

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

Charles Dumais
Superintendent of Schools

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AMITY REGIONAL BOARD OF EDUCATION

December 8, 2014

A regular meeting of the Amity Regional Board of Education will be held on Monday, December 8, 2014, at 6:30 p.m. in the cafeteria at Amity Regional High School.

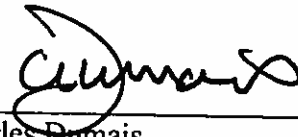
Agenda

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Sara Frank, Recipient of CAS Recognition of Excellence
4. Recognition of, and Presentation by, Summer Sidekicks Volunteer Program
5. Approval of Minutes
 - a. Regular BOE Meeting, November 10, 2014 (Enclosure)
6. Possible Action on Acceptance of Donations (Enclosures)
7. Public Comment
8. Student Report
9. Correspondence
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 Audited Financial Statements
 - 1. Review of Audited Financial Statements by Auditors
 - 2. Discussion and Possible Action to Accept Annual Financial Statements
 - 3. Discussion and Possible Action to Return Funds to Member Towns
 - b. Discussion and Possible Action on Composite Investment Policy Statements for Pension, Sick & Severance and OPEB Trust
 - c. Presentation and Discussion of Superintendent's Update of 2015-2016 Budget
 - d. Discussion and Possible Action on Contracts of \$35,000 or More
 - e. Discussion of Monthly Financial Statements
 - f. Director of Finance and Administration Approved Transfers Under \$3,000
 - g. Discussion and Possible Action on Budget Transfers of \$3,000 or More
- 6. Policy
 - a. First Reading – Policy 5131.911 (Enclosure)
 - b. First Reading – Policy 6146.1 (Enclosure)
- 7. Personnel

12. Items for the Next Agenda

13. Adjournment



Charles Dumais
Superintendent of Schools

CD/kfw
pc: Town Clerks: Bethany
Orange
Woodbridge

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

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

MINUTES

BOARD MEMBERS PRESENT: Mr. William Blake, Mr. Christopher Browe, Mr. Patricia Cardozo, Ms. Sue Cohen, Ms. Diane Crocco, Ms. Rita Gedansky, Mr. John Grasso, Jr., Mr. James Horwitz, Mr. Thomas Hurley, Ms. Tracey Lane Russo and Mr. James Stirling.

BOARD MEMBERS ABSENT: Mr. Steven DeMaio.

Staff members present: Mr. Charles Dumais, Mr. Jack Levine, Dr. Marie McPadden, Ms. Terry Lumas, Mr. Seth Davis, Mr. Jason Woods and Mr. Sean DeRosa.

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

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, November 10, 2014 at 6:30 pm in the cafeteria at Amity Regional High School.

1. **Call to Order:** Chairman William Blake called the meeting to order at 5:34 pm.
2. **Pledge of Allegiance** was recited by those present.
3. **Recognition of Connecticut Association of Public School Superintendents (CAPSS) Award recipients**
The principals along with Mr. Blake and Mr. Dumais presented CAPSS Award certificates to the students listed below.
Dr. Richard Dellinger, principal at Amity Middle School – Bethany, presented the CAPSS Award to Matthew Anastasio and Julie Fleischman.
Kathy Fuller-Cutler, principal at Amity Middle School-Orange, presented the CAPSS Award to students Joseph Moncheski and Julia Potter.
Ms. Monica Kreuzer, assistant principal at Amity High School (filling in for Dr. Britton) presented the CAPSS Award to Hannah Babbitz, Morgan Blume, Lauren Duhl, Joseph Racaniello, Tyler Ronne and Matthew Whitehill.
4. **Recognition of National Merit Scholar Program (NMSP) semifinalists and commended students**
The principals, along with Mr. Blake and Mr. Dumais presented NMSP certificates to the students listed below
Ms. Kreuzer introduced the National Merit Scholar Program semifinalists - Eli Baum, Daniel Giebisch, Sricharan Kadimi and Owais Khan.
Ms. Kreuzer introduced the National Merit Scholar commended students – Myles Caldwell, Samuel Caldwell, Benjamin Ewing, Noah Gallant, Arvene Golgazi, Lisa Gorham, Yingxue Han, Arpita Jajoo, Simone Kanter, Olivia Levine, Guillermol Lopez-Vila, Matthew Sacco, Sarah Stein, Mackenzie Stratton and Renoj Varghese.

Chairman Blake commended the students for their achievements and thanked the family and friends in attendance for coming. Mr. Blake stated the Board would take a short break at 7:55 pm. The Board reconvened at 7:05 pm

5. **Approval of minutes.**
 - A. Regular BOE meeting, October 20, 2014
A motion was made by Mr. Hurley, seconded by Mr. Nuzzo, to accept the minutes as submitted.

Mr. Hurley commented that there might be an error on page 6, in the kilowatt hour rate, perhaps an extra zero. Mr. Dumais will check for accuracy and the minutes will be corrected and resubmitted.

ADDENDUM – the minutes were corrected to read “Mr. Dumais has negotiated a rate of \$0.09770 kilowatt hour as authorized by the Board in May 2014...” The minutes were resubmitted for posting on November 11, 2014.

Vote unanimous (abstention by Ms. Russo and Mr. Horwitz)

Motion carried

6. **Reports on Adult and Continuing Education** – Mr. Seth Davis presented a report regarding the Adult and Continuing Education Program (attachment). He spoke about the summer school program and the various courses and enrichment activities that occurred. He is hoping to shorten the time frame for some courses next summer to make them more appealing to students, along with making the offerings even more specifically applicable to what is offered at Amity during the regular school term. Mr. Davis answered several questions regarding the courses offered and whether or not they were for credit, for make-up classes, class size, enrollment numbers and the band and drama programs.
7. **Public comment** – none
8. **Student Report** – Student report was given by George Grotheer. He updated the Board on the recent activities at Amity High School including student government, social activities, drama and music performances and athletics. Amity High School also had a special presentation from military veteran's in honor of Veteran's Day.
9. **Correspondence** - None
10. **Superintendent's report**
 - A. **Personnel Report** – Mr. Dumais reported that the one coaching vacancy have been filled along with two paraprofessional staff positions (see attached).
 - B. **Other** – Mr. Dumais reported that much progress has been made toward the Board goals. For example: Ms. Kreuzer is taking the lead and is working with others on developing individualized student success plans. Ms. Kreuzer attended a meeting of the League of Innovative Schools, other schools in New England who are looking to focus on personalized learning plans.
A hard-copy letter will be going out to all families notifying them of testing to take place for Amity's software Alert Solutions (multi-channel notification via email, texts and phone calls), to be sure that all families are registered and connected via information in PowerSchool.
The shortened days for professional development have been a tremendous success.
Dr. McPadden is working on curriculum coordination with the sending districts.
The district has had a clean audit for the 5th year in a row.
Report on cost savings and efficiencies presented monthly and input from staff is being sought.
The Policy Committee has met and will be working diligently to get policies revised and current.
Investigated the use of universal assessment via the NWEA who has been in the district already, as well as possible expansion of Study Island for other uses.
The district may be able to secure the services of a college intern who is a communications major to help at Amity one day a week with regard to communication to families.
This coming Wednesday night, November 12, 2014, Mr. Dumais will be attending the Woodbridge Board of Selectman meeting.
11. **Chairman's Report**
 - A. **Committee Reports**
 1. **ACES** – none.
 2. **CABE** – There is a meeting this Friday and Saturday, November 14 and 15, 2014. There is still time for Board members to sign up, if they wish to attend.
 3. **Curriculum** – Committee met on October 23, 2014. There were several presentations regarding new curriculum and textbooks needs for various subjects. The Social Studies Department, in particular, needs updated textbooks (some as old as 1998). One textbook purchase for the Social Studies Department will be a \$90,000 item in the new budget. There is a difficulty in purchasing e-books at any cost savings because the publishers still tie them to print copies.
 4. **Facilities** – Did not meet.

5. Finance

- a. **Discussion and possible action on composite investment policy statements for Pension, Sick and Severance and OPEB Trust** - Mr. Levine explained the request he made of Mike Goss to look at the policies for these items. Mr. Goss presented his findings to the Finance Committee earlier this evening. The Finance Committee will look at the draft and act on it at their next meeting as there is no urgency on this issue.
- b. **Presentation and discussion of Board goal of cost savings and efficiencies** – Mr. Dumais presented the goals and plans for cost savings and efficiencies (attached). A District-wide committee will be formed chaired by Mr. Levine to discuss and develop strategies for cost savings and efficiencies and report these findings to the Superintendent. Ms. Cardozo suggested that students be involved on this committee and Mr. Dumais will consider students in the development of membership on the committee.
- c. **Discussion of monthly financial statements** – no discussion.
- d. **Director of Finance and Administration Approved Transfers Under \$3,000** - no discussion.

Mr. Blake thanked and commended Mr. Levine and Ms. Lumas regarding the clean audit for Amity for now the 5th year in a row.

6. **Policy** – Co-chairs Ms. Cohen and Mr. Hurley reported that the Policy Committee met on October 30, 2015. The meeting time was spent on identifying what needs to be done, organizing and prioritizing the work, and scheduling future meetings.

7. Personnel

A motion was made by Ms. Cardozo, seconded by Mr. Horwitz, that the Board move to Executive Session, item #12 at 7:30 pm.

Vote unanimous

Motion carried

12. Executive Session - Personnel

The Board came out of Executive Session at 7:55 pm. Mr. Blake explained the purpose of Executive Session to the Amity High School students present; they were observing the Board meeting for one of their classes.

13. **Discussion and possible action on appointment of Director of Counseling** – Mr. Dumais recommend hiring of Jill LaPlante be hired as Director of Counseling.

Motion by Ms. Cohen, seconded by Mr. Hurley that Jill LaPlante be appointed as Director of Counseling at Amity Regional High School at the salary stated by Mr. Dumais in his memo or November 10, 2014.

Mr. Blake stated that the Board is pleased that there will be a person in this position that is from Amity and is highly qualified.

Vote unanimous

Motion carried

14. Discussion and possible action on appointment of Assistant Director of Finance and Administration – Mr. Dumais explained that in order to meet Board goals for those who work in the District and in order to create better structure in the District Finance Department, he is recommending that the position of Finance Manager be modified to Assistant Director of Finance.

Motion made by Ms. Cohen, seconded by Ms. Gedansky current position of Finance Manager be changed to Assistant Director of Finance and Administration, and include the addition of responsibility for supervision of the Technology Department, Transportation Services, Bidding, and Food Service Operations. The annual salary for the modified position would be as recommended by Mr. Dumais in his memo of November 10, 2014..

Mr. Blake commended the work that Ms. Lumas has already been doing for the District.

Vote unanimous

Motion carried

15. Discussion and possible action on appointment of Student Management Database Specialist – Mr. Dumais stated that the District currently has a technician/PowerSchool Specialist but the current salary is not comparable to other districts. Mr. Dumais recommended that a \$5,000 stipend be added to the salary as a step in the right direction to bring this salary more in range.

A motion was made by Ms. Cohen, seconded by Mr. Hurley that the current position of Technician, which includes responsibility for the implementation and operation of PowerSchool, be changed immediately to Student Management Database Specialist and include an additional \$5000.00 stipend.

Vote unanimous

Motion carried

16. Items for next agenda – Please forward any items for the next agenda to Mr. Dumais or Mr. Blake.

Mr. Blake wished everyone a Happy Thanksgiving.

17. Adjournment

Motion was made by Ms. Cardozo, second Mr. Horwitz to adjourn at 8:00 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary

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



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: Accepting Donation to Purchase New Sound Equipment
and Waive the Board's Bidding Requirement
Date: December 1, 2014

Below is an email from Peter Downhour, ACT-Business Manager. We are asking the Amity Board of Education to accept the generous gift of \$13,310.00 and use the funds to purchase new sound equipment without bidding it.

Move to accept the gift of \$13,310.00 from Alan and Carol Flamenhaft with deep gratitude and authorize the purchase of new sound equipment from Full Compass Systems. Further, the Amity Board of Education waives the bidding requirement.

Enclosure

Dear Amity Board of Education,

In accordance with Amity Board of Education policy we are writing this letter to offer a gift of \$13,310 to purchase new sound equipment for the Amity High School Theater Department.

We would like to donate this gift in honor of our daughters Ellie and Lauren Flaumenhaft. Our oldest daughter Ellie is in her freshman year at Rollins College majoring in Theater Arts. Ellie found her passion for theater while she was a student at Amity. Ellie was the stage manager for many Amity productions. She was the Amity Creative Theater (ACT) President and was named the 2014 Thespian of the Year. Ellie is studying theater production and hopes to make it her career. Our younger daughter Lauren is a junior at Amity and a active member of the ACT. ACT has given Lauren an outlet for her creativity both onstage while performing and in graphic design, designing the ACT logo. Our entire family are members of the Parents of Amity Creative Theater and have enjoyed being a part of so many wonderful productions.

We are proud to offer a cash donation in the amount of \$13,310 to the Amity Regional School District. This cash donation is being made in lieu of the actual piece of equipment that we would like to provide for the theater program in order to best support the design and technical needs of the program. We kindly request the entire amount of the donation be applied to the sound equipment that has been selected by the high school staff to be consistent and compatible with the current equipment.

We hope the board will accept this gift on behalf of our family. We appreciate what Amity has done for our family and the community. Thank you for supporting our daughters passion for the performing arts.

Warmest Regards,


Alan and Carol Flaumenhaft

RECEIVED

DEC -3 2014

AMITY REGION #5
OFFICE OF SUPT.

