	02111005	5111 CERTIFIED SALARIES	\$ 1,823.00	EOY ADJUSTMENTS
June 2014	317	02111005	5611 INSTRUCTIONAL SUPPLIES	\$ 8.00	EOY ADJUSTMENTS
June 2014	317	02111005	5690 OTHER SUPPLIES	\$ 1,430.00	EOY ADJUSTMENTS
June 2014	317	02132130	5112 CLASSIFIED SALARIES	\$ 1,628.00	EOY ADJUSTMENTS
June 2014	317	02111016	5641 TEXTBOOKS	\$ 67.00	EOY ADJUSTMENTS
June 2014	317	02132120	5112 CLASSIFIED SALARIES	\$ 1,984.00	EOY ADJUSTMENTS
June 2014	317	02111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 1,900.00	EOY ADJUSTMENTS
June 2014	317	02111013	5111 CERTIFIED SALARIES	\$ 1.00	EOY ADJUSTMENTS
June 2014	317	02142600	5731 EQUIPMENT - REPLACEMENT	\$ 1.00	EOY ADJUSTMENTS
June 2014	317	02132400	5580 STAFF TRAVEL	\$ 316.00	EOY ADJUSTMENTS
June 2014	317	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 1.00	EOY ADJUSTMENTS
June 2014	317	03132120	5590 OTHER PURCHASED SERVICES	\$ 1.00	EOY ADJUSTMENTS
June 2014	317	03132120	5111 CERTIFIED SALARIES	\$ 1,384.00	EOY ADJUSTMENTS
June 2014	317	03132220	5111 CERTIFIED SALARIES	\$ 1,962.00	EOY ADJUSTMENTS
June 2014	317	03132220	5112 CLASSIFIED SALARIES	\$ 1,793.00	EOY ADJUSTMENTS
June 2014	317	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 103.00	EOY ADJUSTMENTS
June 2014	317	03111027	5111 CERTIFIED SALARIES	\$ 650.00	EOY ADJUSTMENTS
June 2014	317	03132400	5580 STAFF TRAVEL	\$ 2,001.00	EOY ADJUSTMENTS
June 2014	317	03132130	5112 CLASSIFIED SALARIES	\$ 681.00	EOY ADJUSTMENTS
June 2014	317	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 217.00	EOY ADJUSTMENTS
June 2014	317	03132220	5690 OTHER SUPPLIES	\$ 98.00	EOY ADJUSTMENTS
June 2014	317	03132400	5111 CERTIFIED SALARIES	\$ 561.00	EOY ADJUSTMENTS
June 2014	317	03111008	5111 CERTIFIED SALARIES	\$ 234.00	EOY ADJUSTMENTS
June 2014	317	03111011	5611 INSTRUCTIONAL SUPPLIES	\$ 22.00	EOY ADJUSTMENTS
June 2014	317	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 1,586.00	EOY ADJUSTMENTS
June 2014	317	03111014	5690 OTHER SUPPLIES	\$ 5.00	EOY ADJUSTMENTS
June 2014	317	03111011	5731 EQUIPMENT - REPLACEMENT	\$ 32.00	EOY ADJUSTMENTS
June 2014	317	04132120	5112 CLASSIFIED SALARIES	\$ 152.00	EOY ADJUSTMENTS
June 2014	317	04132190	5580 STAFF TRAVEL	\$ 154.00	EOY ADJUSTMENTS
June 2014	317	04122151	5690 OTHER SUPPLIES	\$ 929.00	EOY ADJUSTMENTS
June 2014	317	04121200	5112 CLASSIFIED SALARIES	\$ 34.00	EOY ADJUSTMENTS
June 2014	317	04121203	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00	EOY ADJUSTMENTS
June 2014	317	04121203	5690 OTHER SUPPLIES	\$ 251.00	EOY ADJUSTMENTS
June 2014	317	03152601	5111 CERTIFIED SALARIES	\$ 346.00	EOY ADJUSTMENTS
June 2014	317	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 1,697.00	EOY ADJUSTMENTS
June 2014	317	03142600	5410 UTILITIES, EXCLUDING HEAT	\$ 900.00	EOY ADJUSTMENTS
June 2014	317	05142350	5690 OTHER SUPPLIES	\$ 276.00	EOY ADJUSTMENTS
June 2014	317	05142350	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 500.00	EOY ADJUSTMENTS

