

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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

Dr. Charles Dumais
Superintendent of Schools

PLEASE POST

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AMITY REGIONAL BOARD OF EDUCATION

June 8, 2015

A regular meeting of the Amity Regional Board of Education will be held on Monday, June 8, 2015, at 6:30 p.m. in the Presentation Room at the District Offices.

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Recognition of Award of Excellence Recipients
4. Discussion and Possible Action on Appointment of Amity Regional High School Principal
5. Recognition of Departing BOE Member
6. Break
7. Approval of Minutes
 - a. Regular BOE Meeting, May 11, 2015 (Enclosure)
8. Public Comment
9. Student Report
10. Presentation on Science Standards – Matt Filip / Barbara Haag
11. Capstone Presentation
12. Update on Fuel Cell and Natural Gas Delivery to Amity Middle School – Orange Campus (Enclosure)
13. Acceptance of Gift (Enclosure)
14. Discussion and Possible Action on District Goals/Objectives – Second Read (Enclosure)
15. Correspondence

16. Superintendent's Report
 - a. Personnel Report (Enclosure)
 - b. Other
 17. Chairman's Report
 - a. Committee Reports
 1. ACES
 2. CABE
 3. Curriculum
 4. Facilities
 - a. Facilities Dept. Monthly Report, May 2015 (Enclosure)
 5. Finance
 - a. Status Report on Board Goal: Fostering a District Culture of Maximizing Cost Savings and Efficiencies
 - b. Discussion and Possible Action on Contracts of \$35,000 or More
 1. Student Athletic Insurance
 2. Asphalt Repairs
 3. Trash and Recycling Removal Services
 4. Stop-Loss Program
 5. Conversion of Boilers and Hot Water Boiler to Natural Gas at Amity Middle School – Orange Campus
 - c. Discussion and Possible Action on Food Service Operations
 1. Update on Possible Re-Bidding Requirement
 2. Discussion and Possible Vote on Extension of Contract
 3. Discussion and Possible Vote on Increase in Lunch Prices
 4. Discussion and Possible Vote on Increase in A La Carte Prices
 5. Discussion and Possible Vote on Healthy Food Certification Statement
 - d. Discussion of Monthly Financial Statements
 - e. Discussion of Possible Uses of Year End Fund Balance
 - f. Director of Finance and Administration Approved Transfers Under \$3,000
 - g. Discussion and Possible Action on Budget Transfers of \$3,000 or More
 1. Fiscal Year 2014-2015
 2. Fiscal Year 2015-2016
 6. Policy
 - a. Policy 6146.1 Grading/Assessment Systems – Second Read (Enclosure)
 - b. Policy 6146 Graduation Requirements – Second Read (Enclosure)
 - c. Policy 2151/4111 Recruitment and Selection of Administrative Staff - Second Read (Enclosure)
 - d. Policy 6146.2 Statewide Proficiency/Mastery Examinations – First Read (Enclosure)
 7. Personnel
18. Items for the Next Agenda
19. Adjournment



Charles Dumais, Ed.D.
Superintendent of Schools

CD/kfw

pc: Town Clerks:

Bethany

Orange

Woodbridge

PLEASE POST

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

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

MINUTES

BOARD MEMBERS PRESENT: Chairman William Blake, Mr. John Belfonti, Mr. Christopher Browe, Ms. Patricia Cardozo, Ms. Sue Cohen, Ms. Diane Crocco, Mr. Steven Demaio, Ms. Rita Gedansky, Mr. Thomas Hurley, Ms. Tracey Lane Russo, Ms. Sheila McCreven and Mr. James Stirling.

BOARD MEMBERS ABSENT: Mr. James Horwitz.

Staff members present: Dr. Charles Dumais, Ms. Terry Lumas, Dr. Marie McPadden, Dr. Charles Dellinger, Ms. Jill LaPlante and Ms. Kathleen Fuller-Cutler, Ms. Serapiglia and Ms. Mirci.

Also present: Mrs. Ruth Natzel, Mr. George Grotheer, and other members of the public

A regular meeting of the Amity Regional Board of Education (BOE) was held on Monday, May 11, 2015 at 6:30 pm in the presentation room at the Amity District Offices.

1. **Call to Order:** Chairman William Blake called the meeting to order at 6:34 pm.

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

3. **Recognition of Connecticut Association of Boards of Education (CABE) Student Awardees.**

Presentation of the CABE Student Leadership awards was made by Dr. Charles Dellinger, Ms. Jill LaPlante and Ms. Kathleen Fuller-Cutler to: Sana Pashankar and Thomas Livsay (Amity Middle School Bethany); Soo-Jin Park, Colton Varholak (Amity Middle School Orange); Eli Baum and Helen Lui (Amity High School).

Chairman Blake congratulated the students and their parents and teachers for their hard work and success; he then called for a short recess at 6:40 pm so that the public could adjourn.

Mr. Blake called meeting back to order at 6:51 pm.

Motion by Mr. Hurley, 2nd by Mr. Browe to go to Item #7 on the agenda, Peru trip presentation.

Vote unanimous

Motion carried

7. **Presentation on Peru trip**

Ms. Elena Serapiglia and Ms. Claudia Mirci (teachers) and Teddy Maranets, Marissa Proto and Sameer Nawaz (students) presented information about their trip using photos to illustrate. Chairman Blake thanked the teachers and the students for their presentation.

4. **Approval of minutes.**

A. **Regular BOE meeting, April 13, 2015 (enclosure)**

Motion by Ms. Cohen, 2nd by Ms. Gedansky to approve the minutes as submitted.

Two corrections – Mr. George Grotheer 1st selectman in attendance should be Laurence Grotheer; page 3, listed votes as 9 in favor, should be changed to 8.

{Minutes were corrected and resubmitted}

Vote unanimous

Motion carried

B. **Annual District Meeting on the budget, May 05, 2015 (enclosure)**

Motion by Mr. Hurley, 2nd by Ms. Gedansky to approve the minutes as submitted.

Vote unanimous

Motion carried

5. Public Comment

Dr. Lowenstein from Bethany, father of two 7th grade students at Amity Middle School - Bethany, had a concern regarding the science curriculum at the middle schools, specifically Bethany. The concern is that biology is being skipped in the 6th grade. A handout was given regarding grades for one class, "study island assignments". (enclosure)

6. Student Report

Mr. George Grotheer gave an update on events at Amity High School over the past month as well as informing the Board of multiple upcoming events. The Mr. Spartan Competition took place last Thursday; Matt Sacco was the winner and \$1,000 was raised for the Senior Prom. The Junior Prom also took place and the Senior Prom is this coming week. Senior internships will begin this week as well. In response to a question from Mr. Blake, Mr. Grotheer stated he is actively looking for a candidate to succeed him after his graduation.

8. Discussion and action on Teacher and Administration Evaluation Plan (enclosure)

Dr. McPadden presented the Plan to the Board. Dr. McPadden and Dr. Dumais answered multiple questions regarding specifics of the Plan from the Board members.

Motion by Mr. Browe, 2nd by Ms. Gedansky to accept the 2015-2016 Teacher Evaluation and Development Model as presented on May 11, 2015.

Vote 10 in favor, 1 opposed (Ms. McCreven)

Motion carried

9. Discussion of district goals/objectives (enclosures)

Dr. Dumais presented the district goals and objectives and pointed out some changes and high points. Dr. Dumais gave the Board members a handout from Southern as a comparison to Amity.

10. Correspondence

A. Letter Re: Graduation date (enclosure)

B. Thank you note – Boy's cross country team (enclosure)

11. Superintendent's Report

A. Personnel Report – (enclosure)

Dr. Dumais highlighted the 2 resignations effective at the end of the school year.

Mr. Blake mentioned the Board-sponsored retirement/years of service dinner would take place on June 10, 2015 and Board members are encouraged to attend.

Dr. Dumais gave the Board members a handout with a graph of the percentage of "yes" budget votes from each of the 3 Amity communities.

B. Other

Dr. Dumais gave an update regarding the negotiations with United Illuminating. Construction is planned to begin once school is out if this is approved by the Board.

Policy Committee meetings are scheduled for June 4th and June 27th, Personnel Committee on June 4th.

Dr. Dumais highlighted teachers and staff that have received awards and recognition.

Dr. Dumais addressed the question raised in Public Comment at the request of a Board member regarding the middle school science curriculum. He will ask Dr. McPadden to address this in writing.

The search for a high school principal is moving forward.

The Budget passed by a 2:1 margin.

12. Chairman's Report -**A. Committee Reports**

1. ACES - no meeting
2. CAFE - Ms. McCreven reported that CAFE is hosting a webinar that Board members can dial in to. There is some concern about the new calculation by the State for the minimum budget requirement.
3. Curriculum – The Curriculum Committee has not met.
4. Facilities – The Facilities Committee has not met.
 - A. Facilities Department monthly report, March 2015 (enclosure)
5. Finance
 - A. Discussion and Possible Action on Tuition Rate 2015 – 2016

Motion by Ms. Cardozo, 2nd by Ms. Cohen that the Amity Board of Education approve the non-resident tuition rate for 2015-2016 school year at \$15,189.00.

Ms. Stirling noted that approval of this rate was recommended by the Finance Committee.

Vote 10 in favor, 1 opposed (Mr. Browe)

Motion carried

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

1. Workers' Compensation Insurance
2. Liability, Automotive, Property (LAP) Insurance

Motion by Ms. Cohen, 2nd by Ms. Crocco to award the Workers' Compensation Insurance for July 1, 2015 to June 30, 2016, to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at the premium of \$219,273 plus the audit premium to be determined; award the Liability, Automobile, Property Insurance to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, for the base premium of \$150,729 for July 1, 2015 to June 30, 2016, and for the following two-years with a maximum possible 6 % yearly premium increase.

Vote unanimous (Mr. Hurley recused himself)

Motion carried

C. Discussion of Monthly Financial Statements (enclosure)**D. Director of Finance and Administration Approved Transfers Under \$3,000.****E. Discussion and Possible Action on Budget Transfers of \$3,000 or More**

Motion by Mr. Stirling, 2nd by Mr. Browe to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.

Vote unanimous

Motion carried

F. Discussion and Possible Action on New Funding Requests

We have discussed the MicroGrid project and Fuel Cell project and our plan to put a heat exchanger at Amity Regional High School to reclaim the heat. This would provide energy savings. The final cost for the heat exchanger and any associated incentives and rebates have yet to be determined. There are no funds in the 2015-2016 budget for the heat exchanger. Mr. Levine is recommending the remaining balance in the Contingency Account be transferred to the Reserve Fund for Capital Nonrecurring Expenditures. The funds would be designated for the heat exchanger.

Motion by Mr. Stirling, 2nd by Mr. Browe, to make the budget transfer of \$105,260 from account 05-15-5850 Contingency Account, to 05-15-5866 Transfer Account/Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School.

Mr. Stirling stated that the Finance Committee recommended that the Board approve this transfer tonight; he further explained that now would be the time to show United Illuminating that money has been set aside since this would strengthen our negotiating position; there is nothing lost by making the transfer tonight and funds can be returned if the Board so chooses.

There was further discussion regarding the need for transferring the money now or waiting until a future meeting.

Motion by Ms. McCreven to postpone the motion to transfer funds of \$105,260 from account 05-15-5850 Contingency Account, to 05-15-5866 Transfer Account/Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School indefinitely until such time as there is a decision to be made regarding the approval of the FuelCell contract.

Mr. Blake yielded the Chair to Ms. Cohen so that he could make a comment. Mr. Blake spoke in support of the original motion and against the motion to postpone. Ms. Cohen then yielded the Chair back to Mr. Blake. More comments and discussion followed.

Vote on motion to postpone 2 in favor (Ms. McCreven, Mr. Demaio), opposed 9 Motion failed

Vote on motion to transfer funds, 9 in favor, 2 opposed (Ms. McCreven, Mr. Demaio) Motion carried

G. Other

1. Update on MicroGrid Project – this was covered under item 5F above.

6. Policy

A. ByLaw 9325 Meeting Conduct – Second Read (Enclosure)

Motion by Ms. Cohen, 2nd by Mr. Hurley to accept ByLaw 9325 as presented on May 11, 2015.

Vote unanimous Motion carried

B. Policy 6146.1 Grading/Assessment Systems – First Read (Enclosure)

C. Policy 6146 Graduation Requirements – First Read (Enclosure)

Policy 6146 Graduation Requirements - Blackline Version (Enclosure)

D. Policy 2151/4111 Recruitment and Selection of Administrative Staff First Read (Enclosure)

Mr. Hurley asked the Board members to read the policies noted above before the next meeting and to direct any suggestions or changes to him or to Ms. Cohen.

Mr. Dumais explained the changes to Policy 6146 and 2151/4111.

There was discussion regarding the reporting of a dissenting opinion from two members of the Policy Committee regarding Policy 6146. Roberts Rules (Article 4, section 30) were checked regarding the proper use and writing of minority reports. The minutes from the Policy Committee meeting on May 7th, (enclosed), are considered the majority viewpoint.

7. Personnel

A. Update on High School Principal Search – covered in the Superintendent’s Report.

Mr. Hurley made the Board aware of thoughts he has regarding changing the Board’s committee structure, numbers of committee members, etc. The chairman, Mr. Hurley and Dr. Dumais will discuss this and present their suggestions.

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

Mr. Demaio requested that the Policy Committee look at Policy number 1331A.e, naming of facilities, at their next meeting.

14. Adjournment

Motion by Mr. Browe , 2nd by Ms. Gedansky to adjourn at 9:23 pm.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk

Thomas Hurley, Secretary



Southern Connecticut Gas Company
Attn: Sales, 180 Marsh Hill Road
Orange, CT 06477



Connecticut Natural Gas Corporation
Attn: Sales, 77 Hartland Street, 4th Floor
East Hartford, CT 06108

COMMERCIAL AND INDUSTRIAL SERVICE INSTALLATION AGREEMENT

APPLICANT INFORMATION					
Company Name (Applicant)		Amity Regional School District No. 5	SCG/CNG Account Manager		Joel Kopylec
Authorized Representative		Charles Dumais	New Construction Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Gas Company CNG <input type="checkbox"/> SCG <input checked="" type="checkbox"/>
Title		Superintendent	<input type="checkbox"/> Sole proprietorship		<input type="checkbox"/> Corporation <input type="checkbox"/> LLC
Phone	Office #	203-397-4824	<input type="checkbox"/> Partnership		<input checked="" type="checkbox"/> Gov./ Municipal <input type="checkbox"/> Other
	Cell #	203-530-0232	Federal Tax ID or SS		06-6006186
E-mail		Charles.dumais@reg5.k12.ct.us	Service Location	Street	100 Ohman Avenue
Company address	Street #	25 Newton Road	Same as Company Address		City
	City	Woodbridge	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		Orange
	State, Zip	CT, 06525	Property Owner Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Customer has Active Acct? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Billing Attention	Name	Patricia Pepe	If Not Property Owner		Name
	Phone	203-397-4802	Provide Owner contact		Phone
	Email	Patricia.pepe@reg5.k12.ct.us	Site Contact (Name & Phone)		Jim Saisa, 203-397-4818

NATURAL GAS SERVICE INSTALLATION AGREEMENT TERMS AND CONDITIONS

In this agreement ("Agreement") the customer is referred to as "Applicant" or "Buyer" and The Southern Connecticut Gas ("SCG") or Connecticut Natural Gas Corporation ("CNG"), as applicable, is called ("Seller")

1	INSTALLATION OF GAS SERVICE: Seller agrees to install or have installed gas facilities (i.e., necessary piping and meters) for gas service for the Applicant at the Service Address indicated on the top of this form. Seller agrees that the lawn area will be left level and clean. Final loam, seeding and turf will be the Applicant's responsibility at Applicant's expense. Seller shall provide gas service after the installation of the service lines. Seller is not liable for delays in commencing gas service installation not within its control, such as weather or work stoppage.
2	SERVICE COMMENCEMENT: Natural gas consumption shall be deemed to commence when the facilities necessary for natural gas service are in Seller's sole judgment ready and able to consume natural gas.
3	PAYMENT AND USE OF GAS APPLIANCES: In consideration of Seller's installation of gas services, Applicant agrees to pay the full value of the "Contribution In Aid of Construction" (CIAC) as indicated below plus applicable taxes. Seller agrees to pay any other costs of installation, unless otherwise noted. By signing this agreement Applicant agrees to install and or use gas appliances indicated below, and to begin using them within 90 days of the Service Commencement Date.
4	DEFAULT: If Applicant fails to use any of these appliances listed below, Seller, in its discretion, may charge Applicant for the reasonable cost of installing the gas facilities less the CIAC that the Applicant has already paid.
5	GAS SERVICE: The furnishing of gas service to Applicant under this Agreement will be in accordance with the terms and conditions, rules, regulations, tariffs and rate schedules of Seller which are subject to change and subject to the rules and regulations of the State of Connecticut Public Utilities Regulatory Authority ("PURA").
6	RELOCATION OF SERVICE: If the gas service to be provided involves the relocation of existing services, meters and connections at the Service Location, the cost of replacing all facilities beyond Seller's meter shall be the responsibility of the Applicant. It is further agreed that connection of any Applicant equipment to Seller's new meter shall occur no later than thirty (30) days after the new meter is activated.
7	OWNERSHIP: Ownership of the gas facilities from the main to the gas meter (including the gas meter) shall remain with Seller and shall be maintained by Seller. Applicant has no interest in such gas facilities. All piping and equipment beyond the gas meter shall be furnished, owned and maintained by Applicant.
8	EASEMENT(s): Applicant shall obtain any easement(s), where applicable, in a form satisfactory to Seller before Seller commences constructing and installation of its facilities required to supply natural gas.
9	UNDERGROUND UTILITIES: Applicant is responsible for clearly marking all existing underground utilities and services on premise. If Seller damages any of Applicant's underground facilities on Applicant's property because Applicant failed to adequately mark them, Seller will not be responsible for costs of repairs.
10	ENVIRONMENTAL CONDITIONS: If in the course of construction of gas facilities at the Service Location, Seller encounters contaminated soil, Applicant shall bear the additional costs of excavating and removing the contaminated soil per Federal and State laws, regulations and agency orders or directives including but not limited to signing any manifest for disposal as the generator of such contaminated soil. Unless Applicant agrees in writing to bear such additional costs, Seller shall have the right to cease its performance and terminate this agreement with no further obligation to Applicant.
11	BINDING EFFECTS: This agreement supersedes any and all agreements, either oral or written, between Applicant and Seller. This agreement may not be assigned nor otherwise transferred by Applicant without the written consent of Seller.