Jamie A. Hulley 
Arts Foundation

November 23, 2014

Richard Dellinger, Principal
Amity Middle School – Bethany
190 Luke Hill Rd
Bethany, CT 06524

Dear Dr D.,

Congratulations! Amity Middle School has been awarded a grant in the amount of \$1,000 to support your theater/drama program. We are pleased to continue our relationship with Amity Middle School by becoming the headlining sponsor of the Spartan Players.

To proceed, we need to set up a brief meeting where the award check for \$1,000 will be issued to you and we can review the conditions of our grant sponsorship.

Thank you for your interest in our Arts Grant Program. We look forward to another wonderful collaboration.

Sincerely,



Judy Primavera
President, Jamie Hulley Arts Foundation

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



Charles S. Dumais
Superintendent of Schools

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

December 8, 2014

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

New Hire(s):

Amity Reg. District Offices – Woodbridge: NONE

Amity Reg. High School – Woodbridge:

Danielle Norris – P/T History/Social Studies – Danielle received her BA from Providence College in Secondary Education and History. She is currently completing a long-term substitute assignment at Orville Platt High School in Meriden. In the spring she did a long-term substitute assignment at Amity.

Amity Reg. Middle School – Bethany: NONE

Amity Reg. Middle Schools – Orange: NONE

Coaches:

Amity Reg. High School – Woodbridge:

Lauren Erwin – Asst. Varsity Girls' Indoor Track
Vincent Lazzaro – Varsity Girls' Ski Racing
Daniel Cain – Asst. Varsity Boys' Lacrosse
Nicholas Fedor – Asst. Varsity Boys' Track

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence: None

Resignation(s):

Coach – Lindsey Castano – Freshmen Softball – Amity Reg. High School
Coach – Reidun Wallin – Asst. Varsity Girls' Track – Amity Reg. High School
Paraprofessional – Margo Concepcion – Amity Regional Middle School – Bethany Campus

Retirement(s):

William Gosselin – Special Ed Teacher – Amity Reg. High School – 7-1-2015
Frank Donnelly – Special Ed Teacher – Amity Reg. High School – 7-1-2015

CSD/pfc

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Return Funds to Member Towns
Date: December 1, 2014

The auditors will review the audited financial statements for the period ending June 30, 2014. The Amity Finance Committee and Amity Board of Education will need to accept the Audited Financial Statements before funds can be returned to the member towns.

Amity Finance Committee and Amity Board of Education:

Move to accept the Annual Financial Statements for the period ending June 30, 2014, and authorize the Superintendent of Schools to return to the Member Towns a balance of \$62,660, as follows:

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

AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5

Pension Plan

COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION

DECEMBER 2014

DRAFT

INTRODUCTION & PURPOSE

The AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5 PENSION Plan for non-certified employees has been established to provide retirement benefits for current and former employees. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

ASSIGNMENT OF RESPONSIBILITIES

Board of Education - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

Investment Manager(s) - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

Investment Consultant - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

Custodian - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL HIGH SCHOOL DISTRICT No. 5 PENSION Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50th percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

Target Asset Allocation Table				
Asset Class	Min. Weight	Target Weight	Max. Weight	Benchmark
Fixed Income	20%	35%	50%	Barclays Aggregate Index
Domestic Equity (Broad)	5%	10%	15%	S&P 500
Domestic Equity (Large Value)	10%	15%	20%	CRSP US LCV TR Index
Domestic Equity (Large Growth)	10%	15%	20%	CRSP US LCG TR Index
Domestic Equity (Mid Cap)	0%	5%	10%	CRSP US MC TR Index
Domestic Equity (Small Cap)	0%	5%	10.0%	CRSP US SM TR Index
International Equity	5%	15%	25%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firms ability to meet its investment objectives.

ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on December 8, 2014.

**AMITY REGIONAL SCHOOL DISTRICT No. 5
SICK & SEVERANCE**

COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION

DECEMBER 2014

DRAFT

INTRODUCTION & PURPOSE

The AMITY REGIONAL SCHOOL DISTRICT NO. 5 SICK & SEVERANCE Plan has been established to provide retirement benefits for current and former employees. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

ASSIGNMENT OF RESPONSIBILITIES

Board of Education - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

Investment Manager(s) - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

Investment Consultant - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

Custodian - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL SCHOOL DISTRICT NO. 5 SICK & SEVERANCE Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50th percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

Target Asset Allocation Table				
Asset Class	Min. Weight	Target Weight	Max. Weight	Benchmark
Inflation Protection Fixed Income	0%	5%	10%	Barclays US Treasury US TIPS Index
Short-Term Gov't Bond Fixed Income	10%	22.5%	30%	Barclays 1-3 Govt
Domestic Equity	30%	40%	60%	CRSP US Total Market TR Index
International Equity	5%	10%	40%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firm's ability to meet its investment objectives.

ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on December 8, 2014.

AMITY REGIONAL SCHOOL DISTRICT No. 5

GASB 45 – OPEB

COMPOSITE INVESTMENT POLICY STATEMENT AND ASSET ALLOCATION

DECEMBER 2014

DRAFT

INTRODUCTION & PURPOSE

The AMITY REGIONAL SCHOOL DISTRICT NO. 5 OPEB Plan has been established to provide post-retirement benefits for those individuals eligible to receive them. The purpose of this Investment Policy Statement is to clearly articulate the Amity Board of Education's views on the Plan's investment objectives and risk tolerance. This Statement will also establish a target asset allocation and performance benchmark that will be used to monitor performance. This statement does not constitute a contract or a statement of mandatory requirements, but is instead an explanation of the general principles established for overseeing the Plan. The Amity Board of Education will determine the weighting to be given to each of these principles and may consider factors in addition to those described in these guidelines.

ASSIGNMENT OF RESPONSIBILITIES

Board of Education - The Amity Board of Education is charged with the responsibility for the management of the assets of the Plan. The Amity Board of Education shall discharge its duties solely in the interest of Plan participants, with the care, skill, prudence and diligence under the circumstances then prevailing.

Investment Manager(s) - Each Investment Manager will have full discretion to make all investments placed under its jurisdiction, while observing and operating within all policies, guidelines, and constraints as detailed in the attached Appendix, consisting of individual manager investment policy statements or mutual fund prospectuses, as applicable. Specific responsibilities of each Investment Manager include reporting, on a timely basis, quarterly investment performance results, and informing the Amity Board of Education regarding any qualitative change to investment management organization, i.e. changes in portfolio management personnel, ownership changes, investment philosophy, etc.

Investment Consultant - The Investment Consultant's role is that of a non-discretionary advisor to the Amity Board of Education and the Plan. The Investment Consultant will assist in the development and periodic review of an Investment Policy Statement, conducting manager searches, monitoring the performance of the Investment Managers, communicating matters of policy, manager research, and manager performance.

Custodian - The Custodian shall be responsible for the safekeeping and custody of assets. The Custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Plan, collect dividends and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The Custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Plan accounts.

INVESTMENT OBJECTIVES

The objectives of the Plan have been established after a comprehensive review of current and projected financial requirements, market returns, and risks and any special requirements of the AMITY REGIONAL SCHOOL DISTRICT NO. 5 OPEB Plan. The Amity Board of Education will address these objectives in periodic reviews of the Plan's performance.

The Plans have both absolute and relative investment objectives.

Absolute objectives:

- A long-term objective is to achieve growth in the principal value of assets while maintaining a level of stability and liquidity sufficient to ensure the timely payment of the plans' obligations.
- Achieve the target rate of return as defined by the actuarial rate of return, over a full market cycle, defined as approximately 5 to 7 years.

Relative Objectives

- Perform in line with the target asset mix.
- Exceed the 50th percentile return of a universe comprised of funds or managers with similar objectives and/or styles over time.

Consistent with the diversification objectives of the portfolio, the Investment Policy is based on the assumption that the volatility of the portfolios will be similar to that of the target policy.

The investment goals above are the objectives of the aggregate Plan, and are not meant to be imposed on each investment manager. Each individual investment manager shall be subject to either a specific investment policy statement for separate account mandates, or the prospectus for mutual funds. These individual investment policy statements and/or prospectus are attached in the Appendix.

ASSET ALLOCATION

The asset allocation target ranges set forth below represent a long-term view. Short-term market volatility may cause the asset mix to fall outside the targeted range. The target allocation may change should the Amity Board of Education, at its discretion, decide to change the mix of invested assets.

Target Asset Allocation Table				
Asset Class	Min. Weight	Target Weight	Max. Weight	Benchmark
Fixed Income	10%	20%	30%	Barclays Aggregate Index
Inflation Protection Fixed Income	10%	20%	30%	Barclays US Treasury US TIPS Index
Domestic Equity Large	30%	30%	60%	S&P 500
Domestic Equity Small	0%	10%	20%	CRSP US Small Cap TR Index
International Equity	5%	20%	40%	FTSE Developed ex NA Spliced Index

The Plan's target policy benchmark shall be a weighted composite of market indices of the target allocation stated above.

Given the volatility of the capital markets, strategic adjustments in various asset classes may be required to rebalance asset allocation back to its target policy. Such adjustments should be executed so as to minimize excessive turnover and transaction costs. The Amity Board of Education will review actual asset allocation versus target asset allocation periodically to assess the need for portfolio rebalancing.

EVALUATION & REVIEW

The Amity Board of Education will review performance on a periodic basis. The goal is for each individual investment manager to outperform an appropriate benchmark index and be in the top 50% of their style specific peer group over a full market cycle. Performance review will not only include the examination of investment returns, but the risk assumed to achieve those returns. At its discretion, the Amity Board of Education may replace managers for performance or other reasons other than performance (e.g. change in management or philosophy) that, in its estimation, hinders the firm's ability to meet its investment objectives.

ADOPTION

This Investment Policy Statement is made effective by the Amity Board of Education on December 8, 2014.

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contract of \$35,000 or More
Date: December 1, 2014

In December 2012, I negotiated a two-year contract with Xerox to have them provide toner, maintenance kits and fusers, as well as service, for the District's printers at a substantial savings. We now receive supplies and services for most of the District's printers at a substantial savings. We would like to renew the Xerox print management contract.

The new two-year contract requires a monthly base charge of \$2,980.02. The total annual base amount is \$35,760.24, or \$71,520.48 over the 24-month period. This includes supplies and service for an additional 59 printers from the original contract. The total number of devices will be 136. The District will pay \$0.019 per black and white print (down from \$0.020) and \$0.160 (down from \$0.170) per color print over and above the base volume. We anticipate the additional charges will be minimal.

I would recommend the following motions:

Amity Finance Committee:

Move to recommend the Amity Board of Education authorize the Superintendent of Schools to sign the Xerox contract for toner, maintenance kits and fusers, as well as service, for the District's printers, for the monthly charge of \$2,980.02 for the period of January 1, 2015 through December 31, 2016, inclusive. The District will pay \$0.019 per black and white print and \$0.160 per color print over and above the base volume. The Board's bidding requirement is waived.

Amity Board of Education:

Move to authorize the Superintendent of Schools to sign the Xerox contract for toner, maintenance kits and fusers, as well as service, for the District's printers, for the monthly charge of \$2,980.02 for the period of January 1, 2015 through December 31, 2016, inclusive. The District will pay \$0.019 per black and white print and \$0.160 per color print over and above the base volume. The Board's bidding requirement is waived.

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COL 7
		2013-2014 ACTUAL	2014-2015 BUDGET	OCT '14 FORECAST	CHANGE INCR./(DECR.)	NOV '14 FORECAST	VARIANCE OVER/(UNDER)	
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	214,403	2,303	216,706	4,212	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,145,514	(66,309)	1,079,205	(235,300)	UNF
4	MISCELLANEOUS INCOME	34,631	305,690	309,417	0	309,417	3,727	FAV
5	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491	0	FAV
6	TOTAL REVENUES	44,643,150	46,047,862	45,884,507	(64,006)	45,820,501	(227,361)	UNF
7	SALARIES	23,159,116	24,131,979	24,006,178	(21,937)	23,984,241	(147,738)	FAV
8	BENEFITS	5,806,748	5,689,365	5,693,791	185	5,693,976	4,611	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,559,506	29,911	7,589,417	(285,593)	FAV
10	DEBT SERVICE	5,045,080	4,800,163	4,800,163	0	4,800,163	0	FAV
11	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,046,177	1,000	3,047,177	22,033	UNF
12	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	0	144,900	(5,100)	FAV
14	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
15	TRANSFER ACCOUNT	367,516	0	211,502	(111,502)	100,000	100,000	UNF
16	TOTAL EXPENDITURES	44,376,984	46,047,862	45,838,418	(102,343)	45,736,075	(311,787)	FAV
17	SUBTOTAL	266,166	0	46,089	38,337	84,426	84,426	FAV
18	PLUS: CANCELLATION OF PRIOR YEAR'S ENCUMBRANCES	62,660	0	0	0	0	0	FAV
19	DESIGNATED FOR SUBSEQUENT YEAR'S BUDGET:	(266,000)	0	0	0	0	0	FAV
20	NET BALANCE / (DEFICIT)	62,826	0	46,089	38,337	84,426	84,426	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 2014-2015