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
June 2014	317	05142320	5112	CLASSIFIED SALARIES	\$ 383.00 EOY ADJUSTMENTS
June 2014	317	05132212	5580	STAFF TRAVEL	\$ 89.00 EOY ADJUSTMENTS
June 2014	317	05132212	5590	OTHER PURCHASED SERVICES	\$ 20.00 EOY ADJUSTMENTS
June 2014	317	05132212	5611	INSTRUCTIONAL SUPPLIES	\$ 182.00 EOY ADJUSTMENTS
June 2014	317	05132213	5580	STAFF TRAVEL	\$ 131.00 EOY ADJUSTMENTS
June 2014	317	05132213	5581	TRAVEL - CONFERENCES	\$ 239.00 EOY ADJUSTMENTS
June 2014	317	05132213	5590	OTHER PURCHASED SERVICES	\$ 27.00 EOY ADJUSTMENTS
June 2014	317	05142350	5580	STAFF TRAVEL	\$ 355.00 EOY ADJUSTMENTS
June 2014	317	05142510	5327	DATA PROCESSING	\$ 2,151.00 EOY ADJUSTMENTS
June 2014	317	05142600	5580	STAFF TRAVEL	\$ 254.00 EOY ADJUSTMENTS
June 2014	317	05142700	5512	VO-AG/VO-TECH REG ED	\$ 108.00 EOY ADJUSTMENTS
June 2014	317	05154000	5830	INTEREST	\$ 1.00 EOY ADJUSTMENTS
June 2014	317	05154000	5910	REDEMPTION OF PRINCIPAL	\$ 2,766.00 EOY ADJUSTMENTS
June 2014	317	05152512	5255	MEDICAL & DENTAL INSURANCE	\$ 1,213.00 EOY ADJUSTMENTS
June 2014	317	05152512	5210	FICA-ER	\$ 2,078.00 EOY ADJUSTMENTS
June 2014	368	05152512	5210	FICA-ER	\$ 615.00 EOY ADJUSTMENTS
June 2014	368	05151026	5111	CERTIFIED SALARIES	\$ 1,128.00 EOY ADJUSTMENTS
June 2014	368	05142600	5580	STAFF TRAVEL	\$ 97.00 EOY ADJUSTMENTS
June 2014	368	05142510	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 1,520.00 EOY ADJUSTMENTS
June 2014	368	05142350	5580	STAFF TRAVEL	\$ 62.00 EOY ADJUSTMENTS
June 2014	368	05132212	5111	CERTIFIED SALARIES	\$ 334.00 EOY ADJUSTMENTS
June 2014	368	05142350	5690	OTHER SUPPLIES	\$ 802.00 EOY ADJUSTMENTS
June 2014	368	03152601	5111	CERTIFIED SALARIES	\$ 720.00 EOY ADJUSTMENTS
June 2014	368	03152601	5112	CLASSIFIED SALARIES	\$ 133.00 EOY ADJUSTMENTS
June 2014	368	04122151	5690	OTHER SUPPLIES	\$ 129.00 EOY ADJUSTMENTS
June 2014	368	04121200	5611	INSTRUCTIONAL SUPPLIES	\$ 2.00 EOY ADJUSTMENTS
June 2014	368	04132190	5611	INSTRUCTIONAL SUPPLIES	\$ 60.00 EOY ADJUSTMENTS
June 2014	368	03132400	5580	STAFF TRAVEL	\$ 17.00 EOY ADJUSTMENTS
June 2014	368	03111027	5111	CERTIFIED SALARIES	\$ 48.00 EOY ADJUSTMENTS
June 2014	368	03113201	5111	CERTIFIED SALARIES	\$ 176.00 EOY ADJUSTMENTS
June 2014	368	03111016	5611	INSTRUCTIONAL SUPPLIES	\$ 10.00 EOY ADJUSTMENTS
June 2014	368	03132220	5112	CLASSIFIED SALARIES	\$ 75.00 EOY ADJUSTMENTS
June 2014	368	03113202	5330	OTHER PROFESSIONAL & TECH SRVC	\$ 171.00 EOY ADJUSTMENTS
June 2014	368	02132400	5580	STAFF TRAVEL	\$ 13.00 EOY ADJUSTMENTS
June 2014	368	01142600	5420	REPAIRS, MAINTENANCE & CLEANING	\$ 915.00 EOY ADJUSTMENTS
June 2014	368	01142600	5620	OIL USED FOR HEATING	\$ 1,914.00 EOY ADJUSTMENTS
June 2014	368	01132400	5580	STAFF TRAVEL	\$ 53.00 EOY ADJUSTMENTS

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER &amp; DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
2015-JUL	13	01-03-11-1009-5611 INSTRUCTIONAL SUPP	(9,241.00)	GEOMETRY TEXTS
2015-JUL	13	01-03-11-1009-5641 TEXTBOOKS	9,241.00	GEOMETRY TEXTS
2015-JUL	14	01-03-11-1009-5641 TEXTBOOKS	9,914.00	ALGEBRA TEXTS
2015-JUL	14	01-03-11-1009-5611 INSTRUCTIONAL SUPP	(9,914.00)	ALGEBRA TEXTS
2015-JUL	87	01-03-13-2220-5611 INSTRUCTIONAL SUPP	(1,700.00)	PURCHASE DATABASE
2015-JUL	87	01-03-13-2220-5690 OTHER SUPPLIES	1,700.00	PURCHASE DATABASE
2015-JUL	88	01-03-11-1010-5611 INSTRUCTIONAL SUPP	(800.00)	TABLES FOR LIBRARY
2015-JUL	88	01-03-13-2220-5730 EQUIPMENT - NEW	800.00	TABLES FOR LIBRARY
2015-JUL	90	01-03-11-1010-5611 INSTRUCTIONAL SUPP	(300.00)	DESKS FOR MEDIA
2015-JUL	90	01-03-13-2220-5730 EQUIPMENT - NEW	300.00	DESKS FOR MEDIA
2015-JUL	91	01-03-14-2219-5611 INSTRUCTIONAL SUPP	(800.00)	TABLES/DESKS
2015-JUL	91	01-03-13-2220-5730 EQUIPMENT - NEW	800.00	TABLES/DESKS

**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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To: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014  
Date: August 6, 2014

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

**Fixed Asset Accounting Module:**

The District purchased a fixed asset accounting program (FAMP) in 2007. FAMP was designed as a 32bit program for 32bit operating system. With the new installations being 64bit, FAMP will no longer work on these systems. We have been trying to run FAMP on 64 bit systems with different setups but it does not work. We had left this out of the proposed 2014-2015 budget in hopes of using FAMP for one more year. However, this is no longer a viable option.

We need to complete a physical inventory. We cannot use the current scanners, because they are no longer supported. FAMP has its limitations and it would be extremely helpful to upgrade to a new system. The purchase price of the MUNIS fixed asset module is \$30,012, including software, installation, training, support, conversion, and scanning device. The recurring annual fees would be \$1,782.

***#1 – Move to make the following budget transfer of \$30,012 to the Transfer Account for purpose of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for the purchase of the MUNIS fixed asset module, including software, installation, training, support, conversion, and scanning device:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
TBD	TBD (See Note below)	\$30,012	
05-15-0000-5856	Transfer Account		\$30,012

Note: The Director of Finance and Administration will take the available funds from various accounts.

**Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014**

August 6, 2014

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**Amity Regional High School Cooling Tower Refurbishment:**

Facilities Director Jim Saisa reports, "The cooling tower at Amity Regional High School is approaching eight years old and in need of some preventive service. Since its installation, we have maintained an aggressive preventive maintenance schedule and chemical treatment plan. During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. We had the manufacturer's representative from Marley come to evaluate the tower and make recommendations based on manufacturer's standards. The hot water distribution basins and associated parts, the PVC fill media and associated parts, lip and pinion seals on the gear drives and other parts that normally wear due to corrosion are in need of replacement to bring the tower back to new condition and enable it to operate at peak efficiency."

***#2 – Move to make the following budget transfer of \$85,793 to the Transfer Account for purpose of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for Amity Regional High School cooling tower refurbishment.***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
TBD	TBD (See Note below)	\$85,793	
05-15-0000-5856	Transfer Account		\$85,793

Note: The Director of Finance and Administration will take the available funds from various accounts.

**Conversion to Natural Gas at Amity Middle School – Orange Campus:**

Facilities Director Jim Saisa states, "The potential exists to have natural gas run to the Amity Middle School – Orange Campus. In order to take advantage of the natural gas, our boilers and hot water boiler would need to be converted from oil burning to natural gas burning. We bid the conversion of our current burners from oil to natural gas with all associated piping work included. There was a mandatory pre-bid meeting on May 13, 2014. Seven vendors attended the pre-bid meeting. The bids were opened on May 30, 2014, and two vendors submitted bids. Bids ranged from \$55,265 to \$69,093. The low bid was from A.R. Fonda Mechanical Services of West Haven, Connecticut. We have not done business with them, but one of their references is Orange Board of Education for the exact same type of project. I spoke to Mike Luzzi, Orange Facilities Director, and he raved about the work that A.R. Fonda Mechanical Services did on their job. They use A.R. Fonda Mechanical Services for all of their HVAC work and are extremely satisfied with their work. If the gas line project moves forward, I recommend we award the bid to A.R. Fonda Mechanical Services for the total cost of \$55,265."



Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014

August 6, 2014

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**#3 – Move to make the following budget transfer of \$55,265 to the Transfer Account for purpose of putting the funds into the Reserve Fund for the conversion to natural gas at Amity Middle School – Orange Campus:**

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
TBD	TBD (See Note below)	\$55,265	
05-15-0000-5856	Transfer Account		\$55,265

Note: The Director of Finance and Administration will take the available funds from various accounts.

**Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School:**

Facilities Director Jim Saisa reported, "If the UI fuel cell project at Amity High School goes through, we will have an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the high school at much cheaper rates than we currently pay. To accomplish this it is our responsibility to put infrastructure in place to convert the waste heat to usable btu's. The first step is to hire an engineering firm to study the project and draw up plans and bid specifications. This will entail looking at our current usages of gas and electricity and determine our heating and cooling loads. It will also entail looking at the amount of waste heat generated by the fuel cell (once UI has identified a manufacturer and model). The engineering firm will then identify the appropriate heat exchanger and/or absorption chiller that will maximize use of the waste heat to heat and cool our building. The firm will also plan and specify appropriate piping configurations, controls, sequences of operation, and all mechanical and electrical needs. They will provide us a set of plans and specifications that are bid ready should the UI fuel cell plan come to fruition. In addition they will provide cost savings estimates and an estimate of how many years the payback in energy savings will be."

Bill Donald, Manager of Commissioning Services, vanZelm Engineers, provided a quote of \$54,950. The general proposed scope of services will include a study phase, design phase and construction administration. In addition, an allowance of \$3,000 is recommended for the engagement of a Civil or Structural Engineer.

**#4 – Move to make the following budget transfer of \$57,950 to the Transfer Account for purpose of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for an engineering study for fuel cell waste heat use at Amity Regional High School:**

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
TBD	TBD (See Note below)	\$57,950	
05-15-0000-5856	Transfer Account		\$57,950

Note: The Director of Finance and Administration will take the available funds from various accounts.

Budget Transfers of \$3,000 or More for Fiscal Year 2013-2014

August 6, 2014

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**Asphalt Sealing and Crack Repair at Amity Regional High School:**

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.

***#5 – Move to make the following budget transfer of \$25,000 to the Transfer Account for 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:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
TBD	TBD (See Note below)	\$25,000	
05-15-0000-5856	Transfer Account		\$25,000

Note: The Director of Finance and Administration will take the available funds from various accounts.

**Self-Insurance Reserve Fund:**

The *unaudited* Self-Insurance Reserve Fund Balance on June 30, 2014, is approximately \$231,000, or 5.5 percent of claims. Based on the 2014-2015 Budget, the reserve balance as a percent of claims would drop to 2.6 percent on June 30, 2015.

The primary reasons for the lower than budgeted Self-Insurance Reserve Fund Balance were higher claims and lower premiums from employees and retirees. The unfavorable variance for claims can be partially explained by budgeting \$200,000 less than the expected claims projected by Anthem. The employees and retirees premium shares were budgeted based on the initial premiums provided by Anthem which were lowered.

Due to the unacceptably low reserve balance, I recommend transferring the OPEB Trust budget of \$166,767 into the Self-Insurance Reserve Fund. If this is not done, we run the risk of not having sufficient funds to pay claims of current employees. Furthermore, if claims are lower than expected, the Board can always transfer funds from the Medical & Dental Insurance account into the OPEB Trust Fund. However, the Board **cannot** take funds from the OPEB Trust to pay claims of current employees.

The recommendation is to transfer **BOTH** the \$166,767 from the OPEB Trust budget and the remaining balance of (estimate) \$506,955, or \$673,722, into the Self-Insurance Reserve Fund.