Southern Connecticut Gas Company
 Attn: Sales, 180 Marsh Hill Road
 Orange, CT 06477



Connecticut Natural Gas Corporation
 Attn: Sales, 77 Hartland Street, 4th Floor
 East Hartford, CT 06108

12	CIAC ADJUSTMENT: If, within one (1) year of the effective date of this letter agreement, (a) Applicant has added additional equipment to consume natural gas at the Service Location noted above or (b) a new gas service(s) is/are added directly to and served from a portion of main toward which Applicant paid a CIAC as described below, Applicant may request Seller to recalculate the Applicant CIAC to determine whether Applicant qualifies for a refund of such contribution or portion thereof. It is understood and agreed that any recalculation requested pursuant to this condition, will be made in accordance with Seller's then currently effective new business guidelines to determine the amount of the contribution, if any, to be refunded to the Applicant.
13	INDEMNITY: Applicant agrees to indemnify Seller, its affiliates, successors, assignees and each of its and their shareholders, directors, officers, employees and agents from and against any liability for personal injury or property damage due to Applicants use of property or due to any existing environmental conditions of the property.
14	ROCK OR FROST: If rock or ledge is encountered during the installation requiring extreme excavation (e.g., blasting), the Applicant may be required to pay for such work if billed by Seller to the Applicant. Main and services may not be installed under frost conditions.

CONTRIBUTION IN AID OF CONSTRUCTION ("CIAC")

In order to provide natural gas service at the Service Location noted above, Applicant agrees to pay the following amount in aid of constructing certain natural gas facilities by Seller. **\$.00**

This contribution is due and owing upon execution of this agreement and has been calculated based upon the construction schedule, the estimated consumption of natural gas at the Service Location and the consumption of natural gas as the only fuel for the use(s) described in the Equipment and Usage section below. Unless such contribution is received by Seller at the time this agreement is executed, Seller has no obligation to extend its facilities to serve the Service Location and use(s) described herein in this document.

The CIAC has been calculated using the estimated annual consumption of natural gas at the Service Location and for the use(s) described in the Equipment and Usage section below. It is understood and agreed that (a) if, during any annual period after Seller commences delivery of natural gas to the Applicant, the annual consumption of natural gas by the equipment specified is less than the estimate based on information provided by Applicant to Seller to calculate the contribution and/or (b) Applicant fails to inform Seller of any changes that impact GAS COMPANY's construction cost or the estimated annual natural gas consumption, Applicant agrees to pay Seller upon demand a CIAC utilizing Seller's new business guidelines in effect on the date of this agreement and which are on file with PURA.

EQUIPMENT AND USAGE

Equipment Selection	Equipment Quantity	Existing Load CFH		New Load CFH		Subtotal CFH		Rate
Water heater	1			400		400		MGS-SE-OFF
Boiler	2			3710 (ea.)		7420		MGS-SE-OFF
MISC Cooking Equipment	4			200 (ea.)		800		MGS-SE-OFF
No. of Meter(s)	1	Total Existing CFH	0	Total New CFH	8620	Total Load CFH	8620	
Meter Size	11M Rotary							
Requires main? <input checked="" type="checkbox"/>	Customer Req. Pressure	2 to 5 PSIG		NOTE: highlight the total and subtotal fields (in blue) and press F9 to Auto Sum				

SIGNATURES

Applicant Signature		GAS COMPANY Signature	
Name and Title		Name and Title	
Date	Click here to enter a date.	Date	Click here to enter a date.

If Applicant is not the owner or fully authorized agent of the owner of the premises at the Service Location specified above, this letter agreement shall not be binding on Seller unless and until both Applicant and the owner of the premises agree to all of the terms and conditions set forth herein as evidence by signatures of Applicant and the OWNER on this letter agreement.

OWNERS SIGNATURE (ONLY REQUIRED IF APPLICANT IS NOT THE OWNER OF THE PREMISES)

I, _____, owner of the premises located at Service Location above, which premises is subject to certain lease with Applicant (the "Lessee") and will be provided with natural gas service in accordance with the terms and conditions set forth above, acknowledge and agree to such terms and conditions; provided, however, that I will not be responsible for any of the Lessee's payment obligations described in the Contribution In Aid of Construction and Security Deposit sections above.

Landlord Signature		Date		Print Name	
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Southern Connecticut Gas Company
 Attn: Sales, 180 Marsh Hill Road
 Orange, CT 06477



Connecticut Natural Gas Corporation
 Attn: Sales, 77 Hartland Street, 4th Floor
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FOR INTERNAL USE ONLY

AVENUE NB ID #		WMS WO #		SAP/CRP BP#	
PREMISE #		SAP/WMS BP #		Service Request Date	
Man #		Billing Cycle		Submitted	
				Marketing Assistant	Choose an item.

PREMISE INFORMATION:

Meter Location



Premise Notes:

Pursuant to section 9 of the "NATURAL GAS SERVICE INSTALLATION AGREEMENT TERMS AND CONDITIONS" Applicant is responsible for clearly marking all existing underground utilities and services on premise. If Seller damages any of Applicant's underground facilities on Applicant's property because Applicant failed to adequately mark them, Seller will not be responsible for costs of repairs.

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



Terry Lumas
Finance Manager
terry.lumas@reg5.k12.ct.us

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

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

From: Terry Lumas, Assistant Director of Finance and Administration

Re: New Haven Mineral Club Donation

Date: June 1, 2015

The New Haven Mineral Club annually rents the Amity Middle School – Orange Campus for their Mineral Fair. They recently paid the rental fee for use of the building and included a donation of \$100.00 to the school. A copy of the letter from the New Haven Mineral Club is enclosed.

For Amity Board of Education:

Motion to accept the \$100.00 donation from the New Haven Mineral Club to the Amity Middle School – Orange Campus. The principal may decide on the use of the funds.

Enclosure

510 Barlow Road

Fairfield, CT 06824

May 22, 2015

Terry Lumas

Amity Regional School District #5

25 Newton Road

Woodbridge, CT 06525

Dear Terry,

Please accept the enclosed check for \$2700 in payment for the April 10-12 use of the Amity Middle School – Orange facility, by the New Haven Mineral Club. There is an additional check for \$100 which is a donation by the club for the use of the school for whatever purpose you deem appropriate.

Thank you, as always, for the use of your facility.

Sincerely,

A handwritten signature in cursive script that reads "Jaci Coleman".

Jaci Coleman, Treasurer of New Haven Mineral Club

Amity Regional School District #5
 Board of Education/District Goals
 2015-2016
 Adopted xx/xx/xxxx

Continuously enhance Curriculum, Teaching, and Assessment practices to personalize learning and best prepare students with knowledge and skills to succeed in a complex, global society

<i>Objective</i>	<i>Action</i>	<i>Indicator</i>	<i>Timeline</i>	<i>Person(s) Responsible</i>	<i>Resources</i>
Enhance the learning environment through the creation of a personalized learning experience that is responsive to each individual student	Create the capacity and opportunities for personalized learning	Success Plans & Capstone Projects Enhanced use of Naviance Plan for Positive Behavior Intervention and Supports (PBIS) in the Middle Schools	2015-2016	Director of Curriculum HS Administration MS Administration Teachers	Time
	Explore providing Middle School students with High School credit for Advanced Math and Spanish I	Results of Area Districts Survey Course Descriptions & Assessments Committee Minutes from District Steering & BOE Curriculum	2015-2016	Director of Curriculum Director of Counseling Department Chairs Content Leaders	Time
	Examine feasibility of moving to a standards-based report cards (SIBRC)	Committee review of survey results & standards-based report card samples	2015-2016	Director of Curriculum Principals/Teachers BOWA	Time Report Card Samples
	Design a Student-Led Conferences Model for Middle School	Committee Minutes Survey results from other districts Pilot plan for a student-led conference model	2015-2016	MS Administration Teachers	Time Survey Models
	Re-design Comprehensive Advisory Program at the HS with a clearly articulated vision	Action Plan for Pilot	2015-2016	HS Administrators HS Teachers, Students Director of Counseling Guidance Counselors	Time Advisory Program Models
	Develop a Transformational 21 st C Library Media Action Plan for the Library Media Centers	Action Plan identifying personalized learning opportunities for students	2015-2016	Director of Curriculum Principals, Dept. Chair Content Coach/Computer Educator, Teachers, and MS & HS LMI Specialists	Time Exemplary Library Media Center Models

<p>Improve relationships through expanded district communications that leverage traditional and social media formats to communicate in a clear, timely, and inclusive manner</p>	<p>Expand Digital Literacy and Communication Strategies</p>	<p>Report on potential for single Social Learning Platform</p>	<p>2015-2016</p>	<p>Director of Technology Administration</p>	<p>Time Social Learning Platforms</p>
<p>Explore formal and informal opportunities to enhance the leadership capacity of Amity students and adults</p>	<p>Extend Timeline of BOE District Goals</p> <p>Introduce Instructional Rounds Model</p> <p>Expand internship opportunities for students</p> <p>Students will assume a leadership role at their IEP meetings</p> <p>Include students on more school-based committees/decision making opportunities</p> <p>Exploration of a District-wide Safety Coordinator</p>	<p>Proposal for student-led technology help desk semester long course</p> <p>Central repository and tools allowing teachers to create and manage digital video media for use in the classroom</p> <p>Grade 6-7 Transition Plan in collaboration with BOWA Committee Minutes</p> <p>Action Plan for full use of ATLAS reporting features training</p> <p>Parent Portal Updates</p> <p>3-5 Year Plan</p> <p>Two District-Wide Instructional Rounds Visits Schedules</p> <p>Report of intern opportunities for students</p> <p>Evidence of student participation</p> <p>Evidence of student participation on school-based committees</p> <p>Report to Personnel Committee</p>	<p>2015-2016</p> <p>2015-2016</p> <p>2015-2016</p> <p>2015-2016</p> <p>2015-2016</p> <p>June 2016</p> <p>2015-2016</p> <p>December 2015</p> <p>Ongoing</p> <p>Ongoing</p> <p>June 2016</p>	<p>Director of Technology Director of Curriculum</p> <p>Director of Technology</p> <p>BOWA Directors BOWA Principals Counselors</p> <p>Director of Curriculum/Content Coach Computer Educator</p> <p>Director of Curriculum</p> <p>Superintendent Leadership Team</p> <p>Superintendent Leadership Team Teachers</p> <p>Director of Counseling</p> <p>Director and Coordinator of Pupil Services</p> <p>Coordinator of Pupil Services, Directors of Curriculum, Special Services, and Guidance</p> <p>Facilities Director</p>	<p>Time Budget Curriculum Writing Funds for 2016-2017</p> <p>Discover Video Solutions: PEGPETA grant funding</p> <p>Time</p> <p>Time ATLAS Trainers</p> <p>ATLAS Rubicon System</p> <p>Time</p> <p>Time Professional Text</p> <p>Time</p> <p>Time</p> <p>Time</p> <p>Time BOWA Police Dept.; grant proposals; State recommendations.</p>

<p>Promote teaching and learning that is supported by research-based best practices, stimulates critical thinking, maximizes creativity in the classroom, and is responsive to the needs of diverse learners</p>	<p>Prepare for the Amity Regional High School NEASC visit October, 2018</p>	<p>Presentation of Core Values and Beliefs</p>	<p>2015-16</p>	<p>AHS Leadership Team Director of Curriculum Teachers</p>	<p>Time</p>
	<p>Align curriculum, instruction and assessment practices to prepare students for the new SAT</p>	<p>PSAT & SAT Participation and Results</p>	<p>2015-16</p>	<p>AHS Leadership Team Director of Curriculum Teachers</p>	<p>Time Assessments</p>
	<p>Re-design Alternate School Program</p>	<p>Program Implementation</p>	<p>2015-2016</p>	<p>Pupil Services, Counselors, Administrators, Psychologists & Teachers</p>	<p>Time</p>
	<p>Implement Universal Assessment and use of data to drive instruction for all students</p>	<p>Data from three annual STAR Universal Assessment Benchmarks Progress Monitoring System Data Professional Development for Teachers/ Administrators Feedback from Professional Development</p>	<p>Fall 2015 Grades 7-10</p>	<p>Director of Curriculum Coach Computer Educator, Administrators, Teachers, Dept. Chairs, Content Ldrs. & Team Ldrs.</p>	<p>Time STAR Universal Assessment</p>
	<p>Implement Shared Professional Learning (Development) Plan on common PD days with BOWA</p>	<p>Schedules for Professional Learning Feedback from Professional Development</p>	<p>November 2015 March 2016</p>	<p>Director of Curriculum BOWA Admin. Teachers</p>	<p>Time Outside Consultants</p>
	<p>Continue to align all curriculum to the CT Core Standards (CCS)</p>	<p>Curriculum Guides in ATLAS Curriculum Writing Schedules Feedback from Professional Development</p>	<p>2015-2016 Full PD Days: Summer Sessions</p>	<p>Director of Curriculum Building Administrators Dept. Chairs & Content Ldrs. Outside Consultants</p>	<p>Time CT Core Standards C-3 Framework NGSS</p>

Continuously Improve Operations to Ensure Greatest Efficiency and Effectiveness

Objective	Action	Indicator	Timeline	Person(s) Responsible	Resources
Continuous improvement of financial procedures to be fully consistent with the highest quality management standards	Continue to maintain 'best practices'	Audit of 2015 finances with no major findings	On-going	Asst. Director of Finance & Administration	Professional development
	Continue to update written financial procedures	All financial procedures will be in-line with 'best practices'	On-going	Asst. Director of Finance & Administration	Auditor
	Implement fixed asset account module and conduct full audit of District's assets	MUNIS fixed assets reporting module will be fully functional	June 2016	Asst. Director of Finance & Administration	Auditor
	Maximize online payments by incorporating fines, lost books and similar charges	Fewer cash payments, interruptions in main offices	Start in June 2015	Finance Staff Principals	Time
Continuous improvement of non-educational operations to ensure the highest quality of practice and procedures	Continue to maintain all school buildings in a pristine manner throughout the year	Superintendent and Board will be satisfied with condition of facilities	On-going	Facilities Director	Purchase needed custodial equipment Training
	Update the District's Technology Disaster Recovery Plan	Presentation of the updated plan and report on the enhancements implemented to the Facilities Committee & Technology Committee	October 2015	District Technology Coordinator	Time
Foster a district culture in which all staff are maximizing cost savings and efficiencies	Utilize a District Ad Hoc Committee to find ways to improve the district culture to find savings	Committee Report to the Board on what actions have been taken and are planned to find savings	October 2015	Director of Finance & Administration	Time
	Continue to report cost savings in the monthly financial report	Expanded list of cost savings and efficiencies	On-going	Director of Finance & Administration	
Enhance the financial planning process	Improve transparency and understanding of the District's budgeting and financial planning	Enhanced 2016-17 budget document and presentation	January 2016	Director of Finance & Administration	

<p>Continuous improvement of Human Resources to ensure the highest quality of practices and procedures in the recruitment, hiring, training, and retention of staff</p>	Update and enhance the Classified Employees Handbook	Updated Handbook	March 2016	Director of Finance & Administration	Legal Assistance
	Develop written practices and procedures for recruitment, hiring, training	Updated practices and procedures Report to Personnel Committee	March 2016	Director of Finance & Administration	Legal Assistance
	Expand use of AppliTrack	Report to Personnel Committee	On-going	Human Resources Administration	
	Review current job descriptions at all levels within the Region 5	Updated job descriptions	2015-16	District Leadership Team	Time
	Review and update Board of Education policies to align with current and future expectations.	Updated plan for reviewing and revising current policies	2015 and ongoing	Superintendent District Administrators Building Administrators	CABE Policy Service
Maintain clear and current policies					

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



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

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June 8, 2015

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:

Timothy Gaipa – F/T English teacher – Mr. Gaipa is currently covering a leave of absence at the high school. He completed his BA in English at UCONN, and went on to get his certification thru Central Connecticut State University. He did his student teaching at Cheshire High School. Mr. Gaipa will cover a 1-yr leave of absence for 2015-16.