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6		COLUMN 7
		2013-2014 ACTUAL	2014-2015 BUDGET	OCT '14 FORECAST	CHANGE INCR./(DECR.)	NOV '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF	COL 7 FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690			
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187		0	FAV
3	WOODBIDGE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805		0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682		0	FAV
5	ADULT EDUCATION	3,286	2,936	3,405	0	3,405		469	FAV
6	PARKING INCOME	32,106	30,000	30,000	0	30,000		0	FAV
7	INVESTMENT INCOME	1,425	1,500	1,500	0	1,500		0	FAV
8	ATHLETICS	34,567	32,500	32,500	0	32,500		0	FAV
9	TUITION REVENUE	124,814	72,985	74,425	0	74,425		1,440	FAV
10	TRANSPORTATION INCOME	90,409	72,573	72,573	2,303	74,876		2,303	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0		0	FAV
12	OTHER REVENUE	286,607	212,494	214,403	2,303	216,706		4,212	FAV
13	BESB GRANT	0	0	0	0	0		0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,145,514	(66,309)	1,079,205		(235,300)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,145,514	(66,309)	1,079,205		(235,300)	UNF
16	RENTAL INCOME	24,900	21,000	21,000	0	21,000		0	FAV
17	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000		0	FAV
18	OTHER REVENUE	9,731	18,690	22,417	0	22,417		3,727	FAV
19	TRANSFER IN	0	0	0	0	0		0	FAV
20	MISCELLANEOUS INCOME	34,631	305,690	309,417	0	309,417		3,727	FAV
21	BUILDING RENOVATION GRANTS	67,773	6,491	6,491	0	6,491		0	FAV
22	TOTAL REVENUES	44,643,150	46,047,862	45,884,507	(64,006)	45,820,501		(227,361)	UNF

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

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

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2013-2014 ACTUAL	2014-2015 BUDGET	OCT '14 FORECAST	CHANGE INCR./(DECR.)	NOV '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	20,051,071	(7,789)	20,043,282	(115,340)	FAV
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,955,107	(14,148)	3,940,959	(32,398)	FAV
3	SALARIES	23,159,116	24,131,979	24,006,178	(21,937)	23,984,241	(147,738)	FAV
4	5200-MEDICARE - ER	307,410	318,524	318,654	(291)	318,363	(161)	FAV
5	5210-FICA - ER	238,123	241,309	246,833	(226)	246,607	5,298	UNF
6	5220-WORKERS' COMPENSATION	186,323	206,933	206,933	0	206,933	0	FAV
7	5255-MEDICAL & DENTAL INSURANCE	4,100,644	3,994,853	3,994,853	0	3,994,853	0	FAV
8	5860-OPEB TRUST	55,265	0	0	0	0	0	FAV
9	5260-LIFE INSURANCE	42,895	46,104	45,487	365	45,852	(252)	FAV
10	5275-DISABILITY INSURANCE	9,733	10,219	9,608	337	9,945	(274)	FAV
11	5280-PENSION PLAN - CLASSIFIED	707,554	738,934	738,934	0	738,934	0	FAV
12	5282-RETIREMENT SICK LEAVE - CERT	61,142	50,588	50,588	0	50,588	0	FAV
13	5283-RETIREMENT SICK LEAVE - CLASS	18,557	2,817	2,817	0	2,817	0	FAV
14	5284-SEVERANCE PAY - CERTIFIED	70,488	69,084	69,084	0	69,084	0	FAV
15	5290-UNEMPLOYMENT COMPENSATION	8,614	10,000	10,000	0	10,000	0	FAV
16	BENEFITS	5,806,748	5,689,365	5,693,791	185	5,693,976	4,611	UNF
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	15,224	21,500	21,500	0	21,500	0	FAV
18	5327-DATA PROCESSING	69,780	67,892	67,892	0	67,892	0	FAV
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	950,699	1,096,440	1,096,440	0	1,096,440	0	FAV
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	62,930	103,127	103,127	0	103,127	0	FAV
21	5510-PUPIL TRANSPORTATION	2,238,529	2,708,889	2,613,030	11,700	2,624,730	(84,159)	FAV
22	5521-GENERAL LIABILITY INSURANCE	176,152	191,120	196,220	0	196,220	5,100	UNF
23	5550-COMMUNICATIONS: TEL, POST, ETC.	63,778	103,750	103,750	0	103,750	0	FAV
24	5560-TUITION EXPENSE	2,797,795	3,482,515	3,257,770	18,211	3,275,981	(206,534)	FAV
25	5590-OTHER PURCHASED SERVICES	69,043	99,777	99,777	0	99,777	0	FAV
26	PURCHASED SERVICES	6,443,930	7,875,010	7,559,506	29,911	7,589,417	(285,593)	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 2014-2015**

LINE	CATEGORY	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
		2013-2014 ACTUAL	2014-2015 BUDGET	OCT '14 FORECAST	CHANGE INCR./(DECR.)	NOV '14 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
27	5830-INTEREST	1,603,406	1,515,163	1,515,163	0	1,515,163	0	FAV
28	5910-REDEMPTION OF PRINCIPAL	3,441,674	3,285,000	3,285,000	0	3,285,000	0	FAV
29	DEBT SERVICE	5,045,080	4,800,163	4,800,163	0	4,800,163	0	FAV
30	5410-UTILITIES, EXCLUDING HEAT	699,878	845,900	866,933	1,000	867,933	22,033	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	689,279	0	689,279	0	FAV
32	5611-INSTRUCTIONAL SUPPLIES	352,762	408,800	408,800	0	408,800	0	FAV
33	5613-MAINTENANCE/CUSTODIAL SUPPLIES	191,154	195,555	195,555	0	195,555	0	FAV
34	5620-OIL USED FOR HEATING	142,741	110,430	110,430	0	110,430	0	FAV
35	5621-NATURAL GAS	99,670	95,000	95,000	0	95,000	0	FAV
36	5627-TRANSPORTATION SUPPLIES	175,474	186,836	186,836	0	186,836	0	FAV
37	5641-TEXTS & DIGITAL RESOURCES	93,517	15,551	15,551	0	15,551	0	FAV
38	5642-LIBRARY BOOKS & PERIODICALS	20,791	23,082	23,082	0	23,082	0	FAV
39	5690-OTHER SUPPLIES	473,016	454,711	454,711	0	454,711	0	FAV
40	SUPPLIES (INCLUDING UTILITIES)	2,956,619	3,025,144	3,046,177	1,000	3,047,177	22,033	UNF
41	5730-EQUIPMENT - NEW	129,598	28,830	28,830	0	28,830	0	FAV
42	5731-EQUIPMENT - REPLACEMENT	225,861	198,885	198,885	0	198,885	0	FAV
43	EQUIPMENT	355,459	227,715	227,715	0	227,715	0	FAV
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	0	0	0	0	FAV
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(5,100)	0	(5,100)	(5,100)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	144,900	0	144,900	(5,100)	FAV
49	5580-STAFF TRAVEL	24,890	21,068	21,068	0	21,068	0	FAV
50	5581-TRAVEL - CONFERENCES	20,219	27,389	27,389	0	27,389	0	FAV
51	5810-DUES & FEES	73,193	100,029	100,029	0	100,029	0	FAV
52	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
53	5856-TRANSFER ACCOUNT	367,516	0	211,502	(111,502)	100,000	100,000	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,376,984	46,047,862	45,838,418	(102,343)	45,736,075	(311,787)	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 2014-2015**



NOVEMBER 2014

RECAP OF 2013-2014

Return to Member Towns:

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

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

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

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

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

- **\$30,012** – Fixed Asset Accounting Module: The District purchased a fixed asset accounting program (FAMP) in 2007. The program worked on a 32bit operating system. It does not work on our 64bit systems.
- **\$85,793** – Amity Regional High School Cooling Tower Refurbishment: During the spring startup preventive maintenance inspection, several parts that normally deteriorate over time were noticed to be of concern. It was important to fix the problem before it became a more costly project.
- **\$57,950** – Engineering Study for Fuel Cell Waste Heat Use at Amity Regional High School: The District has an opportunity to use the waste heat generated by the fuel cell to potentially heat and cool the building at much cheaper rates than we are currently paying.
- **\$586,655** – Self-Insurance Reserve Fund: The District is self-insured and must pay claims for current employees and retirees. The fund balance on June 30, 2014, was approximately \$231,000, or a reserve to claims ratio of 5.5 percent. This balance was projected to be about \$114,000 on June 30, 2015, or a reserve to claims ratio of 2.6 percent. It was imperative to bring the reserve balance to the minimum ratio of 20 percent (target is 25 percent). This is the third year of self-funding our medical and dental insurance. It takes time to build-up the reserve balance.

2014-2015 BUDGET VARIANCES

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

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

CATEGORY	VARIANCE \$	EXPLANATION
Salaries 'Turnover'	(\$99,002) FAV	We found out about 14 retirements and resignations <u>after</u> the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 19 retirements and resignations. Three vacant positions are in the process of being replaced. The critical hiring time is always after the budget is adopted.
Special Education Transportation	(\$84,159) This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)	<ul style="list-style-type: none"> • Transportation costs are budgeted based on where we think certain students will be placed. A change in placement can affect the related transportation costs. For example, three students will attend the same out-of-district school, while the budget assumed each would be at a different school. • We were able to share transportation costs with an Elementary School District. • Three parents elected to provide transportation for their child. We reimburse the parent at the current IRS mileage rate instead of hiring a more expensive van which had been budgeted. • We budgeted for an Orange and Woodbridge bus for one of our out-of-district schools. We were able to put the students on one bus. • A smaller enrollment in summer school resulted in lower transportation costs.

2014-2015 BUDGET VARIANCES
(Continued)

<i>CATEGORY</i>	<i>VARIANCE \$</i>	<i>EXPLANATION</i>
Tuition Expense	<p><i>(\$206,534) FAV</i> This favorable variance is partially offset by a reduction in Special Education Grants (Excess Costs)</p>	<ul style="list-style-type: none"> • Two previously outplaced students returned to the District this school year. • Changes in placements resulted in savings. • We budgeted for a 3 to 5 percent tuition increase. Two schools had no increase in their tuition. • One high cost school only increased 1 percent. We budgeted for a 3 percent increase. • The Step Forward Program at Gateway has 2 students attending. We budgeted for 4 students attending. • Our enrollment in Vo-Ag schools is down by more than one-half.

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$84,426 FAV** (previously \$46,089 FAV), which appears on page 1, column 6, line 20.

The forecast includes **\$100,000 UNF** (previously \$211,502 UNF) in the Transfer Account on page 4, column 5, line 53, assumes sufficient available yearend funds will exist, and the Amity Finance Committee and Amity Board of Education will agree to:

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

It should be noted that the Amity Finance Committee and Amity Board of Education have NOT taken any action on the abovementioned POTENTIAL budget transfers.

REVENUES BY CATEGORY

The projected yearend balance of revenues is **\$227,361 UNF** (previously \$163,355 UNF), which appears on page 2, column 6, line 22.

LINE 7 on Page 2: INVESTMENT INCOME:

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

<u>Month</u>	<u>Peoples United</u>	<u>State Treasurer's Investment Fund</u>
June 2014	0.25 %	0.16 %
July 2014	0.25 %	0.16 %
August 2014	0.25 %	0.14 %
September 2014	0.23 %	0.14 %
October 2014	0.25 %	0.15 %
November 2014	0.25 %	0.15 %

LINE 9 on Page 2: TUITION REVENUE:

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

LINE 10 on Page 2: TRANSPORTATION INCOME:

The forecast is based on the most recent information from the State.

LINE 14 on Page 2: SPECIAL EDUCATION GRANTS:

The State reimbursement rate for 2014-2015 is expected to be 79.6 percent compared to the budgeted reimbursement rate of 81.00 percent. The estimated decrease in revenues is \$20,138 UNF. In addition, the forecast of special education expenditures are lower than budget. The forecast is based on an estimate of expected grants based on projections of special education transportation and tuition and the State reimbursement rate. The forecast includes the Health and Welfare grant of \$360 FAV (previously \$500 FAV). *The forecast is based on the most recent information from the State. We are using a reimbursement rate of 75.0 percent.*

LINE 18 on Page 2: OTHER REVENUE:

Miscellaneous vendor rebates and refunds are put in this account.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is **\$311,797 FAV** (previously \$209,444 FAV), which appears on page 4, column 6, line 55.

LINE 1 on Page 3: 5111-CERTIFIED SALARIES:

'Turnover savings' (i.e., replacing teachers who retired or resigned) are estimated at **\$99,002 FAV** over budget. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements/resignations. There were 19 retirements and resignations in all. Two vacant positions are in the process of being replaced. This may change the 'turnover savings' variance.

The forecast is based on current staffing.

LINE 2 on Page 3: 5112-CLASSIFIED SALARIES:

The custodial overtime directly due to the Woodbridge Summer Program amounted to \$16,830.83 UNF, which was reimbursed by the Woodbridge Elementary School District. The check for \$16,830.83 FAV was netted against the salary expense. Thus, the net effect on the budget is zero.

The forecast includes the promotion of the Finance Manager to Assistant Director of Finance and Administration and stipend for the Student Database Management Specialist. These were offset by several other changes related to vacancies, overtime and substitutes.

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

The forecast is based on current staffing.

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

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

The forecast is based on actual claims to-date. It is assumed actual claims for the remainder of the fiscal year will be the same as budgeted.

	<u>Forecast</u>	<u>Budget</u>	<u>Variance</u>
Reserve Balance on June 30, 2015	\$1,076,930	\$754,824	\$322,106 FAV
Reserve as a Percent of Claims	25.8%	17.2%	8.6% FAV

LINE 8 on Page 3: 5860-OPEB TRUST:

The footnote in the Audited Financial Statements depicts the annual contribution, annual OPEB Cost, Percent Contributed, and Net OPEB Obligations (cumulative total). A historical chart is provided below:

**OPEB TRUST FUND
As Reported in Audited Financial Statements**

<u>Fiscal Year</u>	<u>Annual Contribution</u>	<u>Annual OPEB Cost</u>	<u>Percent Contributed</u>	<u>Net OPEB Obligations</u>
2007-2008	\$ 530,946	\$ 530,946	100.0%	\$ 0
2008-2009	\$ 546,294	\$ 546,294	100.0%	\$ 0
2009-2010	\$ 610,582	\$ 610,582	100.0%	\$ 0
2010-2011	\$ 373,757	\$ 591,798	63.2%	(\$ 218,041)
2011-2012	\$ 376,753	\$ 592,206	63.6%	(\$ 433,494)
2012-2013	\$ 413,627	\$ 594,786	69.5%	(\$ 614,653)
2013-2014	\$ 55,265	\$ 528,939 A	10.4%	(\$1,088,327)
2014-2015	\$ 0 B	\$ 541,802 A	0.0%	(\$1,630,129)

Note A: The 'Annual OPEB Cost' for FY 2014 and FY 2015 are based on the Actuarial Reports, which were provided earlier in the fiscal year and used for budget purposes. The auditors show the actual cost for the fiscal year in the audited financial statements footnotes.