Budget Transfers of \$3,000 or More for **Fiscal Year 2013-2014**

August 6, 2014

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**#6 – Move to make the following budget transfer of \$166,767 to Medical & Dental Insurance for purpose of putting the funds into the Self-Insurance Reserve Fund:**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
05-15-0000-5860	OPEB Trust	\$166,767	
05-15-2512-5255	Medical & Dental Insurance		\$166,767

**#7 – Move to make the following budget transfer of all remaining 2013-2014 year end available funds to the Transfer Account for purposes of putting the funds into the Self-Insurance Reserve Fund:**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
TBD	TBD (See Note below)	TBD	
05-15-2512-5255	Medical & Dental Insurance		TBD

TBD: To Be Determined

**AMITY REGIONAL SCHOOL DISTRICT NO. 5**

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



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To: Charles S. Dumais, Superintendent of Schools  
From: Jack B. Levine, Director of Finance and Administration  
Re: Budget Transfers of \$3,000 or More for **Fiscal Year 2014-2015**  
Date: July 25, 2014

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

**Special Education:**

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

***#1 – Move to make the following budget transfer to pay special education expenses:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
04-12-6111-5560	Tuition Expense	\$5,330	
04-12-6117-5560	Tuition Expense		\$5,330

**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.

**Budget Transfers of \$3,000 or More for Fiscal Year 2014-2015**

July 25, 2014

Page 2

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."

***#2 – Move to make the following budget transfer to pay for Algebra texts:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
03-11-1009-5611	Instructional Supplies	\$8,340	
03-11-1009-5641	Texts & Digital Resources		\$8,340

***#3 – Move to make the following budget transfer to pay for Geometry texts:***

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>FROM</b>	<b>TO</b>
03-11-1009-5611	Instructional Supplies	\$8,879	
03-11-1009-5641	Texts & Digital Resources		\$8,879

**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: New Funding Requests for Fiscal Year  
Date: August 8, 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 school district. Therefore, it would be financially prudent to purchase our own medical malpractice insurance to protect the District. Our insurance agent obtained a quote of \$5,100.

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

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

**CONTINGENCY ACCOUNT RECAP**

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

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

MicroGrid Committee	6/4/14
Curriculum Committee	6/9/14
Personnel Committee	6/9/14
Finance Committee	6/9/14
Facilities/MicroGrid Joint Committee Meeting	6/23/14



MINUTES

**COMMITTEE MEMBERS PRESENT:** James Horwitz, Tracey Lane Russo, James Stirling

**Also Present:** Christopher Browe, Steven DeMaio, Charles Dumais, Tony Giampa, Jack Levine, Marianne Lippard, Jim Saisa, Thomas Hurley

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A meeting of the MicroGrid Committee of the Amity Regional Board of Education was held on Wednesday, June 4, 2014 at 5:30 p.m. in the Superintendent's Conference Room at the District Offices.

1. **Call to Order:** The meeting was called to order at 5:43 p.m.

2. **Discussion on MicroGrid**

It was noted that no representative from DEEP will be here tonight. Mr. Stirling noted that this meeting was planned to discuss the findings to date and determine what alternatives are available if Amity chooses not to participate in the MicroGrid project. The town of Woodbridge may be able to build the MicroGrid with or without Amity's participation. We are looking at alternative energy sources. We have a few options to consider: use the grant from the State and go forward with an RFP; use the MicroGrid grant and use UI alternative energy grant money for installing a fuel cell here; or go forward without the MicroGrid grant money and look at alternatives for generating electricity. We understand that Woodbridge is going forward with a small turbine generator at Beecher Road School. The Committee's charge is to decide whether to proceed with the RFP.

Mr. Horwitz said that he had hoped a representative from DEEP would be here today. It appears that there are alternatives to purchasing energy from the utility that may offer considerable savings and are environmentally friendly. If these options are available, we should consider them. If we can save money for our communities, we have an obligation to explore our options. Unless there were environmental problems or hidden costs, it makes sense to pursue these energy sources. After the meeting in Branford, it was his feeling was we ought to take advantage of the millions of dollars available to pursue the MicroGrid. We should look at our options.

Ms. Russo said that she hasn't seen a legal opinion concerning this matter.

Mr. Saisa said that there are some possibilities to be explored.

Mr. DeMaio noted that it is his understanding that fuel cells are not in the plan.

Mr. Giampa said that fuel cells have been proven to be too costly.

**June 4, 2014**

Ms. Russo said that the State is working on changing legislation so that we can have the benefit of net metering. Ms. Russo noted that it is her understanding that the District would be out some money if this deal doesn't happen.

Mr. DeMaio said that we have to vote on this on Monday. We should give Woodbridge an answer. He questioned whether Woodbridge would make all decisions if Amity agrees.

Mr. Stirling said that this is an open question.

Mr. Horwitz said that there is a question as to whether we give up control by going with Woodbridge. We need to maintain our legal rights.

Ms. Russo questioned what would be a valid reason not to go forward.

Mr. Hurley said that we need to maintain our legal rights as we are the 70 percent user. There is a basic clause in an RFP saying we may choose not to go forward.

Mr. Stirling said that this RFP could require a five or six figure development/legal cost.

Mr. Horwitz said that a realistic reason to walk away might be cost. It seems to make sense to save 20 percent or perhaps one-third the cost of energy. Possible expenses could be incurred if the equipment is faulty. We are currently locked in to using natural gas anyway. It is unlikely oil and natural gas prices will flip-flop. Based on what he has read, natural gas will continue to be a major source of power for the next 40-60 years.

Mr. Levine said that the cost analysis is based on certain assumptions. There could be differences if something changes with the technology.

Mr. Giampa asked whether anyone knows the amount of acreage on the roof.