Amity Reg. Middle School – Bethany:

Amity Reg. Middle Schools – Orange: NONE

Coaches:

Amity Reg. High School – Woodbridge: NONE

Amity Reg. Middle Schools – Bethany / Orange: NONE

Leave(s) of Absence: NONE

Resignation(s):

Daniel Wilson – Chemistry Teacher – Amity Regional High School
Robin Jackson – History/Social Studies – Amity Regional Middle School – Orange Campus
Jackie Bachelor – Girls' Soccer Coach – Amity Regional Middle School – Bethany Campus
David Mlodzinski – Asst. Football Coach – Amity Regional High School
Molly McDermott – Asst. Varsity Boys' Swimming Coach – Amity Regional High School

Retirement(s): NONE

Amity Regional School District No. 5

CLEAN
SAFE
HEALTHY
SCHOOLS

Facilities Department Monthly Report

Completed Projects:

- The tuckpointing repairs were completed at Amity Regional High School.
- The curbing repairs, on the high traffic sidewalks, due to salt damage were completed at Amity Regional High School.
- The stone dust track at Amity Middle School, Bethany Campus, was completed.
- Amity Building Maintainer, Ralph Schuster, successfully completed the Green Professional Operations and Maintenance Essentials course and certification. This was a four-day certification course and did not cost the District any money as it was paid for with funding from the CT Department of Energy and Environmental Protection.
- The new charging station that was donated to Amity was installed in the Amity Regional High School library.
- New track lighting was installed in one of the art rooms at Amity Regional High School to enhance lighting needed for drawing projects.
- The HVAC systems in all three buildings were successfully switched from heating to cooling mode.

Projects in process:

- Repair to the Amity Regional High School library blinds (on the high central windows) is in process. We need to wait until we have full summer access to finish.
- Some of the pitch pockets for the roof penetrations that were installed during air handler replacements were leaking. Mr. Saisa had the regional representative from the roofing company out to look at them. They are currently being replaced under warranty.
- Meetings are being held and plans are being finalized to once again host the Woodbridge Elementary School summer camp programs.

Outstanding issues to be addressed:

- We are continuing to work on a LED lighting project at all three schools. We are presently ensuring the products selected will meet the requirements of the utility companies and will be bidding the purchase of the equipment soon. We are also waiting to see if the fuel cell project will proceed as the incentives could grow due to the entire project being considered a comprehensive one, not just lighting.
- Some damaged fencing at Amity Regional High School needs to be repaired.
- There is damage to one of the backstops at the Amity Middle School, Bethany Campus, baseball fields. A quote is being obtained for repair.

Amity Regional School
District No. 5

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AMITY REGIONAL SCHOOL DISTRICT NO. 5
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To: Charles S. Dumais, Ed.D., Superintendent of Schools

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

Re: Status Report on Board Goal: Fostering a District Culture
of Maximizing Cost Savings and Efficiencies

Date: June 3, 2015

Background

Our District's goal has always been to provide an exceptional educational program to our students and still be mindful of the financial impact on the taxpayers. The District has had to find cost savings and efficiencies each year to offset the higher costs for salaries, medical insurance, special education, and unfunded mandates to name a few of the many budget drivers. We have had success in finding ways to hold down expenses, but the ideas have come mostly from the District Office. We decided to actively foster a culture in which all employees throughout the District feel invested in seeking ways to do things more efficiently.

Generally speaking, principals, department heads and teachers may have a mindset to expend all their budget so the next year's allocation is not reduced (but possibly increased). People are reluctant to voluntarily 'give up' a portion of their approved budget without a District Office directive to do so. We are changing this mindset by fostering a District culture in which employees are encouraged to find cost savings and efficiencies so we have the resources to provide a great education for our students, while keeping our budget requests as low as possible and demonstrating our prudent financial management to the community.

Implementation

We developed a five-step approach. First, the Board of Education made it a District Goal for this fiscal year. Second, the administrative team embraced the concept, because they quickly understood the benefits to the District. Third, the District's staff is continually being encouraged to participate through group meetings, e-mails and one-on-one conversations. Fourth, the community at-large, including Town Officials, are learning about our efforts through monthly financial reports, local access television, and group and individual conversations. Fifth, the taxpayers have given us their 'vote of confidence' as evidenced by all three regional school district member towns voting overwhelming for the District's budget on the first try.

Status Report on Board Goal: Fostering a District Culture
of Maximizing Cost Savings and Efficiencies

June 3, 2015

Page 2

Innovative Practice

We have, as educational leaders, looked for and implemented cost savings and efficiencies. When necessary, we ask our principals, department heads and teachers to find ways to lower their budget requests. We also reallocate approved budgeted funds if and when there are over expenditures in other accounts. This is the norm. The creative innovation is to create the environment in which each employee feels empowered, encouraged and energized to look for, recommend, and willingly implement cost savings and efficiencies. This is a sea-change in how school districts function, but it must be a very real and important goal as we attempt to balance needs and wants of our stakeholders.

Results

Our school district is proud of our students' achievements in art, academics and athletics. Our students are amazing. We have an obligation to provide the staff, supplies and equipment, and infrastructure (both buildings and technology) so our students can excel. We do just that by planning, implementing and following up on a day to day basis. Our goal is to find cost savings and efficiencies to make the resources available to help our students be the best they can be. In this fiscal year-to-date, our staff has identified **over \$100,000** of savings and efficiencies!

The Connecticut Association of School Business Officials (CASBO) has awarded me with the 2015 School Business and Operations Innovative Practices Award. From my discussions with a number of Superintendents and Board Members at the CABE/CAPSS conference last fall and other school business officials throughout Connecticut, I have been told our District has an impressive record of achieving cost savings and efficiencies.

I am pleased to report that we won the 2015 Connecticut Quality Improvement Award. The CQIA non-profit group presents this prestigious award to **"organizations utilizing the highest ethical standards in combination with advanced business processes and innovative approaches to improve the economic vitality of Connecticut and all of its people."** [Boldfaced from website]

Next Steps

1. You plan to establish an ad hoc committee of a diverse group of stakeholders to find more ways to identify and implement cost savings and efficiencies. I will chair the committee and report its findings. You plan to share this with the Board.
2. We plan to use the local television access channel and other forms of media to 'spread the word' of our efforts and accomplishments to stakeholders, including parents, students, staff, town officials and taxpayers.
3. My monthly financial report will continue to contain an updated list of the cost savings and efficiencies.

Status Report on Board Goal: Fostering a District Culture
of Maximizing Cost Savings and Efficiencies

June 3, 2015

Page 3

4. All the budget documents will continue to report the ways we have kept the budget increases so low as compared to other school districts.
5. We will seek opportunities to present this innovative practice to various groups.
6. We will make a commitment to nurture and cultivate our District's culture to find cost savings and efficiencies.

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To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Award of Contracts of \$35,000 or More
Date: May 30, 2015

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

1. **Student Accident Insurance:**

Last year, the Amity Board of Education awarded the Student Accident Insurance contract to Abbate Insurance Associates of New Haven, Connecticut for the 2014-2015 school year for \$24,650, which included Catastrophic Accident Insurance. There are two option years, which the Board may award at its sole discretion. The Director of Finance and Administration had the option of negotiating with Abbate Insurance Associates for the first option year in 2015-2016 or putting it out to bid. Upon receiving strong interest from two other firms, I decided to bid the contract.

Five bids were received. The most favorable bid to the District was submitted by Abbate Insurance Associates of New Haven, Connecticut with a bid premium price of \$28,792, including Catastrophic Accident Insurance for the 2015-2016 school year. The low bidder was Colonna Insurance Services, LLC of Hamden, Connecticut with a bid of \$24,950.00; however, Catastrophic Accident Insurance premium was 'to be determined'. Thus, the low bidder failed to meet the bid specifications. The 2015-2016 budget is \$27,115.

Move to award the Student Accident Insurance for the 2015-2016 school year to Abbate Insurance Associates of New Haven, Connecticut for the quoted price of \$28,792.00, which includes Catastrophic Accident Insurance. There are two option years. The Board reserves the right to cancel the contract if Abbate Insurance Associates of New Haven fails to perform in a satisfactory manner.

2. **Asphalt Repairs:**

Eight vendors received a bid package and two companies submitted bids. The low bidder is Greenway Industries of Danbury, Connecticut. There are over 3,000 square feet of repairs needed and the bid price for over 3,000 square feet is \$3.00 per square foot. The other vendor bid \$4.49 per square foot for the same amount of paving. Facilities Director Jim Saisa recommends the Board award the bid to Greenway Industries of Danbury, Connecticut. The 2015-2016 Budget includes Bethany asphalt sealing and crack repair of \$14,000 and High School asphalt sealing and crack repair of \$50,000.

Move to award asphalt repair services, as needed by the District, to Greenway Industries of Danbury, Connecticut for July 1, 2015 to June 30, 2016 at the bid prices of \$3.00 per square foot for repairs of 3,000 square feet and above; \$3.50 per square foot for 1,000 to 3,000 square feet; and \$5.50 per square foot for under 1,000 square feet. The Board reserves the right to cancel the contract if Greenway Industries of Danbury, Connecticut fails to perform in a satisfactory manner.

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

Four vendors received a bid package but only one vendor submitted a bid. All American Waste LLC of New Haven, Connecticut bid a three-year contract for \$115,844.94, or \$38,614.98 per year. All American Waste LLC has had this contract for the past six years and has provided outstanding service to our District. Facilities Director Jim Saisa recommends the Board award the bid to All American Waste LLC of New Haven, Connecticut. The 2015-2016 Budget is for this service is \$39,000.

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

4. **Stop-Loss Program:**

Steve Rinaldi, Area Vice President of Everett James, who serves as the District's Health and Benefits Consultant provided his recommendation:

"As you know we simultaneously bid the stop loss program and negotiated the Anthem renewal. As I mentioned in my April 27th email to you, Anthem made a \$96,000 concession from their original renewal and now the ISL program is only 3% or so over current. This is really incredible given the large claim activity in the plan.

The quotes we received from the independent SL vendors are all over the new SL renewal level from Anthem except for one vendor who is \$30,000 below but \$400,000 over the claim projection. Also, all the independent vendors' Aggregate Stop Loss products contain maximum pay-outs ranging from \$2.0 to \$10.0 million. Your current Anthem program is unlimited.

Given the diminution of quality caused by the limits and the uncompetitive pricing, we do not see any advantage to move in this direction.

We have no doubt that once Anthem learned of the bid it make significant pricing adjustments so the activity was very worthwhile.

However.....having bid most of our school district stop loss programs this year, we would like to present to you an opportunity to participate in a School District Stop Loss Purchasing Group.

School District Stop Loss Purchasing Group

What has emerged from this fairly large process is a unique opportunity to reduce the District's upcoming FY16 projected stop loss premium cost while significantly improving the quality and features of the program.

The program involves consolidating several self-funded school districts into a purchasing group cooperative which allows each district to receive better premium break points and better stop loss features than would be possible independently. Within the purchasing group, there is no subsidizing of one another; each district stands on its own but, reaps the benefits of a much higher consolidated premium base. There is no multi-year commitment.

Potential Initial Participants

The Danbury School District and Stamford School District will likely anchor the consortium. Other districts potentially to be invited include Farmington and New Canaan (possibly Weston, Trumbull and New Fairfield). The invited districts will need to make final decisions within the next 10 days or so.

One of the most attractive features of the stop loss consortium is the capacity to receive underwriting dividends (return of premium) when your plan runs well. As you may have seen from Anthem (and the same is true with Cigna, Aetna and United), when the plan runs poorly, the carrier tries to significantly boost premiums justified by the poor experience. Conversely however, when it runs well and generates a significant underwriting gain for the carrier, there's no return of premium and no premium relief in the subsequent year as the carrier justifies the pricing as a pooled product. This is a constant source of frustration for school district finance officials throughout the State. This programs allows the participating districts to financially participate in their underwriting gains in good years.

Under this school district purchasing group proposal, premium will be returned to the district pursuant to a year-end reconciliation underwriting formula which is now being fine-tuned and finalized.

FY15-16 impact to Amity:

FY16 Anthem Quote:	\$393,611
Purchasing Group Quote:	\$361,245
Savings from Anthem Quote:	\$32,366

This potentiality has been thoroughly discussed with Anthem. A very modest increase in the Anthem fees for FY16 (\$2,000) would be charged to integrate with the independent vendor.

Stop Loss Plan Design:

- The District's ASL attachment point would be equivalent to that which is now projected by Anthem at 120%, and the ISL program would remain at \$150,000.
- The chosen vendor for the consortium plan is Sun Life, one of the largest independent Stop Loss carriers in the country, whose plan provisions and procedures have been thoroughly reviewed and vetted by our dedicated stop loss unit.
- The ISL and ASL programs have unlimited maximums (as does your plan now).

If the District wishes to proceed, we must make a decision very soon, preferably early next week if possible."

Move to authorize the Superintendent of Schools to enter into an agreement with the School District Stop Loss Purchasing Group for 2015-2016 if the terms and conditions are favorable to the District. The Superintendent of Schools is authorized to enter into an agreement with Anthem for the District's Stop-Loss Insurance if School District Stop Loss Purchasing Group does not provide terms and conditions favorable to the District. The Superintendent of Schools may request the Board extend the contract or agreement up to two additional years without bidding.

5. Conversion of Boilers and Hot Water Boiler to Natural Gas at Amity Middle School – Orange Campus:

United Illuminating has decided to run a gas line to Amity Middle School – Orange Campus this summer regardless of the status of the fuel cell project. Since this is now a reality, we need to bid the conversion of the boilers and hot water boiler to natural gas. The sealed bids are due on June 5, 2015, at 10:00 a.m. Facilities Director Jim Saisa will review the bid(s) and make a recommendation. We will ask the Board to award the contract to the vendor, who has the best bid for our District. The recommendation will be handed out at the Board meeting. The Adopted 2015-2016 Budget includes \$60,000 for this.

6. Food Service Operations:

The Board awarded the Food Service Operations to Chartwells for the school year 2014-2015 with the option of extending it up to four additional years. Chartwells was the only bidder. Their proposal was an excellent one, including:

- A guaranteed profit of \$19,744 in the first year of the contract.
- No increase in Type A lunches.
- Overall increase in a la carte prices of approximately 5 percent, subject to the approval of the Director of Finance and Administration.
- Renovation of the snack room, digital signage and self-service equipment at the high school and self-service salad bar at each middle school. Chartwells will invest \$80,000 to make these improvements, if the District agrees. The interest-free amortization schedule will impact the food service operations financial budget by \$13,000 each year.

Under normal circumstances, we would recommend the Board extend the Chartwells contract for the first of four option years. However, we have a very unusual situation in which the Federal government demands we re-bid this service; the State demands we do not bid until the State provides an authorized 'template' to bid; and to-date, the State has not provided their required bid template. The issue has been debated between the Federal and State authorities for months. We still have no firm direction on what to do. The problem, as seen by the Federal government, is we, like many other school districts, have a contract which includes long-term investments (e.g., renovation of snack room at \$80,000). The Federal government requires this not be considered when awarding a food service contract or put into a food service contract. The State, however, included it in their bid template in error, which we had to use in bidding this service. This is a problem with many other school districts in Connecticut.

Terry Lumas, Assistant Director of Finance and Administration, has provided a separate memorandum requesting the Board award a one-year contract extension for food service operations for 2015-2016 to Compass Group, USA, Inc. (Chartwells). If and when the State decides this service must be re-bid, we will follow their directive and return to the Board with a recommendation. In the meantime, we need to extend the contract with Compass Group, USA, Inc. (Chartwells) in order to have a food service operations in place for the start of the next school year.

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To: Dr. Charles Dumais, Superintendent of Schools
From: Terry Lumas, Assistant Director of Finance and Administration
cc: Jack Levine, Director of Finance and Administration
Re: Lunch Prices and Contract Extension for 2015-2016
Date: April 28, 2015

Chartwells representatives, Joan Conant and George Sottile, recently presented options for the next school year lunch program including pricing.