Note B: The budget has \$0. If we have available funds through cost savings and efficiencies and other reasons, the Superintendent's priority choices includes the allocation of some of the available yearend funds into the OPEB Trust Fund.

Other Notes:

- The Amity Board of Education adopted a Resolution for the Adoption of the Trust Agreement for Payment of Other Post-Employment Benefits and the Accompanying Other Post-Employment Benefits Trust Agreement at its meeting on January 8, 2007.
- The District switched from fully-insured plan to a self-insured plan in 2011-2012.

The above chart is somewhat misleading. It shows the Actual Required Contribution as the Annual OPEB Cost. We had initially put these funds into the OPEB Trust and then transferred the 'implicit rate subsidy', as calculated in the Actuarial Report, and used these funds to pay actual claims of retirees. When we switched to a self-insured plan, the 'implicit rate subsidy' no longer applied. We could only use funds in the OPEB Trust if actual retiree claims exceeded actual retiree premiums paid, and only then, could we use the differential (i.e., claims less premiums paid).

In 2013-2014, we began putting the Expense Benefit Payments (EBP) directly into the Self-Insurance Reserve Fund and putting a portion of the estimated future retiree claims into the OPEB Trust Fund. We contributed to the OPEB Trust \$55,265 of the \$166,767 of the estimated future retiree claims, which amounted to underfunding by \$111,502. The 2014-2015 Budget is \$0. The OPEB Trust Fund will be underfunded (without any budget transfer) by \$199,411 in 2014-2015. If there are available yearend funds, some of this money could be used to fund the OPEB Trust.

LINE 9 on Page 3: 5260-LIFE INSURANCE:

This is based on the current staff.

LINE 10 on Page 3: 5275-DISABILITY INSURANCE:

This is based on the current staff.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of **\$84,159 FAV** (previously **\$95,859 FAV**).

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

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

LINE 24 on Page 3: 5560-TUITION EXPENSE:

These figures are subject to change on a monthly basis.

Tuition has a projected variance of **\$206,534 FAV** (previously **\$224,745 FAV**).

Tuition for the vo-ag schools has a projected variance of **\$84,585 FAV**.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Sound	7	6	8	7	7	5
Trumbull	4	3	2	2	3	2
Nonnewaug	5	3	2	2	5	1
Common Guard Charter HS	0	0	0	0	0	1 (0)
ACES Wintergreen Magnet	0	0	2	1	0	0
Totals	16	12	14	12	15	9 (8)

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

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

Public (ACES) and private out-of-district placements has a projected variance of **\$127,279 FAV (previously \$136,874 FAV)**.

	FY10-11 ACTUAL	FY11-12 ACTUAL	FY12-13 ACTUAL	FY13-14 ACTUAL	FY14-15 BUDGET	FY14-15 FORECAST
Public SPED	6	6	8	6	8	10
Private SPED	21	24	21	25	26	24
Totals	27	30	29	31	34	34

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

The 2014-2015 budget for electricity assumes the use of 3,940,349 kilowatt hours at an average price of \$0.17 per kilowatt hour, or a cost of \$669,859. The District's supply rate is \$0.0899 per kilowatt hour through December 2014. The 2014-2015 budget was based on this rate for the entire fiscal year. We recently locked-in a new rate of \$0.0997 per kilowatt hour, which begins in January 2015. The higher average price for a kilowatt hour is \$0.1749. The higher price for the last six months of the fiscal year is estimated to be **\$19,307 UNF** over budget. Loan payments will total \$123,290. The budget assumes a Load Shed credit of \$10,000. The actual kilowatt hours to-date is below budget; however, the forecast assumes the yearend usage will be the same as budgeted.

Sewer costs will be **\$1,726 UNF** over budget. The budget is \$26,000. We have been informed the quarterly payments will be \$6,931.50, or \$27,726.00 for the year.

The budget for water is \$31,500. At this time, this expense is projected to be \$1,000 UNF over budget.

ELECTRICITY (KILOWATT HOURS)

MONTH	2014-2015 ACTUAL/FORECAST	2014-2015 BUDGET	VARIANCE (FAV)/UNF	2013-2014 ACTUAL	2012-2013 ACTUAL
July	321,976	362,728	(40,752)	353,041	367,417
August	331,999	362,096	(30,097)	355,228	363,974
September	349,784	359,196	(9,412)	369,190	344,252
October	292,657	307,391	(14,734)	310,925	299,620
November	293,817	293,817	-	294,532	289,052
December	301,828	301,828	-	295,361	304,135
January	327,249	327,249	-	322,535	327,453
February	315,198	315,198	-	323,318	302,733
March	308,146	308,146	-	306,728	305,316
April	322,408	322,408	-	300,730	339,642
May	336,781	336,781	-	324,543	344,377
June	343,511	343,511	-	329,909	352,378
Totals	3,845,354	3,940,349	(94,995)	3,886,040	3,940,349

Note: 2014-2015 Actual Kilowatt Hours shown in bold italics.

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

The budget for snow removal and sanding is \$59,745. There has been no expenditures to-date. The forecast assumes the entire budget will be spent.

Below is a list of large repairs:

- Saturated chilled water piping insulation installed in the mid 1990's had become moldy in the Metal Shop at Amity Regional High School. Our installation vendor provided a quote of **\$5,800 UNF** to replace the insulation. The work was accomplished between September 29th and October 1st, 2014. This was an unbudgeted expense. We are not asking for a budget transfer to cover this cost.
- During the quarterly preventive maintenance on our middle school chillers, we discovered that the shorting contacts are worn to the point where if not replaced they can jeopardize the integrity of the motor and compressor assemblies. If not replaced immediately, it could result in very expensive repairs. The preventive maintenance program is designed to find these types of small repairs and remedy them before much larger and expensive failures occur. The unbudgeted expense is **\$5,635 UNF**. We are not asking for a budget transfer to cover this cost.

- *The sinks that are in the ceramics art room at Amity Regional High School have become problematic. The program has grown and the use of clay has really increased. The existing sinks are residential sink style sinks and are not adequate for filtering clay. The drains are continually clogging and have begun leaking. In addition, the method of cleaning the clay in the inadequate sinks is causing water to spill all over the floor causing a safety hazard. We will be replacing the sinks with a large, deep three-bay sink over the Holiday break. In addition, an appropriately sized solids separator will be installed to prevent clay from entering the drains. Presently there are very small separators on each drain that are inadequate for the amount of clay being used. We will be doing the install in-house to save money and will not have to use the drain cleaning company near as often. The safety hazard of water on the floor will also be eliminated. The total cost of this unbudgeted expense is \$4,084 UNF.*

LINE 46 and LINE 47 on Page 4: 5850-CONTINGENCY:

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

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

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

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

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

It should be noted that the Amity Finance Committee and Amity Board of Education have NOT taken any action on the abovementioned POTENTIAL budget transfers.

APPENDIX A

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

**Medical and Dental Insurance
2013-2014**

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

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

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

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

Notes:

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

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

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

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

CURRENT EMPLOYEES' & RETIREES' CLAIMS

MONTH	2014-2015	2014-2015	VARIANCE	2013-2014	2012-2013
	ACTUAL/FORECAST	BUDGET	(FAV)/UNF	ACTUAL	ACTUAL
July	\$ 311,067	\$ 365,657	\$ (54,590)	\$ 430,267	\$ 157,090
August	\$ 336,053	\$ 365,657	\$ (29,604)	\$ 381,584	\$ 277,965
September	\$ 282,989	\$ 365,657	\$ (82,668)	\$ 306,379	\$ 184,534
October	\$ 326,684	\$ 365,657	\$ (38,973)	\$ 312,668	\$ 228,344
November	\$ 365,657	\$ 365,657	\$ -	\$ 327,966	\$ 282,319
December	\$ 365,657	\$ 365,657	\$ -	\$ 416,061	\$ 316,551
January	\$ 365,657	\$ 365,657	\$ -	\$ 402,402	\$ 317,314
February	\$ 365,657	\$ 365,657	\$ -	\$ 238,891	\$ 241,012
March	\$ 365,657	\$ 365,657	\$ -	\$ 368,088	\$ 251,862
April	\$ 365,657	\$ 365,657	\$ -	\$ 374,121	\$ 314,479
May	\$ 365,657	\$ 365,657	\$ -	\$ 314,836	\$ 309,373
June	\$ 365,658	\$ 365,658	\$ -	\$ 315,712	\$ 425,303
Totals	\$ 4,182,050	\$ 4,387,885	\$ (205,835)	\$ 4,188,975	\$ 3,306,146

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

FEES (STOP-LOSS PREMIUMS, NETWORK ACCESS FEES)

MONTH	2014-2015	2014-2015	VARIANCE	2013-2014	2012-2013
	ACTUAL/FORECAST	BUDGET	(FAV)/UNF	ACTUAL	ACTUAL
July	\$ 85,723	\$ 110,000	\$ (24,277)	\$ 104,334	\$ 63,398
August	\$ 88,370	\$ 100,000	\$ (11,630)	\$ 89,545	\$ 70,842
September	\$ 96,853	\$ 100,000	\$ (3,147)	\$ 94,550	\$ 62,972
October	\$ 55,394	\$ 75,000	\$ (19,606)	\$ 59,835	\$ 68,252
November	\$ 50,000	\$ 50,000	\$ -	\$ 40,563	\$ 75,925
December	\$ 50,000	\$ 50,000	\$ -	\$ 40,321	\$ 76,201
January	\$ 50,000	\$ 50,000	\$ -	\$ 44,201	\$ 83,428
February	\$ 50,000	\$ 50,000	\$ -	\$ 43,730	\$ 59,882
March	\$ 50,000	\$ 50,000	\$ -	\$ 33,847	\$ 38,761
April	\$ 50,000	\$ 50,000	\$ -	\$ 30,543	\$ 38,478
May	\$ 50,000	\$ 50,000	\$ -	\$ 41,930	\$ 38,389
June	\$ 51,343	\$ 51,343	\$ -	\$ 41,781	\$ 38,159
Totals	\$ 727,683	\$ 786,343	\$ (58,660)	\$ 665,180	\$ 714,687

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

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

DESCRIPTION	FORECAST	BUDGET	VARIANCE \$
Balance, June 30, 2014	\$929,397	\$754,824	\$174,573 FAV
Claims Variance	\$205,835 A	\$0	\$205,835 FAV
Fees Variance	\$58,660 B	\$0	\$58,660 FAV
Premiums & Other Variances	(\$116,962) C	\$0	(\$116,962) UNF
OPEB Transfer	\$0 D	\$0	\$0 FAV
Year End Available Surplus	\$0 E	\$0	\$0 FAV
Balance, June 30, 2015	\$1,076,930	\$754,824	\$322,106 FAV
Reserve as Percent of Claims	25.8%	17.2%	8.6% FAV

Notes:

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

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

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

D: If actual retiree claims exceed actual retiree premiums, the difference may be funded by using money in the OPEB Trust Fund. If actual retiree claims are lower than actual retiree premiums, none of the money in the OPEB Trust Fund may be used to pay retiree claims. This was the reason for putting \$111,502 of the funds budgeted for the OPEB Trust in the Self-Insurance Reserve Fund in fiscal year 2013-2014.

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

APPENDIX B

2014-2015 COST SAVINGS AND EFFICIENCIES

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

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

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

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

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

- Amity Middle School – Orange Campus reported the implementation of cost savings and efficiencies:
 - The Media Center Administrative Assistant volunteered to check the large copier regularly for paper, cartridges and general checking of the room, supplies and machine. This has resulted in less ‘down-time’ for the copier and thereby, provides the teachers and staff greater efficiency in getting their needed copies.
 - We changed to automatic calendaring for the PPT meetings by the Guidance Administrative Secretary. This reduced the time it takes to create a list and continually update it. It has streamlined the process of scheduling meetings.

- Amity Regional High School reported the implementation of cost savings and efficiencies:
 - We saved transportation money this school year by not having a double bus run on the first day of school.
 - We have applied for grants (e.g., CAC grant; Schools of Distinction grant).

- Athletic Department reported the implementation of cost savings and efficiencies:
 - The Athletic Director is putting many of the department’s documents on-line rather than printing each one. This saves the cost of printing and makes it easy for parents and students to access the information.

- Pupil Services Department reported the implementation of cost savings and efficiencies:
 - A cooperative arrangement was made with Orange Elementary School District to share transportation costs to an out-of-district school.
 - We combined transportation runs.

- The Finance Department reported the implementation of cost savings and efficiencies:
 - The Finance Office is moving all the funds currently in Bank of America into People’s United Bank. This is being done to reduce fees, ease of transactions and security. In addition, we have been using a quasi-business-personal platform at Bank of America. Bank of America recommends we upgrade to their business platform for \$4,000 to \$9,000 more a year. We would need to take these fees out of the student activity funds, which would be unfair to the students. By switching these funds to Peoples United, we do not need to pay the extra \$4,000 to \$9,000 more a year. Also, it would be more efficient to use one bank to collect funds using our online payment system.