Mr. Saisa said that there is shadowing on the roof, making solar difficult.

Ms. Russo noted that the trip to Branford to see their microgrid was very educational.

Mr. DeMaio noted that we would be tied in for 20 years with this plan.

Mr. Stirling said that the waste heat makes this system more efficient. There is not much advantage to going with Woodbridge.

Mr. Horwitz agreed, however, we need to look at the money available. If there is minimal or no economic benefit, then there is no reason to join Woodbridge. If there is significant money, then joining Woodbridge makes sense.

Mr. Stirling said that it is his understanding that \$3 million can be used towards the legal and engineering costs. Based on his analysis, the numbers seem to show a benefit to pursuing this without Woodbridge. It would seem to make sense to send a letter to Woodbridge giving the District equal rights with respect to this project. If we can get equal rights and the ability to pull out of the project, then we can move forward and participate in the RFP. The question remains as to whether we want to generate our own electricity. We need a written response from Woodbridge on these questions.

Ms. Russo said that she hasn't seen any data about how many days the High School has been shut down due to power loss.

Mr. Stirling said that while we have data showing whether or not the school was closed, we haven't been able to determine whether or not this was due to power loss. We have been told that we are in an area of high priority for power restoration. If a class three or four hurricane came through, we could lose power for a longer period of time than in the past.

Mr. Horwitz noted that Branford High is closer to Long Island Sound and they never lose power.

Mr. DeMaio said that we need to consider the costs if this power system breaks down.

Mr. Horwitz said that it is his understanding that this would be part of the maintenance contract. There are five independent turbines.

Mr. Levine said that there are three parties to the transaction: the State, Woodbridge and Amity.

Mr. Hurley said that Woodbridge has the grant. He hasn't seen documents naming Amity as part of the grant. Net metering should be examined.

Mr. DeMaio noted that the town of Woodbridge would like an answer. We need to provide an answer or a list of questions for their consideration.

*Motion to ask the chairman of the Amity Board of Education and the Superintendent to communicate our questions to the town of Woodbridge (Mr. Horwitz, 2d Ms. Russo)*

Mr. Levine asked whether a letter should be requested from the State showing that Amity has the right to get out of the agreement.

Mr. Hurley said that we would like to be able to get out of the agreement for valid reasons.

Ms. Russo noted that at this point we don't know what would be considered valid reasons. We would like veto power for whatever is on District property.

*Vote in favor unanimous.*

*Motion passed.*

Mr. Stirling said that once we have answers to these questions, we can report our findings back to the Board. We would like to know the tax impact of this proposal. This would generate money from UI to Woodbridge.

Mr. Levine noted that if the Board were to decide to pursue this separately, money will be needed for legal and engineering fees. Money would be needed in the reserve for this project.

Mr. Hurley said that we will not add money in at this point.

It was noted that this proposal is outside of our educational mission. A stand-alone RFP option was mentioned.

Mr. Stirling noted that it is his understanding that the middle school in Bethany has an ideal roof for solar.

Mr. Saisa said that a 10-page report is available for the Committee to consider.

Mr. Giampa questioned the cost of natural gas for feeding the units. Adding a simultaneous absorption chiller will add significantly to the cost. He questioned the location for the MicroGrid on the High School campus.

Mr. Hurley said that there is volatility in the market for natural gas. The best case and worst case for natural gas are probably not going to happen.

Mr. Stirling said that while there is a huge supply of natural gas, we can't make assumptions on the estimates.

Mr. Saisa noted that the MicroGrid would be located in the old ice storage area.

It was noted that the Committee appreciated the quiet operation of the microgrid in Branford. Ms. Russo also noted that there was no odor associated with the microgrid they visited.

Ms. Russo said that she will prepare a report of the Committee's findings. The town of Woodbridge will be made aware of the Committee's position.

**3. Adjourn**

The meeting adjourned at 7:03 p.m.

Respectfully submitted,  
Marianne Lippard, recording clerk

MINUTES

**COMMITTEE MEMBERS PRESENT:**

Julie Altman, Christopher Browe (at 5:45 p.m.), Diane Crocco, Rita Gedansky, Thomas Hurley

**Staff Members Present:** Marie McPadden, Mary Raiola, Charles Britton; Pua Ford

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The Curriculum subcommittee of the Amity Regional Board of Education met on Monday, June 9, 2014, at 5:30 p.m. in the cafeteria of Amity High School

1. **Call to Order:** Julie Altman called the meeting to order at 5:32 p.m.

2. **Review New Course Proposal for the Alternative School Science Course.**

Dr. McPadden distributed the proposal document for *Alternative School – Integrated Science 1*. The teachers who hoped to speak on this proposal were unable to attend this meeting.

Students usually enter the Alternative School (A-School) within the high school if they have failed academically and/or have social or emotional problems that interfere with their studies. Students go into and out of the A-School at irregular points in their high school career. The course is designed to let them join and leave when appropriate to their situation.

This proposal would replace a less satisfactory science research course and also addresses the new standards for science curriculum. This is for only the first year of a three-year sequence. The budget will cover this proposal.

Those present discussed how this is “integrated,” how the new standards are not content-specific, that finding the right teacher for this proposal is key. The A-School has a dedicated math teacher so that mathematics does not require a similar course. Problems with textbooks and their publishers were discussed.

*Motion to forward this course proposal to the full Board for approval (Thomas Hurley, 2d Diane Crocco).*

*Vote to approve unanimous.*

*Motion passed.*

3. **Adjournment**

*Motion to adjourn the meeting at 5:57 p.m. (Thomas Hurley, 2d Steven DeMaio).*

*Approval unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,

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Pua Ford, recording clerk

MINUTES

**COMMITTEE MEMBERS PRESENT:**

Sue Cohen, William Blake, Patricia Cardozo, Tracey Lane Russo, James Stirling

**Staff Members Present:** Charles Dumais; Pua Ford

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The Personnel subcommittee of the Amity Regional Board of Education met on Monday, June 9, 2014, at 5:00 p.m. in the Superintendent's Conference Room at the District Offices.