Basically two budget options that were discussed for the 2015-2016 school year include a price increase. The first is a \$.10 increase on lunch prices if the Healthy Food Certification dime remains in the final budget passed by the State Legislature. The second option is a \$.20 increase on lunch prices, if the healthy dime is eliminated as originally proposed in the Governor's budget. We will not know until the State budget is set if the additional \$.10 next year for participating in the Healthy Food Certification will be funded.

Program operational increases are attributed to lower lunch participation than expected, increased contracted wages, and rising food costs.

We discussed the option of the high school going off the National School Lunch Program (NSLP) in order to offer a wider variety of foods. This is not a viable option for the following reasons:

1. The District would lose the Federal Reimbursement and State Matching funds for all paid, free and reduced meals. At the high school, this amounts to about \$37,000.00.
2. The District would lose the portion of commodities at the high school, about another \$25,800.00.
3. The system at the high school and middle schools would have to run as two separate systems. Accounting records would have to be separate for the State and Federal agencies but merged for the District recordkeeping. Commodities for the middle school could not be stored at the high school.
4. There is not a strong evidence supporting the District would be better off financially nor would this avoid price increases. The few school districts that have done this incorporated price increases. For example, Ridgefield and Wilton run about breakeven programs under Chartwells charging \$4.50 for lunch. Weston and

Westport are operating in the black with lunches running between \$5 and \$6 dollars. Newtown, which recently went off NSLP is losing money with a lunch rate at \$4.00. The experience at Newtown was that \$4.00 was the maximum price parents and students were willing to pay.

There are a few administrative decisions that have impacted the bottom line of the lunch program.

1. The elimination of food purchases between classes costs about \$16,000 a year. This was done for sanitation reasons and tardiness between classes.
2. The School Store has not been operational this year as hoped to boost some a la carte sales.
3. The increase in senior internships has more seniors out of the building at the end of year. This provides an academic opportunity but means the students are not at school to purchase lunch.
4. The lunch program switched from a boat style container for all lunches to a mix of boat style trays and flat microfiber divided portion trays. This was in response to requests for the flat trays and to be more environmentally friendly. The flat microfiber trays increase costs by \$5,500.
5. The vending trucks at the ball fields afterschool is a missed opportunity for the café to make sales, particularly if the school store were open.
6. The cafeteria doors are often locked at dismissal (for cleaning purposes and to prevent theft and vandalism). Any students still in the building often do not get access to the vending machines.

We discussed a few marketing ideas to increase sales.

1. We have added deli bars at the middle school and a separate service area at the high school. These are efforts to increase sales through faster service time and greater variety of meals.
2. Joan Conant, Food Service Director, is working with IT to set up a Cafeteria webpage with menu information,
3. Chartwells has a new app about the lunch program with the nutritional information about lunch.
4. We can (with Superintendent approval) highlight a lunch or breakfast on the main web page.

Amity's meal price is the lowest in our DRG. It is lower than the State average. The elementary districts charge \$2.70-\$2.75. A meal at the elementary level is typically a smaller portion than what is served in both middle school and high school, yet our prices do not reflect any difference.

My recommendation is to propose a \$.10 cent per meal price increase if the Healthy Food funding remains in the State budget or \$.20 cent per meal price increase if the Healthy Food funding is eliminated from the State budget. There are almost small increases to the a la carte prices. The range of increase is 0% to 10%. The dollar amounts are \$0.00, \$0.05 and \$0.10.

I am also recommending we extend our contract for the year 2015-2016 with Compass Group, USA, Inc. (Chartwells) unless the State Department of Education requires new bids.

For Amity Finance Committee:

Move to recommend that the Amity Finance Committee award a one-year contract extension for food service operations for 2015-2016 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment.

Move to recommend to the Amity Finance Committee to authorize the food service provider to raise lunch prices by either \$0.10 per Type A meal if the State funding for Healthy Foods is supported or \$0.20 per Type A meal if the State funding for Healthy Foods is eliminated, in all three schools for 2015-2016 and the Director of Finance and Administration is authorized to approve increases in a la carte items.

For Amity Board of Education:

Move to recommend that the Amity Board of Education award a one-year contract extension for food service operations for 2015-2016 to Compass Group, USA, Inc. (Chartwells) per the proposed Amendment and the Director of Finance and Administration is authorized to sign the Amendment.

Move to recommend to the Amity Board of Education to authorize the food service provider to raise lunch prices by either \$0.10 per Type A meal if the State funding for Healthy Foods is supported or \$0.20 per Type A meal if the State funding for Healthy Foods is eliminated, in all three schools for 2015-2016 and the Director of Finance and Administration is authorized to approve increases in a la carte items.

AMITY REGIONAL SCHOOL DISTRICT NO. 5

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



Terry Lumas
Finance Manager
terry.lumas@reg5.k12.ct.us

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

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

From:  Terry Lumas, Assistant Director of Finance and Administration

Re: Healthy Food Certification Statement for July 1, 2015 through June 30, 2016

Date: June 1, 2015

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

For Amity Finance Committee:

- 1. Motion to recommend to the Amity Board of Education that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2015 through June 30, 2016.**
- 2. Motion to recommend to the Amity Board of Education that the Amity Regional School District No. 5 will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.**

For Amity Board of Education:

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

- 2. Motion to authorize the Superintendent of Schools to sign Form ED-099 indicating that Amity Regional School District No. 5 will certify that all food items offered for sale to students in the schools under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2015 through June 30, 2016.***

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

LINE	CATEGORY	COLUMN 1 2013-2014 ACTUAL	COLUMN 2 2014-2015 BUDGET	COLUMN 3 APR '15 FORECAST	COLUMN 4 CHANGE INCR/(DECR.)	COLUMN 5 MAY '15 FORECAST	COLUMN 6 VARIANCE OVER/(UNDER)	COL 7 FAV UNF
1	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
2	OTHER REVENUE	286,607	212,494	234,451	0	234,451	21,957	FAV
3	OTHER STATE GRANTS	994,086	1,314,505	1,075,030	0	1,075,030	(239,475)	UNF
4	MISCELLANEOUS INCOME	34,631	305,690	305,792	0	305,792	102	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	45,830,446	0	45,830,446	(217,416)	UNF
7	SALARIES	23,159,116	24,131,979	23,850,385	(64,915)	23,785,470	(346,509)	FAV
8	BENEFITS	5,788,195	5,689,365	5,690,946	(1,530)	5,689,416	51	UNF
9	PURCHASED SERVICES	6,443,930	7,875,010	7,537,201	(114,215)	7,422,986	(452,024)	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	3,071,537	2,662	3,074,199	49,055	UNF
12	EQUIPMENT	355,459	227,715	227,715	11,312	239,027	11,312	UNF
13	IMPROVEMENTS / CONTINGENCY	124,214	150,000	9,860	0	9,860	(140,140)	FAV
14	DUES AND FEES	118,302	148,486	148,486	0	148,486	0	FAV
15	TRANSFER ACCOUNT	367,516	0	105,260	0	105,260	105,260	UNF
16	TOTAL EXPENDITURES	44,358,431	46,047,862	45,441,553	(166,686)	45,274,867	(772,995)	FAV
17	SUBTOTAL	284,719	0	388,893	166,686	555,579	555,579	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	(150,000)	0	(150,000)	(150,000)	UNF
20	NET BALANCE / (DEFICIT)	81,379	0	238,893	166,686	405,579	405,579	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	APR '15 FORECAST	CHANGE INCR./(DECR.)	MAY '15 FORECAST	VARIANCE OVER/(UNDER)	FAV UNF
1	BETHANY ALLOCATION	8,670,180	9,204,690	9,204,690	0	9,204,690	0	FAV
2	ORANGE ALLOCATION	21,602,772	21,758,187	21,758,187	0	21,758,187	0	FAV
3	WOODBRIIDGE ALLOCATION	12,987,101	13,245,805	13,245,805	0	13,245,805	0	FAV
4	MEMBER TOWN ALLOCATIONS	43,260,053	44,208,682	44,208,682	0	44,208,682	0	FAV
5	ADULT EDUCATION	3,286	2,936	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	2,315	0	2,315	815	FAV
8	ATHLETICS	34,567	32,500	26,500	0	26,500	(6,000)	UNF
9	TUITION REVENUE	124,814	72,985	74,425	0	74,425	1,440	FAV
10	TRANSPORTATION INCOME	90,409	72,573	97,806	0	97,806	25,233	FAV
11	TRANSPORTATION BOWA AGREEMENT	0	0	0	0	0	0	FAV
12	OTHER REVENUE	286,607	212,494	234,451	0	234,451	21,957	FAV
13	BESB GRANT	0	0	0	0	0	0	FAV
14	SPECIAL EDUCATION GRANTS	994,086	1,314,505	1,075,030	0	1,075,030	(239,475)	UNF
15	OTHER STATE GRANTS	994,086	1,314,505	1,075,030	0	1,075,030	(239,475)	UNF
16	RENTAL INCOME	24,900	21,000	23,375	0	23,375	2,375	FAV
17	DESIGNATED FROM PRIOR YEAR	0	266,000	266,000	0	266,000	0	FAV
18	OTHER REVENUE	9,731	18,690	16,417	0	16,417	(2,273)	UNF
19	TRANSFER IN	0	0	0	0	0	0	FAV
20	MISCELLANEOUS INCOME	34,631	305,690	305,792	0	305,792	102	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	45,830,446	0	45,830,446	(217,416)	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	2013-2014	2014-2015	2015	2015	2015	2015	2015	2015	2015	2015	2015
		ACTUAL	BUDGET	APR '15 FORECAST	MAY '15 FORECAST	CHANGE INCR./(DECR.)	VARIANCE OVER/(UNDER)	COL 7				
1	5111-CERTIFIED SALARIES	19,385,010	20,158,622	19,883,490	19,835,158	(48,332)	(323,464)	FAV				
2	5112-CLASSIFIED SALARIES	3,774,106	3,973,357	3,966,895	3,950,312	(16,583)	(23,045)	FAV				
3	SALARIES	23,159,116	24,131,979	23,850,385	23,785,470	(64,915)	(346,509)	FAV				
4	5200-MEDICARE - ER	307,410	318,524	316,586	315,724	(862)	(2,800)	FAV				
5	5210-FICA - ER	238,123	241,309	245,231	244,563	(668)	3,254	UNF				
6	5220-WORKERS' COMPENSATION	186,323	206,933	206,933	206,933	0	0	FAV				
7	5255-MEDICAL & DENTAL INSURANCE	4,100,644	3,994,853	3,994,853	3,994,853	0	0	FAV				
8	5860-OPEB TRUST	55,265	0	0	0	0	0	FAV				
9	5260-LIFE INSURANCE	42,895	46,104	45,975	45,975	0	(129)	FAV				
10	5275-DISABILITY INSURANCE	9,733	10,219	9,945	9,945	0	(274)	FAV				
11	5280-PENSION PLAN - CLASSIFIED	707,554	738,934	738,934	738,934	0	0	FAV				
12	5282-RETIREMENT SICK LEAVE - CERT	61,142	50,588	50,588	50,588	0	0	FAV				
13	5283-RETIREMENT SICK LEAVE - CLASS	4	2,817	2,817	2,817	0	0	FAV				
14	5284-SEVERANCE PAY - CERTIFIED	70,488	69,084	69,084	69,084	0	0	FAV				
15	5290-UNEMPLOYMENT COMPENSATION	8,614	10,000	10,000	10,000	0	0	FAV				
16	BENEFITS	5,788,195	5,689,365	5,690,946	5,689,416	(1,530)	51	UNF				
17	5322-INSTRUCTIONAL PROG IMPROVEMENT	15,224	21,500	21,500	21,500	0	0	FAV				
18	5327-DATA PROCESSING	69,780	67,892	67,892	67,892	0	0	FAV				
19	5330-OTHER PROFESSIONAL & TECHNICAL SRVC	950,699	1,096,440	1,096,440	1,038,440	(58,000)	(58,000)	FAV				
20	5440-RENTALS - LAND, BLDG, EQUIPMENT	62,930	103,127	103,127	103,127	0	0	FAV				
21	5510-PUPIL TRANSPORTATION	2,238,529	2,708,889	2,607,727	2,611,085	3,358	(97,804)	FAV				
22	5511-GENERAL LIABILITY INSURANCE	176,152	191,120	196,220	196,220	0	5,100	UNF				
23	5550-COMMUNICATIONS: TEL, POST, ETC.	63,778	103,750	103,750	103,750	0	0	FAV				
24	5560-TUITION EXPENSE	2,797,795	3,482,515	3,240,768	3,181,195	(59,573)	(301,320)	FAV				
25	5590-OTHER PURCHASED SERVICES	69,043	99,777	99,777	99,777	0	0	FAV				
26	PURCHASED SERVICES	6,443,930	7,875,010	7,537,201	7,422,986	(114,215)	(452,024)	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	APR '15 FORECAST	CHANGE INCR./(DECR.)	MAY '15 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	858,626	0	858,626	12,726	UNF
31	5420-REPAIRS, MAINTENANCE & CLEANING	707,616	689,279	719,059	0	719,059	29,780	UNF
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	118,317	4,662	122,979	12,549	UNF
35	5621-NATURAL GAS	99,670	95,000	91,000	(2,000)	89,000	(6,000)	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	3,071,537	2,662	3,074,199	49,055	UNF
41	5730-EQUIPMENT - NEW	129,598	28,830	28,830	11,312	40,142	11,312	UNF
42	5731-EQUIPMENT - REPLACEMENT	225,861	198,885	198,885	0	198,885	0	FAV
43	EQUIPMENT	355,459	227,715	227,715	11,312	239,027	11,312	UNF
44	5715-IMPROVEMENTS TO BUILDING	45,324	0	0	0	0	0	FAV
45	5720-IMPROVEMENTS TO SITES	78,890	0	9,860	0	9,860	9,860	UNF
46	5850-CONTINGENCY	150,000	150,000	150,000	0	150,000	0	FAV
47	TRSF. FROM CONTINGENCY TO OTHER ACCTS.	(150,000)	0	(150,000)	0	(150,000)	(150,000)	FAV
48	IMPROVEMENTS / CONTINGENCY	124,214	150,000	9,860	0	9,860	(140,140)	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	105,260	0	105,260	105,260	UNF
54	ESTIMATED UNSPENT BUDGETS	0	0	0	0	0	0	FAV
55	TOTAL EXPENDITURES	44,358,431	46,047,862	45,441,553	(166,686)	45,274,867	(772,995)	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**



MAY 2015

2014-2015 FORECAST

The projected net balance of revenues and expenditures for this fiscal year is **\$405,579 FAV (previously \$238,893 FAV)**, which appears on page 1, column 6, line 20. *The major components of the projected net balance of \$405,579 are, as follows:*

- ***\$346,509 FAV: Salaries – Turnover savings from replacing teachers who retired or resigned exceeded budget by \$99,002 FAV.*** We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 19 retirements and resignations; *unpaid leaves-of-absence resulted in savings of approximately \$135,000 FAV; homebound expenses are \$25,000 FAV under budget; and staff changes, vacancies and lower overtime accounted for the remaining favorable variance.*

- ***\$159,649 FAV (net): Special Education Transportation and Tuition – These are the most difficult expenditures to predict. The expenses were under budget by \$399,124, which were partially offset by special education grants being under budget by \$239,475. The previously listed reasons for the variance were:***
 - 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.
 - 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.

- ***\$150,000 UNF: These funds were designated for the subsequent's year budget to reduce the member town allocations.***

POTENTIAL YEAREND TRANSACTIONS

The Facilities Five-Year Capital Improvement Plan contains the request for a heat exchanger at Amity Regional High School. This would provide energy savings. The initial upfront costs have been estimated at \$370,000. There may be incentives and rebates and possibly a no-interest loan from United Illuminating. There are no funds in the proposed 2015-2016 budget for the heat exchanger.

A budget transfer of \$105,260 was approved to take the remaining funds from the Contingency Account and move the funds into the Reserve Fund for Capital Nonrecurring Expenditures for the purpose of purchasing a heat exchanger at Amity Regional School District No. 5.

An additional transfer from the remaining fund balance will probably be needed. We plan to ask for this transfer before the books are closed. This has been the stated plan for several months. This will not be requested until the August 10, 2015 meeting.

Medical and dental insurance claims have been below budget. If actual claims remain below budget, the projected Self-Insurance Reserve Fund would be above the 20 percent target by June 30, 2016. If this is the case, we would ask the Board to consider transferring a portion of the Medical and Dental Insurance budget into the OPEB Trust. This will not be requested until the August 10, 2015 meeting.