- We purchased a new online application called Applitrack, which will allow the District to receive and manage employment applications digitally. This recruiting tool allows us to post vacancies to social media sites, and job boards, including the #1 school job posting site. We expect this will cast a wider net in order to find the high-quality applicants we want at Amity. Applitrack helps us manage the entire application process in a much more efficient manner and will save on paper and copier costs.
- The Technology Department reported the implementation of cost savings and efficiencies:
 - Pilothouse Communications, LLC installed the District's new telephone system. We used them to remove, inventory and sell the old phones. This time-consuming process saved our busy Technology Department staff a lot of work. Furthermore, the District negotiated to receive one-half of the sales price of the old phones.
 - We are implementing AlertSolutions into the PowerSchool deployment, which will allow us to contact students, teachers and parents via email, text messages or pre-recorded phone messages. It will also allow teachers to send mass e-mails to just their classes.
 - The network infrastructure upgrades have given us a true gigabit network which will allow teachers to fully utilize resources such as streaming video and digital media without bogging down or completely freezing the entire network.
 - We have purchased and installed print management software called PaperCut. This will allow us to manage and track printing activities across the District. The software will also allow us to provide quotas to staff and students that will help us control and reduce our paper and ink/toner consumption.
- The Facilities Department reported the implementation of cost savings and efficiencies:
 - Facilities purchased and used new floor finish and gym finish techniques. We purchased new equipment, which allows the floor finish to be applied 37% faster than our previous methods. It also allows the gym finish to be applied up to 75% faster. This process and product has resulted in much smoother and shinier finish with no product waste.

- Facilities implemented a team-cleaning concept to help us accommodate the Woodbridge Youth Summer Camps. Amity High School Custodians and equipment went to the Middle Schools, while the High School was occupied with summer camps. This allowed us to completely clean the Middle Schools by the end of July. Teams from the Middle Schools were then temporarily reassigned to the High School to fully implement our summer cleaning program. The school buildings are in pristine condition.
- Automatic infrared flush valves were installed at the Stadium Field House. This will save on water and will ensure a much cleaner atmosphere in the public restrooms and locker rooms.
- Electric hot air hand dryers were installed at the Stadium Field House. This will provide more sanitary conditions in the restrooms and save significant money on paper towel purchases. It should also cut down on vandalism and intentional clogging of fixtures, which will save money by not having the plumbing contractor frequently come to unclog drain lines.
- One of our Custodians designed and implemented an inexpensive wood addition to some of our moving dollies. By spending a few dollars on lumber, we have converted our old dollies to functional moving dollies. This allows us to move desks, teacher desks, cabinets, etc, more safely and efficiently. This saved hundreds of dollars on purchasing new equipment from a vendor.
- We have begun retrofitting drinking fountains by adding a water bottle filler kit to the existing drinking fountains to allow occupants to easily fill water bottles instead of having to buy them. This will cut down on the amount of recycling going into the recycling dumpster. It will also allow our staff and students to save money on purchasing water from a vending machine.
- The SchoolDude work order system was revamped to streamline how work orders are disseminated and to improve communications with the work order originator. The previous approval process started with the Principal, then if approved was routed to Central Office for approval and scheduling with the appropriate technician or custodian. Now the general work orders are routed directly to the technician or custodian. The technician changes the status to “work in progress” and immediately knows of an issue. Once the work order is closed out as complete, the originator is immediately e-mailed the change in status. Large item requests are still routed through the Principal for consideration and approval. The new process has allowed quicker response time and better communication with the requesters.

- Our new Health Benefits Consultant found out that Reliance commission payments of about \$560 per month were being paid to H.D. Segur. We took action to eliminate the payments and have the Amity premiums reduced accordingly.
- Amity Regional High School had implemented a successful program Intervention Specialists for Math and Science for those students who needed tutoring. We had been paying a substitute rate for part of the day and tutor rate for part of the day. This became expensive. We changed to a single daily rate of \$140.72, which will save the District money.
- The Guidance Offices in the three schools will be combining their orders of permanent record folders to take advantage of volume pricing.
- The Middle Schools order student handbooks for both schools. This has saved money.
- Amity Middle School – Bethany Campus provided parents with a ‘generic’ pocket folder to keep all handouts from teachers. In previous years, we used a customized printed pocket folder with the name of the school and Amity logo printed on the front cover.
- The exterior wall pack lights on the Amity Regional High School Field House were problematic. There are seven fixtures all together. Each fixture would burn out once per year. As we looked for a better alternative, we found that the cost of the existing 70 watt metal halide bulb and ballast were equal to a new technology LED fixture, which is only 20 watts. We replaced all seven fixtures. The light quality is better; we decreased electricity usage by 65%; and the life expectancy of the LED fixture is ten years, so we have cost avoidance of bulb/ballast purchases and our electrician’s time.
- The Finance Office has been actively pursuing vendors to switch to Electronic Funds Transfer (EFT) form of payment. Each mailed check costs 62.3 cents (i.e., 5.3 cents per check sheet; 8.0 cents per envelop; 49.0 cents for postage). Year-to-date, we have paid approximately 29 percent of our vendors by EFT. The year-to-date savings is about \$172. Projected annual savings is \$938.
- Amity Regional High School received a \$25,000 grant from the Cable Advisory Council.
- Amity Regional High School sends out documents by e-mail prior to a meeting and shows the documents on a screen at a meeting. This saves the paper and time to print the handouts.
- Amity Middle School – Orange Campus will put all future editions of their new Students Newspaper online.

- A few years ago, the Adult Education Program set up a merchant services account for patrons to pay for classes. We have closed this account and are now using the MyPaymentsPlus system. The savings are approximately \$635 per year.
- The budget requests are being entered and verified by building staff. There is more detail being entered into the MUNIS budget module as backup information.
- The Technology Department is moving as many printers as possible onto a Xerox print management contract, which will save on ink and paper.
- The Technology Department is installing a print server to help control the printing in the District, which will save on ink and paper.
- The Athletic Department has added a section on PowerSchool to track athletes. This allows a direct uploading to the CIAC eligibility site, which saves about 4 hours of data input.
- *An office in the Guidance Department at Amity Regional High School has had the temperature approach 90 degrees when the afternoon sun came around in both winter and summer. The design of the HVAC system is not adequate to control such a large thermal load. We had obtained a quote of \$15,000 to re-engineer the systems in that area. Another option was to install a small supplementary air conditioning system in that small office at a cost of \$4,000. We decided to try a reflective window film as studies have shown the film will reflect the majority of the heat away instead of allowing it to magnify through the window glass. It was installed at a cost of \$600. The results have been better than we expected. We solved a comfort problem for an employee at a fraction of the anticipated cost.*
- *The Athletic Director has been looking at the overtime related to holding Winter athletic practices on weekends and holidays. Mr. Goodwin decided to save 11 hours of overtime by ending Saturday practices at 3:00 p.m. instead of 4:00 p.m. Although the savings are relatively small (\$375), the effort will continue to take a close hard look at scheduling. This will be done without adversely affecting the athletic program or the time necessary for teams to practice.*
- *The toilet paper product will be changed. We were finding the thin, single ply paper was shredding when being removed from the holder and those torn pieces were ending up on the floor. We need to be careful in the product we use, because we do not want students to clog the toilets with the paper. The Facilities Department believes we now have a better product. This suggestion came from a teacher at Amity Middle School – Bethany campus.*

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

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
July 2014	86	03132220	5611	INSTRUCTIONAL SUPPLIES	\$ -1,700.00 to purchase databases
July 2014	86	03132220	5690	OTHER SUPPLIES	\$ 1,700.00 to purchase databases
July 2014	87	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 purchase tables for library
July 2014	87	03132220	5730	EQUIPMENT - NEW	\$ 800.00 purchase tables for library
July 2014	89	03132220	5730	EQUIPMENT - NEW	\$ 300.00 desks for media center
July 2014	89	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 desks for media center
July 2014	90	03132220	5730	EQUIPMENT - NEW	\$ 800.00 tables/desks media specialists
July 2014	90	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 tables/desks media specialists
August 2014	72	02132400	5810	DUES & FEES	\$ -40.00 MEMBERSHIP DUES -MUSIC
August 2014	72	02111010	5810	DUES & FEES	\$ 40.00 MEMBERSHIP DUES -MUSIC
September 2014	9	03111013	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 456.00 For microscope repairs
September 2014	9	03111013	5641	TEXTBOOKS	\$ -456.00 For microscope repairs
September 2014	130	03142219	5611	INSTRUCTIONAL SUPPLIES	\$ -1,200.00 NEW WORLD LANGUAGE TEXTBOOKS
September 2014	130	03111006	5641	TEXTBOOKS	\$ 1,200.00 NEW WORLD LANGUAGE TEXTBOOKS
September 2014	201	01111008	5420	REPAIRS,MAINTENANCE & CLEANING	\$ 425.00 EXTENDED COVERAGE 3DPRINTER
September 2014	201	01111008	5611	INSTRUCTIONAL SUPPLIES	\$ -425.00 EXTENDED COVERAGE 3DPRINTER
October 2014	9	01113201	5690	OTHER SUPPLIES	\$ 100.00 AFTER SCHOOL ACTORS CLUB
October 2014	9	01132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -100.00 AFTER SCHOOL ACTORS CLUB
October 2014	67	03132220	5730	EQUIPMENT - NEW	\$ 115.00 PURCHASE DVD CABINET AND TABLE
October 2014	67	03132220	5810	DUES & FEES	\$ -745.00 NOT ATTENDING CONFERENCE 14-15
October 2014	67	03132220	5690	OTHER SUPPLIES	\$ 430.00 ADDITIONAL DATABASE
October 2014	67	03132220	5642	LIBRARY BOOKS & PERIODICALS	\$ 200.00 ADDITIONAL PERIODICALS
October 2014	84	01142600	5613	MAINTENANCE/CUSTODIAL SUPPLIES	\$ -561.00 replace snow blower
October 2014	84	01142600	5731	EQUIPMENT - REPLACEMENT	\$ 561.00 replace snow blower
October 2014	125	02132120	5590	OTHER PURCHASED SERVICES	\$ -178.00 TO PURCHASE OFFICE SUPPLIES
October 2014	125	02132120	5690	OTHER SUPPLIES	\$ 178.00 TO PURCHASE OFFICE SUPPLIES
October 2014	126	02132120	5590	OTHER PURCHASED SERVICES	\$ -15.00 FOR CONFERENCE/MEMBERSHIP
October 2014	126	02132120	5581	TRAVEL - CONFERENCES	\$ 15.00 FOR CONFERENCE/MEMBERSHIP
October 2014	132	03111011	5611	INSTRUCTIONAL SUPPLIES	\$ -266.00 tv/wall mount replacement
October 2014	132	05142350	5730	EQUIPMENT - NEW	\$ 266.00 tv/wall mount replacement
October 2014	192	03132120	5590	OTHER PURCHASED SERVICES	\$ -1,084.00 New AP French Textbooks
October 2014	192	03111006	5641	TEXTBOOKS	\$ 1,084.00 New AP French Textbooks
November 2014	16	03111006	5641	TEXTBOOKS	\$ 400.00 New french textbooks
November 2014	16	03111006	5810	DUES & FEES	\$ -400.00 New french textbooks
November 2014	31	04126110	5560	TUITION EXPENSE	\$ 2,380.00 TUITION - WHITNEY HIGH SCHOOL
November 2014	31	04126111	5560	TUITION EXPENSE	\$ -2,380.00 TUITION - WHITNEY HIGH SCHOOL
November 2014	67	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 1,200.00 Replacement COW cart
November 2014	67	05142350	5690	OTHER SUPPLIES	\$ -1,200.00 Replacement COW Cart

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



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

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

To: Charles S. Dumais, Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More
Date: December 1, 2014

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

Special Education:

Budget transfer is needed to pay special education expenditures.

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

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
04-12-6130-5560	Tuition Expense	\$45,000	
04-12-6110-5560	Tuition Expense		\$45,000

Students

Bullying and Teen Dating Violence

Safe School Climate Plan

Purpose/Priority Statement

The Amity Regional School District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, teen dating violence, or retaliation, in our schools or in school related activities. In addition, the District will promptly investigate all reports and complaints of bullying, cyberbullying, teen dating violence, and retaliation, and take appropriate, effective action to end that behavior. Most importantly, the District will support this commitment in all aspects of its activities, including in its curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement. The Board of Education (Board) fully understands that it is only through a comprehensive approach with a focus on the development of a positive school climate and the support of students, staff, families, law enforcement agencies and the community that issues of violence will be prevented and a safe school climate achieved. Lastly, in consultation with these constituencies, the Board has established this District Safe School Climate Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, teen dating violence and retaliation.

The Board of Education (Board) promotes a safe and secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior or teen dating violence. Therefore, it shall be the policy of the Board that bullying of a student by another student or teen dating violence are prohibited.

I. Prohibition Against Bullying

The Board of Education (Board) prohibits bullying (a) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board, and (b) outside of the school setting if such bullying (i) creates a hostile environment at school for the victim, (ii) infringes on the rights of the victim at school, or (iii) substantially disrupts the education process or orderly operation of a school.

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Bullying and Teen Dating Violence

Safe School Climate Plan

II. Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

1. causes physical or emotional harm to such student or damage to such student’s property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

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“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate.

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education. **“School employee”** means (a) a teacher, substitute teacher, school administrator, school Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional Board of Education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional Board of Education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (It is based on people’s experiences of school and reflects norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures.)

III. Reporting and Responding to Bullying and Teen Dating Violence and Retaliation (Complaint Process)

A. Publication of the Prohibition against Bullying and Teen Dating Violence and Related Procedures

The prohibition against bullying and teen dating violence shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior and teen dating violence by any student in the Amity Regional School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

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1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school, or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim;
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior or teen dating violence and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying behavior or teen dating violence will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary

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action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation (Plan) #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the District and individual school websites or by request.