1. **Call to Order:** Sue Cohen called the meeting to order at 5:09 p.m.
2. **Discussion and Possible Action on Non-Union Salaries**  
Superintendent Dumais distributed a summary of what each bargaining unit receives. Further discussion was deferred until a quorum was present.
3. **Discussion and Possible Action on Superintendent Evaluation Protocol**  
Currently at Amity, the superintendent's evaluation takes place only at the end of the school year. The superintendent would prepare a self-evaluation, and the Board would discuss the matter without the superintendent present. The chairman then composed a written evaluation, and the superintendent reviewed this for any possible response before accepting it.

But Mr. Dumais took this position in March so there has not been enough time to make a reasonable evaluation. He suggested that this December would be a good time to see how his administration has advanced the board's goals, and a traditional evaluation process would take place in June 2015. Going forward, mid-term still would be a good time for a performance assessment, oral and less formal. "Low-level communication" works best for heading off larger issues.

Those present discussed whether the schedule of Board goals conflicted with the budget development schedule. The Board normally does not meet in July, and it has proved impractical to get good attendance for a workshop developing goals until after the September meeting. The superintendent's proposed goals formed the basis for the Board's goals.

Mr. Dumais will talk to staff about how goals worked this past year, how they helped the district meet state demands, and what areas would be good to explore going forward.

Ms. Cardozo joined the meeting at 5:17 p.m., Ms. Russo at 5:20 p.m.

2. **Discussion and Possible Action on Non-Union Salaries (continued)**  
*Motion to go into executive session to discuss compensation for non-certified staff (William Blake, 2d Tracey Lane Russo).*  
*Vote to approve unanimous.* **Motion passed.**

The committee went into executive session at 5:25 p.m.

Mr. Stirling left the meeting at 5:30 p.m.

The committee came out of executive session at 5:34 p.m.

By consensus the committee recommends approval of the superintendent's proposed salary schedule for non-certified staff.

**4. Discussion and Possible Action on Superintendent Contract**

It was the consensus of the committee that the superintendent's contract would run from July 1 to June 30 for three years. The Board chairman will formalize this with the superintendent, pending approval of full board.

Superintendent Dumais recommended that Jack Levine's contract as Director of Finance be updated to memorialize the modifications that have been agreed upon in past years. The consensus of the committee was to authorize the Board Chair to approve the contract as updated by the Superintendent.

**5. Adjournment**

*By consensus, the committee adjourned at 5:35 p.m. (Patricia Cardozo, 2d ...).*

Respectfully submitted,

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Pua Ford, recording clerk



MINUTES

**COMMITTEE MEMBERS PRESENT:** Matthew Giglietti, John Grabowski, Joseph Nuzzo, James Stirling

**COMMITTEE MEMBERS ABSENT:** John Grasso, Jr., James Horwitz

**Also Present:** Charles Dumais, Thomas Hurley, Jack Levine, Marianne Lippard, Terry Lumas, Tracey Lane Russo

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A meeting of the Finance Committee of the Amity Regional Board of Education was held on Monday, June 9, 2014, at 5:30 p.m. in the Presentation Room at the Amity District Offices.

1. **Call to Order:** James Stirling called the meeting to order at p.m.
2. **Discussion and Possible Action on Minutes**  
Finance Committee Meeting – May 12, 2014  
*Motion to approve the minutes as presented (Mr. Giglietti, 2d Mr. Nuzzo).*  
*Vote in favor unanimous. Motion passed.*
3. **Public Comment**  
No members of the public addressed the Committee.
4. **Presentation and Discussion of 2015-2016 Budget Calendar**  
Mr. Dumais noted that changes have been made to the Budget Calendar. He is proposing two meetings with the Board of Finance in each of the towns, if needed.  
  
Mr. Nuzzo said that the changes look good.  
  
Mr. Giglietti noted that voter turnout for the budget referendum has been very low and the costs don't seem to justify continuing this practice.
5. **Discussion and Possible Action on Healthy Food Certification for July 1, 2014 through June 30, 2015**  
A memo dated May 27, 2014 from Mr. Levine to Mr. Dumais states that participating in the Healthy Food Program is recommended. Section 10-215f of the Connecticut General Statutes requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program must take action annual to certify whether all food items sold to students will or will not meet the Connecticut Nutrition Standards.

Terry Lumas, Finance Manger, noted that Amity participated in the Healthy Foods Certification (HFC) during the years of 2007-2008 and 2008-2009. The District decided for 2009-2010 and forward not to participate even though we continued to offer healthy food choices. The additional revenue from a la carte items outside of the HFC parameters and the paperwork burden were the primary reasons for not continuing our participation.

The USDA is implementing changes on July 1, 2014 to the a la carte sales for all school districts participating in the National School Lunch Program. We will need to change our current a la carte offerings to meet the USDA regulations. These changes align closely with Connecticut's HFC option.

The option of leaving the National School Lunch Program was explored. It was estimated that the District would see a significant financial loss under this option, as our program would lose all State and Federal funding for lunch reimbursements, State matching subsidy, the Healthy Choice funds, and commodities given to the program. The District would also be required to subsidize those students who met the Federal income thresholds for free and reduced lunch. These factors totaled about \$133,000 of lost revenue and the program cannot support this option.

By joining, the District can no longer allow private vendors (FIREDOG) on the grounds to sell food to students. There are restrictions on certain popular selling items, for example, cookie recipes will be reformulated and ice cream cannot be sold until vendors reformulate. However, participation in the National School Lunch Program and Healthy Food Certification, even with the restrictions, will have less of a negative impact on the program than non-participation. Participation will generate about \$13,500 for the District each year assuming the State continues to fund the program.