We have identified specific repairs and maintenance jobs and have requested budget transfers within the repair accounts. As part of our annual preventive maintenance program, we may be made aware of other work that needs to be done. If this is the case, we would ask the Board to consider transferring the necessary funds into the Reserve for Capital and Nonrecurring Expenditures Fund. This would be done at the August 10, 2015 meeting.

REVENUES BY CATEGORY

The projected yearend balance of revenues is *\$217,416 UNF (previously \$217,416 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	0.250 %	0.160 %
July 2014	0.250 %	0.160 %
August 2014	0.250 %	0.140 %
September 2014	0.230 %	0.140 %
October 2014	0.250 %	0.150 %
November 2014	0.250 %	0.150 %
December 2014	0.250 %	0.150 %
January 2015	0.250 %	0.150 %
February 2015	0.398 %	0.147 %
March 2015	0.396 %	0.156 %
<i>April 2015</i>	<i>0.397 %</i>	<i>0.147 %</i>

LINE 8 on Page 2: ATHLETICS:

Gate receipts were lower than budgeted.

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**. The forecast is based on the most recent information from the State. We are using a reimbursement rate of 79.0 percent. The forecast is based on the most recent filing of the SEDAC-G report to the State.

LINE 16 on Page 2: RENTAL INCOME:

The forecast is based on actual receipts and projected rental income.

LINE 18 on Page 2: OTHER REVENUE:

Miscellaneous vendor rebates and refunds are put in this account. The District received a check for \$450 from the sale of the old telephones. We also benefitted from the company removing all of the old telephones at no cost. At this time, it appears other revenue will be lower than budget.

EXPENDITURES BY CATEGORY

The projected yearend balance of expenditures is *\$772,995 FAV (previously \$606,309 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. Staff changes and unpaid leaves-of-absence have resulted in a savings of *\$124,683 FAV*. Homebound expenses are projected to be *\$25,000 FAV (previously \$20,000 FAV)* under budget. *The estimated costs for certified substitutes was lowered by \$25,000. There was about \$10,000 FAV savings from unpaid leaves-of-absence. The forecast is based on current staff.*

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.

The insurance buyout (i.e., payments to employees who are entitled to insurance coverage but choose to decline coverage) was higher than budgeted by *\$4,900 UNF*.

Overtime expenses are forecasted to be higher by *\$9,300 UNF*.

There was a savings of about \$5,500 FAV due to two staff resignations. The forecast is based on current staff.

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.

	Forecast	Budget	Variance
Balance, June 30, 2015	<i>\$1,340,984</i>	<i>\$754,824</i>	<i>\$586.160 FAV</i>
Reserve as Percent of Claims	<i>34.5%</i>	<i>17.2%</i>	<i>17.3% FAV</i>

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.

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.

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

The intern positions at Amity Regional High School were not filled at a savings of \$58,000 FAV in this account. The funds were used for the Intervention Program, which was paid from salary account and Open Choice Grant.

LINE 21 on Page 3: 5510-PUPIL TRANSPORTATION:

Special Education Transportation is a projected variance of \$97,804 FAV (previously \$101,162 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 \$301,320 FAV (previously \$241,747 FAV).

Tuition for the vo-ag schools has a projected variance of **\$84,815 FAV** (previously **\$84,815 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
ACES Wintergreen Magnet	0	0	2	1	0	0
Totals	16	12	14	12	15	9

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 **\$221,835 FAV** (previously **\$147,242 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(11)
Private SPED	21	24	21	25	26	24
Totals	27	30	29	31	34	34(35)

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 \$0.1700 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. Electricity consumption is projected to be 3,819,433 at an average rate of \$0.1780, or **\$10,000 UNF** budget.

Loan payments will total \$123,290. The budget assumes a Load Shed credit of \$10,000.

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.

Degree days through April 2015 were 4,503 compared to degree days last year through the same time period of 4,573. Degree days are 1.5 percent lower than last year through April 2015. February 2015 was the coldest month on record in Connecticut.

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	287,227	293,817	(6,590)	294,532	289,052
December	297,565	301,828	(4,263)	295,361	304,135
January	290,906	327,249	(36,343)	322,535	327,453
February	319,356	315,198	4,158	323,318	302,733
March	321,785	308,146	13,639	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	3,815,955	3,940,349	(124,394)	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. Expenditures through April, 2015 are \$92,550. This account is **\$32,805 UNF**.

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**.
- There was a sewage backup at Amity Regional High School that caused damage to infrastructure and supplies in the nurse's office, guidance office, weight room, trainer's room, and boys' locker room. We are currently replacing and repairing all damaged items. The majority of the cost will be should be covered by insurance. There is a **\$1,000 UNF** deductible that will result in an unbudgeted expense.
- Around Thanksgiving we started having sporadic problems with the Johnson Controls FX-70 Controller at Amity Middle School – Orange Campus. The FX-70 is the main "brain" that controls all HVAC operations and schedules. The controller was randomly shutting off at night for no reason and sometimes rebooting itself and sometimes not. The result has been periodic control issues and sporadic temperature fluctuations. Building Maintainer Ralph Schuster has been very diligent in pursuing the cause of the issue, whether it was a failing controller, or a software problem. Mr. Schuster logged onto technical forums, contacted the supplier and manufacturer, and did daily data gathering to help bring the problem to resolution. Ralph's diligence paid off and the manufacturer has agreed to replace the controller under warranty. The controller has a price tag of approximately \$5,000, so this is a large savings for us. We will have to pay our controls contractor to come and program the new controller, but this is a fraction of the cost of having to purchase a new controller too.

- While completing work on the cooling tower, additional corrosion (which was located in an area that was not visible until the tower was dismantled) was found. The manufacturer determined that the surface corrosion did not compromise the structural integrity of the beams and the corrosion will be treated with a special paint. The cost will be under \$100.
- The main bell and intercom system failed at Amity Regional High School on a late Friday afternoon in March. In order to ensure we had building wide communications for the following Monday, an emergency service call had to be made. The new main controller was overnighted to the technician's house and he came on Saturday to make the repairs. The total cost was approximately \$9,000 UNF. The majority of the cost was the new intercom controller. This was an unbudgeted expense.

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

We have taken delivery on 36,661.5 gallons of oil at an average price of \$2.92, or a total cost of \$107,067.32 A budget transfer is being requested to purchase 7,200 gallons at the estimated price of \$2.21 per gallon, or \$15,912. These additional gallons will be used to top-off the tank at Amity Middle School – Bethany Campus. Total expenditures are projected to be \$122,979, or \$12,549 UNF over budget. We do not need any additional heating oil for the tank at Amity Middle School – Orange Campus, because we will be switching to natural gas.

LINE 35 on Page 4: 5621-NATURAL GAS:

Based on nine billing cycles, usage and price are lower than budget.

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

A budget transfer is being requested to purchase fireproof file cabinets for the District Office Personnel Department. This will provide safe and secure protection for confidential personnel information.

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 \$0.*

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

February: **\$9,860** – Pay for installation of a stone dust track at Amity Middle School – Bethany Campus for safety reasons

March: **\$10,000** – Pay for snow removal and sanding

April: **\$19,780** – Pay for snow removal and sanding

May: **\$105,260** – Transfer into the Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School

LINE 53 on Page 4: 5856-TRANSFER ACCOUNT:

A budget transfer was approved to move **\$105,260 UNF** into the Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School.

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 Fund balance	\$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.

**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	<i>\$498,929 A</i>	\$0	<i>\$498,929 FAV</i>
Fees Variance	<i>\$29,620 B</i>	\$0	<i>\$29,620 FAV</i>
Premiums & Other Variances	<i>(\$116,962) C</i>	\$0	<i>(\$116,962) UNF</i>
OPEB Transfer	<i>\$0 D</i>	\$0	<i>\$0 FAV</i>
Year End Available Fund balance	<i>\$0 E</i>	\$0	<i>\$0 FAV</i>
Balance, June 30, 2015	<i>\$1,340,984</i>	<i>\$754,824</i>	<i>\$586,160 FAV</i>
Reserve as Percent of Claims	<i>34.5%</i>	<i>17.2%</i>	<i>17.3% FAV</i>

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 target reserves as a percent of claims is 20 percent.

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	\$ 368,169	\$ 365,657	\$ 2,512	\$ 312,668	\$ 228,344
November	\$ 326,683	\$ 365,657	\$ (38,974)	\$ 327,966	\$ 282,319
December	\$ 419,537	\$ 365,657	\$ 53,880	\$ 416,061	\$ 316,551
January	\$ 284,899	\$ 365,657	\$ (80,758)	\$ 402,402	\$ 317,314
February	\$ 330,398	\$ 365,657	\$ (35,259)	\$ 238,891	\$ 241,012
March	\$ 269,027	\$ 365,657	\$ (96,630)	\$ 368,088	\$ 251,862
April	\$ 302,864	\$ 365,657	\$ (62,793)	\$ 374,121	\$ 314,479
May	\$ 291,612	\$ 365,657	\$ (74,045)	\$ 314,836	\$ 309,373
June	\$ 365,658	\$ 365,658	\$ -	\$ 315,712	\$ 425,303
Totals	\$ 3,888,956	\$ 4,387,885	\$ (498,929)	\$ 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	\$ 97,604	\$ 75,000	\$ 22,604	\$ 59,835	\$ 68,252
November	\$ 55,394	\$ 50,000	\$ 5,394	\$ 40,563	\$ 75,925
December	\$ 47,437	\$ 50,000	\$ (2,563)	\$ 40,321	\$ 76,201
January	\$ 47,120	\$ 50,000	\$ (2,880)	\$ 44,201	\$ 83,428
February	\$ 46,962	\$ 50,000	\$ (3,038)	\$ 43,730	\$ 59,882
March	\$ 46,314	\$ 50,000	\$ (3,686)	\$ 33,847	\$ 38,761
April	\$ 46,798	\$ 50,000	\$ (3,202)	\$ 30,543	\$ 38,478
May	\$ 46,805	\$ 50,000	\$ (3,195)	\$ 41,930	\$ 38,389
June	\$ 51,343	\$ 51,343	\$ -	\$ 41,781	\$ 38,159
Totals	\$ 756,723	\$ 786,343	\$ (29,620)	\$ 665,180	\$ 714,687

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

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 envelope; 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.
- We received a disposal of asset form for a computer cart that was no longer usable. High School Custodians Randy Joiner and Bob Carbone picked up the cart for disposal. They knew the art teacher was looking for a lockable, heavy duty cart to transport her ceramic and other art tools. They removed every other shelf in the cart making the size more appropriate to the teacher's needs and refastened a couple of other supports. The art teacher was ecstatic to get the cart for her use as a similar one would have cost over \$500 and it was not in the budget. Instead of throwing out an asset that was no longer usable to one department, we recycled it and put it into use in another department.
- Amity Middle School – Bethany Campus teacher Helen Young noticed that the Xerox machine stapler automatically adjusts the amount of 'wire' it uses to staple documents and cuts off the excess, which is then deposited in a plastic waste container. The machine signals when the waste container should be replaced. An average used container has a mass of about 550 grams, which is approximately 1.21254 pounds. The teacher suggested bringing the 'waste' from all machine staplers to a recycling center.

- Amity Middle School – Orange Campus teacher Debbie Estok needed to find a way to create a large building plan image and our copiers are not capable to make large prints. Ms. Estok happened to speak to Tim Smith, Orange Deputy Fire Chief. He offered to make and deliver several large prints of our building plan. When Ms. Estok mentioned that we would laminate the prints, Mr. Smith was excited to learn that we have a laminator that will accommodate the 23 inch copies. We are going to laminate a few things for him. Thus, we saved money, gained goodwill, and solved a couple of needs.
- Eversource (previously CL&P) recently performed a Most Beneficial Rate review for the purpose of determining whether our account is being billed on the most economical rate available to the school district. Based on our kilowatt (kW) demand and kilowatt hour (kWh) level, we can switch to a Time of Use rate. This will save approximately \$259 per month on the distribution portion of our electric bill at Amity Middle School – Bethany Campus.
- Marie McPadden, Director of Curriculum and Staff Development, negotiated the Gates retesting fee for all students in grades 7 through 10 for the spring and had the fee reduced from \$5,000 to \$2,400.

APPENDIX C

RECAP OF 2013-2014

Return to Member Towns:

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

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

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

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

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

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

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

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



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

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

To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Possible Uses of Year End Fund Balance – 2014-2015
Date: May 30, 2015

My current forecast has a projected net balance of revenues and expenditures for this fiscal year of **\$405,579 FAV**. The major components of the projected net balance of \$405,579 are as follows:

- **\$346,509 FAV: Salaries** – Turnover savings from replacing teachers who retired or resigned exceeded budget by \$99,002 FAV. We found out about 14 retirements and resignations after the budget was adopted. The budget assumed 5 retirements and resignations in all. There were 19 retirements and resignations; unpaid leaves-of-absence resulted in savings of approximately \$135,000 FAV; homebound expenses are \$25,000 FAV under budget; and staff changes, vacancies and lower overtime accounted for the remaining favorable variance.
- **\$159,649 FAV (net): Special Education Transportation and Tuition** – These are the most difficult expenditures to predict. The expenses were under budget by \$399,124, which were partially offset by special education grants being under budget by \$239,475. The previously listed reasons for the variance were:
 - 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.
 - 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.
- **\$150,000 UNF:** These funds were designated for the subsequent's year budget to reduce the member town allocations.

POTENTIAL YEAREND TRANSACTIONS

The potential yearend transactions below may be requested at the August 10, 2015 meeting, when more information is available:

Heat Exchanger at Amity Regional High School:

The Facilities Five-Year Capital Improvement Plan contains the request for a heat exchanger at Amity Regional High School. This would provide energy savings. The initial upfront costs have been estimated at \$370,000. There may be incentives and rebates and possibly a no-interest loan from United Illuminating. There are no funds in the proposed 2015-2016 budget for the heat exchanger.

A budget transfer of \$105,260 was approved to take the remaining funds from the Contingency Account and move the funds into the Reserve Fund for Capital Nonrecurring Expenditures for the purpose of purchasing a heat exchanger at Amity Regional School District No. 5.

An additional transfer from the remaining fund balance will probably be needed. We plan to ask for this transfer before the books are closed.

Medical and Dental Insurance:

Medical and dental insurance claims have been below budget. If actual claims remain below budget, the projected Self-Insurance Reserve Fund would be above the 20 percent target by June 30, 2016. If this is the case, we would ask the Board to consider transferring a portion of the Medical and Dental Insurance budget into the OPEB Trust.

Repairs and Maintenance:

We have identified specific repairs and maintenance jobs and have requested budget transfers within the repair accounts. As part of our annual preventive maintenance program, we may be made aware of other work that needs to be done. If this is the case, we would ask the Board to consider transferring the necessary funds into the Reserve for Capital and Nonrecurring Expenditures Fund.