B. Appropriate School Personnel

All school employees are charged with the responsibility of taking reports of bullying and teen dating violence or if witnessing acts of bullying or teen dating violence to notify the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available. Reports shall be appropriately investigated by the Safe School Climate Specialist or another administrator when the Safe School Climate Specialist is not available.

District Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent of Schools shall appoint, from among existing District staff, a District Safe School Climate Coordinator.

The Coordinator shall:

1. Implement the District's safe school climate plan;
2. Collaborate with safe school climate specialists, the Board, and the Superintendent to prevent, identify, and respond to bullying and teen dating violence in District schools;
3. Provide data and information derived from the safe school climate assessments, in collaboration with the Superintendent, to the Department of Education; and
4. Meet with the safe school climate specialists at least twice during the school year to discuss bullying and teen dating violence issues in the district and make recommended changes to the District's safe school climate plan.

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Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, each school Principal shall serve, or designate someone to serve, as the Safe School Climate Specialist for the school.

The Specialist in each school shall:

1. Investigate or supervise the investigation of reported acts of bullying and teen dating violence in the school in accordance with the District's Safe School Climate Plan;
2. Collect and maintain records of reports and investigations of bullying and teen dating violence in the school; and
3. Act as the primary school official responsible for preventing, identifying and responding to bullying and dating violence reports in the school.

C. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools. In addition, this Safe School Climate Plan shall be placed on the District website and the website of each school.

D. Formal Written Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying or teen dating violence. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying or teen dating violence including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, or teen dating violence and the names of any potential student or staff witnesses. Such reports may be filed with any school employee, and they shall be promptly forwarded to the Safe School Climate Specialist or another school administrator, if the Safe School specialist is unavailable, for review and action in accordance with Section IV below.

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E. Informal/Verbal Complaints by Students

Students may make an informal complaint of conduct that they consider to be bullying by verbal report to the Safe School Climate Specialist, or to any school employee, as defined, or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A school employee, or administrator or the Safe School Climate Specialist who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school employee, administrator, if not the Safe School Climate Specialist, shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

F. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school employee who receives the complaint. Should anonymity be requested, the Safe School Climate Specialist, if not the Principal or his/her designee, shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

IV. Staff Responsibilities and Intervention Strategies

A. Teachers and Other School Staff

School employees who witness acts of bullying or teen dating violence as defined above, or who receive reports of bullying or teen dating violence shall promptly notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one school day after such employee witnesses or receives a report of bullying or teen dating violence. A

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written report must be filed not later than two school days after making such an oral report concerning the events witnessed or reported.

School employees who receive student or parent reports of suspected bullying or teen dating violence shall promptly notify the Safe School Climate Specialist of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable.

If the report is an informal complaint by a student that is received by a school employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable. If the report is an informal complaint by a student that is received by a school employee, this employee shall verbally report the matter to the Safe School Climate Specialist not later than the next school day.

In addition to addressing both informal and formal complaints, school employees and other are encouraged to address the issue of bullying and teen dating violence in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and teen dating violence and help eliminate bullying behavior and teen dating violence through class discussions, counseling, and reinforcement of socially-appropriate behavior. All school employees including teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying” or teen dating violence.

B. Responsibilities of the Safe School Climate Specialist

1. Investigation

The Safe School Climate Specialist shall be promptly notified of any formal or informal complaint of suspected bullying or teen dating violence received by any school employee. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying or teen dating violence in the school in accordance with the District’s Safe School Climate Plan. All such complaints shall be investigated promptly. The investigation

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must be completed promptly after the receipt by the Safe School Climate Specialist of any written report. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied or victimized by teen dating violence must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied or victimized by teen dating violence must complete the above-referenced consent form so long as that student has not requested anonymity. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying or teen dating violence were verified, and, when acts of bullying or teen dating violence are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

The school shall notify parents or guardians of all students involved in a verified act of bullying or teen dating violence not later than forty-eight (48) hours after the completion of the investigation. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and in the case of a divorced/split situation, to the other parent/guardian if requested.

The notice must describe the school's response, measures being taken by the school to ensure the safety of the students against whom such act was directed, and any consequences that may result from further acts of bullying or teen dating violence.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

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2. Remedial Actions

Verified acts of bullying or teen dating violence shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior and teen dating violence is enforced, with the goal that any such bullying behavior or teen dating violence will end as a result. Bullying behavior and teen dating violence can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying or teen dating violence. While conduct that rises to the level of “bullying” or “teen dating violence” as defined above will generally warrant disciplinary action against the perpetrator of such bullying or teen dating violence, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal (or responsible program administrator or his/her designee.) The following sets forth possible interventions for building principals to enforce the Board’s prohibition against bullying and teen dating violence. No disciplinary action may be taken solely on the basis of an anonymous complaint.

The following sets forth permissible interventions for building principals (or other responsible program administrators) to enforce the Board’s prohibition against bullying and teen dating violence.

a. Non-disciplinary Interventions

When verified acts of bullying or teen dating violence are identified early and/or when such verified acts of bullying or teen dating violence do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying and teen dating violence and their prohibition, and students’ duty to avoid any conduct that could be considered bullying or teen dating violence.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and

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therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

In any instance in which bullying or teen dating violence are verified, the building Principal (or other responsible program administrator) shall invite the parents or guardians of the student against whom such act was directed, and the parents or guardians of a student who commits any verified act of bullying or teen dating violence to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the student's safety and to prevent further acts of bullying or teen dating violence.

In the discretion of the building Principal or other responsible program administrator, the meeting(s) described in this section may be held jointly or separately.

(The SDE recommends such meetings to be separate.)

b. Disciplinary Interventions

When acts of bullying or teen dating violence are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying or teen dating violence and/or when past interventions have not been successful in eliminating bullying behavior or teen dating violence.

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c. Interventions for Students Bullied or Victimized by Teen Dating Violence

The Safe School Climate Specialist/Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying or teen dating violence against a single individual. Intervention strategies for a bullied student or student victimized by teen dating violence may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying/teen dating violence situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

3. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying or teen dating violence and direct intervention when acts of bullying or teen dating violence are verified, other District actions may ameliorate any potential problem with bullying or teen dating violence in school or at school sponsored activities. A focus will be placed on district and school efforts to improve school climate based upon the National School Climate Standards.

While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence including any such program identified by the Department of Education;
- b. A safe school climate assessment on or after July 1, 2012 and biennially thereafter to determine the prevalence of bullying and teen dating violence Such assessments may include, in addition to those

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approved and disseminated by the State Department of Education, in collaboration with CAS, the National School climate Standards Self-Assessment Tool' and the Connecticut State Department of Education's "Improving School Climate Team Rubric;"

- c. Establishment by the school Principal of a Safe School Climate Committee in each District school or the designation of an existing committee that is responsible for fostering a safe school climate and addressing issues related to bullying and teen dating violence in the school.

The Safe School Climate Committee shall:

1. Receive copies of completed reports following investigations of bullying and teen dating violence;
 2. Identify and address patterns of bullying and teen dating violence among students in the school;
 3. Review and amend school policies relating to bullying and teen dating violence;
 4. Review and make recommendation to the District Safe School Climate Coordinator regarding the District's Safe Climate Plan based on issues and experiences specific to the school;
 5. Educate students, school employees and parents and guardians of students on issues relating to bullying and teen dating violence;
 6. Collaborate with the District Safe School Climate Coordinator in the collection of data regarding bullying and teen dating violence; and
 7. Perform any other duties as determined by the School Principal that are related to the prevention, identification and response to school bullying and school teen dating violence for the school. Parent members of the Safe School Climate Committee are excluded from activities #1 and #2 above and from any other committee activities that may compromise student confidentiality.
- d. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying and teen dating violence are likely to occur;
 - e. Inclusion of grade-appropriate bullying and teen dating violence education and prevention curricula in grades 7-12;

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- f. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student or the student victimized by teen dating violence, parents and school employees;
- g. School-wide training related to safe school climate;
- h. Promotion of parent involvement in bullying and teen dating violence prevention through individual or team participation in meetings, trainings and individual interventions;
- i. Respectful responses to bullying and teen dating violence concerns raised by students, parents or staff;
- j. Planned professional development programs addressing bully/victim and perpetrator of teen dating violence/victim problems;
- k. Student peer training, education and support. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- m. Continuing awareness and involvement on the part of staff and parents with regards to prevention and intervention strategies;
- n. Modeling by all school employees of positive, respectful, and supportive behavior toward students;
- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

V. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying or teen dating violence by a specific student are verified, not later than forty-eight (48) hours after the completion of the investigation, the Building Principal/Safe School Climate Specialist or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification. In addition, the school shall invite the parent/guardian of a student who commits any verified act of bullying or teen dating violence (after the completion of the investigation) to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the student's safety and to prevent further acts of bullying and teen dating violence. Records will be maintained by the School Principal/Safe School Climate

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Safe School Climate Plan

Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

B. Reports to the Targeted Student and his/her Parent or Guardian

If after investigation, acts of bullying or teen dating violence against a specific student are verified, the Building Principal/Safe Climate Specialist or his/her designee shall notify the parent or guardian of the victim of such finding, not later than forty-eight (48) hours after the completion of the investigation. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying or teen dating violence. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena).

In addition, the school shall invite the parent/guardian of the student against whom the verified act of bullying or teen dating violence was directed, after the completion of the investigation, to a meeting to communicate to the parents/guardians the measures being taken by the school to ensure the safety and measures being taken by the school to ensure the targeted student's safety and to prevent further acts of bullying or teen dating violence. Records will be maintained by the School Principal/Safe School Climate Specialist of the bullying and teen dating violence reports, subsequent investigations and parental/guardian meetings.

Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

C. List of Verified Acts of Bullying/Teen Dating Violence

The Principal/Safe School Climate Specialist of each school shall establish a procedure to document and maintain records relating to reports and investigations of bullying and teen dating violence in such school and maintain a list of the number of verified acts of bullying and teen dating violence in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying

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involves repeated acts over time, each report prepared in accordance with Section V (B) (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

VI. Prohibition against Discrimination and Retaliation

A. Safety

Discrimination and/or retaliation against any person who reports bullying or teen dating violence or provides information during an investigation of an act of bullying or teen dating violence, or witnesses or has reliable information about bullying or teen dating violence is prohibited. The continuation and perpetuation of bullying or teen dating violence against a student through the dissemination of hurtful or demeaning material by any other student is prohibited. The District will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, teen dating violence, discrimination or retaliation in our school buildings, on school grounds, or in school related activities. All reports and complaints of bullying, cyberbullying, teen dating violence, discrimination and retaliation will be investigated promptly and prompt action will be taken to end that behavior and restore the student's against whom such bullying or teen dating violence was directed (target's) sense of safety. This commitment is to be supported in all aspects of the school community, including curricula, instructional programs, staff development, extracurricular activities, and parent/guardian involvement. Before formally investigating the allegations of bullying, teen dating violence, discrimination or retaliation, the Principal/Safe School Climate Specialist or designee will take steps to assess the need to restore a sense of safety to the alleged student against whom such bullying or teen dating violence was directed (target) and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but are not limited to, creating a personal safety plan; pre-determining seating arrangements for the alleged victim (target) and/or the alleged perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the alleged student against whom such bullying or teen dating violence was directed (target); and altering the alleged perpetrator's schedule and access to the alleged target.

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The Principal/Safe School Climate Specialist will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Safe School Climate Specialist will implement appropriate strategies for protecting from bullying, teen dating violence or retaliation a student who has reported bullying, teen dating violence or retaliation, a student who has witnessed bullying, teen dating violence or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying, teen dating violence or retaliation.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal/Safe School climate specialist or designee will contact the victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If determined necessary, the Principal/Safe School Climate Specialist will work with appropriate school staff to implement them immediately.

B. Law Enforcement Notification

The School Principal or his/her designee shall notify the appropriate local law enforcement agency when such Principal or the Principal's designee believes any acts of bullying or teen dating violence constitute criminal conduct.

VII. Training Requirements for School Staff

- A. Certified staff of the District shall be provided in-service training on the prevention, identification and response to school bullying and teen dating violence and the prevention of and response to youth suicide. *(The Board, subject to the approval of the State Department of Education, is not required to offer an in-service program regarding bullying, teen dating violence, or youth suicide prevention and intervention if it instead implements an evidence-based model approach to this issue.)*
- B. Beginning teachers shall satisfactorily complete instructional modules as required by C.G.S. 10-145a which shall include a module in classroom management and climate, which shall include training regarding the prevention, identification, and response to school bullying and teen dating violence and the prevention of and response to youth suicide.

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- C. Non-certified staff of the District will participate in annual training to be provided, within available appropriations, by the Connecticut State Department of Education. The training may be presented in person by mentors, offered in statewide workshops, or through on-line courses. Such training may include, but is not limited to:
- i. Developmentally appropriate strategies to prevent bullying and teen dating violence among students in school and outside the school setting.
 - ii. Developmentally appropriate strategies for immediate and effective interventions to stop bullying and teen dating violence,
 - iii. Information regarding the interaction and relationship between students committing acts of bullying or teen dating violence students against whom such acts of bullying or teen dating violence are directed and witnesses of such acts of bullying or teen dating violence,
 - iv. Research findings on bullying and teen dating violence, such as information about the types of students who have been shown to be at-risk for bullying or teen dating violence in the school setting,
 - v. Information about the incidence and nature of cyberbullying as defined in C.G.S. 10-222d, or
 - vi. Internet safety issues as they relate to cyberbullying.

VIII. Notification Requirements

- A. A copy of this District's Safe School Climate Plan shall be provided in written or electronic format to all District employees annually at the beginning of each school year.
- B. The District's Safe School Climate Plan shall be made available on the Board's website and on the website of each individual school with the District. Such posting shall occur within thirty (30) days of the approval of such plan by the Board.
- C. The District's Safe School Climate Plan shall be included in the District's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

IX. School Climate Assessments

- A. On or after July 1, 2012, and biennially thereafter, the Board requires each school within the District to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education.
- B. Completed assessments shall be shared with the Board and then submitted by the Board to the State Department of Education.