Ms. Lumas explained that the program provides an extra 10 cents per lunch from the State. She suggests going back on the program. One of the changes will involve adding more whole grain selections, which will mean items meet USDA guidelines. It would be too difficult for the District to opt out of this program. She noted that a la carte sales will probably decrease.

Mr. Grabowski said the problem is that the students don't want to eat the current offerings as it is.

Mr. Stirling said that sales of pizza were down with the changeover to whole grain crust.

Mr. Dumais noted that this decision is about money.

Mr. Stirling questioned whether this would affect the after school food truck, which is popular with students.

Ms. Lumas said that the Firedog truck can't be at after school practices, but the truck can be at games because games are considered to be events.

*Motion to recommend to the Amity Board of Education that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2014 through June 30, 2015 (Mr. Nuzzo, 2d Mr. Giglietti).*

*Vote in favor unanimous.*

*Motion passed.*

*Motion to recommend to the Amity Board of Education that the Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store (Mr. Giglietti, 2d Mr. Nuzzo).*

*Vote in favor unanimous.*

*Motion passed.*

**6. Discussion and Possible Action on Contracts of \$35,000 or More**

**A. Tennis Courts Resurfacing**

We published a bid for the refinishing and repainting at the High School and to repair large cracks and structural damage caused by frost. A bid from Hinding Tennis Courts of West Haven, Connecticut was for \$42,400. Hinding Tennis Courts has previously done work on our tennis courts in a satisfactory manner. Mr. Saisa recommends that we award the bid to Hinding Tennis Courts of West Haven for the bid price of \$42,400.

*Move to recommend authorizing the Director of Finance and Administration to award the contract for tennis courts resurfacing to Hinding Tennis Courts of West Haven, Connecticut, at the bid price of \$42,400 (Mr. Nuzzo, 2d Mr. Grabowski).*

*Discussion:* The deterioration of the tennis courts has been documented in photographs. Mr. Levine noted that there wasn't much interest in bidding for this job and he isn't sure why. The administration would like to move forward, as this is a safety issue.

*Vote in favor unanimous.*

*Motion passed.*

**B. HVAC Upgrades at Amity Middle School – Orange Campus**

The first week in September 2013, experienced record-breaking humidity and the HVAC system at Amity Middle School in Orange could not effectively dehumidify the building. As a result, high humidity conditions were prevalent in the building and many areas experienced water condensing on floors and desks. The result of the moisture was mold and mildew on various surfaces in different areas of the building.

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor, Controlled Air, Inc. of Branford, Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

It was noted that due to the mold problem at the Middle School in Orange, the administration would like to get this project done during the summer. There is no guarantee that there would be no mold. We were informally told that we can get credit for the electricity portion, not the heating oil.

Mr. Dumais said that UI's participation in the MicroGrid has varied. There are two megawatts of fuel cells in this area. Gas could be installed in Orange at no cost as part of this project. We want to be in the best position, while not knowing other variables.

Mr. Saisa said that the locker rooms have make-up air units. Bringing in outside air increases the humidity. Running dry air from the gym into the locker rooms would improve the situation. Reprogramming the relief fans in the ceilings would help in this comprehensive program for the HVAC system.

Mr. Levine noted that more money would be put in the transfer account, giving the superintendent flexibility to do this project. At this point, he is asking to award the contract.

Mr. Stirling said that the technology improvements appear to make sense.

Mr. Levine noted that UI won't retroactively give credits.

Mr. Saisa said that there is a \$35,000 natural gas incentive.

Mr. Levine said that we would be giving up \$35,000 in credits.

Mr. Giglietti said that it would be a shame to lose \$35,000 in credits. He asked that the Committee be kept updated.

*Move to recommend authorizing the Director of Finance and Administration to award the contract for HVAC upgrades at Amity Middle School in Orange to Controlled Air, Inc. of Branford, Connecticut, at the bid price of \$156,261 (Mr. Nuzzo, 2d Mr. Grabowski).*

*Vote in favor unanimous.*

*Motion passed.*

**7. Discussion of Monthly Financial Statements**

We are now under budget. A full report will be given at the August meeting, when all the numbers will be given.

Mr. Giglietti noted that a \$546,000 surplus is expected.

Mr. Levine said he believes that will be the minimum expected.

**8. Director of Finance and Administration Approved Transfers Under \$3,000**

Mr. Stirling said that this appears to be an extensive list. The principals know what to have in their budget. Items are being moved to deal with needs.

**9. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

In a memo to Mr. Dumais dated June 4, 2014, Mr. Levine recommends budget transfers for over \$3,000.

Oil Used for Heating

Degree days through April 2014 total 4,573 compared to last year's total through April 2013 (3,758). This represents a 22 percent colder winter than the prior year's winter. We need a budget transfer to top off the tanks as we do each year.

*Move to recommend making the following budget transfer to pay for heating oil (Mr. Giglietti, 2d Mr. Nuzzo).*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
03-14-2600-5621	Natural Gas	\$18,622	
01-14-2600-5620	Oil Used for Heating		\$9,311
02-14-2600-5620	Oil Used for Heating		\$9,311

*Discussion:* Mr. Levine noted that we will not be putting oil in the tank that we won't need to use.

*Vote in favor unanimous.*

*Motion passed.*

HVAC Upgrades at Amity Middle School – Orange Campus

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was

commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor, Controlled Air, Inc. of Branford, Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

*Move to recommend making the following budget transfer of \$112,239 to the Transfer Account for the purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for HVAC upgrades at Amity Middle School – Orange Campus (Mr. Giglietti, 2d Mr. Nuzzo):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
04-12-6130-5510	Pupil Transportation	\$112,239	
05-15-0000-5856	Transfer Account		\$112,239

*Vote in favor unanimous.*

*Motion passed.*

**10. Discussion and Possible Action on New Funding Requests**

Tennis Courts Resurfacing

This needs to be a priority due to the condition of the tennis courts. The winter weather has made the conditions worse. We published a bid for the refinishing and repainting at the High School and to repair large cracks and structural damage caused by frost. A bid from Hinding Tennis Courts of West Haven, Connecticut was for \$42,400.

*Move to recommend making the following budget transfer of \$42,400 for tennis courts resurfacing (Mr. Giglietti, 2d Mr. Nuzzo):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$42,400	
03-14-2600-5720	Improvements to Sites		\$42,400

*Vote in favor unanimous.*

*Motion passed.*

Field Repairs

The practice football field, field hockey field, and parts of the practice baseball field are deteriorated. We need to re-sod approximately 20,000 square feet to ensure these fields are ready for fall sports practices in August 2014. The quote from our grounds vendor, Sports Turf of Connecticut, to re-sod 20,000 square feet of athletic fields is \$12,500. This needs to be done as soon as spring sports are completed to ensure a safe playing environment for fall sports.

*Move to recommend making the following budget transfer of \$12,500 to the Transfer Account for purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for field repairs at Amity Regional High School (Mr. Giglietti, 2d Mr. Nuzzo):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$12,500	
05-15-0000-5856	Transfer Account		\$12,500

*Discussion:* Mr. Saisa noted that the fields are beyond repair. Over seeding and aerating won't be enough on this field, although it worked on the football field. Mr. Levine said that the work doesn't need to be done until after the school year ends.

*Vote in favor unanimous.*

*Motion passed.*

HVAC Upgrades at Amity Middle School – Orange Campus

High humidity conditions in the building have been sporadically experienced since the construction project was completed. VanZelm Engineering was commissioned to do a study of the existing HVAC system and make recommendations to improve the thermal comfort in the building as well as eliminate high humidity conditions inside the building. We bid the initiatives as outlined in the VanZelm report. One vendor, Controlled Air, Inc. of Branford, Connecticut, submitted a bid. The bid was \$156,261. Mr. Saisa has worked with Controlled Air, Inc. extensively in the past with great results, and he recommends the contract be awarded to this firm.

*Move to recommend making the following budget transfer of \$44,022 to the Transfer Account for purposes of putting the funds into the Reserve Fund for Capital and Nonrecurring Expenditures for HVAC upgrades at Amity Middle School – Orange Campus (Mr. Giglietti, 2d Mr. Nuzzo):*

<u>Account Number</u>	<u>Account Name</u>	<u>From</u>	<u>To</u>
05-15-0000-5850	Contingency Account	\$44,022	
05-15-0000-5856	Transfer Account		\$44,022

*Vote in favor unanimous.*

*Motion passed.*

**11. Adjourn**

*Motion to adjourn the meeting at 6:08 p.m. (Mr. Giglietti, 2d Mr. Grabowski).*

*Vote in favor unanimous.*

*Motion passed; meeting adjourned.*

Respectfully submitted,  
Marianne Lippard, recording clerk

## MINUTES

**COMMITTEE MEMBERS PRESENT:** James Horwitz, Tracey Lane Russo, James Stirling, Patricia Cardozo, Steven DeMaio

**Also Present:** Christopher Browe, Charles Dumais, Tony Giampa, Jack Levine, Jim Saisa, Thomas Hurley, Roddy Diotalevi (UI), Terri Eller (UIL/UI/SCG), Devang Patel (UI), Michael Stein (UI), Tony MARone (UIL), Jim Mader (UI), Tom Judge (UI)

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A combined meeting of the MicroGrid and Facilities Committees of the Amity Regional Board of Education was held on Monday, June 23, 2014 at 5:30 p.m. in the Presentation Room at the District Offices.

1. **Call to Order:** The meeting was called to order at 5:35 p.m.
2. **Presentation by UI on Clean Energy Generation**
  - Preparedness for bad weather
  - Hardening Critical Facilities
  - Public Act 11-80 Section 127 allows UI to own and operate Class 1 Renewable Generation
  - All customers pay for installation and get benefit
  - Incorporating increased gas load for MicroGrid could allow UI to install gas to AMSO for not cost
  - Also includes energy rebates and interest free financing
  - Opportunity for use of waste heat
  - UI would not be able to pay for collection of heat for building
  - Fuel cell does not follow electrical load well. Perhaps put small generator on top to regulate.
3. **Discussion of Energy Generation and MicroGrid Scenarios**
  - UI would own, maintain , and operate fuel cell
  - Size of unit is between full tennis court and half tennis court
  - More efficient if 2.2MW were installed in entirety on campus
  - Natural gas could be run to Orange school because it is for *same customer*
  - We would be host for a UI funded and operated project
  - No cost to Amity for unit installation or operation
  - There *might* be cost to Amity if supplemental generation unit is required
  - There would be a cost to capture exhaust heat
  - There would be no change in electrical power cost (per kW)
  - Ballpark cost to capture exhaust heat under \$100G



- Public Utilities Regulatory Authority (PURA) would require UI to continue to run this unit
- 15/20 performance guarantees part of agreement
- Electrical demand in state is flat
- Request for building outage information. UI can provide previous three years.
- Doing this without MicroGrid would require it to be a “convenient application” and would necessitate a completely different set of engineering calculations
- System is designed to go into island mode when it operates beyond tolerances
- Breaking up project into two parts likely not economically viable
- Wind and solar are not viable; intermittent, would not work with MicroGrid
- UI would like to know if Amity would like to participate within three weeks
- UI has looked at the suitability of the site
- UI *might* still be interested if Amity were to agree to 1.1MW

**4. Adjourn**

The meeting adjourned at 6:47 p.m.

Respectfully submitted,  
Charles Dumais