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	03132220	5730	EQUIPMENT - NEW	\$ 800.00 purchase tables for library
July 2014	87	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -800.00 purchase tables for library
July 2014	89	03111010	5611	INSTRUCTIONAL SUPPLIES	\$ -300.00 desks for media center
July 2014	89	03132220	5730	EQUIPMENT - NEW	\$ 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	5642	LIBRARY BOOKS & PERIODICALS	\$ 200.00 ADDITIONAL PERIODICALS
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	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	5690	OTHER SUPPLIES	\$ 178.00 TO PURCHASE OFFICE SUPPLIES
October 2014	125	02132120	5590	OTHER PURCHASED SERVICES	\$ -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	5690	OTHER SUPPLIES	\$ -1,200.00 Replacement COW Cart
November 2014	67	05142350	5731	EQUIPMENT - REPLACEMENT	\$ 1,200.00 Replacement COW cart
November 2014	140	05142320	5590	OTHER PURCHASED SERVICES	\$ -1,420.00 ER Radios - MS custodians
November 2014	140	02132400	5730	EQUIPMENT - NEW	\$ 710.00 ER Radios - MS custodians
November 2014	140	01132400	5730	EQUIPMENT - NEW	\$ 710.00 ER Radios - MS Custodians
December 2014	29	02132400	5330	OTHER PROFESSIONAL & TECH SRVC	\$ -2,260.00 PURCHASE STUDENT TABLES/CHAIRS
December 2014	29	02132400	5731	EQUIPMENT - REPLACEMENT	\$ 2,260.00 PURCHASE STUDENT TABLES/CHAIRS
December 2014	124	05142350	5580	STAFF TRAVEL	\$ -2,000.00 PowerSchool Conferences
December 2014	124	05142350	5581	TRAVEL - CONFERENCES	\$ 2,000.00 PowerSchool Conferences
January 2015	18	05142320	5580	STAFF TRAVEL	\$ -1,425.00 PowerSchool airfare, car AHS
January 2015	18	05142350	5580	STAFF TRAVEL	\$ 1,425.00 PowerSchool airfare, car AHS
January 2015	25	03111009	5611	INSTRUCTIONAL SUPPLIES	\$ -15.00 reimbursement for math team te
January 2015	25	03111009	5690	OTHER SUPPLIES	\$ 15.00 reimbursement for math team te
January 2015	41	02132400	5580	STAFF TRAVEL	\$ 700.00 NEEDED IN MILEAGE
January 2015	41	02132400	5581	TRAVEL - CONFERENCES	\$ -700.00 NEEDED IN MILEAGE
January 2015	75	02111010	5731	EQUIPMENT - REPLACEMENT	\$ 1,800.00 New Bass

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
January 2015	75	05142320	5590 OTHER PURCHASED SERVICES	\$ -1,800.00	New Bass
January 2015	92	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 50.00	Need to cover book purchases
January 2015	92	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -50.00	Need to cover book purchases
January 2015	97	02142600	5410 UTILITIES, EXCLUDING HEAT	\$ 1,200.00	TRANSFER FOR REGIONAL WATER
January 2015	97	02142600	5420 REPAIRS, MAINTENANCE & CLEANING	\$ -1,200.00	TRANSFER FOR REGIONAL WATER
January 2015	136	01132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 50.00	Author visit for school wide
January 2015	136	01132220	5690 OTHER SUPPLIES	\$ -50.00	Author visit for school wide
January 2015	141	05142510	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,000.00	AMITY IN ACTION DESIGN
January 2015	141	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -2,000.00	AMITY IN ACTION DESIGN
January 2015	142	05132213	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	GOLD PEN AWARD
January 2015	142	05132213	5690 OTHER SUPPLIES	\$ 1,000.00	GOLD PEN AWARD
January 2015	145	05132213	5690 OTHER SUPPLIES	\$ 1,000.00	YEARS OF SERVICE
January 2015	145	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -1,000.00	YEARS OF SERVICE
March 2015	25	05142510	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00	AMITY IN ACTION PRINTING
March 2015	25	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,500.00	AMITY IN ACTION PRINTING
March 2015	43	03113201	5111 CERTIFIED SALARIES	\$ -1,821.00	Colorguard uniforms
March 2015	43	03113202	5690 OTHER SUPPLIES	\$ 1,821.00	Colorguard uniforms
March 2015	83	01132220	5690 OTHER SUPPLIES	\$ 1,700.00	headphones/misc supplies
March 2015	83	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -1,700.00	headphones/misc supplies
March 2015	114	02111008	5611 INSTRUCTIONAL SUPPLIES	\$ -2,650.00	WIND TUNNEL FOR EXPERIMENTS
March 2015	114	02111008	5730 EQUIPMENT - NEW	\$ 2,650.00	WIND TUNNEL FOR EXPERIMENTS
March 2015	121	03111005	5641 TEXTBOOKS	\$ 469.00	replacement texts
March 2015	121	03111005	5690 OTHER SUPPLIES	\$ 200.00	for printer cartridges
March 2015	121	03111005	5730 EQUIPMENT - NEW	\$ -669.00	to purchase text/ink
March 2015	172	02111013	5690 OTHER SUPPLIES	\$ -13.00	SHIPPING CHARGES
March 2015	172	02111013	5611 INSTRUCTIONAL SUPPLIES	\$ 13.00	SHIPPING CHARGES
March 2015	180	02132220	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -150.00	Books for COMMON CORE
March 2015	180	02132220	5611 INSTRUCTIONAL SUPPLIES	\$ -143.00	Books for COMMON CORE
March 2015	180	02132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 989.00	Books for COMMON CORE
March 2015	180	02132220	5690 OTHER SUPPLIES	\$ -696.00	Books for COMMON CORE
March 2015	184	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ -1,497.00	REPLACEMENT TABLE SAW
March 2015	184	03111008	5731 EQUIPMENT - REPLACEMENT	\$ 1,497.00	REPLACEMENT TABLE SAW
March 2015	192	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -700.00	to buy books
March 2015	192	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 700.00	to buy books
March 2015	193	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ -146.00	for chairs
March 2015	193	03132220	5690 OTHER SUPPLIES	\$ 146.00	for chairs
March 2015	194	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00	midis devices to compose music
March 2015	194	03111010	5730 EQUIPMENT - NEW	\$ 1,000.00	midis devices to compose music
March 2015	207	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -324.10	transfer to technology-doc cam
March 2015	207	05142350	5730 EQUIPMENT - NEW	\$ 324.10	transfer to technology-doc cam
March 2015	209	01111016	5690 OTHER SUPPLIES	\$ 95.00	READING CLASS BOOK COVERS
March 2015	209	01111016	5810 DUES & FEES	\$ -95.00	READING CLASS BOOK COVERS
March 2015	210	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,000.00	BUSSES FOR FIELD TRIP
March 2015	210	02142700	5510 PUPIL TRANSPORTATION	\$ 2,000.00	BUSSES FOR FIELD TRIP
March 2015	211	05132213	5580 STAFF TRAVEL	\$ 200.00	STAFF TRAVEL
March 2015	211	05132212	5322 INSTRUCTIONAL PROG IMPROVEMENT	\$ -200.00	STAFF TRAVEL
March 2015	212	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,000.00	MARCH 20 - PD costs
March 2015	212	05132212	5581 TRAVEL - CONFERENCES	\$ -800.00	MARCH 20 - PD costs
March 2015	212	05132213	5590 OTHER PURCHASED SERVICES	\$ 2,800.00	MARCH 20 - PD costs
March 2015	213	05132213	5690 OTHER SUPPLIES	\$ 752.00	AWARD FOR EXCELLENCE
March 2015	213	05132212	5581 TRAVEL - CONFERENCES	\$ -700.00	AWARD FOR EXCELLENCE
March 2015	213	05132212	5550 COMMUNICATIONS: TEL, POST, ETC.	\$ -52.00	AWARD FOR EXCELLENCE
March 2015	214	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -2,500.00	JOYCE PRINTERS - BROCHURE
March 2015	214	05142510	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 2,500.00	JOYCE PRINTERS - BROCHURE
March 2015	218	03111008	5611 INSTRUCTIONAL SUPPLIES	\$ 400.00	Wood to build Bass rack
March 2015	218	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -400.00	Wood to build Bass rack

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2015	3	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 1,227.00	REPAIRS CHAIR CASTERS WHEELS
April 2015	3	01132400	5581 TRAVEL - CONFERENCES	\$ -1,227.00	REPAIRS CHAIR CASTERS WHEELS
April 2015	42	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -379.00	DEPT IPAD
April 2015	42	05142350	5730 EQUIPMENT - NEW	\$ 379.00	DEPT IPAD
April 2015	52	03111016	5611 INSTRUCTIONAL SUPPLIES	\$ 1,051.00	GUIDED RDG BKS @ VARIOUS LEVELS
April 2015	52	03111016	5690 OTHER SUPPLIES	\$ -51.00	GUIDED RDG BKS @ VARIOUS LEVELS
April 2015	52	03111016	5810 DUES & FEES	\$ -1,000.00	GUIDED RDG BKS @ VARIOUS LEVELS
April 2015	55	03132220	5611 INSTRUCTIONAL SUPPLIES	\$ 150.00	to purchase library supplies
April 2015	55	03132220	5642 LIBRARY BOOKS & PERIODICALS	\$ 850.00	to purchase lbooks
April 2015	55	03111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -1,000.00	to purchase library supplies
April 2015	60	02132400	5440 RENTALS-LAND,BLDG,EQUIPMENT	\$ 600.00	RENT CHARIS FOR 8TH GR. CEREM
April 2015	60	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -600.00	RENT CHARIS FOR 8TH GR. CEREM
April 2015	61	03111006	5810 DUES & FEES	\$ -14.00	additional instructional suppl
April 2015	61	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ 14.00	additional instructional suppl
April 2015	61	03111006	5611 INSTRUCTIONAL SUPPLIES	\$ 69.00	additional instructional suppl
April 2015	61	03111006	5641 TEXTBOOKS	\$ -69.00	additional instructional suppl
April 2015	64	01142219	5611 INSTRUCTIONAL SUPPLIES	\$ -124.00	CAS LEADERSHIP BANQUET
April 2015	64	01132400	5580 STAFF TRAVEL	\$ 124.00	CAS LEADERSHIP BANQUET
April 2015	69	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -2,700.00	Additional texts needed
April 2015	69	03111013	5641 TEXTBOOKS	\$ 2,700.00	Additional texts needed
April 2015	87	02132400	5731 EQUIPMENT - REPLACEMENT	\$ 2,300.00	CLASSROOM FURNITURE
April 2015	87	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,300.00	CLASSROOM FURNITURE
April 2015	88	01132400	5690 OTHER SUPPLIES	\$ 649.00	OFFICE CHAIRS
April 2015	88	01132400	5590 OTHER PURCHASED SERVICES	\$ -649.00	Office Chairs
April 2015	98	03111009	5611 INSTRUCTIONAL SUPPLIES	\$ -1,598.00	to cover shipping of textbooks
April 2015	98	03111009	5641 TEXTBOOKS	\$ 1,598.00	to cover shipping of textbooks
April 2015	99	01111013	5611 INSTRUCTIONAL SUPPLIES	\$ -187.00	IPAD
April 2015	99	01111013	5690 OTHER SUPPLIES	\$ -501.00	IPAD
April 2015	99	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 501.00	IPAD
April 2015	99	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 187.00	IPAD
April 2015	129	03113202	5690 OTHER SUPPLIES	\$ -1,150.00	furniture purchase
April 2015	129	03113202	5730 EQUIPMENT - NEW	\$ 1,150.00	furniture purchase
April 2015	135	01132220	5730 EQUIPMENT - NEW	\$ 2,400.00	TABLES
April 2015	135	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,400.00	TABLES
April 2015	152	03111010	5810 DUES & FEES	\$ 662.00	funds for JP conf
April 2015	152	03111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -662.00	funds for JP conf
April 2015	164	02132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,850.00	SCIENCE RESEARCH MATERIALS
April 2015	164	02111013	5611 INSTRUCTIONAL SUPPLIES	\$ 2,850.00	SCIENCE RESEARCH MATERIALS
April 2015	169	01132400	5810 DUES & FEES	\$ -139.00	SHIPPING FOR WHITE BOARDS
April 2015	169	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,945.00	GOAL NETS
April 2015	169	01111011	5730 EQUIPMENT - NEW	\$ 2,945.00	GOAL NETS
April 2015	169	01132400	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 139.00	SHIPPING FOR WHITE BOARDS
April 2015	225	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,500.00	CHAIRS & TABLES FOR MEDIA CENT
April 2015	225	01132220	5730 EQUIPMENT - NEW	\$ 2,500.00	CHAIRS & TABLES FOR MEDIA CENT
April 2015	227	01132220	5642 LIBRARY BOOKS & PERIODICALS	\$ -221.00	Headphone/Misc Supplies
April 2015	227	01132220	5611 INSTRUCTIONAL SUPPLIES	\$ -66.00	Headphone/Misc Supplies
April 2015	227	01132220	5690 OTHER SUPPLIES	\$ 221.00	Headphone/Misc Supplies
April 2015	227	01132220	5690 OTHER SUPPLIES	\$ 66.00	Headphone/Misc Supplies
April 2015	235	03111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 1,162.00	Repair Techno CNC Router
April 2015	235	03111008	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 147.00	Repair Techno CNC Router
April 2015	235	03111008	5690 OTHER SUPPLIES	\$ -147.00	Repair Techno CNC Router
April 2015	235	03132400	5590 OTHER PURCHASED SERVICES	\$ -1,162.00	Repair Techno CNC Router
April 2015	244	01132400	5810 DUES & FEES	\$ -400.00	READING AWARD HARTFORD TRIP
April 2015	244	01142700	5510 PUPIL TRANSPORTATION	\$ 400.00	READING AWARD HARTFORD TRIP
April 2015	245	01111016	5611 INSTRUCTIONAL SUPPLIES	\$ -31.00	HARTFORD CONFERENCE

<u>MONTH/YR</u>	<u>JNL#</u>	<u>ACCOUNT NUMBER & DESCRIPTION</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u>
April 2015	245	01111016	5641 TEXTBOOKS	\$ -48.00	HARTFORD CONFERENCE
April 2015	245	01132400	5581 TRAVEL - CONFERENCES	\$ 79.00	HARTFORD CONFERENCE
May 2015	3	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,300.00	CLASSROOM DESK WITH CHAIRS
May 2015	3	01132400	5731 EQUIPMENT - REPLACEMENT	\$ 2,300.00	CLASSROOM DESK WITH CHAIRS
May 2015	19	01132400	5690 OTHER SUPPLIES	\$ 403.00	TEACHER APPRECIATION GIFTS
May 2015	19	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -403.00	TEACHER APPRECIATION GIFTS
May 2015	27	03132120	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -765.00	NEEDED FOR MILEAGE
May 2015	27	03132120	5581 TRAVEL - CONFERENCES	\$ 765.00	NEEDED FOR MILEAGE
May 2015	33	03111015	5590 OTHER PURCHASED SERVICES	\$ -250.00	kiln repair
May 2015	33	03111001	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 250.00	kiln repair
May 2015	34	03111015	5611 INSTRUCTIONAL SUPPLIES	\$ -800.00	purchase new cello rack
May 2015	34	03111010	5730 EQUIPMENT - NEW	\$ 800.00	purchase new cello rack
May 2015	52	03111013	5611 INSTRUCTIONAL SUPPLIES	\$ -2,900.00	New student desks
May 2015	52	03132400	5730 EQUIPMENT - NEW	\$ 2,900.00	New student desks
May 2015	57	01132400	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -252.00	STAPLES FOR COPIER MACHINE
May 2015	57	01132400	5590 OTHER PURCHASED SERVICES	\$ 252.00	STAPLES FOR COPIER MACHINE
May 2015	87	04121203	5730 EQUIPMENT - NEW	\$ 2,400.00	TABLES TRANSITION ROOM
May 2015	87	04126130	5560 TUITION EXPENSE	\$ -2,400.00	TABLES TRANSITION ROOM
May 2015	88	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,900.00	needed for Coping repairs
May 2015	88	01142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -2,900.00	needed for Coping repairs
May 2015	100	01111010	5330 OTHER PROFESSIONAL & TECH SRVC	\$ 200.00	PIANO ACCOMPANIST FOR CONCERT
May 2015	100	01111010	5420 REPAIRS,MAINTENANCE & CLEANING	\$ -200.00	PIANO ACCOMPANIST FOR CONCERT
May 2015	128	05142510	5731 EQUIPMENT - REPLACEMENT	\$ 1,781.00	Conference Room Chairs
May 2015	128	05142310	5590 OTHER PURCHASED SERVICES	\$ -1,781.00	Conference Room Chairs
May 2015	139	05142350	5731 EQUIPMENT - REPLACEMENT	\$ 2,804.00	laptop replacement
May 2015	139	01142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -2,804.00	laptop replacement #9676873
May 2015	164	05142600	5330 OTHER PROFESSIONAL & TECH SRVC	\$ -2,739.00	
May 2015	164	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,739.00	
May 2015	169	03142600	5420 REPAIRS,MAINTENANCE & CLEANING	\$ 2,192.00	camera replacement
May 2015	169	01142600	5613 MAINTENANCE/CUSTODIAL SUPPLIES	\$ -2,192.00	camera replacement
June 2015	8	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -178.00	F & P READING KITS
June 2015	8	05132213	5641 TEXTBOOKS	\$ 178.00	F & P READING KITS
June 2015	10	05132212	5611 INSTRUCTIONAL SUPPLIES	\$ -225.00	MILEAGE MCPADDEN, LASSEN
June 2015	10	05132212	5580 STAFF TRAVEL	\$ 225.00	MILEAGE MCPADDEN, LASSEN

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



Jack B. Levine
Director of Finance and Administration
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Phone (203) 397-4813
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To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More – Fiscal Year 2014-2015
Date: June 3, 2015

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

Facilities Repairs:

Dr. Dumais, Superintendent of Schools, stated in an earlier correspondence, "I wanted to give you the chance to preview some facilities purchases that we will be requesting at our June meeting.

Facilities repairs at the high school were higher than normal this year, but facilities repairs at the middle schools were (thankfully) well within budget. Materials and labor for the repair requests can all be accommodated with current funds by transferring money from the middle school facilities repair and facilities supplies accounts.

ARHS: Wrestling hoist in gym (broken), replace: \$8,974
ARHS: Soccer and Lacrosse field fencing (damaged), repair: \$3,655
ARHS: Tennis court cracks, repair: \$3,885 (some covered by warranty)
ARHS: Additional roof access (new), install: \$8,250

A couple of items – AMSB baseball backstop repair, ARHS security camera replacement, and ARHS pipe insulation replacement – do not require any Board-approved transfers and are already in progress.