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X. Bullying/Teen Dating Violence Through the Use of Technology (Cyberbullying)

An emerging form of bullying and teen dating violence is the use of technology to threaten, intimidate, ridicule, humiliate, insult, or harass. Technology enables aggressive expression toward others and does not rely on physical strength or physical contact. By using a cell phone or the Internet, a student can quickly and aggressively spread rumors, threats, hate mail, or embarrassing photos through text messages, e-mails, or instant messages. There are a number of social networking sites (MySpace, Facebook, Twitter, etc.) available to our students that can be misused and/or abused for bullying or teen dating violence purposes. Any alleged misuse or abuse must be reported to any staff member or the Safe School Climate Specialist.

The District's discipline policy states that misuse, on or off campus, of electronic devices, for threatening/bullying/hazing, harassment or committing teen dating violence is a violation and can be the basis for discipline on or off campus. When information is received that a student or students are involved in bullying or teen dating violence through the use of technology either as the actor or a member of a group, or the victim, the following will be considered:

- If it takes place on campus or at a school sponsored event, disciplinary action will be taken.
- If it takes place off campus a school may take disciplinary action if the incident poses a likelihood of substantial disruption to the educational process or the day to day operations of the school.

XI. Relationship to Other Laws

- C. Consistent with state and federal laws, and the policies of the district and school rules, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color gender, religion, national origin, or sexual orientation. Nothing in the "Plan" prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or district policies.
- D. In addition, nothing in the "Plan" is designed or intended to limit the authority of the school or district to take disciplinary action under applicable laws, or local

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school or District policies in response to violent, harmful, or disruptive behavior, regardless of whether the “Plan” covers the behavior.

XII. Immunity for Board of Education, School Employees, Others

Members of the Board of Education and school employees are protected by statute against damage claims in the implementation of a safe school climate plan and, in accordance with a school district safe school climate plan, report, investigate, or respond to bullying and teen dating violence. PA 11-232 and PA 14-234 extend this immunity to reports of bullying or teen dating violence incidents by parents, students, and others to a school employee according to a safe school climate plan.

To be immune, these parties must act in good faith and, in the case of a school employee or Board of Education, within the scope of their duties. The immunity does not cover gross, wanton, reckless, or willful misconduct.

Legal Reference: Connecticut General Statutes

C.G.S. 10-220a. In-service training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations.

C.G.S. 10-222d. Safe school climate plans. Definitions. School Climate assessments.

C.G. S. 10-222g. Prevention and intervention re bullying.

C.G.S. 10-222j. State-wide safe school climate resource network.

C.G.S. 10-222k. District safe school climate coordinator. Safe school climate specialist. Safe school climate committee.

C.G.S. 10-222l. Immunity of school employees, students, parents or guardians, individuals and boards of education from liability for certain actions relating to reporting, investigating and responding to school bullying.

BULLYING/Teen Dating Violence INVESTIGATION REPORT

1. Name of target: _____ Age: _____ Grade _____
 School _____ Reg. Ed Spec. Ed. 504
2. Name of complainant/relationship to target: _____
- 3.

Name of alleged offender	Current student in district?	Grade/Age	School	Status
				Reg.Ed./Spec.Ed./504
				Reg.Ed./Spec.Ed./504
				Reg.Ed./Spec.Ed./504
				Reg.Ed./Spec.Ed./504
				Reg.Ed./Spec.Ed./504

4. On what dates(s) did the incident(s) happen?

____/____/____ ____/____/____ ____/____/____
 Month Day Year Month Day Year Month Day Year

5. Where did the incident happen (choose all that apply)?

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school/at school bus stop
- Off school grounds Via electronic communication
- Other (specify) _____

6. Summarize the complaint:

(Attach separate sheet if necessary along with a copy of any written complaint)

7. State name(s) of any witnesses to the incident(s): Name/position/school (i.e. student, teacher, parent, community member, etc.). Contact information (if known).

8. Date the target was interviewed? By whom? When? Where?

Did he/she provide a statement?

Y N If yes, Oral Written (Attach written statement)

Was he/she asked to provide the name of any witnesses?

Y N

State the names of witnesses provided:

9. Date the offender interviewed? By whom? When? Where?

Did he/she provide a statement?

Y N If yes, Oral Written (Attach written statement)

Was he/she asked to provide the name of any witnesses?

Y N

State the names of witnesses provided:

10. List all individuals who were interviewed:

Name of individual/witness interviewed	Written Statement Provided?	Relationship to target or title/position

(Attach all written statements)

11. List and describe all documentation considered as part of the investigation (i.e. bus referral/report, student records, student attendance records, medical records, nurse referral, disciplinary referral, police report, photographs, surveillance tapes, emails, text messages, postings, other physical evidence (attach copies whenever possible):

12. Summarize your investigation (include who was spoken to, where and when/dates as well as who conducted such interviews, include the substance of any oral/written statements given, indicate credibility as appropriate, specify what documentation or other information was considered and the weight given to it and why, state any conclusions reached regarding the incident, individuals, or the veracity or reliability of individuals/information and note where information was or failed to be corroborated).

(Attach Separate Sheet as Needed)

13. The definition of bullying as defined by state law is “the repeated use by one or more students of a written, oral or electronic communication, or a physical act or gesture directed at or referring to another student attending school in the same school district that either causes physical or emotional harm to such student or damage to such student’s property, places such student in reasonable fear of harm to himself or herself, or of damage to his or her property and for off school ground incidents, creates a hostile environment at school for such student, or infringes on the rights of such student at school, or substantially disrupts the educational process or the orderly operation of a school”.

Bullying” shall include, but not be limited to, a written, oral or electronic communications or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics”.

“Teen dating violence” means any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Check all of the following that apply with respect to this investigation:

- Target and offender(s) are students in the same school or school district
- Target and offender(s) are not students in the same school district
- Involves repeated activity by one student against the target
- Involves repeated activity by more than one student against the target
- Involves a written, oral or electronic communication
- Involves a physical act
Describe the act and/or injury: _____
- Involves emotional harm to target
Describe the nature of the harm/effect: _____
- Involves damage to target’s property
Describe the damage/cost of repair: _____
- Target has reasonable fear of harm to self or property

Explain: _____

Offender's actions have created a hostile environment at school for the target

(“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate)

Explain: _____

Target's rights at school have been infringed

Explain: _____

Offender's actions have substantially disrupted the educational process or orderly operation

Explain: _____

14. Based upon the completed investigation, was it concluded that a verified act of bullying or teen dating violence occurred against the target?

Y N Explain the basis for your conclusion:

15. Date of written notice of the conclusion of the investigation provided to the following?

_____ Parent of the target

_____ Parent of the offender(s)

_____ District Safe School Climate Coordinator

16. Do you believe there is a basis for further investigation based upon: (check all that apply)

- race color ancestry national origin gender sexual orientation gender identity
- gender expression socioeconomic status academic status physical appearance
- mental, physical, developmental or sensory disability
- by association with an individual or group who has or is perceived to have one or more of any of the above characteristics (list characteristic) _____

Was a referral to a district civil rights coordinator made Y N

To whom? Date of referral? _____

17. If bullying or teen dating violence was verified, describe the responsive action:

As to the target: _____

(Responsive action must include a plan of support for the target, and if the target is a special education student, a PPT must be convened to consider whether bullying has impacted the provision of FAPE and if the IEP remains appropriate)

Components of Target's Support Plan _____

As to the offender(s): (list separately if more than one offender): _____

(Remember to check the status of each offender to determine whether he/she is a regular, special education or 504 student. For those students not identified as Special Education or 504 students, consider whether a referral is warranted by the student's conduct/student history and for those perpetrators who are already identified as special education students, a PPT should be convened to determine if their IEP remains appropriate)

System Wide Interventions (i.e. changes to curriculum, assembly program, etc.) (if applicable):

Signature: _____ Date: _____

(Staff member completing this report)

PERSON COMPLETING REPORT: Name: _____

Position: _____ School _____

DATE COMPLAINT RECEIVED BY SCHOOL/DISTRICT: _____

ORAL COMPLAINT WRITTEN COMPLAINT ANONYMOUS

DATES OF INVESTIGATION: _____

DATE OF FIRST DAY OF INVESTIGATION: _____

DATE INVESTIGATION WAS COMPLETED: _____

(If bullying or teen dating violence are verified, parents of both the target and the offenders must be notified within 48 hrs. of the completion of investigation and must be invited to separate parent meetings with school personnel; the meeting invitation may be combined with notification of a verified act of bullying or teen dating violence)

DATE OF AND METHOD OF NOTIFICATION OF ACT OF VERIFIED BULLYING OR TEEN DATING VIOLENCE:

TO PARENT(S) OF TARGET _____

TO PARENT(S) OF OFFENDER(S) _____

DATE OF INVITATION TO PARENT MEETING:

TO PARENT(S) OF TARGET _____

TO PARENT(S) OF OFFENDER(S) _____

DATE OF PARENT MEETING _____ AND NAMES OF THOSE ATTENDING:

TARGET _____

OFFENDER(S) _____

NAME OF INVESTIGATOR(S) TITLE/POSITION/SCHOOL
(if different than person completing this report):

(If applicable) DATE OF REFERRAL (made as result of the bullying/teen dating violence investigation/incident(s)):

TO LAW ENFORCEMENT _____

DISTRICT CIVIL RIGHTS COORDINATOR _____

TARGET TO:

PPT _____ 504 Meeting _____ SAT _____ OTHER (SPECIFY) _____

PERPETRATOR TO:

PPT _____ 504 Meeting _____ SAT _____ OTHER (SPECIFY) _____

BULLYING/TEEN DATING VIOLENCE REPORTING FORM FOR USE BY STUDENTS, PARENTS, SCHOOL EMPLOYEES, AND OTHER COMPLAINANTS

Today's Date: ____ / ____ / ____ School: _____

PERSON REPORTING INCIDENT:

Name: _____

Telephone Day: _____

Evening: _____

Cell: _____

Email: _____

Place an X in the appropriate box: Student Parent/Guardian Close Adult Relative Employee

Other (explain) _____

1. Name of target _____ Age: _____ Grade: _____

2.

Name of alleged offender	Current student in district?	Grade/Age	School

3. On what dates(s) did the incident(s) happen?

____ / ____ / ____ ____ / ____ / ____ ____ / ____ / ____
 Month Day Year Month Day Year Month Day Year

4. Where did the incident(s) happen (choose all that apply)?

- On school property At a school-sponsored activity or event off school property
- On a school bus On the way to/from school/school bus stop
- Off school grounds Via electronic communication
- Other (specify) _____

5. Describe the nature of the complaint (be as specific as possible) and state how you became aware of the incident:

(Attach a separate sheet if necessary)

6. What do you believe was the reason for the conduct by the offender(s)? Do you believe it was based upon disability, race, national origin, religion, color, age, sex, sexual orientation, gender identity or expression, or marital status of the target? Explain.

(Attach a separate sheet if necessary)

7. Did a physical injury result from this incident(s)? No Yes

Nature of injury _____

8. Was the target absent from school as a result of the incident? No Yes

If yes, how many days was the target absent from school as a result of the incident? _____

Dates of absenteeism: _____

9. Did an emotional injury result from this incident(s)?

- No
- Yes, but psychological services have not been sought
- Yes, and psychological services have been sought

Dates/location where services were sought _____

10. Did any damage occur to the target's property? No Yes

Nature of damage _____

11. State name(s) of any witnesses to the incident(s):

Name/position/school (e.g., student, teacher, parent, community member, etc.)	Contact information (if known)

12. Are you aware of any similar types of activities by the alleged offender(s) or by others against the target? If so, please describe the activity and when it occurred? Was a report made of these activities? If so, to whom and when?

(Attach a separate sheet if necessary)

13. Is there any additional information you would like to provide?

(Attach a separate sheet if necessary, and attach any relevant documentation (i.e. medical documents, photos, posts, video, emails, text messages, former reports, etc.)

Complainant

Name: _____

Signature: _____

Date: _____

Staff member receiving/reviewing Complaint

Name/Title: _____

Signature: _____

Date: _____

(If this complaint suggests that the alleged incident(s) was/were based upon the membership of the target in a protected class [such as race, sex, religion, disability or sexual orientation], this complaint shall be shared with the appropriate district civil rights coordinator for possible additional investigation)

(If applicable) Referred to (name of coordinator): _____

Instruction

Grading/Assessment Systems

Grade Point Average (GPA)

A Grade Point Average shall be implemented for the high school in accordance with the guidelines set forth and published annually in the high school parent/student handbook. Starting with all students in the Class of 2019, all credit-bearing courses* will be included in weighted and unweighted Grade Point Average calculations. Parents and students shall be advised annually, via the school's parent/student handbook, of this position and the specifics of the weighted grading program.

Unweighted Grade Point Average

An Unweighted Grade Point Average (GPA) will be calculated for each student. The following scale will be used to calculate an Unweighted Grade Point Average (GPA).

Unweighted GPA Scale

Grade	Range	Scale
A+	97-100	4.30
A	93-96	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	0-59	0.00
N	0	0.00

Course credit value (i.e. full-credit, half-credit, quarter-credit, etc.) will be factored in Unweighted Grade Point Average calculations.

Weighted Grade Point Average

A Weighted Grade Point Average will be calculated for each student. Course credit value (i.e. full-credit, half-credit, quarter-credit, etc.) and level will be factored in Weighted Grade Point Average calculations.