Additionally, as part of fulfilling our objective of improvement of our Human Resources practices and procedures, I am going to recommend purchasing fireproof file cabinets for the storage of personnel files (\$11,312.30)."

Install new wrestling mat hoist in the small gym: One of the hoists broke on the old one and since they need to work in unison and the motors are no longer manufactured, we need to replace the entire system.

Move to make the following budget transfer to install new wrestling mat hoist in small gymnasium at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5420	Repairs, Maintenance & Cleaning	\$8,974	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$8,974

Repair/replace 500 feet of fencing along the soccer and lacrosse fields: Students pushing vehicles against the fence along with years of snow load fatigue has damaged the fence and created some potentially dangerous situations.

Move to make the following budget transfer to repair or replace fencing along the soccer and lacrosse fields at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
02-14-2600-5420	Repairs, Maintenance & Cleaning	\$3,655	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$3,655

Crack repairs at the Amity High School tennis courts due to frost heaves during the bad winter. Some will be repaired under warranty, but there are new cracks to repair. This presents a tripping hazard for athletes.

Move to make the following budget transfer to repair cracks on tennis courts at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
02-14-2600-5413	Maintenance/Custodial Supplies	\$3,885	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$3,885

Additional Roof Excess: In order to access the science wing roof top equipment, the Building Maintainers must traverse three different roofs to get there. They haul many boxes of filters, belts, tools, etc. over three different roof levels. This presents a danger to them. We should install a scuttle hatch in the book storage room by room 246 so they have direct access to that roof.

Move to make the following budget transfer to install a scuttle hatch at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5613	Maintenance/Custodial Supplies	\$8,250	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$8,250

Personnel Fireproof File Cabinets:

The Superintendent of Schools recommends five fireproof file cabinets be purchased at a cost of \$11,312.30. This will provide the safe and secure storage of confidential personnel files, which will fulfill in part our objective to improve Human Resources practices and procedures.

Move to make the following budget transfer to purchase five fireproof file cabinets for the District Offices to be used to store confidential personnel files:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-13-2400-5330	Other Professional & Tech. Svcs.	\$11,313	
05-14-2510-5730	Equipment - New		\$11,313

Oil Used for Heating:

We would like to 'top-off' the oil tank at Amity Middle School – Bethany Campus. We are requesting a budget transfer to purchase 7,200 gallons at a price of about \$2.21 (changes daily).

Move to make the following budget transfer to purchase 7,200 gallons of heating oil at the daily rate on the date of purchase (estimated at \$2.21 per gallon) for Amity Middle School – Bethany Campus:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
03-13-2400-5330	Other Professional & Tech. Svcs.	\$15,912	
01-14-2600-5620	Oil Used for Heating		\$15,912

Emergency Elevator Repair: Facilities Director Jim Saisa reported, "Late last week we experienced sporadic problems with the elevator door at Amity High School. Our repair vendor came out to troubleshoot the problem and found the door controller card to be failing. He reset it and it worked for a couple days, but when he came out again Monday, June 1, it had failed completely. The elevator was taken out of service so nobody got trapped between floors. The door controller circuit board is obsolete so a new style board must be ordered. That also means a new control motor must be ordered as the new controller won't "talk" to the old motor. The order has been expedited and the new parts should be here by the end of the week. It was unable to be overnighted as the motor was too heavy. The cost for parts and labor totals \$4,217.09. I have money in my supply account to cover the cost. This is an emergency repair and Chip approved the cost on 6/2/15. We will do everything possible to restore service as quickly as possible." The Superintendent of Schools authorized this work be done immediately and a budget transfer be requested at the next Board meeting."

Move to make the following budget transfer to repair the elevator at Amity Regional High School:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-14-2600-5420	Repairs, Maintenance & Cleaning	\$4,218	
03-14-2600-5420	Repairs, Maintenance & Cleaning		\$4,218

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To: Charles S. Dumais, Ed.D., Superintendent of Schools
From: Jack B. Levine, Director of Finance and Administration
Re: Budget Transfers of \$3,000 or More – **Fiscal Year 2015-2016**
Date: May 30, 2015

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

Texts and Digital Resources:

Marie McPadden, Ed.D., Director of Curriculum and Staff Development, requested budget transfers to move funds for texts and digital resources to the proper accounts for next school year. Ms. McPadden stated, "The following was budgeted for new math texts/digital resources for 2015-2016:
BMS \$10,611
OMS \$10,612
AHS \$22,354

The actual invoice for the materials indicates:

BMS \$7,538
OMS \$7,538
AHS \$28,558

As you can see, the MS costs are less than what was budgeted by \$3,073 for each school or a total of \$6,146. The high school amount is short \$6,203. A transfer would be to use the MS surplus for the HS deficit; however, the HS is still short \$57.

The high school cost is higher because they ordered for Algebra 1, Algebra 2, and Geometry servicing more students than the MS order for Grade 8 Algebra 1 students only.

Budget Transfers of \$3,000 or More – Fiscal Year 2015-2016

May 30, 2015

Page 2

The main reason the dollar amount is greater than the budgeted amount at the HS is that the PO is for 6-year licenses while the budgeted amount was for one-year licenses. Without the transfer, we would have to do some combination of 1 year and 6 year licenses. The six-year licenses are obviously more cost effective over 6 years, but require a large investment in year one only for the most up to date version.

The cost of one-year licenses over six years would be about \$23 per student annually or \$124,200 over 6 years. The normal cost of 6 year licenses is \$12 annually per student or \$72. For 900 students that would be \$64,800. They are giving us 6 years for 900 students at \$28,557. With the amount of students they are giving us gratis, this a great deal. That's a savings per student of \$40.27.

All teacher materials and resources are gratis as well.”

Move to make the following budget transfer to purchase texts and digital resources for the middle schools and high school:

ACCOUNT NUMBER	ACCOUNT NAME	FROM	TO
01-11-1009-5641	Texts and Digital Resources	\$3,073	
02-11-1009-5641	Texts and Digital Resources	\$3,073	
05-13-2213-5641	Texts and Digital Resources	\$57	
03-11-1009-5641	Texts and Digital Resources		\$6,203

Instruction**Grading/Assessment Systems**

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship.

It is the responsibility of the school and individual staff members to keep parents or guardians well informed. Regularly used report cards, combined with scheduled parent-teacher conferences, and other communications vehicles helps promote a process of continuous evaluation of student performance. The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Superintendent and Board of Education.

Legal Reference: Connecticut General Statutes
 P.A. 99-81 An Act Concerning Weighted Grading for
 Honors Classes

Instruction

Grading/Assessment Systems

For the Classes of 2019 and beyond, the following shall be used for calculation of weighted GPA (WGPA) and unweighted GPA (GPA).

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. 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.

All credit-bearing courses will be included in weighted and unweighted Grade Point Average calculations.

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

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

Summer School: Summer school grades will be excluded from all weighted GPA and unweighted GPA calculations.

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

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

Instruction

Grading/Assessment Systems

Unweighted Grade Point Average (GPA)

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

Letter Grade	Number Grade	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 (WGPA)

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.

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.

Instruction

Grading/Assessment Systems

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:

GPA	GPA	LH	L1	L2	L3
A+	4.3	5.6	5.16	4.73	4.3
A	4	5.3	4.86	4.43	4
A-	3.7	5	4.56	4.13	3.7
B+	3.3	4.6	4.16	3.73	3.3
B	3	4.3	3.86	3.43	3
B-	2.7	4	3.56	3.13	2.7
C+	2.3	3.6	3.16	2.73	2.3
C	2	3.3	2.86	2.43	2
C-	1.7	3	2.56	2.13	1.7
D+	1.3	2.6	2.16	1.73	1.3
D	1	2.3	1.86	1.43	1
D-	0.7	2.0	1.56	1.13	0.7
F	0	0	0	0	0

Legal Reference: Connecticut General Statutes

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

Policy adopted:

XXXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Instruction

Graduation Requirements

Graduation from the Amity Regional School District public schools indicates:

1. That students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve,
2. That they have satisfactorily passed any required state approved mastery examinations and/or satisfactorily demonstrated the district's performance standards as established by the faculty and approved by the Board of Education, and
3. That they have attained the legally mandated number and distribution of credits.

Students must demonstrate proficiency in the following basic skill areas: reading, writing, mathematical problem solving, scientific problem solving, and technology. Students must demonstrate proficiency in these areas through a designated score on federal or state standardized tests or through performance-based assessments in particular courses.

The Principal shall submit to the Board of Education, through the Superintendent, his/her detailed requirements and standards to agree with the goals of our schools as adopted by the Board of Education. It is expected that the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation according to the terms of paragraph #1 above.

The Board of Education, in recognition of its responsibilities for the education of all youths in the school system, including those who do not successfully complete the assessment criteria listed above, and who drop out of school, shall make available to all the school district's youths a course of study or alternative programs for meeting standards that will enable them to acquire a high school or vocational school diploma.

Under normal circumstances, the administration at Amity Regional High School requires students to complete all credits necessary to graduate through in-house courses and programs. The administration does recognize that there may be circumstances in which students wish to pursue off-campus courses, and wish to apply the credits earned through these off-campus courses towards Amity Regional High School credit for graduation. Enrollment in an off-campus course does not waive the full-time student status requirement at Amity Regional High School (refer to Student Handbook or Program of Studies for definition of full-time student status). Tuition, transportation, and all associated costs/fees for off-campus courses will be the sole responsibility of the student; the district will assume no financial responsibility. Campus courses will be the sole responsibility of the student; the district will assume no financial responsibility.

Instruction

Graduation Requirements

Off-campus courses must meet the following requirements:

1. Course must be taken at an accredited school, college, university, or on-line program
2. Course must be taught by a state or nationally certified teacher
3. Seat hours must be equivalent to Amity Regional High School courses (120 hours for 1 credit course and 60 hours for .5 credit course)
4. If the off-campus course is also offered in-house, the student must receive a passing grade (60+) on the final exam from the comparable course taught at Amity Regional High School. If the off-campus course is not offered in-house, the student may be asked to present a portfolio of completed work to the Academic Standards Committee.

Students wishing to pursue credit for off-campus courses, for which Amity Regional High School does not have an existing partnership, must request approval by a standing committee called the Academic Standards Committee. The Academic Standards Committee must approve all courses taken off-campus for Amity Regional High School credit prior to enrollment. The Academic Standards Committee will include, but not be limited to, the Amity Regional High School Director of Counseling Services, the High School Principal, and department chair(s) of the pertinent content area(s). The committee will review the merit of all requests. If a course is approved and successfully completed, the course will be recorded as follows:

1. Course will be listed on the Amity Regional High School transcript as a transfer course showing the institution awarding the credit
2. Grade will be listed as Pass/Fail Grade and quality points will not be factored into the student's GPA or Weighted GPA

(cf. 5121 - Examination/Grading/Rating)

Legal References: Connecticut General Statutes

10-14n State-wide mastery examination. Conditions for reexamination.

Limitation on use of test results. (as amended by Section 115 of PA 14-217

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language

Policy adopted: XXXX xx, xxxx

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

Instruction

Graduation Requirements

Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes and P.A. 13-247, Budget Implementer Bill.

10-233(a) Promotion and graduation policies. (as amended by PA 01-166)

P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools.
Implementing Provisions of the State Budget.

Instruction

Graduation Requirements

New legislation and Connecticut state law have required adjustments to current graduation credit requirements at Amity. Due to these changes, the distribution and number of credit requirements has been adjusted. Graduation requirements have been phased in over the course time, beginning with increases for the Class of 2015 and gradually increasing in years thereafter. These adjustments have begun the process necessary to implement new state-mandated graduation credit requirements.

For the class of 2016, graduation credit requirements are 23 credits. Graduation requirements have been adjusted to 24 credits for the graduating Classes of 2017 and 2018. Graduation requirements have been adjusted to 25 credits for the graduating Class of 2019 and beyond.

In order to transition to these new requirements, graduation credit distribution and year requirements will be as follows:

Class of 2016:

English	4 Credits (4 Years)
Mathematics	3 Credits (3 Years)
Science	3 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1 Credit (3 Years)
Electives	6 Credits
TOTAL	23 Credits

Students are required to carry a minimum of 6 credits in 2 of their 4 years, and 5.5 credits in 2 of the 4 years.

Class of 2017:

English	4 Credits (4 Years)
Mathematics	3 Credits (3 Years)
Science	3 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1 Credit (3 Years)
Electives	7 Credits
TOTAL	24 Credits

Students are required to carry a minimum of 6 credits in each of their 4 years.

Instruction

Graduation Requirements

Class of 2018:

English	4 Credits (4 Years)
Mathematics	4 Credits (4 Years) *Increase
Science	3 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1 Credit (3 Years)
Electives	6 Credits *Decrease
TOTAL	24 Credits *Decrease

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

The following distribution of credit reflects an adjustment in the number of credits awarded in science and physical education/health courses to more accurately reflect scheduled instruction time. These adjustments are made for the class of 2019 and beyond so as to not require retroactive adjustments to credit distribution.

Class of 2019 and 2020:

English	4 Credits (4 Years)
Mathematics	4 Credits (4 Years)
Science	3.5 Credits (3 Years) *Adjustment
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1.5 Credit (3 Years) *Adjustment
Electives	6 Credits
TOTAL	25 Credits

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

Class of 2021 and beyond:

English	4 Credits (4 Years)
Mathematics	4 Credits (3 Years)
Science	3.5 Credits (3 Years)
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years)
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/Health	1.5 Credit (3 Years)

Instruction

Graduation Requirements

Electives	5 Credits
Senior Demonstration Project or Equivalent	1 Credit *Addition, per state mandate
TOTAL	25 Credits

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

Instruction

Graduation Requirements

Graduation from ~~our public schools~~ the Amity Regional School District public schools implies indicates:

1. That students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve,
- ~~2. That they have satisfactorily passed any examinations and/or standards established by the faculty and approved by the Board of Education, and~~
2. That they have satisfactorily passed any required state approved mastery examinations and satisfactorily demonstrated the district's performance standards, as assessed in part by the statewide mastery examinations, established by the faculty and approved by the Board of Education, and
3. That they have attained the legally mandated number and distribution of credits.

~~Additional "performance" graduation requirements commence with the Class of 2006. Students must demonstrate proficiency in the following basic skill areas: reading, writing, mathematical problem solving, scientific problem solving, and technology. In the first four skill areas, students can demonstrate proficiency through a designated score on the CAPT or~~ Students must demonstrate proficiency in these areas through a designated score on federal or state standardized tests or through performance-based assessments in particular courses. Students will demonstrate technology proficiency through a process developed by the District.

The Principal shall submit to the Board of Education, through the Superintendent, his/her detailed requirements and standards to agree with the goals of our schools as adopted by the Board of Education. It is expected that the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant graduation according to the terms of paragraph #1 above.

The Board of Education, in recognition of its responsibilities for the education of all youths in the school system, including those who do not successfully complete the assessment criteria listed above, and who drop out of school, may shall make available to all the school district's youths a course of study or alternative programs for meeting standards that will enable them to acquire a high school or vocational school diploma.

Under normal circumstances, the administration at Amity Regional High School requires students to complete all credits necessary to graduate through in-house courses and programs. The administration does recognize that there may be circumstances in which students wish to pursue off-campus courses, and wish to apply the credits earned through these off-campus courses towards Amity Regional High School credit for graduation. Enrollment in an off-campus course does not waive the full-time student status requirement at Amity Regional High School (refer to Student Handbook or Program of Studies for definition of full-time student status). Tuition, transportation, and all associated costs/fees for off-

6146(a)

Instruction

Graduation Requirements—Continued

campus courses will be the sole responsibility of the student; the district will assume no financial responsibility.

Off-campus courses must meet the following requirements:

1. Course must be taken at an accredited school, college, university, or on-line program
2. Course must be taught by a state or nationally certified teacher
3. Seat hours must be equivalent to Amity Regional High School courses (120 hours for ~~5-credit~~ 1 credit course and 60 hours for ~~2.5-.5~~ credit course)
4. If the off-campus course is also offered in-house, the student must receive a passing grade (60+) on the final exam from the comparable course taught at Amity Regional High School. If the off-campus course is not offered in-house, the student may be asked to present a portfolio of completed work to the Academic Standards Committee.

Students wishing to pursue credit for off-campus courses, for which Amity Regional High School does not have an existing partnership, must request approval by a standing committee called the Academic Standards Committee. The Academic Standards Committee must approve all courses taken off-campus for Amity Regional High School credit prior to enrollment. The Academic Standards Committee will include, but not be limited to, the Amity Regional High School Director of Counseling Services, the High School Principal, and department chair(s) of the pertinent content area(s). The committee will review the merit of all requests. If a courses ~~are~~ is approved and successfully completed, the courses will be recorded as follows:

1. Course will be listed on the Amity Regional High School transcript as a transfer course showing the institution awarding the credit
2. Grade will be listed as Pass/Fail Grade and quality points will not be factored into the student's GPA or ~~QPA~~ Weighted GPA

(cf. 5121 - Examination/Grading/Rating)

Legal References:

Connecticut General Statutes

10-14n State-wide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by Section 115 of PA 14-217

10-221a High school graduation requirements. (As amended by P.A. 00-124, An Act Concerning High School Diplomas and Veterans of World War II, P.A. 00-156, An Act Requiring A Civics Course for High School Graduation, P.A. 08-138, An Act Concerning High School Credit for Private World Language Courses and Other Subject Areas, P.A. 10-111, An Act Concerning Education Reform in Connecticut, P.A. 11-135, An Act Concerning Implementation Dates for Secondary School Reform, P.A. 13-57, An Act Concerning Honorary Diplomas for Vietnam Veterans, P.A. 13-122, An Act Concerning Minor Revisions to the Education Statutes and P.A. 13-247, Budget Implementer Bill.

10-233(a) Promotion and graduation policies. (as amended by PA 01-166)

P.A. 13-108, An Act Unleashing Innovation in Connecticut Schools. Implementing Provisions of the State Budget.

~~10-18 Courses in United States history, government and duties and responsibilities of citizenship~~

~~10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome~~

~~10-220 Duties of boards of education~~

~~10-220a High school graduation requirements~~

~~10-233a Promotion and graduation policies. (As amended by PA 01-166)~~

~~“Amity Regional Senior High School, Teacher Handbook” 2004-05, p.25~~

Policy adopted:

~~August 13, 2007~~

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, CT

Instruction

Graduation Requirements

New legislation and Connecticut state law have required adjustments to current graduation credit requirements as at Amity. ~~The changes in minimum credits students must carry will increase for the coming school year, with all students required to carry 5.5 credits. Due to these changes, the distribution and number of credit requirements has been adjusted.~~ Graduation requirements ~~will be~~ have been phased in over the course of ~~the next four (4) years~~ time, beginning with increases for the Class of 2015 and gradually increasing in years thereafter. These adjustments ~~will begin~~ have begun the process necessary to implement new state-mandated graduation credit requirements.

~~Beginning with the 2011-2012 academic year, Amity Regional High School will add an 8th period to the school year. With the added time, the academic program will have the flexibility necessary to require students to take additional courses. It is recommended that beginning with the For the class of 2015 2016, graduation credit requirements be increased from 20 to are 22 23 credits. For the Classes of 2012, 2013 an 2014, it is recommended that the graduation credit requirement remain 20, but that the minimum credits students are required to carry per year be increased to 5.5. Graduation requirements have been adjusted to 24 credits for the graduating Classes of 2017 and 2018.~~

The credit requirements for the Class of 2015 will be as follows:

English	4 Credits (4 Years)
Mathematics	3 Credits (3 Years)
Science	3 Credits (3 Years) *Increase
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years) *Increase
Practical and Fine Arts	1 Credit (1 Year)
Physical Education	1 Credit (3 Years)
Electives	5 Credits
TOTAL	22 Credits

Students would be are required to carry a minimum of 5.5 credits per year.

By 2014, State Graduation requirements will be have been adjusted to 25 credits for the graduating Class of 2018 2019 and beyond.

In order to transition to these new requirements, ~~the following sequence is recommended:~~ graduation credit distribution and year requirements will be as follows:

Instruction**Graduation Requirements - Continued****Class of 2016:**

English	4 Credits (4 Years)
Mathematics	3 Credits (3 Years)
Science	3 Credits (3 Years) *Increase
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years) *Increase
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/ <u>Health</u>	1 Credit (3 Years)
Electives	6 Credits
TOTAL	23 Credits

Students are required to carry a minimum of 6 credits in 2 of their 4 years, and 5.5 credits in 2 of the 4 years.

Class of 2017:

English	4 Credits (4 Years)
Mathematics	3 Credits (3 Years)
Science	3 Credits (3 Years) *Increase
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years) *Increase
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/ <u>Health</u>	1 Credit (3 Years)
Electives	7 Credits
TOTAL	24 Credits

Students are required to carry a minimum of 6 credits in each of their 4 years.

Instruction**Graduation Requirements - Continued****Class of 2018:**

English	4 Credits (4 Years)
Mathematics	4 Credits (3 4 Years) *Increase
Science	3 Credits (3 Years) *Increase
Social Studies	3 Credits (3 Years)
World Language	2 Credits (2 Years) *Increase
Practical and Fine Arts	1 Credit (1 Year)
Physical Education/ <u>Health</u>	1 Credit (3 Years)
Electives	7 6 Credits *Decrease
TOTAL	25 24 Credits *Decrease

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

Regulations approved: ~~November 8, 2010~~ AMITY REGIONAL SCHOOL DISTRICT NO. 5
Woodbridge, Connecticut

The following distribution of credit reflects an adjustment in the number of credits awarded in science and physical education/health courses to more accurately reflect scheduled instruction time. These adjustments are made for the class of 2019 and beyond so as to not require retroactive adjustments to credit distribution.

Class of 2019 and 2020:

<u>English</u>	<u>4 Credits (4 Years)</u>
<u>Mathematics</u>	<u>4 Credits (4 Years)</u>
<u>Science</u>	<u>3.5 Credits (3 Years) *Adjustment</u>
<u>Social Studies</u>	<u>3 Credits (3 Years)</u>
<u>World Language</u>	<u>2 Credits (2 Years)</u>
<u>Practical and Fine Arts</u>	<u>1 Credit (1 Year)</u>
<u>Physical Education/Health</u>	<u>1.5 Credit (3 Years) *Adjustment</u>
<u>Electives</u>	<u>6 Credits</u>
<u>TOTAL</u>	<u>25 Credits</u>

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

Class of 2021 and beyond:

<u>English</u>	<u>4 Credits (4 Years)</u>
<u>Mathematics</u>	<u>4 Credits (3 Years)</u>
<u>Science</u>	<u>3.5 Credits (3 Years)</u>
<u>Social Studies</u>	<u>3 Credits (3 Years)</u>
<u>World Language</u>	<u>2 Credits (2 Years)</u>
<u>Practical and Fine Arts</u>	<u>1 Credit (1 Year)</u>
<u>Physical Education/Health</u>	<u>1.5 Credit (3 Years)</u>
<u>Electives</u>	<u>5 Credits</u>
<u>Senior Demonstration Project or Equivalent</u>	<u>1 Credit *Addition, per state mandate</u>
<u>TOTAL</u>	<u>25 Credits</u>

Students are required to carry a minimum of 6 credits in 3 of their 4 years, and 7 credits in 1 of the 4 years.

Personnel – Certified/Non-Certified

Recruitment and Selection of Administrative Staff

Administrative and supervisory positions will be filled in the following manner:

1. Positions of Building Principal

The Superintendent shall recommend one candidate to the Board for these positions. If the Board does not act favorably upon the Superintendent's recommendation, he/she shall recommend single alternative candidates until the recommendation is approved.

2. Positions of Central Office Directors

The Superintendent shall recommend one candidate to the Board for these positions. If the Board does not act favorably upon the Superintendent's recommendation, he/she shall recommend single alternative candidates until the recommendation is approved.

3. Other Administrative and Supervisory Positions

The Superintendent shall recommend one candidate to the Board for these positions. If the Board does not act favorably upon the Superintendent's recommendation, he/she shall recommend single alternative candidates until the recommendation is approved.

Legal Reference:

Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract. (as amended by P.A. 12-16 An Act Concerning Educational Reform)

10-153 Discrimination on account of marital status.

10-183v Reemployment of teachers, as amended by PA 10-111, An Act Concerning Education Reform in Connecticut

10-220 Duties of Boards of Education. (as amended by PA 98-252)

46a-60 Discriminatory employment practices prohibited.

20 U.S.C. Section 1119 N Child Left Behind Act

34 C.F.R. 200.55 Federal Regulations

Circular Letter C-6, Series 2004-2005, Determining "Highly Qualified" Teachers

Personnel – Certified/Non-Certified

Recruitment and Selection of Administrative Staff

Circular Letter C-9, Series 2004-2005, “No Child Left Behind” and Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.

Circular Letter C-9, Series 2007-2008, “Discontinued Use of Districts’ High Objective Uniform State Standard of Evaluation (HOUSSE) Plans.”

Circular Letter C-13, Series 2007-2008, “Construction of HOUSSE Plans for Highly Qualifying Veteran Teachers”

Instruction

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades seven and eight inclusive and grade ten or eleven shall take a statewide mastery examination (measuring whether or not a student has mastered essential grade level skills in reading, language arts and mathematics). Each student enrolled in grade eight, ten or eleven shall annually take a state approved mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

Note: Students in Connecticut participate in the designated state mastery assessments in English, language arts, literacy and mathematics in grades seven and eight inclusive and grade eleven. In science, students participate in the state approved assessment in grades eight and ten.

Student scores on each component of the statewide tenth or eleventh grade state assessment may be included on the permanent record and transcripts of students. Students who meet or exceed the statewide mastery goal on any component of the statewide mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district does not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Any state approved alternate assessment of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades seven through eight and eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the state approved alternative assessment in grades eight and ten. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

The participation goal will be in compliance with the federal legislation standard for the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch), will be the participation goal.

Instruction

Statewide Proficiency/Mastery Examinations

(cf. 5121 - Examination/Grading/Rating)
(cf. 5125 – Student Records; Confidentiality)
(cf. 6146 - Graduation Requirements)
(cf. 6162.31 - Test Exclusion)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

Instruction

Statewide Proficiency/Mastery Examinations

Each student enrolled in grades seven and eight inclusive and grade ten ~~or eleven~~ shall take a statewide mastery examination (measuring whether or not a student has mastered essential grade level skills in reading, language arts and mathematics). ~~Science shall be added to the examination in the 2007-2008 school year.~~ Each student enrolled in grade eight, ten or eleven shall annually take a state approved mastery examination in science. The mastery examination shall be provided by and administered under the supervision of the State Board of Education.

Note: Students in Connecticut participate in the state mastery assessments in English, language arts, literacy and mathematics in grades seven and eight inclusive and grade eleven. In science, students participate in the Science-CMT state approved assessment in grade eight and the science-CAPT in grade ten.

Student scores on each component of the statewide tenth ~~or eleventh~~ grade ~~mastery test (CAPT) state assessment~~ may/shall be included on the permanent record and transcripts of students. Students who meet or exceed the statewide mastery goal on any component of the statewide ~~tenth grade~~ mastery examination, shall have a certification of such mastery made on the permanent record and transcript and be provided a certificate of mastery for each such component. ~~A student~~ Each tenth or eleventh grade student who has not met the mastery goal level on each component of the mastery examination may annually take or retake each such component at its regular administration until the student scores at or above each goal level or until the student graduates or turns twenty-one (21).

The school district ~~may~~ does not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

Any state approved alternate assessment, ~~including the CMT/CAPT Skills Checklist~~, of students enrolled in special education, shall be available only to those students with significant cognitive disabilities. Students with significant cognitive disabilities in grades seven through eight and eleven shall be assessed with the Connecticut Alternative Assessment in English/language arts and mathematics. In science, eligible students with significant cognitive disabilities shall be assessed with the CMT/CAPT Skills Checklist the state approved alternative assessment in grades eight and ten. In compliance with federal law, out-of-level testing is not an option for students enrolled in special education.

~~In compliance with federal legislation, a participation standard of 95 percent~~ The participation goal will be in compliance with the federal legislation standard for of the total school population, as well as for each subgroup (e.g. race/ethnicity, gender, special education, bilingual/ESL, eligibility for free and reduced lunch), ~~will be the participation goal.~~

(cf. 5121 - Examination/Grading/Rating)
(cf. 5125 – Student Records; Confidentiality)
(cf. 6146 - Graduation Requirements)
(cf. 6162.31 - Test Exclusion)

6146.2(b)

Instruction

Statewide Proficiency/Mastery Examinations (continued)

Legal Reference: Connecticut General Statutes

10-14n Statewide mastery examination. Conditions for reexamination. Limitation on use of test results. (as amended by PA 03-174 and PA 03-168)

10-14o Compensatory education grant. Financial statement of expenditures.

10-14p Reports by local and regional boards re instructional improvement and student progress.

10-14q Exceptions (as amended by PA 01-205)

PL 107-110 – Title I, 34 CFR Part 200

Policy adopted: ~~August 13, 2007~~ AMITY REGIONAL SCHOOL DISTRICT NO. 5

Attached are the minutes from the following Board of Education
Sub-Committee meeting(s):

Finance Committee

5/11/15

MINUTES

COMMITTEE MEMBERS PRESENT: Chairman James Stirling, Ms. Diane Crocco, Mr. Matt Giglietti and Mr. John Grabowski.

COMMITTEE MEMBERS ABSENT: Mr. James Horwitz and Mr. Joseph Nuzzo.

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

Also present: Mrs. Ruth Natzel and Mr. Mike Goss.

A meeting of the Finance Committee of the Amity Regional Board of Education (BOE) was held on Monday, May 11, 2015 at 5:30 pm in the presentation room at the Amity District Offices.

- 1. **Call to Order:** Mr. Stirling called the meeting to order at 5:32 pm.

Mr. Stirling noted that this would be Mr. Horwitz's last Committee meeting and that he served well and is thanked for his service.

- 2. **Discussion and possible action on minutes.**
 - A. **Finance Committee meeting - April 13, 2015**

Motion by Mr. Grabowski, 2nd by Ms. Crocco to accept the minutes as submitted with correction.

Mr. Grasso's name needs to be stricken from the "committee members absent" list in the April 13th minutes
(minutes were corrected and re-submitted)

**Vote unanimous (abstention Mr. Giglietti)
carried**

Motion

- 3. **Public comment**

Mr. Giglietti stated that he will investigate not having a referendum for the next budget because of low voter turnout and the high expense. The bylaws regarding a referendum requirement will be checked.

- 4. **Presentation and discussion of first quarter 2015 executive summary review of Amity Pension Fund, Sick and Severance Account and OPEB Trust**

Mr. Mike Goss presented the summary and pointed out items of significance. Overall, there has been a good start to 2015.

- 5. **Discussion and possible action on tuition rate 2015-2016.**

Motion by Mr. Giglietti, 2nd by Mr. Grabowski to recommend that the Amity Board of Education approve the non-resident tuition rate for 2015-2016 school year at \$15,189.00.

Vote unanimous

Motion carried

- 6. **Discussion and possible action on contracts of \$35,000 or more.**
 - A. **Workers' compensation insurance**
 - B. **Liability, automotive, property (LAP) insurance**

Motion by Ms. Crocco, 2nd by Mr. Grabowski to award the Workers' Compensation Insurance for July 1, 2015 to June 30, 2016, to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, at the premium of \$219,273 plus the audit premium to be determined. Award the Liability, Automobile, Property Insurance to Connecticut Interlocal Risk Management Agency (CIRMA) of New Haven, Connecticut, for the base premium of \$150,729 for July 1, 2015 to June 30, 2016, and for the following two-years with a maximum possible 6 % yearly premium increase.

Vote unanimous

Motion carried

7. Discussion of monthly financial statements

Mr. Levine highlighted items in the monthly statements and various questions were answered.

8. Director of Finance and Administration-approved transfers under \$3,000 – None.

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

Motion by Mr. Giglietti, 2nd by Mr. Grabowski to authorize the Director of Finance and Administration to make the necessary budget transfers to salary and benefit accounts and to pay other standard charges. These budget transfers may exceed \$3,000. The Director of Finance and Administration will report all budget transfers made to the Amity Finance Committee and Amity Board of Education.

Vote unanimous

Motion carried

10. Discussion and possible action on new funding requests

We have discussed the MicroGrid project and Fuel Cell project and our plan to put a heat exchanger at Amity Regional High School to reclaim the heat. This would provide energy savings. The final cost for the heat exchanger and any associated incentives and rebates have yet to be determined. There are no funds in the 2015-2016 budget for the heat exchanger. Mr. Levine is recommending the remaining balance in the Contingency Account be transferred to the Reserve Fund for Capital Nonrecurring Expenditures. The funds would be designated for the heat exchanger.

Motion by Mr. Giglietti, 2nd by Ms. Crocco, to recommend that the Board make the budget transfer of \$105,260 from account 05-15-5850 Contingency Account, to 05-15-5866 Transfer Account/Reserve Fund for Capital Nonrecurring Expenditures and designate these funds for the purchase of a heat exchanger at Amity Regional High School.

Vote unanimous

Motion carried

11. Other

- C. Update on MicroGrid project – covered in item 10 above.**

12 Adjourn

Motion by Mr. Giglietti, 2nd by Ms. Crocco, to adjourn at 6: 13 p.m.

Vote unanimous

Motion carried

Respectfully submitted,

Ruth E. Natzel, Recording Clerk