Instruction

Grading/Assessment Systems

Level Description

1. Level Honors/Advanced Placement courses are those which are most rigorous and require superior scholarship.
2. Level 1 courses require demonstrated, sound scholarship and study skills. The curriculum is comprehensive, very challenging, and provides advanced college and career preparation.
3. Level 2 courses offer a challenging and comprehensive curriculum requiring above-average academic ability.
4. Level 3 courses provide a foundation for academic work in post-secondary schools and colleges.
5. Combined Level/Contract Level courses create a heterogeneous learning environment in which students contract, depending on the course, for Honors, Level 1, Level 2, or Level 3 work. The contracted weight determines the value of the course for Weighted Grade Point Average calculation.
6. Level Elective courses are challenging and provide a comprehensive curriculum which requires above-average academic ability. Level Elective courses are calculated as L2 in Weighted Grade Point Average Calculation.

The Weighted GPA and Grading System is applicable to grades 9-12 and is described as follows:

Weighted Grade Point Average Scale

The following scale will be used to calculate a Weighted Grade Point Average:

Grade	Range	H/AP	L1	L2	L3
A+	97-100	5.30	4.80	4.30	3.80
A	93-96	5.00	4.50	4.00	3.50
A-	90-92	4.70	4.20	3.70	3.20
B+	87-89	4.30	3.80	3.30	2.80
B	83-86	4.00	3.50	3.00	2.50
B-	80-82	3.70	3.20	2.70	2.20
C+	77-79	3.30	2.80	2.30	1.80
C	73-76	3.00	2.50	2.00	1.50
C-	70-72	2.70	2.20	1.70	1.20
D+	67-69	2.30	1.80	1.30	.80
D	63-66	2.00	1.50	1.00	.50
D-	60-62	1.70	1.20	0.70	0.20
F	0-59	0.00	0.00	0.00	0.00
N	0	0.00	0.00	0.00	0.00

Instruction

Grading/Assessment Systems

***Weighted and Unweighted Grade Point Average Modifications/Exclusions**

N Grades: N Grades will be counted as an F in all weighted and unweighted GPA calculations.

Summer School: Summer school grades will be included in GPA as prescribed by Amity Board of Education Policy 5132.2.

Pass/Fail: Pass/Fail grades will be excluded from all weighted and unweighted GPA calculations.

Transfer Courses: All transfer course grades will be excluded from all weighted and unweighted GPA calculations.

Legal Reference: Connecticut General Statutes

Sec. 10-220g. Policy on weighted grading for honors and advanced placement classes

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

Personnel Committee	11/3/14
Finance Committee	11/10/14
Policy Committee	11/13/14

MINUTES

COMMITTEE MEMBERS PRESENT: Sue Cohen (chair), William Blake, Patricia Cardozo, James Horwitz, Tracy Lane Russo, Sheila McCreven, and James Stirling.

COMMITTEE MEMBERS ABSENT: None.

Staff members present: Mr. Charles Dumais and Mr. Nicholas Grello.

Also present: Ruth Natzel

A meeting of the Personnel Committee of the Amity Regional Board of Education (BOE) was held on Monday, November 03, 2014 at 5:30 pm in the Superintendent's conference room at the District Offices.

1. **Call to Order:** Chairman Sue Cohen called the meeting to order at 5:39 pm.

A motion was made by Mr. Blake, seconded by Mr. Stirling that the meeting move into executive session at 5:40 p.m. for the purpose of interviewing Jill LaPlante for the position of the director of counseling.

Vote unanimous

Motion carried

2. **Executive session, Interview, Director of Counseling**

The meeting adjourned from executive session back to the regular agenda at 5:55 pm. Some discussion followed regarding staffing and the need for career counseling for students..

Motion was made by Ms. Cardozo, second Ms. McCreven to recommend Jill LaPlante to the Board of Education for the position of director of counseling.

Vote unanimous

Motion carried

Mr. Dumais requested that the meeting move to agenda items 4 and 5.

4. **Power School Stipend** - We have a technician/PowerSchool Specialist but the current salary is not comparable to other districts. Mr. Dumais recommends that a \$5,000 stipend be added to the salary as a step in the right direction to bring this salary more in range with his peers; the current salary is \$42,000 and peers are being paid \$60,000 to \$80,000.

Motion by Mr. Stirling, second by Mr. Blake to recommend to the Amity Board of Education that the current position of Technician, which includes responsibility for the implementation and operation of PowerSchool, be changed immediately to Power School Specialist and include an additional \$5000.00 stipend.

Vote unanimous

Motion carried

Some discussion followed regarding this being an annual stipend versus being incorporated into the salary for the position. The stipend will be associated with the position, not with the person currently filling the position. There were questions about whether the title should be Student Management Database and whether or not this position has a pension.

The original motion was amended Ms. Russo, second by Ms. McCreven to change the position title from PowerSchool Specialist to Student Management Database Specialist.

Vote unanimous

Motion carried

- 5. Finance Department position discussion** – Mr. Dumais stated that Terry Lumas is currently in the Finance Manager position under Jack Levine, the Director of Finance and Administration. We don't have a good secession plan for the Director of Finance and Administration. There needs to be more leadership capacity for the Finance Manager to be working with the Director. The Manager would be taking on more responsibility as outlined in the memo. This is not about Mr. Levine or Ms. Lumas as current staff but rather it's about the positions and developing leadership capacity. Ms. Russo spoke in support of position change for Finance Manager and stated that the title is more in line with other districts. There was more discussion regarding the two positions and how to best structure them for the future.

Motion by Ms. McCreven, second by Mr. Blake to recommend to the Amity Board of Education that the current position of Finance Manager be changed to Assistant Director of Finance and Administration, and include the addition of responsibility for supervision of the Technology Department, Transportation Services, Bidding, and Food Service Operations. The annual salary for the modified position would be \$97,227.62.

Vote unanimous

Motion carried

- 6. Adjournment**

Motion by Mr. Stirling, second by Mr. Blake to adjourn to executive session made at 6:25 p.m.

- 3. Human Resources review discussion with Nicholas Grello.**

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Diane Crocco, John Grabowski, James Horwitz, Joseph Nuzzo and James Stirling.

COMMITTEE MEMBERS ABSENT: Matthew Giglietti and John Grasso, Jr.

Staff members present: Mr. Charles Dumais, Mr. Jack Levine, Dr. Marie McPadden, Ms. Terry Lumas, Mr. Sean DeRosa and Mr. Jason Woods.

Also present: Mrs. Ruth Natzel, Mr. Mike Goss, and Ms. Sheila McCreven, other members of the public.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, November 10, 2014 at 5:30 pm in the Presentation Room at the Amity District Offices.

1. **Call to Order:** Chairman Jim Stirling called the meeting to order at 5:35 pm.
2. **Discussion and possible action on minutes.**
 - A. Finance Committee meeting October 20, 2014

Motion made by Ms. Crocco, second by Mr. Nuzzo to approve the minutes of the previous meeting.

Vote unanimous

Motion carried

3. **Public comment:** Mr. Jim Leahy, Member of Orange Board of Finance (BOF) spoke. Per the request of Mr. Dumais, he presented the findings of the Orange BOF regarding their opinion on how Board of Education budget surplus funds should be utilized. He presented six recommendations:

1. Use fund for overruns on budgeted items.
2. Return remaining money to towns.
3. Always wait until you are seven months into a budget year until surplus money be moved to other accounts.
4. Do not use money to raise the funding of accounts, (OPEB for example); instead put this in a budget.
5. Never use surplus money to create a surplus fund.
6. August is not the time for the BOE to discuss and come to conclusions about what to do with surplus money but that September would be a preferable time.

Mr. Stirling thanked Mr. Leahy for his comments; he then requested a motion to move to item #5 on the agenda.

Motion made by Mr. Grabowski, second by Ms. Crocco to move to item #5 on the agenda.

Vote unanimous

Motion carried

5. **Discussion and possible action on composite investment policy statements for Pension, Sick and Severance and OPEB Trust** - Mr. Mike Goss spoke in follow up of his presentation at the last Finance meeting. Amity currently has Pension and Sick and Severance (PSS) polices from 2006 . Mr. Levine had requested that Mr. Goss take a fresh look at the PSS and revise the policy and draft a new OPEB policy. Mr. Goss presented his drafts of the policies to the Committee and stated that there are no big fundamental changes nor changes for asset allocation. There were some changes to benchmarks (page 4 of draft document). There was discussion by Mr. Levine and Ms. McCreven regarding payout for unused sick and vacation time upon retirement. Mr. Goss will research this. In terms of types of investments, the Pension fund is the most aggressive, OPEB is less aggressive and Sick and Severance is the most conservative. Amity is in line with other municipalities in terms of the management of these funds. The Committee felt that Mr. Goss' presence was not needed at the full Board meeting and they thanked him for coming.

The Committee then moved back to the regular agenda, item #4.

4. **Discussion of meeting dates for budget development in January and February 2015.** Mr. Dumais would like to request that for January and February the Finance Committee meet on the first Monday of those months to allow for a longer meeting. Meeting dates were set for January 5, 2015 and February 3, 2015.
6. **Presentation and discussion of Board goals of cost savings and efficiencies** - Mr. Dumais presented the goals and plans for cost savings and efficiencies (attached). A District-wide committee will be formed chaired by Mr. Levine to discuss and develop strategies for cost savings and efficiencies and report these findings to the Superintendent.
7. **Discussion of monthly financial statements** – Mr. Levine gave an update of what is now included in the monthly financial statement.
8. **Director of Finance and Administration approved transfers under \$3,000** – None.
9. **Other**
 - A. **Financial audit status report** – Mr. Levine commended the job done by Ms. Lumas regarding the audit, with Amity having a 5th clean audit in a row.
10. **Adjournment**

Motion by Mr. Grabowski, second by Ms. Crocco to adjourn at 6:06 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

MINUTES

COMMITTEE MEMBERS PRESENT: Ms. Sue Cohen (co-chair), Mr. Tom Hurley (co-chair), Mr. Christopher Browe, Ms. Diane Crocco and Ms. Rita Gedansky.

COMMITTEE MEMBERS ABSENT: Ms. Sheila McCreven.

Staff members present: Mr. Charles Dumais, Dr. Charles Britton, Ms. Jill LaPlante and Jason Woods.

Also present: Mrs. Ruth Natzel

A meeting of the Policy Committee of the Amity Regional Board of Education (BOE) was held on Thursday, October 30, 2014 at 5:15 pm in the Superintendent's conference room at the District Offices.

1. **Call to Order:** Co-Chair Ms. Cohen called the meeting to order at 5:25 pm.

2. **Review of recent required policy updates**

Mr. Dumais explained the original policies 5123.2 Summer School Work for Credit and 6146.1 Instruction – Grading/Assessment Systems (attached). Dr. Britton spoke about additional course work such as physical education, special education and other courses that are now to be included in the student's grade point average (GPA) which is the nonweighted grade. Quality Point Average (QPA) is the non-weighted grade.

Discussion was held regarding weighting of grades for honors courses versus level 2 courses. The question was raised about transitioning to the new policy with inclusion of new courses in the GPA for students who are already under the old policy. Some of the reason for this change is being driven by change in technology from IPass to PowerSchool; PowerSchool cannot calculate the 20-point QPA. There was a lengthy discussion regarding weighted/unweighted grades, college admissions and how students are ranked or not ranked.

Motion was made by Mr. Hurley, seconded by Ms. Gedansky that Policy 6146.1 Instruction – Grading/Assessment Systems, be brought to the full Board of Education at the next meeting for a first reading with the changes that the policy be effective as of the class of 2019 and that a third column be added to the graph that will give "range".

Votes in favor 4 (abstention Mr. Browe)

Motion carried

Discussion of Policy 5123.2, Students/Summer School Work for Credit. The current policy is from December 2006 and needs revision. There was discussion regarding how credit is shown for any course that is taken by a student outside of Amity Schools. An explanation was given by Mr. Dumais regarding the connection between classroom learning and life-learning. There was discussion regarding the summer classes and whether or not they are leveled. The Committee feels that this policy needs to be sent back to the Administration for review and revision. Mr. Dumais and the administrators will do this and present the revised policy at a future Committee meeting.

Discussion of Policy 5131.911 – Students/ Bullying and Teen Dating Violence/Safe School Climate Plan. There is some concern about possibly overlap with this policy and another on bullying by itself as well as one on hazing. There was discussion about text quoted directly from the State of Connecticut legislation regarding teen dating violence and whether or not grammatical corrections would make this policy noncompliant. Mr. Dumais stated that much of what is in the legislation has been incorporated into the health curriculum. The legislation also includes the appropriate reporting standards and forms.

Motion was made by Mr. Hurley, seconded by Ms. Crocco, that Policy 5131.911 be brought to the full Board of Education at the next meeting..

Vote unanimous

Motion carried.

Discussion of policy 5131 – Student Discipline. The Committee discussed the various parts of this policy including 5131.911. Mr. Dumais explained that the definitions of suspension and expulsion need to be updated and that he needs time to go through the two policies – the current Amity policy versus the CAFE policy – to see how they match up and also to compare them to the legislation. He will bring this back to the Committee when it is ready.

Mr. Browe handed out a report from the Center for Disease Control (CDC) to Committee members regarding new data on high school students and substance abuse for the Committee's information.

The Policies for consideration at the next meeting are 0512 (January 24, 2014) and 4118.231 (November 15, 2013).

Motion was made by Mr. Browe seconded by Ms. Crocco that Mr. Dumais investigate the cost of having current policy documents that are PDF files converted to documents that are editable, such as OCR, as well as investigating the cost of getting a complete policy revision done by CAFE.

Vote unanimous

Motion carried

The next Policy Committee meeting will begin at 5:15 pm on December 18, 2014.

3. Adjournment

Motion made by Mr. Hurley, seconded by Ms. Crocco to adjourn, at 7:20 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk